



Caseload and Workload Reporting Manual

January 2023 Edition

Table of Contents

Introduction.....	6
Statutory Authority.....	6
Contractual Obligation	6
Definitions.....	8
The Reporting Process.....	10
Introduction.....	10
All contracts other than PCRCP	10
Obtaining the Reporting Template.....	10
Filling out a Monthly Report	11
Saving a Monthly Report.....	12
Submitting the Monthly Report.....	12
Validating the Report.....	13
Common validation errors.....	15
Questions:.....	16
PCRCP Contracts.....	17
Obtaining the Reporting Template.....	17
Filling out a Monthly Report	17
Submitting the Monthly Report.....	18
Validating the submitted data	18
Submitting corrected reports.....	18
Caseload Report Fields.....	19
Introduction.....	19
Adult Criminal Contracts.....	20
County.....	20
Client Last Name.....	20
Client First Name	21
Case Number	21
Appeal?.....	21
Adult or Juvenile.....	22
Most Serious Case Type.....	22
Most Serious Charge.....	25

Office of Public Defense Services Caseload and Workload Reporting Manual

Most Serious Incident Date	25
ORS	26
Appointment Date.....	27
Assigned Attorney OSB#	27
Attorney Last Name	28
Attorney First Name.....	28
Appointed as Co-Counsel.....	29
Extraordinary Case.....	30
Disposition.....	31
Disposition Date	33
Comments.....	34
Non-PCRJP Juvenile Contracts.....	35
County.....	35
Client Last Name.....	35
Client First Name	36
Case Number	36
Appeal?.....	37
Adult or Juvenile.....	37
Most Serious Case Type.....	38
Most Serious Charge.....	39
Most Serious Incident Date	40
ORS	40
Appointment Date.....	41
Assigned Attorney OSB#	41
Attorney Last Name	42
Attorney First Name.....	42
Appointed as Co-Counsel	43
Extraordinary Case	44
Disposition.....	45
Disposition Date	46
Comments.....	46
Appeals Contracts.....	47
County.....	47

Office of Public Defense Services Caseload and Workload Reporting Manual

Client Last Name.....	47
Client First Name	47
Case Number.....	47
Appeal?.....	48
Adult or Juvenile.....	48
Most Serious Case Type.....	48
Most Serious Charge.....	49
Most Serious Incident Date	49
ORS	49
Appointment Date.....	50
Assigned Attorney OSB#	50
Attorney Last Name	51
Attorney First Name.....	51
Appointed as Co-Counsel.....	51
Extraordinary Case	52
Disposition.....	52
Disposition/Closure Date	53
Comments.....	53
PCRCP Contracts.....	54
Contractor Name (Open Case Report)	54
Counsel Name (Open Case Report)	54
Counsel Bar Number (Open Case Report).....	54
County (Open Case Report Header)	55
County (Open Case Report Reporting Table)	55
Reporting Year (Open Case Report)	55
Reporting Month (Open Case Report)	55
Active Juvenile Case Count (Open Case Report)	56
Active non-Juvenile Case Count (Open Case Report)	56
Case Number (Open Case Report).....	56
Petition Number (Open Case Report)	57
Client Last Name (Open Case Report).....	57
Client First Name (Open Case Report)	58
Open Date (Open Case Report)	58

Office of Public Defense Services Caseload and Workload Reporting Manual

Case Type (Open Case Report).....	59
Additional Case Weight (Open Case Report).....	60
PCRP Case Count (Open Case Report).....	61
Case Manager (Open Case Report).....	62
Status of Youth/Child Placement (Open Case Report).....	62
Closed Date (Open Case Report).....	64
Comments (Open Case Report).....	64
Case Number (Activity Report).....	64
Client Last Name (Activity Report).....	65
Client First Name (Activity Report).....	65
Activity (Activity Report).....	65
Activity Date (Activity Report).....	66
Hours Spent (Activity Report).....	66
Court Activity Outcome (Activity Report).....	66
Dismissal Reason (Activity Report).....	68
Comments (Activity Report).....	69
Pre-Appointment or Pre-Petition Representation.....	70
Introduction.....	70
Adult-criminal cases.....	70
PCRP and Non-PCRP Juvenile Cases.....	70
Appointment as Co-Counsel.....	72
Introduction.....	72
Extraordinary Circumstances.....	73
Introduction.....	73
Adult Criminal Cases.....	73
PCRP and Non-PCRP Juvenile Cases.....	73
Appeals.....	74
Appendix A: Adult Criminal Examples.....	75
Case Transfer between Counsel.....	75
Diversion.....	75
Specialty Court.....	76
Aid and Assist.....	78
Warrant Status.....	79

Office of Public Defense Services Caseload and Workload Reporting Manual

Appendix B: Non-PCRCP Juvenile Examples.....	81
Case Transfer between Counsel.....	81
Diversion	81
Warrant Status.....	82
Waiver Exposure	83
Additional Petition Filed	85
Complex Sibling Group Reporting	85
Appendix C: PCRCP Examples.....	91
Case Transfer between Counsel.....	91
Diversion	91
Warrant Status.....	92
Waiver Exposure	93
Additional Petition Filed	95
Complex Sibling Group Reporting	96

Introduction

The Office of Public Defense Services (OPDS) provides guidance in this manual for contract administrators, other reporting counsel, and support staff who contract with OPDS to provide indigent defense services to clients in the State of Oregon. This manual contains guidance and best practices for entering caseload and workload data into the monthly workload reports that are submitted to OPDS. These reports assist OPDS in better understanding the caseloads and workloads of counsel providing indigent defense services.

The purpose of this manual is to increase the accuracy and consistency of data provided to OPDS to better model the overall workload needs for counsel providing public defense services and courts across Oregon, ensure compliance with contracts, and provide reports to stakeholders.

Statutory Authority

ORS 151.216(1)(f); 151.219(1)(b).

Contractual Obligation

Entities who contract with OPDS to provide defense services are obligated to provide caseload and workload reports to OPDS under General Term 7.6 *et seq.* Caseload reports are also necessary for the agency to monitor compliance with the caseload standards and case weighting and case counting standards in General Terms Section 10.

Caseload reports are intended to capture Counsel's open caseload for the month of the report. Counsel is obligated to report a case in a reporting month if Counsel was obligated to report the case for any portion of that month unless that obligation began and ended in the same month due to withdrawal from the case by Counsel. For most cases, other than authorized pre-appointment or pre-petition representation cases, Counsel's obligation to report a case begins when an order of appointment is signed. Counsel's obligation to report ends depending on the contract type and case type, as detailed further below.

It is possible, if a case is transferred, for multiple counsel to be subject to the reporting obligation for the same case in the same reporting month. This is common when a client is in a treatment court, or when counsel leaves practice. Further description of how to report case transfers can be found in each of the Appendices.

For Adult Criminal contracts, the termination of Counsel's obligation to report is described in General Term 7.1.2.5:

Contractor may close the case when:

Office of Public Defense Services Caseload and Workload Reporting Manual

- (a) The Final Judgment has been entered into the court register, and the Contractor has met all other contractual obligations:
 - 1. If the case is a probation violation, the attorney may close the case upon final disposition of the probation violation;
 - 2. A judgment of dismissal constitutes a final judgment;
 - 3. An attorney may not close a case that has been entered into a deferral, diversion, or conditional discharge agreement until the final judgment has been entered into the court register;
- (b) A judge has signed an order removing the attorney from the case; or
- (c) A bench warrant for a client's failure to appear has been active for 180 days.

For non-PCRPP Juvenile contracts, the termination of Counsel's obligation to report is described in General Term 7.1.2.5:

- (a) For dependency, permanent guardianship, and termination-of-parental-rights cases, Contractor may close the case when the attorney has met all of their contractual obligations and the court has entered one of the following into the court register:
 - i. An order or judgment dismissing the petition;
 - ii. An order or judgment dismissing the case and/or terminating the wardship over the child;
 - iii. An order or judgment establishing a guardianship over the child, unless the attorney is actively working on the case;
 - iv. An order or judgment disestablishing the parentage of the attorney's client;
 - v. An order or judgment terminating the parental rights of the attorneys' client;
 - vi. An order or judgment granting an adoption of the attorney's client; or
 - vii. An order terminating or vacating the attorney's appointment.
- (b) For Delinquency cases, Contractor may close the case when the attorney has met all of their contractual obligations and the court has entered one of the following into the court register:
 - i. An order or judgment dismissing the petition;
 - ii. An order or judgment dismissing the case and terminating the wardship over the youth;
 - iii. An order terminating or vacating the attorney's appointment;
 - iv. A bench warrant, which has remained in effect for 180 days.

For PCRPP contracts, the termination of Counsel's obligation to report is described in General Term 10.3:

- (a) For dependency, permanent guardianship, and termination-of-parental-rights cases, Contractor shall, thirty (30) days after the court enters any of the following types of orders or judgments, close the case and discontinue reporting it in their open caseload:

- i. An order or judgment dismissing the petition;
 - ii. An order or judgment dismissing the case and/or terminating the wardship over the child;
 - iii. An order or judgment establishing a guardianship over the child, unless the attorney is actively working on the case;
 - iv. An order or judgment disestablishing the parentage of the attorney's client;
 - v. An order or judgment terminating the parental rights of the attorneys' client;
 - vi. An order or judgment granting an adoption of the attorney's client; or
 - vii. An order terminating or vacating the attorney's appointment.
- (b) For Delinquency cases, Contractor shall, thirty (30) days after the court enters any of the following types of orders or judgments, close the case and discontinue reporting it in their open caseload:
- i. An order or judgment dismissing the petition;
 - ii. An order or judgment dismissing the case and terminating the wardship over the youth;
 - iii. An order terminating or vacating the attorney's appointment;
 - iv. A bench warrant, which has remained in effect for 180 days.

Example: Counsel A is appointed to represent Client M on a misdemeanor trespass on June 17. At a Status Check hearing held on August 3 of the same year, Client M enters a plea of no contest, and the court enters a judgment of conviction the same day. Counsel A should report Client M's case on their June, July, and August caseload reports.

Example: Counsel B is appointed to represent Client N on a civil commitment case on March 7. On March 9, the court holds the commitment hearing and commits Client N to the custody of the Oregon Health Authority. Counsel B should report Client N's case on their March caseload report because the case was open at some point during the month of March, even though it closed within the same month.

Definitions

Caseload Model: A contracting model between OPDS and contractors predicated upon the number of appointments per year. Criminal and Juvenile contracts that are not part of the Parent Child Representation Program, referred to herein as "Non-PCRJP Juvenile" contracts, operate on a caseload model.

Contract Administrator: A person (or persons) responsible for administering a contract with OPDS to provide services to persons qualifying for court appointed counsel.

Counsel - Contract: An attorney employed by a public defender or law firm, a member of a consortium, or an independent attorney who has contracted with the

Office of Public Defense Services Caseload and Workload Reporting Manual

Public Defense Services Commission to provide services to persons qualifying for court-appointed legal representation.

Counsel - Non-Contract: An attorney who accepts court appointed case assignments to represent persons entitled to public defense services at an hourly rate.

CSV: A CSV (comma-separated values) file is a text file, generally created in Excel, which allows data to be saved in a table structured format. Files uploaded during the report submission process must be in this file format. CSV files use the file extension “.csv” and can be selected as a file type when saving or exporting from inside an Excel workbook.

Date of Order or Judgment: Whenever referred to in this documentation, the date of an order or judgment is the date that appears on the face of the document itself, regardless of the date listed in the court’s Register of Actions indicating when the document was uploaded to OECL.

FAA: Formal Accountability Agreement. A pre-petition form of informal resolution for delinquency cases. Counsel representing youth in entering into Formal Accountability Agreements with a Juvenile Department need not seek OPDS authorization to provide this representation prior to the filing of a petition.

Measure 11: Other than murder, a felony that is the subject of ORS 137.700 or ORS 137.707.

OPDS: An acronym for Office of Public Defense Services, which is the office established by the Public Defense Services Commission to carry out the administrative policies and procedures for the public defense system.

Open Case: A case that Counsel is currently obligated to report. See *Contractual Obligation* above.

PCRPP: The Parent Child Representation Program. A multidisciplinary model of juvenile representation in which those providing indigent defense services have expanded access to support services and operate on a workload model. Currently approved as a model of representation in Clatsop, Columbia, Multnomah, Yamhill, Polk, Lincoln, Benton, Linn, Coos, and Douglas Counties.

Reporting Detail File: The .csv file which contains caseload and/or workload data the reporting period.

Workload model: A model of contracting predicated upon the number of open cases an attorney may have at any given point in time.

The Reporting Process

Introduction

This manual sets forth the process by which indigent defense Contract Administrators and other reporting Counsel submit data about the services they provide.

The procedure for obtaining and submitting reports and the reporting template for all adult criminal and non-PCRCP juvenile contracts are the same. However, the specific codes and guidance for completing that template differ amongst adult criminal, non-PCRCP juvenile contracts, PCRCP contracts, and appeals contracts.

Reporting is submitted on a per-contract basis, meaning that if a contract administrator administers more than one contract they will need to create and submit separate reports for each contract. For instance, if a Public Defender Office has both a Criminal and a Non-PCRCP Juvenile contract, the contract administrator for the office should create and submit a report for each reporting month listing their Criminal cases and a separate report for each reporting month listing their Juvenile cases.

In some circumstances, Counsel may continue to carry open cases that are of a different type than the contracts under which they currently operate. Under these circumstances, the contract administrator should submit a report for the cases that fall under their current contract and should submit a separate report for each counsel who continues to carry a case that does not fall within that contract under that counsel's OSB number in the Non-Contract Cases section of the submission form.

*Example: **Counsel A** provides public defense services as a member of **Consortium M**. For the 2022-23 contracting cycle, **Consortium M** only operates on a criminal contract. In 2021, however, **Counsel A** was appointed, within **Consortium M**, to a Felony Delinquency case that remains open in July 2022. For the month of July 2022, and for all reporting months in which **Counsel A's** juvenile case remains open, the contract administrator for **Consortium M** should submit two reports: a criminal caseload report omitting **Counsel A's** juvenile case under their criminal contract and a separate Non-Contract caseload report under **Counsel A's** bar number with **Counsel A's** juvenile case.*

All contracts other than PCRCP

Obtaining the Reporting Template

The submission, referred to as the "caseload/workload detail file" must be in .csv format, with specific columns and exact header names. While a provider may create their own .csv file that complies with the heading and formatting requirements

Office of Public Defense Services Caseload and Workload Reporting Manual

below, OPDS has created an Excel Template to assist in accurately generating compliant .csv files, which is available on the OPDS website:

<https://www.oregon.gov/opds/provider/Pages/case-load.aspx>

Resources

- [PCRPs Reporting Demo and Q&A](#)
- [Caseload & Workload Reporting Manual](#)
- [CSV Template Instruction Recording 10/19/2022](#)

Forms

- [Extraordinary Case Circumstances](#)
- [Click here to find the Attorney Vacancy and Contractor Shutoff Forms](#)

Adult Criminal & Juvenile (Non-PCRPs) Contracts

- [Template to create a CSV file](#)
- [Caseload CSV](#)
- [CSV File Requirements](#)
- [Adult Criminal: Case Types & Dispo Codes](#)
- [Juvenile: Case Types & Dispo Codes](#)
- [Adult Criminal & Juvenile: Appeals Dispo Codes](#)

PCRPs Contracts

- [Monthly Reporting Template \(July 2022 onward\): Includes Open Cases Report, Activity Report, and Dropdown reference tab](#)

Filling out a Monthly Report

The user should list each case subject to their reporting obligation on a separate row of the .csv or template. As noted above, the reporting obligation for a case generally begins either when appointed by the Court or granted pre-appointment approval by OPDS and continues until it terminates under one of the circumstances listed in General Term 7.1.2.5 of the contract.

Clicking the link to the Template on the right hand side of the website will open a copy of the template file. It is important to note that the template is a macro-enabled workbook, and **the macros that allow the template to function will, in most instances, be turned off by default Microsoft Security settings.** To activate the macros to assist in data entry and the creation of the .csv file for submission, the user should save the template to the C:\ drive in a location other than the root folder of the drive, then close the template and open it from the saved location.

Once the saved template is open, the user should see a yellow or red ribbon near the top of the worksheet with a button labeled “Enable Content” or “Security Settings.”

Clicking on the Enable Content button should activate the macros and allow the drop-down menus to appropriately populate and the Save for Submission button on the Template tab to correctly operate.

Clicking on “Security Settings” should open the Microsoft Trust Center, and the user may need to select a different security level to allow the embedded macros to run.

If the colored ribbon and button does not appear, the Trust Center can be opened manually by selecting “File” and then “Options,” “Trust Center,” and then clicking the button marked “Trust Center Settings.”

Office of Public Defense Services Caseload and Workload Reporting Manual

If using the template provided by OPDS, filling out the fields can be simplified by using the provided drop-down selections for some fields. Those dropdowns only function as information is entered left to right on a per row basis. This is so the template can narrow and display only those options relevant to previous selections.

The list of fields, their properties, and guidance for accurate selection and entry of data is detailed further in the Caseload Report Fields section of this manual below.

Saving a Monthly Report

Once the data for the reporting month has been entered, the user should perform the following:

1. On the “Caseload Reporting” tab of the template click “Save for Submission”
2. Navigate to the location where the completed CSV is to be saved
3. Click “CANCEL”
4. The system will automatically save as a CSV, in the location previously identified with the following naming convention, “Caseload Reporting_[YEAR][MONTH]”
5. Use this file to upload for Caseload Reporting

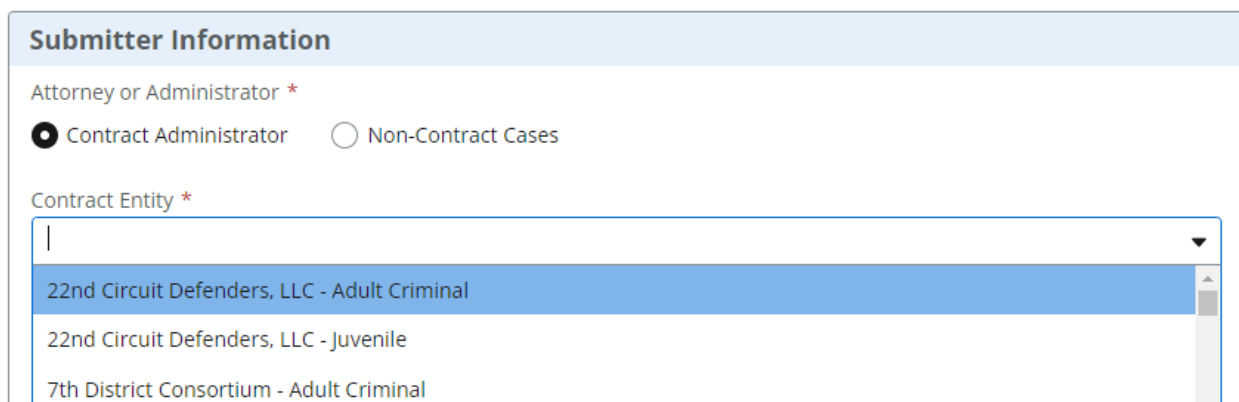
Submitting the Monthly Report

Caseload reporting is submitted via an online form available on the OPDS website at <https://www.oregon.gov/opds/provider/Pages/case-load.aspx> to which the caseload detail file is attached in .csv format.

Caseload reporting is due monthly on the 20th of the month following the reporting period (Example: 1st-31st of January is due February 20).

Contract Administrators are to report services under each contract for all associated counsel performing work on that contract and must contain public defense cases subject to the reporting obligation for that month.

When reporting work under a contract, the Contract Administrator should first select their entity and contract type in the Submitter Information section:



Submitter Information

Attorney or Administrator *

Contract Administrator Non-Contract Cases

Contract Entity *

|

22nd Circuit Defenders, LLC - Adult Criminal

22nd Circuit Defenders, LLC - Juvenile

7th District Consortium - Adult Criminal

Office of Public Defense Services Caseload and Workload Reporting Manual

If your contract entity and contract type do not appear on the drop-down list of options for submission, please reach out to case.load.reporting@opds.state.or.us to let us know.

When reporting work that falls outside of a current contract, either because Counsel is working on a case on a Non-Contract/Hourly basis or because Counsel continues to provide service on a case of a type for which the Contract Entity no longer has a contract, the user submitting the report should instead choose the Non-Contract Cases option at the top of the Submitter Information section and enter the Oregon State Bar number of the Counsel providing those services.

Submitter Information

Attorney or Administrator *

Contract Administrator Non-Contract Cases

Reporting Attorney Oregon State Bar Number *

After selecting the contract entity and contract type or, if submitting a Non-Contract report, entering the bar number of the Counsel providing services, the user should select the month for which the report is being submitted, and then attach the caseload detail file for that month. If the Contract Administrator or other reporting Counsel has no open cases during a given reporting period, the user should instead check the “No cases to report on for this reporting period” checkbox on the online submission form and need not attach a file.

The caseload detail file must be in .csv format and contain all columns with exact header names shown in the template (available on the OPDS website at <https://www.oregon.gov/opds/provider/Pages/case-load.aspx>). There is information that is required and some that is optional, as detailed later in this manual.

Validating the Report

When the submission is received the system will validate that:

1. The file is .csv
2. All expected columns are present and in the required order
3. Column headers match the required headers below
4. All columns with required information contain data. Any blank cell in a required column will result in a failed submission
5. Oregon State Bar numbers reported are active in OPDS database
6. Case types reported are from the expected OPDS list
7. Disposition Codes entered are from the expected OPDS list
8. Date format is MM/DD/YYYY
9. Appointment Date is not in the future
10. Most Serious Incident Date is not in the future
11. If a Disposition Code is entered, a Disposition Date is also entered.

Office of Public Defense Services Caseload and Workload Reporting Manual

Following is the list of Column Headers, their format, and whether they are required for validation:

Column Header	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
Extraordinary Case	No/as required by policy	Text
Appointed as Co-Counsel	No/ as required by policy	Yes, No, Y, N
Disposition	No/ as required by policy	Text
Disposition Date	yes, if disposition is column is populated	MM/DD/YYYY
Appeals Case	No/optional	Yes, No, Y, N
Comments	No/ as required by policy	Text

If the report passes validation, an email is generated by the system and automatically sent to the email address entered during submission with the following:

Dear Public Defense Partner,

This email is confirmation that the above referenced caseload report has been successfully received. ANY previous submission for same month and year is now overwritten.

Replies to this email address are not monitored.

Occasionally, submitting a report does not generate an automatic email receipt. If you have submitted a report and do not receive a response from the automated system, contact OPDS at case.load.reporting@opds.state.or.us for assistance.

If a report file fails the review, the automated email will instead contain information about why the report did not pass review:

Dear Public Defense Partner,

The following errors were identified in the above referenced monthly report. Please correct the attached file and resubmit. If you have questions or need assistance, please contact your contract analyst.

Note: The Row number does not include the header row. Example: If the line indicates Row# 25, the error is actually in Row# 26

- 1. Row# 186 - The string was not recognized as a valid Date. Must be in MM/DD/YYYY format.**

Replies to this email address are not monitored.

If a report fails validation, the user should correct the .csv file and resubmit **within two business days**.

Common validation errors

Below are several validation issues that may lead to a rejected report and the most frequent solution to the error.

Your CSV file has 19 columns in it.

This error is most commonly caused by attempting to save the Template tab of the Template file as a .csv file directly for submission instead of using the “Save for Submission” button on the template tab to create a .csv file for submission. As the Template tab contains additional fields that cannot be present on the submitted report and orders the fields differently, the validation system cannot accept a submission created in this way.

If the “Save for Submission” button fails to create a .csv file or prompts an error, the likeliest culprit is Microsoft’s security settings preventing macros from running. This can be resolved by saving the template on the C:\ drive in a folder for reporting, then opening the saved copy and clicking on the button labeled “Enable Content” that should appear in a yellow ribbon at the top of the worksheet.

CSV file header row has invalid column names.

This error usually occurs for one of two reasons: an attempt to solve the **Your CSV file has 19 columns** error by deleting a column, leading to columns that are ordered differently than necessary, or one of the columns is named incorrectly.

Office of Public Defense Services Caseload and Workload Reporting Manual

If the cause is the first error, the columns will need to be reordered to match the validation criteria listed above. The columns must be titled the same and presented in the same order.

If the cause is the second error, and the data in the columns are correctly ordered but the headers are still causing an error, the Caseload CSV file available on the OPDS website has the headers named and ordered correctly, and the user can copy the headers from that file and paste them over the headers on the file to be submitted.

Attorney OSB Number was not found in the database.

Frequently this error is due to a clerical error. However, if the OSB number is entered correctly and the error still occurs, it is likely due to one of two problems: counsel's qualifications have not yet been certified by OPDS, or the certification has not yet synced with the data validation system. If counsel has not yet been certified, any cases should be reported under their supervising attorney until certification has occurred. If counsel *has* been certified, that certification is synced to the validation system weekly and submitting the report the following week should no longer generate this error.

Incident Date may not be in the future for this reporting period.

Appointment Date may not be in the future for this reporting period.

Disposition Date may not be in the future for this reporting period.

Each report anticipates being submitted for a specific month. As counsel should be reporting all open cases for a given reporting period, a report should not contain information that, as of the month of the report, has not yet happened. If the incident or appointment date are after the end of the reporting month, delete the row containing that case for that month. If the disposition is after the end of the reporting month, only delete the disposition data for that case. In either case, begin reporting the relevant data in the month it occurs.

The string was not recognized as a valid Date. Must be in MM/DD/YYYY format.

For each of the date fields, the data must be formatted in MM/DD/YYYY format. This error is commonly fixed by selecting the column and changing the format to Short Date.

For other errors, please refer to the guidance specific to the contract type in the Caseload Report Fields section of this manual.

Please note that it is technically possible to submit a report that passes validation but does not comply with guidance. If a report deviates significantly from OPDS guidance, OPDS may ask the provider to submit a corrected report.

Questions:

All communications related to caseload reporting, except for PCRCP caseload, should be sent to case.load.reporting@opds.state.or.us.

PCRCP Contracts

The procedure for obtaining and submitting PCRCP reports is undergoing revision to bring submission procedures in line with other reports and improve data validity. The current template is available on the OPDS website at:

<https://www.oregon.gov/opds/provider/Pages/case-load.aspx>

Please ensure you are using the most up-to-date template, version July 2022.

Obtaining the Reporting Template

The PCRCP Case Reporting Template is available on the OPDS website below:

<https://www.oregon.gov/opds/provider/Pages/case-load.aspx>

After downloading the template, the user should open it. There may be a moment when Windows scans for viruses. The user may need to click “Enable Editing.” The user should save the template to their computer and then close and reopen the template from the saved location.

Filling out a Monthly Report

Each PCRCP attorney is responsible for submitting their own caseload report to OPDS monthly. Reports are due on the 20th of the month following the reporting period (Example: January reports are due February 20). Reports are sent via email attachment to the following email: PCRCP.Caseload.Reports@opds.state.or.us.

Contract Administrators are to report services under their contract for all associated counsel and must contain public defense cases subject to the reporting obligation for that month. If the Contract Administrator or other reporting Counsel has no open cases during a given reporting period, it should be indicated by checking the “No cases to report on for this reporting period” checkbox on the online submission form.

Reports contain two tabs:

Open Cases Report

The user should list each case subject to their reporting obligation on a separate row of the template. As noted above, the reporting obligation for a case generally begins either when appointed by the Court or granted pre-appointment approval by OPDS and continues until it terminates under one of the circumstances listed in General Term 10.3 of the contract.

Activity Report

For each case listed on the Activity Report, there should be a corresponding case on the Open Cases Report, unless Counsel reporting the activity is temporarily covering for Counsel to whom the case is usually assigned. The user should list each activity on a separate row of the template. Some activities may require multiple entries; further guidance about activity entries can be found in the Reporting Fields section of this manual.

Office of Public Defense Services Caseload and Workload Reporting Manual

Submitting the Monthly Report

All PCRCP reports and related communication should be sent to PCRCP.Caseload.Reports@opds.state.or.us. Reports are due by the 20th of the month following the reporting period.

Validating the submitted data

Submitted reports will be validated for the following:

1. Report is in current Excel file
2. Report contains all identifying information: Contractor and Attorney Names, Bar Number.
3. Report contains the correct month and active juvenile and non-juvenile case count totals.
4. All expected columns are present and in the same order as the template.
5. Column headers read exactly as shown in the template.
6. All columns with required information contain data.
7. On the *Open Cases Report*, the County, Case Type, Additional Case Weight, and Status of Youth/Child Placement reported are from the drop-down lists in the template.
8. On the *Activity Report*, the Activity, Hours Spent, Court Activity Outcome, and Dismissal Reason reported are from the drop down lists in the template.
9. Date format matches template.
10. If Other is selected as a Dismissal Reason, an explanation is provided in the Comments column.

Submitting corrected reports

Attorneys will be notified via email if there are errors in the report that must be corrected. Corrections should be provided in a timely manner.

Caseload Report Fields

Introduction

This section describes each of the fields contained within the Caseload Report Template, how the user enters data into the field, any data validation restrictions, the purpose of the collected data for that field, whether the field is required or optional, and both general and specific case-type guidance for what data should be entered.

Required fields are headed in Maroon.

Optional fields are headed in Teal.

Adult Criminal Contracts

County

Description: This field reports the name of the county in which the case is currently being litigated

Data Entry Type: The user selects a text value from a drop-down list of options.

Data Validation: There must be a text value in this field, and it must match one of the options listed. Attempting to enter a value outside of the lookup options will result in an error message.

Purpose: Evaluating current caseloads versus forecasted needs by county. Evaluating ratio of caseload in adjacent jurisdictions. Evaluating case weight for out-of-county representation. Modeling workload distribution for statewide contracts.

General Guidance: For most cases, this selection will simply be one of the counties in which the Counsel usually practices. While very rare, cases do occasionally get transferred between counties. In many cases, this results in termination of the appointment of counsel in the origin county, and subsequent appointment of counsel in the destination county. If the transfer of a case results in termination of Counsel's appointment, that Counsel should follow normal procedure for a case closure. If, however, the transfer does NOT result in the termination of Counsel's appointment, that Counsel should update the "County" field to reflect the new county, and best practice would be to make a note in the "Comment" field that the case was transferred.

Specific Guidance:

For Post-Conviction Relief cases: Enter the county in which the case is filed.

For Habeas Corpus cases: Enter the county in which the case is filed.

Client Last Name

Description: This field reports the last name of the client that Counsel represents.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a text value in this field.

Purpose: Differentiating between represented clients in an action with multiple indigent parties. Identifying clients in pre-filing case postures.

General Guidance: Enter the client's last name. Entering multiple last names, hyphenated or not, should not cause issues with the reporting template.

Client First Name

Description: This field reports the first name of the client that Counsel represents.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a text value in this field.

Purpose: Differentiating between represented clients in an action with multiple indigent parties. Identifying clients in pre-filing case postures.

General Guidance: Entering a client's First and Middle names is acceptable and should not cause issues with the reporting template.

Case Number

Description: This field reports the case number assigned to the case by the Judicial Department. In the event the case is in a pre-filing posture and pre-appointment representation has been authorized by OPDS, this field instead captures the pre-appointment nature of the case.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a text value in this field.

Purpose: Evaluating caseload against caseload requirements over the six-month period. Determining when cases may be reported an additional time. Facilitating case type data validation with collateral sources.

General Guidance: This is the case number of the case currently being worked by the Counsel appointed to the case.

Specific Guidance:

If the case is in a pre-appointment posture: Enter "Pre-Appointment." "Pre-appointment" or "pre-petition" may be used only after approval is received from OPDS.

For Post-Conviction Relief cases: Enter the PCR civil case number. In the comments field, enter the originating case number of the conviction.

Appeal?

Description: This field reports whether the case being reported is an appeal or trial-level case.

Data Entry Type: The user selects a YES/NO value from a drop-down list of options.

Data Validation: Entering a value in this field is optional, but if a value is entered it must match one of the options listed. Attempting to enter a value outside of the lookup options will result in an error message.

Purpose: Distinguishing appellate and trial-level cases in determining caseloads and limiting users to appropriate disposition codes.

General Guidance: Select "Yes" if counsel is representing the client in an appellate court or "No" if Counsel is representing the client is circuit court.

Adult or Juvenile

Description: This field exists in the template to aid providers in data entry but is not present in the .csv file created from the template. If using a user-generated .csv file, omit this field.

Data Entry Type: The user selects a text value from a drop-down list of options in Cell F2.

Data Validation: Entering a value in this field is optional, but if a value is entered it must match one of the options listed. Attempting to enter a value outside of the lookup options will result in an error message. Including this field in an uploaded .csv file will result in a rejected report.

Purpose: Narrows selection options for other fields in the report.

General Guidance: If using the OPDS template to generate reports, select “Adult” to narrow the displayed options for other fields for easier and more accurate data entry. Selecting “Adult” in Cell F2 will auto-fill the same selection to the rest of the rows in the report for which an entry is present in the Case Number field. If using a user-created .csv file, omit this field.

Most Serious Case Type

Description: This field reports the most serious case type charged in the charging document among the case classifications determined by OPDS.

Data Entry Type: The user selects a text value from a drop-down list of options.

Data Validation: There must be a value in this field, and it must match one of the options listed.

Data Entry Type: The user selects a text value from a drop-down list of options. The options available to the user are dependent on what is entered in the Adult or Juvenile field.

Data Validation: A text value must be entered, and validity depends on what is entered in the Adult or Juvenile field:

- If “Adult” is selected, the text value must match one of the options on the Adult lookup table. Attempting to enter a value outside that table will result in an error message.
- If “Juvenile” is selected, the text value must match one of the options on the Juvenile lookup table. Attempting to enter a value outside that table will result in an error message.
- If the Adult or Juvenile field has a blank entry, any text value may be entered.

Purpose: Evaluating appointed caseload against forecasted caseloads by case type. Evaluating Counsel caseload against Counsel qualifications. Evaluating caseloads in specialty courts.

General Guidance: Select the category the most serious charge falls into.

Specific Guidance:

If a case is in a pre-appointment posture: enter OTHR as the case type.

If a new charging instrument is filed that changes the severity of the most serious offense (for instance, a case is opened with an information charging Assault IV

Office of Public Defense Services Caseload and Workload Reporting Manual

misdeemeanor, but the DA takes the case to Grand Jury and the Jury returns an indictment for Assault III) change the entry in this field to match the new most serious charge.

Following is the list of Case Type Codes and guidance on when each should be selected:

Case Type Code	When to Enter
CMUR	Capital Murder
MURD	Non-Capital Murder
JLAW	Jessica's Law
AM11	Class A Measure 11 offenses
AFEL	Class A non-Measure 11 offenses
BM11	Class B Measure 11 offenses
BFEL	Class B non-Measure 11 offenses
CFEL	Class C non-Measure 11 offenses
DFEL	Felony Driving under the Influence
UFEL	Unclassified Felony Offense
DVIO	Domestic Violence Assault IV Felony
DUIS	Misdemeanor Driving Under the Influence
MISS	Misdemeanor cases not otherwise specified
DWSS	Misdemeanor Driving While Suspended
OTMS	Other Traffic Misdemeanors
EXTR	Extraditions
FPV	Felony Probation Violations
MPV	Misdemeanor Probation Violations
DPV	DUII Probation Violation
FAPA	Contempt stemming from the violation of a FAPA restraining order
SUPP	Contempt stemming from a Child Support order
CONT	Contempt not otherwise specified
SCDV**	Appointments that occur due to a Show Cause on a Diversion or Conditional Discharge agreement
MHMI	Civil Commitment cases
CVHC	Habeas Corpus cases
CVPC	Post-Conviction Relief cases
CVPCA	Post-Conviction Relief of Aggravated Murder cases
PSRB	Psychiatric Security Review Board cases
OTHR*	Cases not otherwise specified.* Also used for pre-appointment cases. (Specify type of appointment or case in comment field.)
Specialty courts	Cases engaged in specialty courts. See table below

*If a Case Type Code of OTHR is entered, enter a comment in the "Comments" field explaining the nature of the case and/or why no other case type fits. Common

Office of Public Defense Services Caseload and Workload Reporting Manual

examples include Material Witness Orders (ORS 136.611), Sexually Violent Offenders (ORS 137.771(2)), DNA testing (ORS 138.694), Criminal Forfeiture, or appointment to a case for which no other case type applies.

** This code should only be used in circumstances where the original attorney's appointment was terminated by court order and a new attorney is appointed for the Show Case hearing. The presumption is that the attorney who entered the client into diversion will continue to represent the client through diversion.

When an attorney represents all cases of a particular type (e.g., CFEL, FAPA, SUPP) as part of a docket, those cases should be reported using the specialty court or docket case type. Conversely, when an attorney takes a case as part of the attorney's regular caseload, the case should be reported using the case type applicable to the specific case.

Following is a list of Specialty Court and Specialty Docket codes and their case types:

Specialty Courts and Dockets		
Specialty Court	Specialty Docket	Description
MHC	MHD	Mental Health Court/Docket
FAM	FAMD	Family Court/Docket (AKA DV Court)
DUII	DUIID	DUII Court/Docket
DRG		Drug Court
VET		Veteran's Court
OTHC		Other Specialty Court
	AD	Arrestment Docket
	ERD	Early Resolution Docket

Following is a historical list of codes and how they should now be reported:

Code Conversion			
Historical Code	New Code	Historical Code	New Code
BICC	MHC	MHCT	MHC
CC	OTHC	RAP	VET
DGPM	DRG	VC	VET
DRUG	DRG	VETC	VET
DUAD	DUIID	VTC	VET
DVAD	FAMD	START	DRG
DVCT	FAM	STEP	DRG
ECR	ERD	DISP	DUII
EDP	ERD	VRO Docket	FAMD
EDPM	ERD	A&A Docket	MHD
HPCT	DRG	Support Enforcement Docket	FAMD

Most Serious Charge

Description: This field reports the commonly referred to title of the most serious charge in the charging instrument.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a text value in this field.

Purpose: To evaluate counsel workload and case outcomes.

General Guidance: There should not be more than one charge or incident date per row. Enter only the most serious. If the case is in a pre-appointment posture, enter "Pre-Appointment."

When first counting the case on a caseload report, enter the title of the most serious offense on whatever charging instrument has been filed. If a new charging instrument is filed that changes the severity of the most serious offense (for instance, a case is opened with an information charging Assault IV misdemeanor, but the DA takes the case to Grand Jury and the Jury returns an indictment for Assault III) change the entry in this field to match the new most serious charge and submit a corrected report on the last day of the month or, if not known until next reporting cycle, on the next monthly report.

If the appointment is related to a case in specialty court, enter the most serious charge related to entry into the specialty court.

Specific Guidance:

For Post-Conviction Relief cases: List the most serious charge pending or charge of conviction.

For Habeas cases: Enter "Habeas."

For specialty court cases: For charged cases, list the most serious charge.

For Civil Commitment cases: Enter "Civil Commitment."

Most Serious Incident Date

Description: This field reports the incident date of the most serious charge in the charging instrument.

Data Entry Type: The user enters a date value in MM/DD/YYYY format into the field using the following date format: MM/DD/YYYY.

Data Validation: There must be a date value in this field. If not entered in MM/DD/YYYY format the template will reformat to MM/DD/YYYY.

Purpose: Guidance is under development for this field.

General Guidance: There should not be more than one charge or incident date per row. Enter only the most serious. When first counting the case on a caseload report, enter the incident date of the most serious offense on whatever charging instrument has been filed. If a new charging instrument is filed that changes the severity of the most serious offense (for instance, a case is opened with an information charging Assault IV misdemeanor, but the DA takes the case to Grand Jury and the Jury returns an indictment for Assault III) change the entry in this field

Office of Public Defense Services Caseload and Workload Reporting Manual

to match the new most serious charge and submit a corrected report on the last day of the month or, if not known until next reporting cycle, on the next report.

Specific Guidance:

If an offense is alleged to have occurred over a range of dates, enter the earliest date in the range.

For specialty courts: If the appointment is related to a case in specialty court, enter the incident date related to entry into the specialty court.

For probation violations: Enter the incident date of the most serious charge of the underlying criminal conviction, not the incident date of the alleged probation violation.

For Post-Conviction Relief cases: List the incident date for the most serious charge pending or charge of conviction.

For Civil Commitment cases: List the date of the citation.

For Habeas cases: List the date the petition was filed.

ORS

Description: This field reports the Oregon Revised Statute associated with the most serious charge in the charging instrument.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a value in this field.

Data Validation: There must be a text value in this field. Leading or trailing "0" will be retained.

Purpose: Case validation purposes, forecasting, and reporting to justice-system stakeholders.

General Guidance: When first counting the case on a caseload report, enter the ORS of the most serious offense on whatever charging instrument has been filed. If a new charging instrument is filed that changes the severity of the most serious offense (for instance, a case is opened with an information charging Assault IV misdemeanor, but the DA takes the case to Grand Jury and the Jury returns an indictment for Assault III) change the entry in this field to match the new most serious charge and submit a corrected report on the last day of the month or, if not known until next reporting cycle, on the next report.

If the offense charged is an attempted crime, list the subsection in the attempt statute (ORS 161.405) that pertains to the charged offense.

Specific Guidance:

For specialty court cases: For charged cases, list the ORS for the most serious charge. For cases in which no charges have been filed, enter "N/A."

For Civil Commitment cases: List the ORS of the Notice, usually 426.070 or 427.235

For Post-Conviction Relief cases: List the ORS for the most serious charge of conviction.

For Habeas Corpus cases: List ORS 34.310 et seq

Appointment Date

Description: This field reports the date the Counsel was appointed by the court to provide indigent defense services to the client for this case.

Data Entry Type: The user enters a date value in MM/DD/YYYY format into the field.

Data Validation: There must be a date value in in this field. If not entered in MM/DD/YY format the template will reformat to MM/DD/YYYY.

Data Validation: There must be a value in this field.

Purpose: Evaluating appointed caseload against forecasted caseloads. Evaluating timing for extraordinary case circumstance requests.

General Guidance: Enter the date of appointment from the order of appointment entered into Odyssey, regardless of when that order is actually entered.

Specific Guidance:

If the case is in pre-appointment posture: Enter the date that OPDS approved the pre-appointment representation request.

If counsel is reappointed on a bench warrant: Enter the original date of appointment on the case unless the client has been on warrant status for over a year. If so, enter the date of reappointment.

If counsel is reassigned or substituted: Both counsel should enter the case into their report for the month in which that reassignment or substitution occurred. For the counsel receiving the case, the Appointment Date is the date of reassignment or the date the substitution of counsel is granted by the court.

Assigned Attorney OSB#

Description: This field reports the Oregon State Bar license number of Counsel appointed to represent the identified client in the identified case.

Data Entry Type: The user enters a number value into the field.

Data Validation: There must be a value in this field.

Data Validation: There must be a six-digit number value in this field. Leading or trailing "0" will be retained. Attempting to enter any other value will result in an error message. When submitted, the number in this field must match an active record in the OPDS database.

Purpose: Evaluating individual Counsel caseload. Evaluating a counsel's caseload against that counsel's qualifications.

General Guidance: Enter the Oregon State Bar number of the counsel assigned to handle the case. If the case is transferred between counsel, there should be a separate entry for each counsel assigned to the case for any portion of the reporting month.

Specific Guidance:

If the person representing the client is a certified law student: enter the Oregon State Bar number of counsel supervising the certified law student.

If the person representing the client has a temporary bar number while awaiting reciprocity: Due to limitations in the validation system for reporting and the OPDS

database tracking attorney qualifications, temporary bar numbers cannot be used for reporting. OPDS will assign a “dummy” bar number until a final bar number is issued.

If counsel representing the client is licensed but is only certified by OPDS for the case type while under supervision: Enter the bar number of assigned counsel, not the supervisor.

Attorney Last Name

Description: This field reports the last name of Counsel appointed to represent the identified client in the identified case.

Data Entry Type: The user enters a text value into the field.

Data Validation: Entering a value in this field is optional. If a value is entered, there are no restrictions on that value.

Data Validation: None.

Purpose: Improves efficiency in identifying the appointed counsel.

General Guidance: Enter the last name of Counsel handling the case, rather than the name of the firm or the name of the contract administrator.

Attorney First Name

Description: This field reports the last name of Counsel appointed to represent the identified client in the identified case.

Data Validation: None.

Data Entry Type: The user enters a text value into the field.

Data Validation: Entering a value in this field is optional. If a value is entered, there are no restrictions on that value.

Purpose: Improves efficiency in identifying the appointed Counsel.

General Guidance: Enter the first name of Counsel handling the case, rather than the name of the firm or the name of the contract administrator.

Appointed as Co-Counsel

Description: This field reports a true/false response as to whether the counsel is appointed as co-counsel on the identified case.

Data Entry Type: The user selects a YES/NO value from a drop-down list of options.

Data Validation: Entering a value in this field is optional, but if a value is entered it must match one of the options listed. Attempting to enter a value outside of the lookup options will result in an error message.

Purpose: Tracking rate of appointment of co-counsel in Murder 1, Murder 2, JLAW, and Juvenile Murder cases and compliance with policy. Improving agency's ability to forecast usage of co-counsel in serious case types.

General Guidance: Enter a YES value if the listed Counsel has been approved to be appointed as co-counsel for the listed case.

Specific Guidance: The following is a list of case types and guidance on approval for co-counsel:

Case Type	Co-Counsel Approval
Capital Murder	Automatically approved for first co-counsel, discretionary approval for additional co-counsel. For discretionary approval, counsel must seek prior approval from OPDS.
Murder 1	Automatically approved for first co-counsel, discretionary approval for additional co-counsel. For discretionary approval, counsel must seek prior approval from OPDS.
Murder 2	Discretionary approval for first co-counsel. Counsel must seek prior approval from OPDS.
Jessica's Law	Discretionary approval for first co-counsel. Counsel must seek prior approval from OPDS.

Extraordinary Case

Description: This field reports the type of extraordinary case that applies to the identified case, if any. An entry may be made to this field only after approval is received from OPDS.

Data Entry Type: The user selects a text value from a drop-down list of options. The options available depend on the values in the Appeal? and Adult or Juvenile fields.

Data Validation: Entering a value in this field is optional. If a value is entered, it must match one of the listed options, which depend on other fields:

- If “Yes” is entered in the Appeal? field, options are restricted to those applicable to appellate cases. *See Appeals Contracts section.*
- If “No” is entered in the Appeal? field:
 - If “Adult” is entered in the Adult or Juvenile field, options are restricted to those in the specific guidance below.
 - If “Juvenile” is entered in the Adult or Juvenile field, options are restricted to those applicable to Juvenile cases. *See Non-PCRCP Juvenile Contracts section.*
 - If the Adult or Juvenile field is left blank, any value may be entered.

Purpose: Identifying cases for additional case weighting. Developing and standardizing policy regarding additional case weighting.

General Guidance: A report should only contain an entry in this field if the case has already been authorized as an Extraordinary Case by OPDS. See the Extraordinary Case Circumstances chapter. Select the value that matches the authorized circumstance.

Specific Guidance: Following is the current list of Extraordinary Case Types for Adult Criminal contracts. Select the type that matches the authorization from OPDS.

Extraordinary Case Types
Voluminous discovery/sophisticated technology
Multiple criminal episodes
One or more co-defendants
Complex forensic issues
Language barriers
Cultural barriers
Intellectual disability or impairment
Competency/aid and assist issues
Guilty except for insanity issues
Complex legal issues post-appeal
Other

Disposition

Description: This field reports the disposition of the identified case once disposition occurs.

Data Entry Type: The user selects a value from a drop-down list of options.

Data Validation: Validation settings will accept a blank entry for this field, but if a value is entered it must match one of the options listed. Attempting to enter a value outside of the lookup options will result in an error message.

Purpose: Evaluating frequency of withdrawals. Evaluating partial case weighting. Evaluating case counting following delay in bench warrant and dismissal cases. Evaluating counsel reappointment issues.

General Guidance: **A disposition code is required in any month in which circumstances that are described by a disposition code occur.** Enter the disposition code that most accurately reflects the event that occurred. If an event occurs that results in the termination of counsel's representation of the client, a disposition code should be entered reflecting that event.

Specific Guidance:

For cases that result in a bench warrant for the client: continue to report the case for 180 days following the issuance of the warrant then, in the monthly report at the end of the 180 days, enter the disposition code WTBN. The warrant need not be continuous for 180 days if the client is cited in lieu of arrest and repeatedly has new warrants issue.

For cases entering diversion or specialty court: disposition occurs on the date that the client enters those programs. If counsel continues to work with the client while in specialty court, they should continue to report the case but update the Case Type Code to reflect that it is now in specialty court.

For cases in which restitution is unresolved at sentencing: do not enter a disposition code until restitution is resolved, either as a result of a hearing or otherwise. Once restitution resolves, enter the disposition code below that most accurately describes the disposition.

Cases involving partial dispositions: No disposition is reported until a disposition event that terminates counsel's representation occurs. For example, if a jury trial results in an acquittal on Count 1 (the highest charge) but a mistrial on Count 2, no disposition code is entered until a general judgment issues. Enter the case type, charge, and ORS for Count 2.

Following is a list of Disposition codes and guidance on when each should be selected for *non-habeas* cases:

Disposition Code	When to Enter
ACQC	The client is acquitted of all counts in the charging instrument as a result of a bench trial

Office of Public Defense Services Caseload and Workload Reporting Manual

Disposition Code	When to Enter
ACQJ	The client is acquitted of all counts in the charging instrument as a result of a jury trial
CLCC	The client is acquitted of the most serious count in the charging instrument but convicted of at least one other count as a result of a bench trial
CLCJ	The client is acquitted of the most serious count in the charging instrument but convicted of at least one other count as a result of a jury trial
CNCV	The client is convicted of the most serious count in the charging instrument as a result of a bench trial
CNVJ	The client is convicted of the most serious count in the charging instrument as a result of a jury trial
COM	The client is committed to the custody of OHA as a result of a civil commitment proceeding
CONS	The client enters a consolidated plea
CONT	The client is continued on probation after a probation violation hearing
DENY	The petition or application for writ is denied
DIVR	The client enters into Diversion or a Conditional Discharge agreement; use of this code does not terminate Counsel's obligation to report.
DSCC	The case is dismissed due to a completed civil compromise
DSM	The case is dismissed for reasons not otherwise specified
EXTR	The client is extradited after a hearing
GRNT	The petition or application for writ is granted
INSA	The client is found Guilty but Insane
OTHR	The case is disposed for reasons not otherwise specified*
OTPA	Other Post-Adjudicative, Post-Commitment, or Post-Conditional Release*
PLGY	The client entered a plea of guilty or no contest to the most serious offense on the charging instrument
PLLC	The court dismissed the most serious offense on the charging instrument in return for entry of a plea of guilty or no contest to a less serious charge
RCOM	The client was recommitted to the OHA
REVK	The client was revoked from probation after a probation violation hearing
WAIV	The client waived hearing on extradition
WTBN	The client has been on a bench warrant for 180 days***
WTHD	The court has granted a motion to withdraw

*If a Disposition Code of OTHR or OTPA is entered, a comment should be entered in the "Comments" field explaining the nature of the disposition.

Office of Public Defense Services Caseload and Workload Reporting Manual

** If a Disposition Code of DIVR is entered, see specific guidance under disposition/closure date.

***The client need not be on a single bench warrant for 180 days to record this disposition; it can be the cumulative time spent cycling between warrant status and non-appearance. See the “Warrant Status” scenario in Appendix A for an example of reporting.

Following is a subset of disposition codes and their uses specific to *habeas* cases:

Disposition Code	When to Enter
DENY	Habeas matter goes to trial and is denied
GRNT	Habeas matter goes to trial and is granted
DSM	Habeas case is voluntarily dismissed, has no merit, or a motion to dismiss or motion for summary judgment is granted
DIVR	Client enters compliance phase. Use of this code does not terminate counsel's obligation to report.
OTHR	Habeas matter closes for a reason not otherwise specified.*

*If a Disposition Code of OTHR is entered, a comment should be entered in the “Comments” field explaining the nature of the disposition.

Disposition Date

Description: This field reports the date of disposition of the identified case.

Data Entry Type: The user enters a date value into the field using the following date format: MM/DD/YYYY.

Data Validation: Validation settings will accept a blank entry for this field. However, if a value is present in the Disposition field in the same row, a blank entry in this field will result in an error when the report is submitted.

Purpose: Evaluating partial case weighting. Evaluating extraordinary case circumstance timing. Evaluating Counsel reappointment issues. Evaluating Counsel workload.

General Guidance: **A disposition date is required when a disposition is entered in the same row.** Enter the date of the order or judgment resulting in the coded disposition, regardless of when that order or judgment is uploaded to the case register of actions.

Specific Guidance:

When DIVR is entered as disposition: enter the date that the case went into diversion but continue to report the case on the open caseload report until the case is resolved by judgment. At that point, enter the date of final disposition.

When WTNB is entered as a disposition: enter the date the warrant issued as the disposition date.

Comments

Description: This field reports any additional information or commentary the user wishes to provide.

Data Entry Type: The user enters a text value into the field.

Data Validation: This field has no validation restrictions.

Purpose: The purpose of this field is determined by the user.

General Guidance: Guidance for other fields will indicate when entries are required for this field. Additional entries beyond those required by other fields are discretionary.

Non-PCRCP Juvenile Contracts

County

Description: This field reports the name of the county in which the trial of the case would or did occur.

Data Entry Type: The user selects a text value from a drop-down list of options.

Data Validation: There must be a value in this field, and it must match one of the options listed.

Purpose: Evaluating current caseloads versus forecasted needs by county. Evaluating ratio of caseload in adjacent jurisdictions. Evaluating case weight for out-of-county representation. Modeling workload distribution for statewide and appeals contracts

General Guidance: For most cases, this selection will simply be one of the counties in which the Counsel usually practices. While very rare, cases do occasionally get transferred between counties. In many cases, this results in termination of the appointment of counsel in the origin county, and subsequent appointment of counsel in the destination county. If the transfer of a case results in termination of an Counsel's appointment, that Counsel should follow normal procedure for a case closure. If, however, the transfer does NOT result in the termination of a counsel's appointment, that counsel should update the "County" field to reflect the new county, and best practice would be to make a note in the "Comment" field that the case was transferred.

Client Last Name

Description: This field reports the last name of the client that counsel represents.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a value in this field.

Purpose: Differentiating between represented clients in an action with multiple indigent parties, most commonly dependency. Identifying clients in pre-filing case postures.

General Guidance: Enter the client's last name. Entering multiple last names, hyphenated or not, should not cause issues with the reporting template.

Specific Guidance:

For Dependency, Guardianship, Termination, and Contested Adoption cases: If representing multiple siblings of a sibling group, use a separate row to enter each child. See Appendix B.

Client First Name

Description: This field reports the first name of the client that counsel represents.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a value in this field.

Purpose: Differentiating between represented clients in an action with multiple indigent parties, most commonly dependency. Identifying clients in pre-filing case postures.

General Guidance: Entering a client's First and Middle names is acceptable and should not cause issues with the reporting template.

Specific Guidance:

For Dependency, Guardianship, Termination, and Contested Adoption cases: If representing multiple siblings of a sibling group, use a separate row to enter each child. See Appendix B.

Case Number

Description: This field reports the case number assigned to the case by the Judicial Department. In the event the case is in a pre-filing posture, this field instead captures the pre-petition nature of the case.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a value in this field.

Purpose: Evaluating caseload against caseload requirements over the six-month period. Determining when cases may be reported an additional time. Facilitating case type data validation with collateral sources.

General Guidance: This is the case number of the case currently being worked by counsel appointed to the case.

Specific Guidance:

Pre-appointment or pre-petition: If the case is in a pre-petition or pre-appointment posture, enter "Pre-Appointment." "Pre-appointment" may be used only after approval is received from OPDS.

For Dependency, Guardianship, Termination, and Contested Adoption cases when representing a Parent or Guardian: Enter the case number of the petition filed with respect to the eldest sibling of the sibling group that applies to the named client. For instance, in a Termination case, Father's counsel should enter the case number of the petition against Father that seeks to terminate Father's rights to the eldest of father's children for which termination is sought. See Appendix B.

For Dependency, Guardianship, Termination, and Contested Adoption cases when representing child(ren): Enter the case number of the case specific to the named client. If representing multiple siblings of a sibling group, use a separate row to enter each child. See Appendix B.

Additionally, for Termination cases when representing child(ren): For each child, enter only the case number of the termination petition seeking to terminate the parent's rights to that child, if appointment is active on such a case. See Appendix B.

Appeal?

Description: This field reports whether the case being reported is an appeal or trial-level case.

Data Entry Type: The user selects a YES/NO value from a drop-down list of options.

Data Validation: Entering a value in this field is optional, but if a value is entered it must match one of the options listed. Attempting to enter a value outside of the lookup options will result in an error message.

Purpose: Distinguishing appellate and trial-level cases in determining caseloads and limiting users to appropriate disposition codes.

General Guidance: Select “Yes” if counsel is representing the client in an appellate court or “No” if counsel is representing the client is circuit court.

Adult or Juvenile

Description: This field exists in the template to aid providers in data entry but is not a part of the .csv file created from the template. If using a user-generated .csv file, omit this field.

Data Entry Type: The user selects a text value from a drop-down list of options in Cell F2.

Data Validation: Entering a value in this field is optional, but if a value is entered it must match one of the options listed. Attempting to enter a value outside of the lookup options will result in an error message. Including this field in an uploaded .csv file will result in a rejected report.

Purpose: Narrows selection options for other fields in the report.

General Guidance: If using the OPDS template to generate reports, select “Adult” to narrow the displayed options for other fields for easier and more accurate data entry. Selecting “Adult” in Cell F2 will auto-fill the same selection to the rest of the rows in the report for which an entry is present in the Case Number field. If using a user-created .csv file, omit this field.

Most Serious Case Type

Description: This field reports the most serious case type among the case classifications determined by OPDS.

Data Entry Type: The user selects a text value from a drop-down list of options.

Data Validation: There must be a value in this field, and it must match one of the options listed.

Purpose: Evaluating current caseload against forecasted need by case type. Evaluating current caseload against counsel qualification certificates. Evaluating caseloads in specialty courts.

General Guidance: If a case is in a pre-appointment posture, enter OTHR as the case type, or JFAA if appropriate. Prior approval from OPDS is required for pre-appointment representation in all cases that are not JFAA.

Specific Guidance:

For Delinquency cases: If the court grants a DA’s motion to amend the petition, and that amendment results in a different category for the most serious charge, update the entry in this field to match the new most serious charge.

For cases that are not Delinquency cases: Enter the most appropriate case type that matches the client for this entry. When determining whether a child is the eldest, only evaluate the children in the sibling group represented by the Counsel. See Appendix B.

Following is the list of Case Type Codes and guidance on when each should be selected:

Case Type Code	When to Enter
JMUR	Delinquency Murder
JUDFW	Delinquency felony case involving Waiver issues
JM11W	Delinquency Measure 11 case involving Waiver issues
JUDF	Delinquency Felony
JM11	Delinquency Measure 11
JUDM	Delinquency Misdemeanor
JPV	Delinquency PV or Motion to Modify
JUDO	Delinquency case not otherwise specified*
JFAA	Delinquency case in which the counsel is providing pre-appointment representation on a Formal Accountability Agreement
JDEP	Dependency case in which the client is a Parent
JDEC	Dependency case in which the client is the eldest member of the sibling group represented by the counsel
JDECX	Dependency case in which the client is a non-eldest member of the sibling group represented by the counsel
JUTP	Termination case in which the client is a Parent
JUTC	Termination case in which the client is the eldest member of the sibling group represented by the counsel

Case Type Code	When to Enter
JUTCX	Termination case in which the client is a non-eldest member of the sibling group represented by the counsel
JGAP	Dependency case in which a guardianship has been established and the counsel continues to represent a Parent
JGAC	Dependency case in which a guardianship has been established and the counsel continues to provide representation to the eldest member of a sibling group represented by the counsel
JGACX	Dependency case in which a guardianship has been established and the counsel continues to provide representation to a non-eldest member of a sibling group represented by the counsel
JGAL	Any juvenile case in which the counsel is serving as a Guardian Ad Litem for the client
JVPA	Voluntary placement agreement
CVAD	Civil contested adoption case
Specialty Courts	JDRG (Juvenile Drug Court), FAM (Family Court), OTHC (Other Specialty Court)

*If a Case Type Code of JUDO is entered, a comment should be entered in the “Comments” field explaining the case type.

Most Serious Charge

Description: This field reports the commonly referred to title of the most serious charge in the charging instrument.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a value in this field.

Purpose: To evaluate counsel workload and case outcomes.

General Guidance: There should not be more than one charge or incident date per row. Enter only the most serious. If the case is in a pre-petition or pre-appointment posture, enter “Pre-Petition” or “Pre-Appointment” as appropriate. Prior approval from OPDS is required for pre-petition or pre-appointment representation on all cases other than JFAA.

Specific Guidance:

For Delinquency cases: If the court grants a DA’s motion to amend the petition, and that amendment results in a different Most Serious Charge, update the entry in this field to match the new most serious charge.

For cases that are not Delinquency cases: Enter the name of the case type, i.e. “Dependency” for Dependency cases.

Most Serious Incident Date

Description: This field reports the incident date of the most serious charge in the charging instrument.

Data Entry Type: The user enters a date value into the field using the following date format: MM/DD/YYYY.

Data Validation: There must be a value in this field.

Purpose: Case validation.

General Guidance: There should not be more than one charge or incident date per row. Enter only the most serious. If a date range is alleged for the most serious incident, enter the earliest date in the range. If providing pre-appointment or pre-petition representation, enter the date OPDS granted approval.

Specific Guidance:

For Delinquency cases: If the court grants a DA's motion to amend the petition, and that amendment results in a different incident date for the Most Serious Charge, update the entry in this field to match the new most serious charge.

For probation violations: Enter the incident date of the most serious charge on the underlying petition, not the incident date of the alleged violation.

For Formal Accountability Agreements: Enter the date of assignment to the case.

For cases that are not Delinquency cases: Enter the date the Petition was filed.

ORS

Description: This field reports the Oregon Revised Statute associated with the most serious charge in the charging instrument.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a text value in this field. Leading or trailing "0" will be retained.

Purpose: Case validation purposes, forecasting, and reporting to justice-system stakeholders.

General Guidance: Enter the ORS associated with the Most Serious Charge.

Specific Guidance:

For Delinquency cases: If the court grants a DA's motion to amend the petition, and that amendment results in a different Most Serious Charge, update the entry in this field to match the new most serious charge.

For Dependency cases: Enter 419B.100

For Termination cases: Enter 419B.500

For Guardianship cases: Enter 419B.365 or 419B.366, whichever is appropriate

For Contested Adoption cases: Enter 109.309

Appointment Date

Description: This field reports the date the Counsel was appointed by the court to provide indigent defense services to the client for this case.

Data Entry Type: The user enters a date value in MM/DD/YYYY format into the field.

Data Validation: There must be a date value in in this field. If not entered in MM/DD/YYYY format the template will reformat to MM/DD/YYYY.

Data Validation: There must be a value in this field.

Purpose: Evaluating appointed caseload against forecasted caseloads. Evaluating timing for extraordinary case circumstance requests.

General Guidance: Enter the date of appointment from the order of appointment entered into Odyssey, regardless of when that order is actually entered. If the case is in pre-appointment posture, enter the date that OPDS approved the pre-appointment representation request.

If reappointed to represent a youth as a result of a served protective custody warrant, enter the original date of appointment unless the youth was on warrant status for over a year. If so, enter the date of reappointment.

If counsel is reassigned or substituted, both counsels should enter the case into their report for the month in which that reassignment or substitution occurred. For the counsel receiving the case, the Appointment Date is the date of reassignment or the date the substitution of counsel is filed.

Assigned Attorney OSB#

Description: This field reports the Oregon State Bar license number of the counsel appointed to represent the identified client in the identified case.

Data Entry Type: The user enters a number value into the field.

Data Validation: There must be a value in this field.

Purpose: Evaluating individual counsel caseload. Evaluating current caseload against Counsel qualification certificates.

General Guidance: Enter the Oregon State Bar number of the counsel assigned to handle the case. If the case is transferred between counsel, there should be a separate entry for each counsel assigned to the case for any portion of the reporting month.

Specific Guidance:

If the person representing the client is a certified law student: enter the Oregon State Bar number of counsel supervising the certified law student.

If the person representing the client has a temporary bar number while awaiting reciprocity: Due to limitations in the validation system for reporting and the OPDS database tracking attorney qualifications, temporary bar numbers cannot be used

for reporting. OPDS will assign a “dummy” bar number until a final bar number is issued.

If counsel representing the client is licensed but is only certified by OPDS for the case type while under supervision: Enter the bar number of counsel, not the supervisor.

Attorney Last Name

Description: This field reports the last name of the Counsel appointed to represent the identified client in the identified case.

Data Entry Type: The user enters a text value into the field.

Data Validation: Entering a value in this field is optional. If a value is entered, there are no restrictions on that value.

Purpose: Improves efficiency in identifying the appointed Counsel.

General Guidance: Enter the last name of the Counsel personally handling the case, rather than the name of the firm or the name of the contract administrator.

Attorney First Name

Description: This field reports the last name of the Counsel appointed to represent the identified client in the identified case.

Data Entry Type: The user enters a text value into the field.

Data Validation: Entering a value in this field is optional. If a value is entered, there are no restrictions on that value.

Purpose: Improves efficiency in identifying the appointed Counsel.

General Guidance: Enter the first name of the Counsel personally handling the case, rather than the name of the firm or the name of the contract administrator.

Appointed as Co-Counsel

Description: This field reports a true/false response as to whether the Counsel is appointed as co-counsel on the identified case.

Data Entry Type: The user selects a YES/NO value from a drop-down list of options.

Data Validation: Entering a value in this field is optional, but if a value is entered it must match one of the options listed. Attempting to enter a value outside of the lookup options will result in an error message.

Purpose: Tracking rate of appointment of co-counsel in Murder 1, Murder 2, JLAW, and Juvenile Murder cases. Forecasting usage of co-counsel. Developing policy regarding appointment of co-counsel.

General Guidance: Enter a YES value if the listed Counsel has been approved to be appointed as co-counsel for the listed case.

Specific Guidance: The following is a list of case types and guidance on approval for co-counsel:

Case Type	Co-Counsel Approval
Delinquency Murder	Automatically approved for first co-counsel, discretionary approval for additional co-counsel. For discretionary approval, counsel must seek prior approval from OPDS.

Extraordinary Case

Description: This field reports the type of extraordinary case that applies to the identified case, if any. An entry may be made to this field only after approval is received from OPDS.

Data Entry Type: The user selects a text value from a drop-down list of options. The options available depend on the values in the Appeal? and Adult or Juvenile fields.

Data Validation: Entering a value in this field is optional. If a value is entered, it must match one of the listed options, which depend on other fields:

- If “Yes” is entered in the Appeal? field, options are restricted to those applicable to appellate cases. See *Appeals Contracts section*.
- If “No” is entered in the Appeal? field:
 - If “Adult” is entered in the Adult or Juvenile field, options are restricted to those applicable to Adult Criminal contracts. See *Adult Criminal Contracts section*.
 - If “Juvenile” is entered in the Adult or Juvenile field, options are restricted to those in the specific guidance below.
 - If the Adult or Juvenile field is left blank, any value may be entered.

Purpose: Identifying cases for additional case weighting. Developing and standardizing policy regarding additional case weighting.

General Guidance: A report should only contain an entry in this field if the case has already been authorized as an Extraordinary Case by OPDS. See the Extraordinary Case Circumstances chapter. Select the value that matches the authorized circumstance.

Specific Guidance: Following is the list of current Extraordinary Case Types for Non-PCRJ Juvenile cases.

Extraordinary Case Types
Mental health issues that affect ability to understand court proceedings
Mental health issues that affect ability to work with appointed lawyer
Intellectual disability that affect ability to understand court proceedings
Intellectual disabilities that affect ability to work with appointed lawyer
Any other disability that affects ability to understand court proceedings
Any other disability that affects ability to work with appointed lawyer
Drug and/or alcohol addiction that affects ability to understand court proceedings
Drug and/or alcohol addiction that affects ability to work with appointed lawyer
Significant child welfare history
Multiple previous Counsels
Language barriers that affect ability to work with appointed lawyer
3 or more children in at least three separate placements
Family Treatment Court
Other

Disposition

Description: This field reports the disposition of the identified case once disposition occurs.

Data Entry Type: The user selects a value from a drop-down list of options.

Data Validation: Entering a value in this field is optional, but if a value is entered it must match one of the options listed. Attempting to enter a value outside of the lookup options will result in an error message.

Purpose: Evaluating frequency of withdrawals. Evaluating partial case weighting. Evaluating case counting following delay in bench warrant and dismissal cases. Evaluating Counsel reappointment issues.

General Guidance: **A disposition code is required when a circumstance listed in the table below occurs.** Enter the disposition code associated with those circumstances.

Specific Guidance:

For cases that result in a bench warrant for the client: continue to report the case for 180 days following the issuance of the warrant then, in the monthly report at the end of the 180 days, enter the disposition code WTBN. The warrant need not be continuous for 180 days if the client is cited in lieu of arrest and repeatedly has new warrants issue.

For cases entering diversion or specialty court: disposition occurs on the date that the client enters those programs. If counsel continues to work with the client while in specialty court, they should continue to report the case but update the Case Type Code to reflect that it is now in specialty court.

Following is the list of Disposition codes and guidance on when each should be selected:

Disposition Code	When to Enter
CONT	The client is continued on probation after a probation violation hearing
COM	The client is committed to OYA.
DIVR	The client enters into a Diversion or a Conditional Discharge agreement
DSM	The case is dismissed for reasons not otherwise specified
EMAN	The client is emancipated
JUDP	Jurisdiction is found either by settlement or after an adjudicative hearing
JUNF	Jurisdiction is not found following an adjudicative hearing
OTHR	Disposition not otherwise specified*
OTPA	Other Post-adjudicative disposition*
PRT	Parental rights are terminated either by settlement or after an adjudicative hearing
TERM	Jurisdiction and wardship are terminated
WAIV	The client is waived into adult court.
WTBN	Youth is subject to a Protective Custody Warrant for 180 days**

Disposition Code	When to Enter
WTHD	The court has granted a motion to withdraw.

*If a Disposition Code of OTHR or OTPA is entered, a comment should be entered in the “Comments” field explaining the nature of the disposition.

**The youth need not be on a single bench warrant for 180 days to record this disposition; it can be the cumulative time spent cycling between warrant status and non-appearance. See the “Warrant Status” scenario in Appendix B for an example of reporting.

Disposition Date

Description: This field reports the date of disposition of the identified case.

Data Entry Type: The user enters a date value into the field using the following date format: MM/DD/YYYY.

Data Validation: Entering a value in this field is optional. However, if a value is present in the Disposition field in the same row, a blank entry in this field will result in an error when the report is submitted.

Purpose: Evaluating partial case weighting. Evaluating extraordinary case circumstance timing. Evaluating Counsel reappointment issues. Evaluating Counsel workload.

General Guidance: A disposition date is required when a disposition is entered in the same row. Enter the date of the order or judgment resulting in the coded disposition, regardless of when that order or judgment is uploaded to the case register of actions.

Specific Guidance:

When DIVR is entered as disposition: enter the date that the case went into diversion but continue to report the case on the open caseload report until the case is resolved by judgment. At that point, enter the date of final disposition.

When WTBN is entered as a disposition: enter the date the warrant issued as the disposition date.

Comments

Description: This field reports any additional information or commentary the user wishes to provide.

Data Entry Type: The user enters a text value into the field.

Data Validation: This field has no validation restrictions.

Purpose: The purpose of this field is determined by the user.

General Guidance: Guidance for other fields will indicate when entries are required for this field. Additional entries beyond those required by other fields are discretionary.

Appeals Contracts

County

Description: This field reports the name of the county in which the underlying case was litigated.

Data Entry Type: The user selects a text value from a drop-down list of options.

Data Validation: There must be a value in this field, and it must match one of the options listed.

Purpose: Evaluating appeals by county.

Specific Guidance: Enter the county in which the trial level case was litigated.

Client Last Name

Description: This field reports the last name of the client the Counsel represents.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a value in this field.

Purpose: Differentiating between represented clients in an action with multiple indigent parties.

General Guidance: Enter the client's last name. Entering multiple last names, hyphenated or not, should not cause issues with the reporting template.

Client First Name

Description: This field reports the first name of the client the Counsel represents.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a value in this field.

Purpose: Differentiating between represented clients in an action with multiple indigent parties.

General Guidance: Entering a client's First and Middle names is acceptable and should not cause issues with the reporting template.

Case Number

Description: This field reports the case number assigned to the case by the Court of Appeals.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a value in this field.

Purpose: Evaluating caseload against caseload requirements over the six-month period. Facilitating case type data validation with collateral sources.

Specific Guidance: This is the case number of the case currently being worked by the Counsel appointed to the case. If the case is in the Oregon Court of Appeals, enter the A# for the case. Petitions for review to the Oregon Supreme Court are not separately reportable as a new case. However, if the Oregon Supreme Court allows review, counsel should report the case as a new case and enter the S# for the case.

Appeal?

Description: This field reports whether the case being reported is an appeal or trial-level case.

Data Entry Type: The user selects a YES/NO value from a drop-down list of options.

Data Validation: Entering a value in this field is optional, but if a value is entered it must match one of the options listed. Attempting to enter a value outside of the lookup options will result in an error message.

Purpose: Distinguishing appellate and trial-level cases in determining caseloads and limiting users to appropriate disposition codes.

Specific Guidance: Select “Yes” to indicate that the case is in an appellate court. Selecting “Yes” in this field will control the extraordinary case codes and disposition codes available in the drop downs for those fields.

Adult or Juvenile

Description: This field exists in the template to aid providers in data entry but is not a part of the .csv file created from the template. If using a user-generated .csv file, omit this field.

Data Entry Type: The user selects a text value from a drop-down list of options in Cell F2.

Data Validation: Entering a value in this field is optional, but if a value is entered it must match one of the options listed. Attempting to enter a value outside of the lookup options will result in an error message. Including this field in an uploaded .csv file will result in a rejected report.

Purpose: Narrows selection options for other fields in the report.

General Guidance: If using the OPDS template to generate reports, select “Adult” to narrow the displayed options for other fields for easier and more accurate data entry. Selecting “Adult” in Cell F2 will auto-fill the same selection to the rest of the rows in the report for which an entry is present in the Case Number field. If using a user-created .csv file, omit this field.

Most Serious Case Type

Description: This field reports the most serious case type among the case classifications determined by OPDS.

Data Entry Type: The user selects a text value from a drop-down list of options.

Data Validation: There must be a value in this field, and it must match one of the options listed.

Purpose: Evaluating appointed caseload against forecasted caseloads by case type. Evaluating Counsel caseload against Counsel qualifications.

General Guidance: Select the category of the most serious case type the crime of conviction, juvenile adjudication, or dependency judgment falls into. The Case Type Codes for this field in the Adult Criminal and non-PCRJP Juvenile Contracts (above) should be used to complete this field.

Most Serious Charge

Description: This field reports the commonly referred to title of the most serious charge in the judgment document.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a value in this field.

Purpose: To evaluate Counsel workload and case outcomes.

General Guidance: There should not be more than one charge or incident date per row. Enter only the most serious charge of conviction or adjudication.

Specific Guidance:

For cases that are not Criminal, Delinquency, or PCR cases: Enter the name of the case type, i.e. "Dependency" for Dependency cases.

Most Serious Incident Date

Description: This field reports the incident date of the most serious charge in the judgment document.

Data Entry Type: The user enters a date value into the field using the following date format: MM/DD/YYYY.

Data Validation: There must be a value in this field.

Purpose: [Guidance is under development for this reporting field.]

General Guidance:

Specific Guidance:

For adult criminal and delinquency cases: Enter the incident date of the most serious charge of conviction or adjudication.

For probation violations: Enter the incident date of the most serious charge on the underlying judgment of conviction or judgment of jurisdiction not the incident date of the alleged violation.

For Civil Commitment cases: List the date of the citation.

For Dependency cases: Enter the date the Petition was filed.

ORS

Description: This field reports the Oregon Revised Statute associated with the most serious charge in the judgment document.

Data Entry Type: The user enters a text value into the field.

Data Validation: There must be a value in this field.

Purpose: Case validation purposes, forecasting, and reporting to justice-system stakeholders.

General Guidance: Enter the ORS that would be used if reported as a trial level case.

Specific Guidance:

For Adult Criminal and Delinquency cases: Enter the ORS for the most serious offense of conviction or adjudication.

Office of Public Defense Services Caseload and Workload Reporting Manual

For Civil Commitment cases: List the ORS of the Notice, usually 426.070 or 427.235

For Post-Conviction Relief cases: List the ORS for the most serious charge of conviction.

For Habeas Corpus cases: List ORS 34.310 *et seq*

For Dependency cases: Enter 419B.100

For Termination cases: Enter 419B.500

For Guardianship cases: Enter 419B.365 or 419B.366, whichever is appropriate

For Contested Adoption cases: Enter 109.309

Appointment Date

Description: This field reports the date the Counsel was appointed by the court to provide indigent defense services to the client for this case.

Data Entry Type: The user enters a date value into the field using the following date format: MM/DD/YYYY.

Data Validation: There must be a value in this field.

Purpose: Evaluating appointed caseload against forecasted caseloads. Evaluating timing for extraordinary case circumstance requests.

General Guidance: Enter the date of appointment from the order of appointment entered into ACMS, regardless of when that order is actually entered.

If counsel is reassigned or substituted, both Counsels should enter the case into their report for the month in which that reassignment or substitution occurred. For the Counsel receiving the case, the Appointment Date is the date of reassignment or the date the substitution of counsel is filed.

Assigned Attorney OSB#

Description: This field reports the Oregon State Bar license number of the Counsel appointed to represent the identified client in the identified case.

Data Entry Type: The user enters a number value into the field.

Data Validation: There must be a value in this field.

Purpose: Evaluating individual Counsel caseload. Evaluating Counsel's caseload against that Counsel's qualifications.

General Guidance: Enter the Oregon State Bar number of the counsel assigned to handle the case. If the case is transferred between counsel, there should be a separate entry for each counsel assigned to the case for any portion of the reporting month.

Specific Guidance:

If the person representing the client is a certified law student: enter the Oregon State Bar number of counsel supervising the certified law student.

If the person representing the client has a temporary bar number while awaiting reciprocity: Due to limitations in the validation system for reporting and the OPDS database tracking attorney qualifications, temporary bar numbers cannot be used for reporting. OPDS will assign a “dummy” bar number until a final bar number is issued.

If counsel representing the client is licensed but is only certified by OPDS for the case type while under supervision: Enter the bar number of counsel, not the supervisor.

Attorney Last Name

Description: This field reports the last name of the Counsel appointed to represent the identified client in the identified case.

Data Entry Type: The user enters a text value into the field.

Data Validation: Entering a value in this field is optional. If a value is entered, there are no restrictions on that value.

Purpose: Improves efficiency in identifying the appointed Counsel.

General Guidance: Enter the last name of the Counsel actually handling the case, rather than the name of the firm or the name of the contract administrator.

Attorney First Name

Description: This field reports the last name of the Counsel appointed to represent the identified client in the identified case.

Data Entry Type: The user enters a text value into the field.

Data Validation: Entering a value in this field is optional. If a value is entered, there are no restrictions on that value.

Purpose: Improves efficiency in identifying the appointed Counsel.

General Guidance: Enter the first name of the Counsel actually handling the case, rather than the name of the firm or the name of the contract administrator.

Appointed as Co-Counsel

Description: This field reports a true/false response as to whether the Counsel is appointed as co-counsel on the identified case.

Data Entry Type: The user selects a YES/NO value from a drop-down list of options.

Data Validation: Entering a value in this field is optional, but if a value is entered it must match one of the options listed. Attempting to enter a value outside of the lookup options will result in an error message.

Purpose: Tracking rate of appointment of co-counsel

General Guidance: Check this box if the listed Counsel has been approved to be appointed as co-counsel for the listed case.

Specific Guidance: The agency does not routinely assign co-counsel for cases on appeal.

Extraordinary Case

Description: This field reports the type of extraordinary case that applies to the identified case, if any. An entry may be made to this field only after approval is received from OPDS.

Data Entry Type: The user selects a text value from a drop-down list of options. The options available depend on the values in the Appeal? and Adult or Juvenile fields.

Data Validation: Entering a value in this field is optional. If a value is entered, it must match one of the listed options, which depend on other fields:

- If “Yes” is entered in the Appeal? field, options are restricted to those listed in the specific guidance below.

General Guidance: A report should only contain an entry in this field if the case has already been authorized as an Extraordinary Case by OPDS. See the Extraordinary Case Circumstances chapter. Select the value that matches the authorized circumstance.

Specific Guidance: Following is the current list of Extraordinary Case Types. Select the type that matches the authorization from OPDS.

Extraordinary Case Types
Supreme Court Case
Record of extraordinary length
Other

Disposition

Description: This field reports the disposition of the identified case once disposition occurs.

Data Entry Type: The user selects a text value from a drop-down list of options.

Data Validation: Entering a value in this field is optional, but if a value is entered it must match one of the options listed. Attempting to enter a value outside of the lookup options will result in an error message.

Purpose: Evaluating frequency of withdrawals. Evaluating partial case weighting. Evaluating Counsel reappointment issues.

General Guidance: **A disposition code is required when a circumstance listed in the table below occurs.** Enter the disposition code associated with those circumstances.

Specific Guidance: Disposition occurs upon entry of an appellate judgment.

Following is a list of Disposition codes and guidance on when each should be selected:

Disposition Code	When to Enter
ADAK	Affirmed without opinion
ADAL	Affirmed with opinion (including per curiam)
ADAM	Affirmed in part, reversed and remanded in part (including per curiam)

Disposition Code	When to Enter
DENY	Petition or writ of mandamus denied
DSMA	Dismissed on appellant’s motion
DSMC	Dismissed by appellate court
DSMR	Dismissed on respondent’s motion.
DSMS	Dismissed by stipulation
GRNT	Petition or writ of mandamus granted
OTHR	Case is disposed for reason not otherwise specified*
DENY	The petition or application for writ is denied
RMND	Remanded
RVR	Reversed
RVWO	Reversed without Remand
WTHD	The court has granted a motion to withdraw

*If OTHR is entered, a comment should be entered in the “Comments” field explaining the nature of the disposition.

Disposition/Closure Date

Description: This field reports the date of disposition of the identified case.

Data Entry Type: The user enters a date value into the field using the following date format: MM/DD/YYYY.

Data Validation: Entering a value in this field is optional. However, if a value is present in the Disposition field in the same row, a blank entry in this field will result in an error when the report is submitted.

Purpose: Evaluating extraordinary case circumstance timing. Evaluating Counsel workload.

General Guidance: **A disposition date is required when a disposition is entered in the same row.** Enter the date of the entry of the order or appellate judgment resulting in the coded disposition, regardless of when that order or judgment has been entered in the trial court.

Comments

Description: This field reports any additional information or commentary the user wishes to provide.

Data Entry Type: The user enters a text value into the field.

Data Validation: This field has no validation restrictions.

Purpose: The purpose of this field is determined by the user.

General Guidance: Guidance for other fields will indicate when entries are required for this field. Additional entries beyond those required by other fields are discretionary.

PCRCP Contracts

PCRCP contract report workbooks have two sheets, the Open Case Report sheet and the Activity Report sheet.

Contractor Name (Open Case Report)

Description: This field reports the name of the entity that has contracted with OPDS to provide public defense services

Purpose: Evaluating current caseloads versus forecasted needs by contract entity. Evaluating ratio of caseload in adjacent jurisdictions. Evaluating case weight for out-of-county representation.

General Guidance: Enter the name of the contractor used for contracting purposes with OPDS.

Counsel Name (Open Case Report)

Description: This field reports the first and last name of Counsel appointed to represent the identified client in the identified case.

Data Entry Type: The user enters a text value into the field.

Purpose: Improves efficiency in identifying the appointed counsel.

General Guidance: Enter the first and last name of the assigned to the case, rather than the name of the firm or the name of the contract administrator.

Counsel Bar Number (Open Case Report)

Description: This field reports the Oregon State Bar license number of counsel appointed to represent the identified client in the identified case.

Data Entry Type: The user enters a number value into the field.

Purpose: Evaluating individual counsel caseload. Evaluating a counsel's caseload against that counsel's qualifications.

General Guidance: Enter the Oregon State Bar number of the counsel assigned to handle the case. If the case is transferred between counsel, that case should appear on the Open Case Report for each counsel assigned to the case for any portion of the reporting month.

Specific Guidance:

If the person representing the client is a certified law student: enter the Oregon State Bar number of counsel supervising the certified law student.

If the person representing the client has a temporary bar number while awaiting reciprocity: Due to limitations in the validation system for reporting and the OPDS database tracking attorney qualifications, temporary bar numbers cannot be used for reporting. OPDS will assign a "dummy" bar number until a final bar number is issued.

If counsel representing the client is licensed but is only certified by OPDS for the case type while under supervision: Enter the bar number of counsel, not the supervisor.

County (Open Case Report Header)

Description: This field appears in two locations on the Open Case Report. In the Header, this field reports the county for which the provider is currently contracted.

Data Entry Type: The user selects a value from a drop-down list of options.

Purpose: Evaluating current caseloads versus forecasted needs by county. Evaluating ratio of caseload in adjacent jurisdictions. Evaluating case weight for out-of-county representation.

General Guidance: Enter the county for which your contract entity contracts with OPDS.

County (Open Case Report Reporting Table)

Description: This field appears in two locations on the Open Case Report. In the Reporting Table, this field reports the county in which the case is filed.

Data Entry Type: The user selects a value from a drop-down list of options.

Purpose: Evaluating current caseloads versus forecasted needs by county. Evaluating ratio of caseload in adjacent jurisdictions. Evaluating case weight for out-of-county representation.

General Guidance: Enter the county in which the case is filed.

Reporting Year (Open Case Report)

Description: This field reports the year in which the data for the report is generated.

Data Entry Type: The user enters an integer value into the field.

Purpose: Evaluating workload fluctuations over time. Evaluating workload against projected and historical need. Developing workload need projections.

General Guidance: The user should enter the year in which the work was performed in this field.

Reporting Month (Open Case Report)

Description: This field reports the month in which the data for the report is generated.

Data Entry Type: The user selects a value from a drop-down list of options.

Purpose: Evaluating workload fluctuations over time. Evaluating workload against projected and historical need. Developing workload need projections.

General Guidance: The user should select the month in which the work was performed.

Active Juvenile Case Count (Open Case Report)

Description: This field captures the total overall PCRCP caseload for the named Counsel.

Data Entry Type: The user enters a number value into the field. Alternatively, the user enters the following formula:

```
=SUM(I:I)
```

Purpose: Evaluating workload against contractual limits. Evaluating workload fluctuations over time.

General Guidance: If manually entering a value, ensure that each of the case counts is accurate for each PCRCP Case Count entry in the Reporting Table, and that the tally of those counts is accurate. If entering the formula, the Counts will be tallied automatically.

Active non-Juvenile Case Count (Open Case Report)

Description: This field reports the case count of those cases not covered by the PCRCP contract.

Data Entry Type: The user enters an integer value into the field.

Purpose: Evaluating workload against contractual limits. Evaluating workload fluctuations over time.

General Guidance: If the Counsel is also performing work under an Adult Criminal contract, add the total weighted tally of currently open cases under that contract. For any work not under a contract with OPDS, including non-Public Defense work, list the number of open cases.

Case Number (Open Case Report)

Description: This field reports the case number assigned to the case by the Judicial Department. In the event the case is in a pre-filing posture, this field instead captures the pre-petition nature of the case.

Data Entry Type: The user enters a text value into the field.

Purpose: Evaluating caseload against caseload requirements over the six-month period. Determining when cases may be reported an additional time. Facilitating case type data validation with collateral sources.

General Guidance: Enter the case number associated with the client the Counsel represents. If approved for pre-petition representation, enter "Pre-petition."

Specific Guidance:

For Dependency, Termination, Guardianship, and Contested Adoption cases, when representing a Parent or Guardian: Enter the case number of the petition filed with respect to the eldest sibling of the sibling group that applies to the named client. For instance, in a Termination case, Father's Counsel should enter the case number of the petition against Father that seeks to terminate Father's rights to the eldest of Father's children for which termination is sought. For an example complex sibling group reporting scenario, see Appendix C.

Office of Public Defense Services Caseload and Workload Reporting Manual

For Dependency, Termination, Guardianship, and Contested Adoption cases, when representing child(ren): Enter the case number of the case specific to the named client. If representing multiple siblings of a sibling group, use a separate row to enter each child. See Appendix C.

Additionally, for Termination cases when representing child(ren): For each child, enter only the case number of the termination petition seeking to terminate Mother's rights to that child, if appointment is active on such a case. Otherwise enter the case number of the petition seeking to terminate Father's rights to that child. See Appendix C.

For Dependency cases, when an additional petition is filed with the same client as a party: Do not make a separate entry in the Open Case Report, even if the Case Number is different. Instead, double the value in the PCRCP Case Count field and enter a comment in the "Comments" field explaining that a second petition has been filed. See Appendix C.

Petition Number (Open Case Report)

Description: Guidance is under development for this reporting field.

Data Entry Type: Guidance is under development for this reporting field.

Purpose: Guidance is under development for this reporting field.

Guidance: Counsel should not enter anything into this field.

Client Last Name (Open Case Report)

Description: This field reports the last name of the client the Counsel represents.

Data Entry Type: The user enters a text value into the field.

Purpose: Differentiating between multiple clients associated with the same case number.

General Guidance: Enter only a single client's name. Enter the last name of the client. Entering multiple last names, hyphenated or not, should not cause issues with the reporting template.

Specific Guidance:

For Dependency, Guardianship, and Termination cases, when representing multiple siblings of a sibling group: use a separate row to enter each child. See Appendix C.

Client First Name (Open Case Report)

Description: This field reports the first name of the client the Counsel represents.

Data Entry Type: The user enters a text value into the field.

Purpose: Differentiating between multiple clients associated with the same case number.

General Guidance: Enter only a single client's name. Enter the first name of the client. Entering both a First and Middle name should not cause issues with the reporting template.

Specific Guidance:

For Dependency, Guardianship, and Termination cases, when representing multiple siblings of a sibling group: use a separate row to enter each child. See Appendix C.

Open Date (Open Case Report)

Description: This field reports the date a case opens for the Counsel providing representation.

Data Entry Type: The user enters a date value into the field.

Purpose: Evaluating caseload against forecasted need. Evaluating timing for extraordinary case circumstance requests.

General Guidance: Enter the earliest of the following:

- The date of first appearance on the petition
- The date of appointment by the court
- The date OPDS approved pre-petition representation

Specific Guidance:

If counsel is reassigned or substituted, both Counsels should enter the case into their report for the month in which that reassignment or substitution occurred. For the Counsel receiving the case, the Appointment Date is the date of reassignment or the date the substitution of counsel is filed.

For Dependency cases, when an additional petition is filed with the same client as a party: Do not make a separate entry in the Open Case Report, even if the Case Number is different. Instead, double the value in the PCRCP Case Count field and enter a comment in the "Comments" field explaining that a second petition has been filed. See Appendix C.

Case Type (Open Case Report)

Description: This field reports the type of case for which public defense services are being provided.

Data Entry Type: The user selects a value from a drop-down list of options.

Purpose: Evaluating current caseload against forecasted need by case type.
Evaluating current caseload against Counsel qualification certificates.

General Guidance: Enter the Case Type that most accurately captures the case in which the Counsel is providing representation.

Specific Guidance:

For Delinquency cases: When first counting the case on a caseload report, enter the category of the most serious offense on the Petition. If the court grants a DA’s motion to amend the petition, and that amendment changes the category of the most serious offense, change the entry in this field to match the new most serious offense.

Following is the list of Case Type Codes and guidance on when each should be selected:

Case Type	When to Enter
Delinquency M11 Waiver (M11W)	Delinquency Measure 11-level offense case in which a Waiver motion has been filed
Delinquency Felony Waiver (FW)	Delinquency Felony case in which a Waiver motion has been filed
Delinquency (M11)	Delinquency Measure 11-level offense
Delinquency (F)	Delinquency Felony
Delinquency (M)	Delinquency Misdemeanor
Probation Violation	Delinquency PV or Motion to Modify
Delinquency (Other)	Delinquency case not otherwise specified, including violations
Formal Accountability Agreement	Delinquency case in which the Counsel is providing pre-petition representation on a Formal Accountability Agreement
Delinquency (Pre-Petition)*	Delinquency case in which the Counsel is providing pre-petition representation for a not otherwise specified reason
Dependency (Parent)	Dependency case in which the client is a Parent or Guardian
Dependency (Child)	Dependency case in which the client is a lone child or the eldest member of the sibling group represented by the Counsel
Dependency (Additional Children)	Dependency case in which the client is a non-eldest member of the sibling group represented by the Counsel
Dependency (Pre-petition)*	Dependency case in which the Counsel is providing representation prior to the filing of a petition
TPR (Parent)	Termination case in which the client is a Parent

Case Type	When to Enter
TPR (Child)	Termination case in which the client is the eldest member of the sibling group represented by the Counsel
TPR (Additional Children)	Termination case in which the client is a non-eldest member of the sibling group represented by the Counsel
Guardianship (Parent)	Guardianship case in which the client is a Parent or Guardian
Guardianship (Child)	Guardianship case in which the client is the eldest member of the sibling group represented by the Counsel
Guardianship (Additional Children)	Guardianship case in which the client is a non-eldest member of the sibling group represented by the Counsel
Guardian Ad Litem	Any juvenile case in which the Counsel is serving as a Guardian Ad Litem for the client
Voluntary Placement Agreement	When Counsel has been appointed to represent a Child in a Voluntary Placement Agreement
Civil Contested Adoption	Civil contested adoption case

*Requires approval from OPDS

Additional Case Weight (Open Case Report)

Description: This field reports the type of circumstance under which additional case weight has been approved if it has.

Data Entry Type: The user selects a value from a drop-down list of options.

Purpose: Identifying cases for additional case weighting. Developing and standardizing policy regarding additional case weighting.

General Guidance: A value should only be selected in this field if OPDS has already approved additional case weight for the case. Select the value that matches the approval reason from OPDS.

Specific Guidance: Following is the list of Additional Case Weight circumstances:

Additional Case Weight	When to Enter
Out of county	Automatically granted when the county of appointment is not in the county of the contract
Approved Extraordinary Case Circumstances*	Must be previously approved by OPDS

PCRP Case Count (Open Case Report)

Description: This field reports the case count value for the case.

Data Entry Type: The user enters a number value into the field.

Purpose: Evaluating workload against contractual limits. Evaluating workload fluctuations over time.

General Guidance: If approved for Additional Case Weight for Extraordinary Case Circumstances, enter the total case weight approved for the case.

Specific Guidance:

For Delinquency Cases: For new petitions, enter a value of 1. If the youth is adjudicated and placed on probation, update the value to 0.5 unless the probation is for a sex offense, and continue reporting the case on the Open Case Report.

For Dependency, Guardianship, and Termination cases, when representing a Parent, Guardian, and only one child from sibling group: Enter a value of 1 regardless of the number of siblings in the sibling group

For Dependency, Guardianship, and Termination cases, when representing multiple siblings from a sibling group: Enter a value of 1 for the eldest child represented from those of the sibling group represented by the Counsel. For each other child of the sibling group represented by the Counsel, enter a value of 0.5. See Appendix C.

For Dependency cases, regardless of which party is represented: If an additional petition is filed, for the period of time in which there is a petition that remains pre-jurisdiction, double the entered value. In the month following the month in which the additional petition’s jurisdiction has been resolved, resume entering the standard value. Following is a summary of case count guidance:

Case Type Code	Pre-Adjudication Base Weight	Post-Adjudication Base Weight
Delinquency M11 Waiver (M11W)	2.0	1.0 for Sex Offenses, otherwise 0.5
Delinquency Felony Waiver (FW)	2.0	1.0 for Sex Offenses, otherwise 0.5
Delinquency (M11)	1.0	1.0 for Sex Offenses, otherwise 0.5
Delinquency (F)	1.0	1.0 for Sex Offenses, otherwise 0.5
Delinquency (M)	1.0	1.0 for Sex Offenses, otherwise 0.5
Probation Violation	1.0	While a PV is pending, update the count to 1.0 regardless of case type.
Delinquency (Other)	1.0	0.5
Formal Accountability Agreements	1.0	N/A

Case Type Code	Pre-Adjudication Base Weight	Post-Adjudication Base Weight
Delinquency (Pre-Petition)	1.0	N/A
Dependency (Parent)	1.0	1.0
Dependency (Child)	1.0	1.0
Dependency (Additional Children)	0.5	0.5
Dependency (Pre-petition)	1.0	1.0
TPR (Parent)	1.0	N/A
TPR (Child)	1.0	N/A
TPR (Additional Children)	0.5	N/A
Guardianship (Parent)	N/A	1.0
Guardianship (Child)	N/A	1.0
Guardianship (Additional Children)	N/A	0.5
Guardian Ad Litem	1.0	1.0
Voluntary Placement Agreements	1.0	1.0
Civil Contested Adoption	1.0	N/A

Case Manager (Open Case Report)

Description: This field reports whether a Case Manager has been assigned to work with the client.

Data Entry Type: The user selects a value from a drop-down list of options.

Purpose: Evaluating Case Manager utilization ratio.

General Guidance: Select Yes if a Case Manager has been assigned to work with the client at any point. Otherwise, select No.

Status of Youth/Child Placement (Open Case Report)

Description: This field reports the type of placement for child clients. **This field is required when representing the child or youth.**

Data Entry Type: The user selects a value from a drop-down list of options.

Purpose:

General Guidance: If a child or youth changes placements within the reporting month, select the value that is true for the last day of the month. If the child or

Office of Public Defense Services Caseload and Workload Reporting Manual

youth's location is unknown or only temporarily hospitalized, enter the most recent placement.

Specific Guidance: The following are Statuses of Youth or Child with guidance on when each should be selected based on case type and posture:

Delinquency Cases Pre-Adjudication	
Status of Youth	When to Enter
In home with Parent/Legal Guardian	Youth is on their own recognizance
Conditional Release	Youth is released from detention subject to conditions, community monitoring, or electronic monitoring
Detention	Youth is placed in Detention
Other	Youth is in a placement not otherwise specified. Enter an explanation in the Comments field.

Delinquency Cases Post-Adjudication	
Status of Youth	When to Enter
In home with Parent/Legal Guardian	Youth is placed in home with a Parent or Guardian subject to probation or alternative disposition
Non-relative substitute care	Youth is placed in a kin or non-kin foster home setting
Congregate foster care	Youth is placed in a group home or other agency placement; Youth is placed in an out-of-state residential placement either as a condition of probation or protective supervision; Youth is in a psychiatric facility for long term treatment
OYA Custody	Youth is placed in an OYA correctional or community placement
Other	Youth is in a placement not otherwise specified. Enter an explanation in the Comments field.

Dependency Case	
Status of Child	When to Enter
In home with Parent/Legal Guardian	Child is placed on an in-home plan
Relative substitute care	Child is placed in a kinship family foster care placement
Non-Relative substitute care	Child is placed in non-kinship family foster care placement
Congregate foster care	Child is placed in a congregate setting, in a hospital setting, or an out-of-state residential setting
Other	Child is in a placement not otherwise specified. Enter a comment in the Comments field.

Closed Date (Open Case Report)

Description: This field reports the date the Counsel ceased providing public defense services for the client. **This field is required in the report for the month in which the case is closed.**

Data Entry Type: The user enters a date value into the field.

Purpose: Evaluating workload. Evaluating length of case activity by case type. Evaluating time to outcome.

General Guidance: In most cases, this should closely follow the date of final activity in Odyssey.

Specific Guidance:

For Non-Delinquency cases: Case closure typically occurs within 30 days of entry of a judgment of dismissal, a judgment of termination of counsel's client's rights to their child, a judgment of adoption of counsel's client, or an order terminating counsel's appointment. See General Term 10.3 of the contract.

For Delinquency cases: Case closure typically occurs within 30 days of entry of a judgment of dismissal or an order terminating counsel's appointment, or after a youth has been subject to a protective custody warrant for a period of 180 days. See General Term 10.3 of the contract and the "Warrant Status" scenario in Appendix C.

Comments (Open Case Report)

Description: This field reports additional information and data not captured by other fields. In some circumstances, this field is required.

Data Entry Type: The user enters a text value into the field.

Data Validation: This field has no validation restrictions.

Purpose: Multitudinous.

General Guidance: Guidance for other fields will indicate when entries are required for this field. Additional entries beyond those required by other fields are discretionary.

Case Number (Activity Report)

Description: This field reports the case number for which the activity was performed.

Data Entry Type: The user enters a text value into the field.

Purpose: Evaluating time spent on work per assigned case.

General Guidance: In most circumstances, enter only one case number per activity. Enter the case number used for the client in the Open Case Report.

Specific Guidance:

For Dependency, Guardianship, and Termination cases when representing multiple siblings in a sibling group: Enter the case number associated with the eldest sibling in the sibling group represented by the Counsel. If a Court Activity Outcome results in a Change in Placement or case closure for non-eldest siblings, make an entry for each child for whom that outcome occurs. See Appendix C.

Client Last Name (Activity Report)

Description: This field reports the last name of the client for whom the activity was performed.

Data Entry Type: The user enters a text value into the field.

Purpose: Differentiating between multiple clients associated with the same case number.

General Guidance: Enter only one name per entry. Enter the client's name associated with the Case Number entered.

Client First Name (Activity Report)

Description: This field reports the first name of the client for whom the activity was performed.

Data Entry Type: The user enters a text value into the field.

Purpose: Differentiating between multiple clients associated with the same case number.

General Guidance: Enter only one name per entry. Enter the client's name associated with the Case Number entered.

Activity (Activity Report)

Description: This field reports the category of activity performed on behalf of the client.

Data Entry Type: The user selects a value from a drop-down list of options.

Purpose: Evaluating time spent by category of activity.

General Guidance: Enter the activity that best matches the work performed by the Counsel.

Specific Guidance: Following is a list of Activities and guidance on when each should be selected:

Activity	When to Enter
Court	Any appearance before a judge or referee concerning the case, including court ordered case conferences. This includes orders received outside of a court appearance (e.g. an order entered in response to a motion or signed consent order) that result in a listed court activity outcome
Client contact	Any contact or attempted contact or communication with the client
CRB	Counsel participation at a Citizens Review Board hearing
Drafting motions & briefs	Any legal research and work in anticipation of writing motions, brief, memoranda of law, or other documents filed with the court and/or served on other parties to the case
Other case work	Any case work not otherwise specified

When representing children or youth: Client contact includes any time spent arranging for and traveling to visit youth in any placement regardless of distance. Include time spent submitting CSS and working with Corporate Travel if needed to facilitate contact with the client.

Activity Date (Activity Report)

Description: This field reports the date of the activity performed on behalf of the client.

Data Entry Type: The user enters a date value into the field.

Purpose: Evaluating time spent on activities in the given month

General Guidance: Enter the date the listed work was performed.

Hours Spent (Activity Report)

Description: This field reports the duration of time the Counsel performed the listed activity.

Data Entry Type: The user enters a number value into the field.

Purpose: Evaluating Counsel workload efficiency. Evaluating time spent per category of activity. Evaluating accuracy of workload model. Evaluating MAC target value. Reporting with stakeholders.

General Guidance: Enter the number of hours spent working on the listed task for the day specified in the Activity Date field. If reporting multiple Court Activity Outcomes for the same event, enter 0.0 for all related entries other than the first.

Court Activity Outcome (Activity Report)

Description: This field reports the result of a Court activity. **This field is required if one of the listed outcomes occurs, even if the outcome occurs out of court.**

Data Entry Type: The user selects a value from a drop-down list of options.

Purpose: Tracking outcomes. Evaluating time spent based on outcome.

General Guidance: Enter the Outcome that best describes what occurred in court. If a Court Activity Outcome of Dismissed is entered, also enter a Dismissal Reason. If a Court Activity Outcome occurs outside of a Court event, report the Court Activity Outcome in the row for whichever Activity resulted in the Outcome.

Specific Guidance:

For Dependency, Guardianship, or Termination cases when representing multiple siblings in a sibling group: If a Court Activity Outcome of CIP In home, CIP Out of home, or Dismissed occurs for multiple siblings in a sibling group, or if the same event results in different outcomes for different siblings, make a separate entry for each Outcome for each Child to whom it applies.

For Dependency, Guardianship, and Termination cases when representing a Parent or Guardian: Report CIP Outcomes for any of the Parent or Guardian's children.

Office of Public Defense Services Caseload and Workload Reporting Manual

For Dependency, Guardianship, and Termination cases when representing a child: Report only those CIP outcomes specific to a child represented by the Counsel.

Following are Court Appearance Outcomes and guidance for when each should be selected based on Case Type:

Delinquency	
Court Activity Outcome	When to Enter
Dismissed	The petition is dismissed by the court or withdrawn by the State
Jurisdiction	The court finds that it has jurisdiction under ORS 419C.005(1) for at least one allegation against the youth
CIP In home	Pre-Adjudication: Youth moves from any other placement to either the "In home with Parent/Legal Guardian" or "Conditional Release" Youth Status Post-Adjudication: Youth moves from any other placement to the "In home with Parent/Legal Guardian" Youth Status
CIP Out of home	Pre-Adjudication: Youth moves from either the "In home with Parent/Legal Guardian" or "Conditional Release" Youth Status to any other placement Post-Adjudication: Youth moves from the "In home with Parent/Legal Guardian" Youth Status to any other placement
Commitment	Youth is committed to the custody of OYA or DHS
Probation	Youth is placed on probation, including if a period of detention is ordered as a part of disposition
Alt. Disposition	A disposition not otherwise specified occurs
Suppression	The court grants suppression of evidence following a hearing on motion to suppress

Dependency and Guardianship	
Court Activity Outcome	When to Enter
Dismissed	The petition is dismissed by the court on motion by any party
Jurisdiction	The court finds that is has jurisdiction under ORS 419B.100
CIP In home	Child moves from any other placement to the "In home with Parent/Legal Guardian" Child Status

Dependency and Guardianship	
Court Activity Outcome	When to Enter
CIP Out of home	Child moves from the "In home with Parent/Legal Guardian" Child Status to any other placement

Termination and Contested Adoption	
Court Activity Outcome	When to Enter
Dismissed	The petition is dismissed by the court on motion by any party
Rights Terminated	The court terminates parental rights with respect to this client after a hearing
Relinquishment	Parental rights are terminated with respect to this client by Release and Waiver or by Stipulated Judgment

Dismissal Reason (Activity Report)

Description: This field reports the reason for a case’s dismissal. **This field is required if a Court Activity Outcome of Dismissed is entered.**

Data Entry Type: The user selects a value from a drop-down list of options.

Purpose: Tracking dismissal reasons. Evaluating overall client outcomes over time. Reporting with stakeholders.

General Guidance: Select the Dismissal Reason most appropriate for the circumstances. If an “Other” reason is selected, enter an explanation in the Comments field.

Specific Guidance: Following are Dismissal Reasons and guidance for when each should be selected based on Case Type:

Delinquency	
Dismissal Reason	When to Enter
Case not Proven	Case is dismissed pursuant to a motion or because the state or petitioner did not meet its burden to prove the allegations
Unfit to Proceed	Court makes a finding under ORS 419C.392(2)
Waived to Adult Court	Youth is waived into adult court
Other	The case is dismissed for a reason not otherwise specified.

Dependency	
Dismissal Reason	When to Enter
Reunification	Child is reunified with a party who had legal rights prior to the filing of the petition
Case not Proven	Case is dismissed pursuant to a motion or because the petitioner failed to meet its burden on all allegations
Aged Out	Child has aged out or opted out of foster care
Adoption	Child is adopted
Guardianship	A general guardianship is established and the court terminates appointment of counsel
Party Dismissed (Paternity)	The court enters an order of non-paternity for the party represented by the Counsel
Other	The case is dismissed for a reason not otherwise specified.

Termination	
Dismissal Reason	When to Enter
Case not Proven	Case is dismissed pursuant to a motion or because the petitioner did not meet its burden to prove its allegations
Guardianship	Permanent guardianship granted
Other	The case is dismissed for a reason not otherwise specified.

Comments (Activity Report)

Description: This field reports additional information and data not captured by other fields. In some circumstances, this field is required.

Data Entry Type: The user enters a text value into the field.

Data Validation: This field has no validation restrictions.

Purpose: Multitudinous.

General Guidance: Guidance for other fields will indicate when entries are required for this field. Additional entries beyond those required by other fields are discretionary.

Pre-Appointment or Pre-Petition Representation

Introduction

OPDS may approve Counsel for pre-appointment or pre-petition representation in the trial court. Counsel may apply to provide pre-appointment representation, and, for non-PCRCP providers, OPDS will evaluate applications to determine whether to grant additional case weight.

Adult-criminal cases

The criteria for pre-appointment representation are set out in General Terms 7.1.2.1, which is set out below:

“Where an individual would be eligible for appointment of counsel at state expense if charged with a crime or served with a petition in juvenile court, but exigent circumstances preclude an appointment order, Contractor shall commence representation of a client prior to appointment by the court in order to preserve and protect the rights of the client, upon written request from OPDS. In determining whether to authorize pre-appointment representation, OPDS will consider whether:

“(a) The individual is a clear target of the investigation;

“(b) The agency has a good faith basis to conclude the individual seeks counsel;

“(c) It is reasonable for the agency to believe the person qualifies for public defense counsel; and

“(d) The case is of a magnitude for which pre-indictment/petition appointment is reasonable.”

PCRCP and Non-PCRCP Juvenile Cases

The criteria for pre-appointment representation under non-PCRCP contracts are set out in General Terms 7.1.2.1, which is set out below:

Contractor may commence pre-appointment representation only with pre-approval of OPDS. In determining whether to authorize pre-appointment representation, OPDS will consider whether:

Office of Public Defense Services Caseload and Workload Reporting Manual

- (a) The agency has a good faith basis to believe the individual seeks counsel; and
- (b) It is reasonable for the agency to believe the person qualifies for public defense counsel.

The criteria for pre-appointment representation under non-PCRCP contracts are set out in General Terms 1.4.7 and 7.1.2.1, which are set out below:

1.4.7 Pre-appointment Representation

“Pre-appointment representation” (also referred to as “prepetition representation”) means representation of a parent, legal guardian, or child during a child welfare investigation by the Oregon Department of Human Services and representation of a youth during a law enforcement investigation, before a court has appointed counsel for that person and typically before a proceeding under ORS chapter 419B or ORS chapter 419C has been initiated.

7.1.2.1 Pre-appointment representation

Contractor may commence pre-appointment representation only with pre-approval from OPDS. In determining whether to authorize pre-appointment representation, OPDS will consider whether:

- (a) The agency has a good faith basis to conclude the individual seeks counsel; and
- (b) It is reasonable for the agency to believe the person qualifies for public defense counsel.

Although representation of a youth entering into a Formal Accountability Agreement would typically fall under pre-petition representation, Counsel engaging in such representation need not seek prior approval of OPDS.

Appointment as Co-Counsel

Introduction

Whether OPDS will compensate a Counsel appointed as co-counsel dependent on whether Co-Counsel (1) meets the minimum qualifications for appointment and (2) whether the appointment fits into OPDS policy (below) or whether the court has made the appointment, regardless of OPDS policy.

The agency does not generally fund appointment of co-counsel solely for purposes of allowing the co-Counsel to obtain the experience necessary to meet the minimum Qualification Standards for Court-Appointed Counsel.

The following is a list of case types and guidance on approval for co-counsel:

Case Type	Co-Counsel Approval
Capital Murder	Automatically approved for first co-counsel, discretionary approval for additional co-counsel. For discretionary approval, Counsel must seek prior approval from OPDS.
Murder 1	Automatically approved for first co-counsel, discretionary approval for additional co-counsel. For discretionary approval, Counsel must seek prior approval from OPDS.
Murder 2	Discretionary approval for first co-counsel. Counsel must seek prior approval from OPDS.
Juvenile Murder/Waiver	Automatically approved for first co-counsel, discretionary approval for additional co-counsel. For discretionary approval, Counsel must seek prior approval from OPDS.
Jessica's Law	Discretionary approval for first co-counsel. Counsel must seek prior approval from OPDS.

The criteria for discretionary appointment of co-counsel are as follows:

1. Lead counsel needs local co-counsel
2. Lead Counsel's capacity requires co-counsel
3. Co-counsel provides unique experience needed in the case
4. Other

Extraordinary Circumstances

Introduction

Additional case weight may be granted, at OPDS's discretion, for cases that involve extraordinary circumstances and require work well beyond the range of work typically required for the type of case. Counsels may apply for additional case weight for extraordinary case circumstances, and OPDS will evaluate applications to determine whether to grant additional case weight. OPDS staff will evaluate extraordinary case circumstances requests once a month.

Adult Criminal Cases

Counsel may request additional weight for extraordinary case circumstances no earlier than thirty (30) days after being appointed in any particular case and up to thirty (30) days after final disposition. Requests submitted less than thirty (30) days after the Counsel was appointed will be rejected without further review.

The agency will consider the following factors in determining whether to approve an extraordinary case circumstance request:

1. Voluminous discovery/sophisticated technology
2. Multiple criminal episodes
3. One or more co-defendants
4. Complex forensic issues
5. Language barriers
6. Cultural barriers
7. Intellectual disability or impairment
8. Competency/ aid and assist issues
9. Guilty except for insanity issues
10. Complex legal issues post-appeal
11. Other

PCRP and Non-PCRP Juvenile Cases

Both PCRP and non-PCRP Counsels may request additional case weight for extraordinary case circumstances no earlier than thirty (30) days after being appointed in any particular case. Requests submitted less than thirty (30) days after the Counsel was appointed will be rejected without further review.

Non-PCRP Counsels may request additional weight for extraordinary case circumstances up to thirty (30) days after final disposition.

The agency will consider the following factors in determining whether to approve an extraordinary case circumstance request:

1. Mental health issues that affect ability to understand court proceedings
2. Mental health issues that affect ability to work with appointed lawyer
3. Intellectual disability that affect ability to understand court proceedings
4. Intellectual disabilities that affect ability to work with appointed lawyer
5. Any other disability that affects ability to understand court proceedings
6. Any other disability that affects ability to work with appointed lawyer
7. Drug and/or alcohol addiction that affects ability to understand court proceedings
8. Drug and/or alcohol addiction that affects ability to work with appointed lawyer
9. Significant child welfare history
10. Unexplained and/or non-accidental injury
11. Multiple previous Counsels
12. Language barriers that affect ability to work with appointed lawyer
13. 3 or more children in at least three separate placements
14. Family Treatment Court
15. Other

Appeals

Counsel may request additional weight for extraordinary case circumstances no earlier than thirty (30) days after being appointed in any particular case and up to thirty (30) days after final disposition. Requests submitted less than thirty (30) days after the Counsel was appointed will be rejected without further review.

The agency will consider the following factors in determining whether to approve an extraordinary case circumstance request:

1. Extraordinarily lengthy record
2. Other

Appendix A: Adult Criminal Examples

Case Transfer between Counsel

Client A is charged in circuit court with Assault in the Fourth Degree. At arraignment, Counsel N is appointed to represent Client A.

After appointment and in the report for each month until circumstances change:

Counsel N should make a single entry including Client A's last name, first name, case number, the Most Serious Case Type code **MISS**, and the most serious charge of **Assault 4**.

Three months into the case, Counsel N decides to leave public defense practice. Over the course of the following month, Counsel N and other counsel in their organization decide how to distribute Counsel N's cases. Counsel S accepts transfer of Client A's case.

In the report for the month in which Counsel S receives Client A's case:

Counsel N should report Client A's case with a note in the Comment field that the case has been reassigned to **Counsel S**, and then discontinue reporting. If achieved through a motion to withdraw, **Counsel N** should enter a Disposition of **WTHD** and a disposition date consistent with the order allowing withdrawal.

Counsel S should also report Client A's case, updating the Appointment Date field to the date of the transfer, and the Attorney First and Last Name and Assigned Attorney OSB# fields to their own. **Counsel S** should continue reporting Client A's case in this manner consistent with regular reporting obligation.

Diversion

In March, Client E is arrested on a misdemeanor DUII charge and is issued a citation to appear in court. At arraignment, Counsel Q is appointed to represent Client E, who is considered Diversion Eligible.

After appointment and in the report for each month until circumstances change:

Counsel Q should make a single entry including Client E's last name, first name, case number, the Most Serious Case Type code **DUII**, and the Most Serious Charge of **DUII**.

In April, Client E agrees to enter diversion. The court accepts their plea and places them on diversion.

Office of Public Defense Services Caseload and Workload Reporting Manual

In the report for April:

Counsel Q should enter a disposition code of **DIVR** and a disposition date consistent with the order placing Client E's case into diversion, and should continue reporting Client E's case as open.

Client E fails to attend the assigned Victim's Impact Panel, and in July the District Attorney files a motion for a Show Cause order.

In the reports for May, June, and July:

Counsel Q should continue reporting Client E's case as open with a Disposition code of **DIVR** and a disposition date consistent with the order placing Client E's case into diversion.

In August, the court holds a diversion revocation hearing, revokes Client E's diversion, and imposes sentence.

In the report for August:

Counsel Q should update the Disposition code to **PLGY**, should update the Disposition date to be consistent with the judgment of conviction, and should discontinue reporting Client E's case.

Specialty Court

Client A works for a cleaning service. They are charged with theft in the first degree after they take \$1500 from a customer's apartment. Counsel J is appointed at the initial arraignment to represent Client A.

After appointment and in the report for each following month until circumstances change:

Counsel J should make a single entry including Client A's last name, first name, the case number, the Case Type Code **CFEL**, and the Most Serious Charge of Theft 1.

After working through Client A's case, Counsel J presents credible evidence to the prosecutor that the money was taken to pay for heroin. The prosecutor offers Client A a conditional discharge under ORS 475.245 (5)(f) in exchange for Client A's agreement to complete the county's drug court. Client A agrees. Counsel K represents all clients in drug court. Client A enters the drug court program, and Counsel J transfers the representation to Counsel K.

On the report for the month in which Client A enters drug court:

Office of Public Defense Services Caseload and Workload Reporting Manual

Counsel J should enter a disposition code of **DIVR**, and a disposition date consistent with the date the conditional discharge agreement is entered into the record and then discontinue reporting the case.

Counsel K should make a single entry including Client A's last name, first name, the case number, the Case Type Code **DRG**, the Most Serious Charge of Theft 1.

Client A graduates successfully from the drug court program and their case is dismissed.

In the report for the month in which Client A's case is dismissed:

Counsel K should enter a disposition code of **DSM** and a disposition date consistent with the judgment of dismissal, and then discontinue reporting the case.

Client B has three prior convictions for Theft in the First Degree. Client B picks up a new case and is again charged with Theft in the First Degree as a repeat property offender after taking \$1500 from a customer's apartment. Counsel N is appointed at the initial arraignment to represent Client B.

After appointment and in the report for each following month until circumstances change:

Counsel N should make a single entry including Client B's last name, first name, the case number, the Case Type Code **CFEL**, and the Most Serious Charge of Theft 1.

The prosecutor offers Client B a departure sentence on the condition that they complete the drug court program. Client B agrees, pleads guilty, and is sentenced to probation, with successful completion of the drug court program as a special condition of probation. Counsel M is appointed to represent Client A while they participate in drug court

In the report for the month in which Client B is sentenced:

Counsel N should enter a disposition code of **PLGY** and a disposition date consistent with the date of the judgment of conviction, then discontinue reporting the case.

Counsel M should have a single entry including Client A's last name, first name, the case number, the Case Type Code **DRG**, and the Most Serious Charge of Theft 1.

Client B fails to meet program expectations and is terminated from the program. The prosecutor files an order to show cause why probation should not be revoked. Client B is arraigned, and Counsel L is appointed to represent them.

Office of Public Defense Services Caseload and Workload Reporting Manual

In the report for the month in which the motion to show cause is filed:

Counsel M should continue to report the case as they have been until a disposition is reached.

Counsel L should make a single entry including Client B's last name, first name, the case number for the show cause, a Case Type code **FPV**, and the Most Serious Charge of Theft 1.

At hearing on the show cause, the court finds Client B in violation of probation and orders that probation be revoked. The judge imposes the previously agreed upon sentence in the departure sentence.

In the report for the month in which the judgment of revocation is entered:

Counsel M and L should each enter a disposition code of **REVK** and a disposition date consistent with the judgment of revocation, and then discontinue reporting.

Aid and Assist

Client A is arrested after taking a knife into a toy store and telling the clerk he needed to give him all the gumballs in the gumball machine. When the clerk refused Client A stabbed him in the shoulder. The police were called, and Client A was arrested. Client A is charged with assault in the second degree and robbery in the first degree. Counsel J is appointed at arraignments.

After appointment and in the report for each following month until circumstances change:

Counsel J should make a single entry including Client A's last name, first name, the case number, the Case Type Code **AM11**, and the most serious charge of Robbery 1.

In Counsel J's meetings with Client A, Client A tells Counsel J that they needed the gumballs because gumballs are the only weakness of the demons that were chasing him. When the clerk refused, Client A saw a demon on his shoulder and so he stabbed it to protect the clerk from its influence. After these conversations Counsel J has concerns about Client A's ability to aid and assist. Counsel J retains the aid of a psychiatrist who diagnosis Client A with a qualifying mental health disorder, the Court agrees and orders that client be committed to the Oregon State Hospital for restoration services. The Oregon State Hospital reports they have no room for additional patients and so Client A is placed on a specialized docket for aid and assist.

After the aid and assist hearing:

Office of Public Defense Services Caseload and Workload Reporting Manual

Counsel J should update the case type to **MHD** and continue to include Client A in reports.

Client A is eventually transported to Oregon State Hospital and begins treatment. The Court removes Client A from the Aid and Assist docket.

After Client A is transferred to the State Hospital:

Counsel J should update the case type back to **AMII** and continue reporting.

*After several months, the State Hospital declares that Client A cannot be restored to fitness in the foreseeable future. **Counsel J** files a motion to dismiss the case and the prosecution objects. The Court holds a hearing and afterward orders the case dismissed and Client A discharged.*

In the month in which Client A's case is dismissed:

Counsel J should enter a disposition code of **DSM** and a disposition date consistent with the judgment of dismissal, and then discontinue reporting the case. **Counsel J** may also be able to request extraordinary case credit in this case due to the difficulty in preparing or and litigating the motion to dismiss.

When the Court dismisses Client A's case, the prosecutor moves to hold Client A in custody under ORS 426.710. Counsel J is appointed to represent Client A on the new case.

After Appointment and in the report for each following month until circumstances change:

Counsel J should make a new single entry including Client A's last name, first name, the case number, the Case Type Code **MHMI**, and the most serious charge of Civil Commitment.

The case proceeds to a hearing and Client A is committed.

After the Order of Commitment:

Counsel J should enter a disposition code of **COM** and a disposition date consistent with the judgment of commitment, and then discontinue reporting the case.

Warrant Status

On February 12, Client D is arraigned on information containing two counts of Trespass in the Second. At arraignment, the court authorizes a conditional release

Office of Public Defense Services Caseload and Workload Reporting Manual

and sets a plea hearing for March 16. Counsel P is appointed to represent Client D. Before the March 16 hearing, Client D makes no contact with Counsel P, and then fails to appear at the March 16 status check. The court issues a warrant for Client D's arrest.

In the March report:

Counsel P should continue to report Client D's case as open and may want to put a note in the Comments field that Client D is on warrant status.

In April, Client D has police contact in the community. The officer issues Client D a citation in lieu of arrest, with a new court date of May 3. Client D fails to appear for the May 3 court date and the court issues another warrant. In August, Client D again has police contact in the community, and is again cited in lieu of arrest with a new court date of September 5. Client D again fails to appear at the September 5 court date and the court issues another warrant.

In the April, May, June, July, and August reports:

Counsel P should continue to report Client D's case as open.

In the September report:

Counsel P should enter a Disposition Code of WTBN and a disposition date of March 16 of that year, and then discontinue reporting.

Appendix B: Non-PCRCP Juvenile Examples

Case Transfer between Counsel

Youth A is alleged to have engaged in conduct that, were they an adult, would constitute the crime of Assault in the Fourth Degree. At first appearance on the petition, Counsel N is appointed to represent Youth A.

After appointment and in the report for each month until circumstances change:

Counsel N should make a single entry including Youth A's last name, first name, case number, the Most Serious Case Type code **JUDM**, and the most serious charge of **Assault 4**.

Three months into the case, Counsel N decides to leave public defense practice. Over the course of the following month, Counsel N and other counsel in their organization decide how to distribute Counsel N's cases. Counsel S accepts transfer of Youth A's case.

In the report for the month in which Counsel S receives Youth A's case:

Counsel N should report Youth A's case with a note in the Comment field that the case has been reassigned to **Counsel S**, and then discontinue reporting. If achieved through a motion to withdraw, **Counsel N** should enter a Disposition of **WTHD** and a disposition date consistent with the order allowing withdrawal.

Counsel S should also report Youth A's case, updating the Appointment Date field to the date of the transfer, and the Attorney First and Last Name and Assigned Attorney OSB# fields to their own. **Counsel S** should continue reporting Youth A's case in this manner consistent with regular reporting obligation.

Diversion

Youth W is found drawing on the walls of their school in permanent marker. The school contacts the juvenile department, who offers Youth a Formal Accountability Agreement (FAA) in lieu of prosecution for criminal mischief. The juvenile department fails to advise Youth of their right to an attorney as a part of the process, and Youth refuses the FAA. The juvenile department refers the case to the District Attorney's office, who files allegations that Youth is within the jurisdiction of the court for conduct that, if they were an adult, would constitute Criminal Mischief in the Second Degree. At first appearance on the case, Counsel P is appointed to represent Youth.

Office of Public Defense Services Caseload and Workload Reporting Manual

After appointment and for each following month in which appointment remains active:

Counsel P should make an entry for Youth W with the county, Youth W's last name, first name, case number, a Most Serious Case Type code of **JUDM**, a Most Serious Charge of **Criminal Mischief 2**, a Most Serious Incident Date consistent with the date alleged in the petition, an ORS of 164.354, and an Appointment Date consistent with the order of appointment.

During discussions with the DA to resolve the case, Counsel P learns that the juvenile department offered Youth an FAA but did not refer Youth to counsel to discuss the option. Counsel P brings up the FAA with Youth and explains the costs and benefits, and Youth indicates they would now agree to an FAA. Counsel P relays this to the DA and juvenile department, who agree to proceed with an FAA but plan to keep the juvenile case open in case Youth fails it. At the next status check hearing, parties inform the court of the resolution, and the court stays the proceedings pending the outcome of the FAA.

In the month in which Youth enters the FAA:

Counsel P should update the Most Serious Case Type code to **JFAA**, enter a disposition code of **DIVR**, and a diversion date consistent with the date the court stayed the proceedings.

Youth is able to complete the terms of his FAA, and at a later Status Check hearing, the court dismisses the Juvenile case.

In the month in which the court dismisses the case:

Counsel P should update the Disposition Code to **DSM** and the disposition date to a date consistent with the order dismissing the case and should then discontinue reporting the case.

Warrant Status

On February 12, Youth Z – who is in the legal custody of ODHS – is taken into protective custody and held pre-adjudication on allegations of assault. The DDA files a petition alleging conduct that, if youth were 18, would constitute the crimes of Assault in the Fourth and Harassment. Prior to initial appearance, the Juvenile Department and Youth Z's ODHS caseworker develop a safety plan placing Youth Z in a new foster placement. At initial appearance, the court appoints Counsel O to represent youth, and Youth signs a release agreement.

On February 19, Youth Z runs away from their foster placement. Youth Z's caseworker contacts the Juvenile Department, and the DDA files a motion to

Office of Public Defense Services Caseload and Workload Reporting Manual

revoke Youth Z's release, which the court grants. The court issues a protective custody warrant.

In the report for February:

Counsel O should continue to report Youth Z's case as open and make a note in the Comment field that the youth is on warrant status.

In early March, Youth Z has contact with police and is held on the protective custody warrant. Youth Z's caseworker is contacted and works with the juvenile department to draft a new safety plan and release agreement to place youth back in the previous foster home. In late March, Youth Z again runs away from their foster placement. Counsel O has no further contact with Youth Z.

In the reports for March, April, May, June, and July:

Counsel O should continue to report Youth Z's case as open, with a comment indicating that Youth Z is on warrant status.

In the report for August:

Counsel O should enter a Disposition Code of WTBN and a Disposition Date of February 19 and then discontinue reporting Youth Z's case.

Waiver Exposure

Youth X is taken into protective custody on allegations of sexual abuse. The District Attorney's office files a petition seeking to make Youth X a ward of the court alleging that they committed acts that, if Youth X were an adult, would constitute the crime of Sexual Abuse in the First Degree. At initial appearance, Counsel M is appointed to represent Youth X. The court that it is in Youth X's best interest to remain in detention pending adjudication and that there is no less restrictive alternative than to do so.

After accepting appointment, and for each month in which the appointment remains active:

Counsel M should make an entry for Youth X with the County, Youth X's last and first names, Case Number, a Most Serious Case Type of **JM11**, a Most Serious Charge of **Sex Abuse 1**, a Most Serious Incident date consistent with that alleged in the petition, an ORS of 163.427, and an Appointment Date consistent with the order of appointment.

During discussions between Counsel M and the District Attorney about the case, the District Attorney starts dropping hints that they may file a motion to waive Youth X's case into Criminal court.

Office of Public Defense Services Caseload and Workload Reporting Manual

Counsel M may wish to consider making a request for OPDS to grant the case additional weight due to Extraordinary Circumstances based on the anticipate waiver motion.

If OPDS grants additional weight:

Counsel M should update Youth X's entry with an Extraordinary Case entry of **Other**.

The District Attorney follows through and files a motion to waive Youth X's case into Criminal court.

In the month in which the waiver motion is filed and for all months in which the motion is pending for any portion of that month:

Counsel M should update Youth X's entry with a Most Serious Case Type of **JM11W**. If additional case weight was previously granted, counsel should clear that field and may re-request additional case weight if the work associated with the case is beyond what would be anticipated in a Waiver case.

The court holds a hearing on the waiver motion and -

The motion is denied:

In the month following the month in which the waiver motion is denied:

Counsel M should update Youth X's entry in the Open Case Report back to **JM11**.

The court holds a hearing on jurisdiction, finds jurisdiction, and commits Youth X to the custody of OYA.

In the month in which Youth X is committed to the custody of OYA:

Counsel M should enter a Disposition code of **COM** and a Disposition Date consistent with the date of the order committing Youth X to OYA custody.

Counsel M should discuss with Youth X whether to continue providing representation and, if Youth X wishes to terminate the relationship, should move to withdraw and discontinue reporting.

The motion is granted:

In the month in which the Juvenile case is dismissed:

Counsel M should enter a Disposition code of **DSM**, a Disposition Date consistent with the date of the judgment of dismissal, and a comment including the Criminal case number, and then discontinue reporting the juvenile case.

Additional Petition Filed

Mother A, Father B, and Child Z are currently parties to a Dependency case. Mother A is represented by Counsel M and has an established jurisdictional basis regarding substance abuse issues. Father B is represented by Counsel N; his current location is unknown, and he has established jurisdictional bases regarding housing insecurity and substance abuse. Child Z is represented by Counsel O and has been placed in home with Mother A for the last three months. Mother A was recently involved in a domestic violence incident with Partner C. Last night, ODHS removed Child Z from Mother A and filed a Second Petition over Child Z alleging jurisdiction based on the domestic violence incident.

After accepting appointment on the Second Petition:

Counsel M and O should submit a request for Additional Case Weight based on Extraordinary Circumstances – Other.

Complex Sibling Group Reporting

Mother A has six children who are all before the court in a Dependency proceeding: U, V, W, X, Y, and Z (listed in order of age, eldest to youngest). Father B is the father of children W, X, and Y, and Father C is the father of Child Z. The father for children U and V is deceased. It has been determined that there are conflicts among groups of the children, and the parties are variously represented by different Counsels as follows:

Counsel J represents Mother A;

Counsel K represents Father B;

Counsel L represents Father C;

Counsel M represents children U and V;

Counsel N represents children W, X, and Y; and

Counsel O represents child Z.

After appointment on the Dependency petitions and for each month in which those representations remain current,

Counsel J should make a single entry including Mother A's last name, first name, the case number for the petition specific to Child U, the Case Type Code **JDEP**, and the Most Serious Charge of Dependency.

Office of Public Defense Services Caseload and Workload Reporting Manual

Counsel K should make a single entry including Father B's last name, first name, the case number for the petition specific to Child W, the Case Type Code **JDEP**, and the Most Serious Charge of Dependency.

Counsel L should make a single entry including Father C's last name, first name, the case number for the petition specific to Child Z, the Case Type Code **JDEP**, and the Most Serious Charge of Dependency.

Counsel M should enter each sibling on a separate row as follows:

An entry for Child U with their last name, first name, the case number of the petition specific to Child U, the Case Type Code **JDEC**, and the Most Serious Charge of Dependency.

An entry for Child V with their last name, first name, the case number of the petition specific to Child V, the Case Type Code **JDECX**, and the Most Serious Charge of Dependency.

Counsel N should enter each sibling on a separate row as follows:

An entry for Child W with their last name, first name, the case number of the petition specific to Child W, the Case Type Code **JDEC**, and the Most Serious Charge of Dependency.

An entry for Child X with their last name, first name, the case number of the petition specific to Child X, the Case Type Code **JDECX**, and the Most Serious Charge of Dependency.

An entry for Child Y with their last name, first name, the case number of the petition specific to Child Y, the Case Type Code **JDECX**, and the Most Serious Charge of Dependency.

Counsel O should make a single entry for Child Z with their last name, first name, the case number of the petition specific to Child Z, the Case Type Code **JDEC**, and the Most Serious Charge of Dependency.

At jurisdictional, the court finds that Child U is not within the jurisdiction of the court, but that the remainder of the children are. The court dismisses the petition over Child U and issues a judgment of jurisdiction and disposition for the remaining children making them wards of the court.

In the report for the month in which Child U's case is dismissed,

Counsel M should enter in the row for Child U the Disposition Code **JUNF** and a Disposition Date consistent with the date of the Judgment dismissing Child U's petition. **Counsel M** should also enter in the row for Child V the Disposition Code **JUDP** and a Disposition Date consistent with the date of the Judgment establishing jurisdiction over Child V.

Office of Public Defense Services Caseload and Workload Reporting Manual

Counsel J, K, L, N, and O should enter, for each of their clients, the Disposition Code **JUDP** and a Disposition Date consistent with the date of the Judgment taking jurisdiction over Children V, W, X, Y, and Z.

In the report for the month following the month in which Child U's case is dismissed, **Counsel M** should no longer report Child U as an open case and should begin entering the Case Type Code **JDEC** for Child V and should continue to enter that code for Child V moving forward.

Counsel J should begin entering the Case Number specific to Child V's case and should continue entering that Case Number going forward.

All Counsels should continue reporting their open cases and should leave the Disposition and Disposition Date fields blank.

Child Z is returned to Father C, and Child Z's case is dismissed.

In the report for the month in which Child Z's case is dismissed,

Counsel L and O should enter the Disposition Code **DSM** and a Disposition Date consistent with the date of the Judgment dismissing Child Z's petition.

In the report for the month following the month in which Child Z's case is dismissed,

Counsel L and O should discontinue reporting child Z's case.

No other Counsel need change their reporting.

The court changes the plan for children V, W, X, and Y to adoption, and petitions to terminate Mother A and Father B's rights are filed. Mother A and Father B both appear at combined first appearances on their petitions.

Counsel J, K, M, and N should all continue reporting the open dependency cases as they have been.

In the report for the month of appointment on the Termination petitions and for each month in which those representations remain current,

Counsel J should make a second entry including Mother A's last name, first name, the case number specific to the termination petition seeking to terminate her rights to Child V, the Case Type Code **JJTP**, and the Most Serious Charge of Termination.

Counsel K should make a second entry including Father B's last name, first name, the case number specific to the termination petition seeking to terminate his rights to Child W, the Case Type Code **JJTP**, and the Most Serious Charge of Termination.

Counsel M should make a second entry including Child V's last name, first name, the case number specific to the termination petition seeking to terminate Mother A's

Office of Public Defense Services Caseload and Workload Reporting Manual

rights to them, the Case Type Code **JUTC**, and the Most Serious Charge of Termination.

Counsel N should make additional entries as follows:

An entry for Child W including Child W's last name, first name, the case number specific to the termination petition seeking to terminate Mother A's rights to them, the Case Type Code **JUTC**, and the Most Serious Charge of Termination.

An entry for Child X including Child X's last name, first name, the case number specific to the termination petition seeking to terminate Mother A's rights to them, the Case Type Code **JUTCX**, and the Most Serious Charge of Termination.

An entry for Child Y including Child Y's last name, first name, the case number specific to the termination petition seeking to terminate Mother A's rights to them, the Case Type Code **JUTCX**, and the Most Serious Charge of Termination.

At a pre-trial conference on the termination petitions, Father B appears but Mother A is not present. ODHS immediately moves forward with a Prima Facie case against Mother A, and the Court grants the petition to terminate Mother A's rights to children V, W, X, and Y.

In the report for the month in which Mother A's rights to V, W, X, and Y are terminated,

Counsel J should enter a Disposition code of **PRT** and a Disposition Date consistent with the date of the Judgment terminating Mother A's rights in the rows for both the Dependency case entry and the Termination case entry.

Counsel K need not change their reporting for Father B.

Counsel M should enter a Disposition Code of **PRT** and a Disposition Date consistent with the date of the Judgment terminating Mother A's rights to Child V in the row for the Termination case only.

Counsel N should enter on the row for each of Children X, Y, and Z's Termination cases a Disposition Code of **PRT**, a Disposition Date consistent with the date of the Judgment terminating Mother A's rights to them, and a comment in the "Comments" field noting that Mother A's rights were terminated.

In the report for the month following the month in which Mother A's rights to V, W, X, and Y are terminated,

Counsel J should discontinue reporting both the Dependency and Termination cases for Mother A.

Counsel K need not change their reporting for Father B.

Office of Public Defense Services Caseload and Workload Reporting Manual

Counsel M should discontinue reporting the Termination case but should continue reporting the Dependency case for Child V.

Counsel N should begin entering in the rows for the Termination cases for children W, X, and Y the case number specific to the termination petition seeking to terminate Father B's rights to each of them, respectively, and should continue to enter those case numbers going forward.

After further discussions among the parties, an agreement is reached to settle the case with a general guardianship over W, X, and Y. The court dismisses the remaining Termination cases, changes the plan to guardianship, and ultimately enters a judgment establishing the proposed guardianship, in which the appointment of counsel is terminated for Father B, but is continued for Children W, X, and Y.

In the report for the month in which the Termination cases are dismissed:

Counsels K and N should enter in the rows for the Termination cases for each of their clients a Disposition Code of **DSM** and a Disposition Date consistent with the date of the Judgment dismissing the termination petitions.

Counsel M need not change their reporting for Child V.

In the report for the month in which the guardianship is established:

Counsel K should enter in the row for the Dependency case for Father B a Disposition Code **OTPA**, a Disposition Date consistent with the date of the Judgment establishing the guardianship, and a comment in the "Comments" field indicating that the appointment of counsel was terminated by the court in the Judgment

Counsels M and N need not change their reporting for Children V, W, X, or Y.

In the report for the month following the month in which the guardianship is established:

Counsel K should discontinue reporting the case for Father B.

Counsel N should begin entering the Case Type Code **JGAC** for Child W, and **JGACX** for Children X and Y, and should continue to enter those Case Type Codes going forward.

Counsel M need not change their reporting for Child V.

Child V's adoption finalizes, and the court enters a judgment dismissing Child V's Dependency case. At the same time, Counsel N has a conversation with Children W,

Office of Public Defense Services Caseload and Workload Reporting Manual

X, and Y, who all agree that they no longer need representation. Counsel N files a motion to withdraw, which is granted.

In the report for the month in which Child V's case is dismissed,

Counsel M should enter a Disposition Code of **DSM** and a Disposition Date consistent with the Judgment dismissing jurisdiction over Child V. **Counsel M** should then discontinue reporting Child V's Dependency case.

In the report for the month in which the court grants Counsel N's motion to withdraw,

Counsel N should enter in the row for each child's Dependency case a Disposition Code of **WTHD** and a Disposition Date consistent with the Order allowing Counsel N's withdrawal. **Counsel N** should then discontinue reporting the Dependency cases for Children X, Y, and Z.

Appendix C: PCRCP Examples

Case Transfer between Counsel

Youth A is alleged to have engaged in conduct that, were they an adult, would constitute the crime of Assault in the Fourth Degree. At first appearance on the petition, Counsel N is appointed to represent Youth A.

After appointment and in the report for each month until circumstances change:

Counsel N should make an entry in the Open Case Report including the case number, Youth A's last name, first name, an Open Date consistent with the order of appointment, a Case Type of **Delinquency (M)**, and a PCRCP Case Count of **1.0**.

Three months into the case, Counsel N decides to leave public defense practice. Over the course of the following month, Counsel N and other counsel in their organization decide how to distribute Counsel N's cases. Counsel S accepts transfer of Youth A's case.

In the report for the month in which Counsel S receives Youth A's case:

Counsel N should update Youth A's entry in the Open Case Report with a closed date consistent with the date of transfer and a note in the Comment field that the case has been reassigned to **Counsel S**, and then discontinue reporting.

Counsel S should also report Youth A's case on their own Open Case Report, updating the Open Date field to the date of the transfer. **Counsel S** should continue reporting Youth A's case in this manner consistent with regular reporting obligation.

Diversion

Youth W is found drawing on the walls of their school in permanent marker. The school contacts the juvenile department, who offers Youth a Formal Accountability Agreement (FAA) in lieu of prosecution for criminal mischief. The juvenile department fails to advise Youth of their right to an attorney as a part of the process, and Youth refuses the FAA. The juvenile department refers the case to the District Attorney's office, who files allegations that Youth is within the jurisdiction of the court for conduct that, if they were an adult, would constitute Criminal Mischief in the Second Degree. At first appearance on the case, Counsel P is appointed to represent Youth.

After appointment and for each following month in which appointment remains active:

Office of Public Defense Services Caseload and Workload Reporting Manual

Counsel P should make an entry for Youth W on the Open Case Report with the case number, county, Youth W's last name, first name, an open date consistent with the date of appointment, a case type code of **Delinquency (M)**, a PCRCP Case Count of 1, and a Status of Youth/Child Placement of **In home with Parent/Legal Guardian**.

During discussions with the DA to resolve the case, Counsel P learns that the juvenile department offered Youth an FAA but did not refer Youth to counsel to discuss the option. Counsel P brings up the FAA with Youth and explains the costs and benefits, and Youth indicates they would now agree to an FAA. Counsel P relays this to the DA and juvenile department, who agree to proceed with an FAA but plan to keep the juvenile case open in case Youth fails it. At the next status check hearing, parties inform the court of the resolution, and the court stays the proceedings pending the outcome of the FAA.

In the month in which Youth enters the FAA:

Counsel P should make the following entries:

On the Open Case Report, update the entry for Youth W with a case type code of **Formal Accountability Agreement**.

On the Activity Report, an entry with a Court Activity Outcome of **Alt. Disposition**, with a Comment reflecting that Youth entered an FAA.

Youth is able to complete the terms of his FAA, and at a later Status Check hearing, the court dismisses the Juvenile case.

In the month in which the court dismisses the case:

Counsel P should make the following entries:

On the Open Case Report, update the entry for Youth W with a Closed Date consistent with the order dismissing the case.

On the Activity Report, an entry with a Court Activity Outcome of **Dismissed** and a Dismissal Reason of **Case Not Proven**.

In the month following the month in which the court dismisses the case:

Counsel P should discontinue reporting Youth W's case as open.

Warrant Status

On February 12, Youth Z – who is in the legal custody of ODHS – is taken into protective custody and held pre-adjudication on allegations of assault. The DDA files a petition alleging conduct that, if youth were 18, would constitute the crimes of Assault in the Fourth and Harassment. Prior to initial appearance, the Juvenile

Office of Public Defense Services Caseload and Workload Reporting Manual

Department and Youth Z's ODHS caseworker develop a safety plan placing Youth Z in a new foster placement. At initial appearance, the court appoints Counsel O to represent youth, and Youth signs a release agreement.

On February 19, Youth Z runs away from their foster placement. Youth Z's caseworker contacts the Juvenile Department, and the DDA files a motion to revoke Youth Z's release, which the court grants. The court issues a protective custody warrant.

In the report for February:

Counsel O should update the Status of Youth/Child Placement to **Other** and make a note in the Comment field that the youth is on warrant status. Counsel should continue to report Youth Z's case.

In early March, Youth Z has contact with police and is held on the protective custody warrant. Youth Z's caseworker is contacted and works with the juvenile department to draft a new safety plan and release agreement to place youth back in the previous foster home. In late March, Youth Z again runs away from their foster placement. Counsel O has no further contact with Youth Z.

In the reports for March, April, May, June, and July:

Counsel O should continue to report Youth Z's case as open, with a Status of Youth/Child Placement of **Other** and a comment indicating that Youth Z is on warrant status.

In the report for August:

Counsel O should enter a Closed Date on or around August 19 and then discontinue reporting Youth Z's case.

Waiver Exposure

Youth X is taken into protective custody on allegations of sexual abuse. The District Attorney's office files a petition seeking to make Youth X a ward of the court alleging that they committed acts that, if Youth X were an adult, would constitute the crime of Sexual Abuse in the First Degree. At initial appearance, Counsel M is appointed to represent Youth X. The court that it is in Youth X's best interest to remain in detention pending adjudication and that there is no less restrictive alternative than to do so.

After accepting appointment, and for each month in which the appointment remains active:

Counsel M should make entries as follows:

Office of Public Defense Services Caseload and Workload Reporting Manual

In the Open Case Report, an entry for Youth X with the Case Number, County, Youth X's last and first names, an Open Date consistent with the date on the order of appointment, a Case Type of **Delinquency (M11)**, a PCRCP Case Count of 1, and a Status of Youth/Child Placement of **Detention**.

In the Activity Report, a Court Activity Outcome of **CIP Out of home**.

During discussions between Counsel M and the District Attorney about the case, the District Attorney starts dropping hints that they may file a motion to waive Youth X's case into Criminal court.

Counsel M may wish to consider making a request for OPDS to grant the case additional weight due to Extraordinary Circumstances based on the anticipate waiver motion.

If OPDS grants additional weight, for each reporting month for which the additional weight is granted:

Counsel M should update Youth X's entry in the Open Case Report with an Additional Case Weight entry of **Approved Extraordinary Case Circumstances** and a PCRCP Case Count consistent with the additional weight granted.

The District Attorney follows through and files a motion to waive Youth X's case into Criminal court.

In the month in which the waiver motion is filed and for all months in which the motion is pending for any portion of that month:

Counsel M should update Youth X's entry in the Open Case Report with a Case Type of **Delinquency M11 Waiver (M11W)** and a PCRCP Case Count of 2. If additional case weight was previously granted, counsel should clear that field and may re-request additional case weight if the work associated with the case is beyond what would be anticipated in a Waiver case.

The court holds a hearing on the waiver motion and -

The motion is denied:

In the month following the month in which the waiver motion is denied:

Counsel M should update Youth X's entry in the Open Case Report back to **Delinquency (M11)** and a PCRCP Case Count of 1.

The court holds a hearing on jurisdiction, finds jurisdiction, and commits Youth X to the custody of OYA.

In the month in which Youth X is committed to the custody of OYA:

Counsel M should discuss with Youth X whether to continue providing representation and, if Youth X wishes **Counsel M** to do so, make the following entries:

In the Open Case Report for Youth X's case, update the Status of Youth/Child Placement to **OYA Custody**. (Because the offense is a sex crime, the base weight of the case remains 1.0)

In the Activity Report, a Court Activity Outcome of **Commitment**.

The motion is granted:

In the month in which the Juvenile case is dismissed:

Counsel M should make the following entries:

In the Open Case Report for Youth X's case, a Closed Date consistent with the date of the judgment of dismissal and a comment including the Criminal case number.

In the Activity Report, a Court Activity Outcome of **Dismissed** and a Dismissal Reason of **Waived to Adult Court**.

Additional Petition Filed

Mother A, Father B, and Child Z are currently parties to a Dependency case. Mother A is represented by Counsel M and has an established jurisdictional basis regarding substance abuse issues. Father B is represented by Counsel N; his current location is unknown, and he has established jurisdictional bases regarding housing insecurity and substance abuse. Child Z is represented by Counsel O and has been placed in home with Mother A for the last three months. Mother A was recently involved in a domestic violence incident with Partner C. Last night, ODHS removed Child Z from Mother A and filed a Second Petition over Child Z alleging jurisdiction based on the domestic violence incident.

After accepting appointment on the Second Petition:

Counsel M should make the following entry:

In the Open Case Report for Mother A's Dependency case, update the PCRCP Case Count field with a value of 2 and in the Comments field enter a note that a second petition was filed and the date of the second petition.

Counsel N, if appointed, should make a similar entry to **Counsel M**.

Counsel O should make the following entries:

In the Activity Report, a Court Activity Outcome of **CIP Out of home**.

In the Open Case Report for Child Z's Dependency case, update the PCRCP Case Count field with a value of 2, update the Status of Youth/Child Placement to reflect the new placement for the child and, in the Comments field, enter a note that a second petition was filed and the date of the second petition.

Mother A signs an admission statement admitting to the new allegation in the second petition. The court accepts the admission and issues a judgment finding jurisdiction over Child Z on the new jurisdictional basis.

In the month in which the court issues the judgment finding jurisdiction on the new basis,

Counsel M, O, and N (if appointed) should make the following entries:

In the Activity Report, on the day the hearing is held from which the judgment issues, a Court Activity Outcome of **Jurisdiction**.

In the month following the month in which the court issues the new judgment,

Counsel M, N, and O should make the following entry:

In the Open Case Report for the relevant Dependency case, update the PCRCP Case Count field with a value of 1, and in the Comments field enter a note with the disposition date of the second petition. Counsel need not continue entering these comments in subsequent months.

Complex Sibling Group Reporting

Mother A has six children who are all before the court in a Dependency proceeding: U, V, W, X, Y, and Z (listed in order of age, eldest to youngest). Father B is the father of children W, X, and Y, and Father C is the father of Child Z. It has been determined that there are conflicts among groups of the children, and the parties are variously represented by different Counsels as follows:

Counsel J represents Mother A;
Counsel K represents Father B;
Counsel L represents Father C;
Counsel M represents children U and V;
Counsel N represents children W, X, and Y; and
Counsel O represents child Z.

After appointment on the Dependency petitions and for each month in which those representations remain current,

Office of Public Defense Services Caseload and Workload Reporting Manual

Counsel J should make a single entry on the Open Case Report including the case number for the petition specific to Child U, Mother A's last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Dependency (Parent)**, and a PCRCP Case Count of 1.

Counsel K should make a single entry on the Open Case Report including the case number for the petition specific to Child W, Father B's last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Dependency (Parent)**, and a PCRCP Case Count of 1.

Counsel L should make a single entry on the Open Case Report including the case number for the petition specific to Child Z, Father C's last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Dependency (Parent)**, and a PCRCP Case Count of 1.

Counsel M should enter each sibling on a separate row as follows:

An entry for Child U on the Open Case Report with the case number of the petition specific to Child U, their last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Dependency (Child)**, and a PCRCP Case Count of 1.

An entry for Child V on the Open Case Report with the case number of the petition specific to Child V, their last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Dependency (Additional Children)**, and a PCRCP Case Count of 0.5.

Counsel N should enter each sibling on a separate row as follows:

An entry for Child W on the Open Case Report with the case number of the petition specific to Child W, their last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Dependency (Child)**, and a PCRCP Case Count of 1.

An entry for Child X on the Open Case Report with the case number of the petition specific to Child X, their last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Dependency (Additional Children)**, and a PCRCP Case Count of 0.5.

An entry for Child Y on the Open Case Report with the case number of the petition specific to Child Y, their last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Dependency (Additional Children)**, and a PCRCP Case Count of 0.5.

Counsel O should make a single entry for Child Z on the Open Case Report with the case number of the petition specific to Child Z, their last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Dependency (Child)**, and a PCRCP Case Count of 1.

Office of Public Defense Services Caseload and Workload Reporting Manual

At jurisdictional, the court finds that Child U is not within the jurisdiction of the court, but that the remainder of the children are. The court dismisses the petition over Child U and issues a judgment of jurisdiction and disposition for the remaining children making them wards of the court.

In the report for the month in which Child U's case is dismissed,

Counsel M should add an entry in the Activity Report with the Case Number and Client Name for Child U, a Court Activity Outcome of **Dismissed**, and a Dismissal Reason of **Case Not Proven**. **Counsel M** should make a second entry in the Activity Report with the Case Number and Client Name for Child V, an Hours Spent of 0.0, and a Court Activity Outcome of **Jurisdiction**. **Counsel M** should additionally enter in Child U's row on the Open Case Report a Closed Date consistent with the date of the judgment dismissing Child U's case.

Counsels J, K, L, N, and O should enter in the Activity Report, for each of their clients, a Court Activity Outcome of **Jurisdiction**. **Counsel N** should make sure to enter Hours Spent of 0.0 for Children X and Y.

In the report for the month following the month in which Child U's case is dismissed,

Counsel M should no longer report Child U on their Open Case Report and in the Open Case Report should begin entering on the row for Child V the Case Type **Dependency (Child)** and a PCRCP Case Count of 1 and should continue entering those values moving forward.

Counsel J should begin entering in their Open Case Report the Case Number specific to Child V's case and should continue entering that Case Number going forward.

Child Z is returned to Father C, and Child Z's case is dismissed.

In the report for the month in which Child Z's case is dismissed,

Counsels L and O should enter in the Activity Report a Court Activity Outcome of **Dismissed** and a Dismissal Reason of **Reunification**. On the Open Case Report, both Counsels should enter a Closed Date consistent with the date of the Judgment dismissing Child Z's case, and discontinue reporting for Father C and Child Z.

The court changes the plan for children V, W, X, and Y to adoption, and petitions to terminate Mother A and Father B's rights are filed. Mother A and Father B both appear at combined first appearances on their petitions.

Counsels J, K, M, and N should all continue reporting the open dependency cases as they have been.

Office of Public Defense Services Caseload and Workload Reporting Manual

In the report for the month of appointment on the Termination petitions and for each month in which those representations remain current,

Counsel J should make a second entry in the Open Case Report including the case number specific to the Termination petition seeking to terminate Mother A's rights to Child V, Mother A's last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Termination (Parent)**, and a PCRCP Case Count of 1.

Counsel K should make a second entry in the Open Case Report including the case number specific to the Termination petition seeking to terminate Father B's rights to Child W, Father B's last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Termination (Parent)**, and a PCRCP Case Count of 1.

Counsel M should make a second entry in the Open Case Report including the case number specific to the Termination petition seeking to terminate Mother A's rights to Child V, Child V's last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Termination (Child)**, and a PCRCP Case Count of 1.

Counsel N should make additional entries as follows:

A second entry in the Open Case Report for Child W including the case number specific to the Termination petition seeking to terminate Mother A's rights to them, Child W's last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Termination (Child)**, and a PCRCP Case Count of 1.

A second entry in the Open Case Report for Child X including the case number specific to the Termination petition seeking to terminate Mother A's rights to them, Child X's last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Termination (Additional Children)**, and a PCRCP Case Count of .5.

A second entry in the Open Case Report for Child Y including the case number specific to the Termination petition seeking to terminate Mother A's rights to them, Child Y's last name, first name, an Open Date reflecting the date of appointment to the case, the Case Type **Termination (Additional Children)**, and a PCRCP Case Count of .5.

At a pre-trial conference on the termination petitions, Father B appears but Mother A is not present. ODHS immediately moves forward with a Prima Facie case against Mother A, and the Court grants the petition to terminate Mother A's rights to children V, W, X, and Y.

In the report for the month in which Mother A's rights to V, W, X, and Y are terminated,

Office of Public Defense Services Caseload and Workload Reporting Manual

Counsel J should make the following entries:

On the Activity Report, an entry with the Case Number specific to the Termination Petition seeking to terminate Mother A's rights to Child V, and a Court Activity Outcome of **Rights Terminated**.

On the Activity Report, a second entry with the Case Number specific to the Dependency Petition over Child V, an Hours Spent of 0.0, and Court Activity Outcome of **Rights Terminated**.

On the Open Case Report, on both rows for Mother A, a Closed Date consistent with the date of the Judgment terminating A's rights to Child V.

Counsel K need not change their reporting for Father B.

Counsel M should Make the following entries:

On the Activity Report, an entry with the Case Number specific to the Termination Petition terminating Mother A's rights to Child V, and a Court Activity Outcome of **Rights Terminated**.

On the Open Case Report in the row for Child V's Termination case, a Closed Date consistent with the date of the Judgment terminating Mother A's rights to Child V.

Counsel N should make the following entries:

On the Activity Report an entry with the Case Number specific to the Termination Petition seeking to terminate Mother A's rights to Child W and a Court Activity Outcome of **Rights Terminated**.

On the Activity Report, a second entry with the Case Number specific to the Termination Petition seeking to terminate Mother A's rights to Child X, an Hours Spent of 0.0, and a Court Activity Outcome of **Rights Terminated**.

On the Activity Report, a third entry with the Case Number specific to the Termination Petition seeking to terminate Mother A's rights to Child Y, an Hours Spent of 0.0, and a Court Activity Outcome of **Rights Terminated**.

On the Open Case Report, on the rows for each of the Children W, X, and Y's Termination cases, a Closed Date consistent with the date of the Judgment terminating Mother A's rights to them.

In the report for the month following the month in which Mother A's rights to V, W, X, and Y are terminated,

Counsel J should discontinue reporting both the Dependency and Termination cases for Mother A.

Counsel K need not change their reporting for Father B.

Counsel M should discontinue reporting Child V's Termination case but continue reporting their Dependency case.

Office of Public Defense Services Caseload and Workload Reporting Manual

Counsel N should begin entering on the Open Case Report in the rows for the Termination cases for children W, X, and Y the case number specific to the termination petition seeking to terminate Father B's rights to each of them, respectively, and should continue to enter those case numbers going forward.

After further discussions among the parties, a settlement is reached to establish a general guardianship over W, X, and Y. The court dismisses the remaining Termination cases, changes the plan to guardianship, and ultimately enters a judgment establishing the proposed guardianship, in which the appointment of counsel is terminated for Father B, but is continued for Children W, X, and Y.

In the report for the month in which the Termination cases are dismissed:

Counsel K should make the following entries:

On the Activity Report, an entry with the Case Number specific to the Termination Petition seeking to terminate Father B's rights to Child W, a Court Activity Outcome of **Dismissed**, and a Dismissal Reason of **Case not Proven**.

On the Open Case Report in the row for Father B's Termination case, a Closed Date consistent with the date of the Judgment dismissing the case.

Counsel N should make the following entries:

On the Activity Report, an entry with the Case Number specific to the Termination Petition seeking to terminate Father B's rights to Child W, a Court Activity Outcome of **Dismissed**, and a Dismissal Reason of **Case Not Proven**.

On the Activity Report, a second entry with the Case Number specific to the Termination Petition seeking to terminate Father B's rights to Child X, an Hours Spent of 0.0, a Court Activity Outcome of **Dismissed**, and a Dismissal Reason of **Case Not Proven**.

On the Activity Report, a third entry with the Case Number specific to the Termination Petition seeking to terminate Father B's rights to Child Y, an Hours Spent of 0.0, a Court Activity Outcome of **Dismissed**, and a Dismissal Reason of **Case Not Proven**.

On the Open Case Report, in the rows for each of the Children W, X, and Y's Termination cases, a Closed Date consistent with the date of the Judgment dismissing the case.

Counsel M need not change their reporting for Child V.

In the report for the month in which the guardianship is established:

Counsel K should make the following entries:

Office of Public Defense Services Caseload and Workload Reporting Manual

On the Activity Report, an entry with the Case Number specific to the Dependency case over Child W, a Court Activity Outcome of **Dismissed**, and a Dismissal Reason of **Guardianship**.

On the Open Case Report in the row for Father B's Dependency case, a Closed Date consistent with the date of the Judgment establishing the Guardianship.

Counsel M and N need not change their reporting for Children V, W, X, or Y.

In the report for the month following the month in which the guardianship is established:

Counsel K should discontinue reporting the case for Father B.

Counsel N should begin entering in the Open Case Report the Case Type **Guardianship (Child)** for Child W, and **Guardianship (Additional Children)** for Children X and Y and should continue to enter those Case Type Codes going forward.

Counsel M need not change their reporting for Child V.

Child V's adoption finalizes, and the court enters a judgment dismissing Child V's Dependency case. At the same time, Counsel N has a conversation with Children W, X, and Y, who all agree that they no longer need representation. Counsel N files a motion to withdraw, which is granted.

In the report for the month in which Child V's case is dismissed,

Counsel M should make the following entries:

On the Activity Report, an entry with the Case Number specific to Child V's Dependency case, a Court Activity Outcome of **Dismissed** and a Dismissal Reason of **Adoption**.

On the Open Case Report in the row for Child V's Dependency case, a Closed Date consistent with the date of the Judgment dismissing Child V's case.

Counsel M should then discontinue reporting Child V's Dependency case.

In the report for the month in which the court grants Counsel N's motion to withdraw,

Counsel N should make the following entries:

On the Activity Report, an entry with the Case Number specific to Child W's Dependency case, and a Court Activity Outcome of **Withdrawal**.

On the Activity Report, a second entry with the Case Number specific to Child X's Dependency case, an Hours Spent of 0.0, and a Court Activity Outcome of **Withdrawal**.

Office of Public Defense Services Caseload and Workload Reporting Manual

On the Activity Report, a third entry with the Case Number specific to Child Y's Dependency case, an Hours Spent of 0.0, and a Court Activity Outcome of **Withdrawal**.

On the Open Case Report, in the row for each of Children W, X, and Y, a Closed Date consistent with the Order allowing **Counsel N** to withdraw.