



**Date: October 10, 2022**  
**To: Public Defense Provider**

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CSV File Format Requirements  
for Monthly Caseload Reports for July 2022 through June 2023

Column Name	Data required for valid submission	Format
County	Yes	text
Client Last Name	Yes	text
Client First Name	Yes	text
Case Number	Yes	text
Most Serious Case Type	Yes	text
Most Serious Charge	Yes	text
Most Serious Incident Date	Yes	MM/DD/YYYY
ORS	Yes	text
Appointment Date	Yes	MM/DD/YYYY
Assigned Attorney OSB #	Yes	numeric 1-999999
Attorney Last Name	No	text
Attorney First Name	No	text
<b>Extraordinary Case</b>	<b>No/optional</b>	<b>text</b>
<b>Appointed as Co-Counsel</b>	<b>No/optional</b>	<b>Yes, No, Y, N</b>
<b>Disposition</b>	<b>No/optional</b>	<b>text</b>
<b>Disposition Date</b>	<b>yes, if disposition is column is populated</b>	<b>MM/DD/YYYY</b>
<b>Appeals Case</b>	<b>No/optional</b>	<b>Yes, No, Y, N</b>
Comments	<b>No/optional</b>	text