

**QUICK START FOR THE
MIDC\RAND CASELOAD STANDARDS STUDY
TIMEKEEPING APPLICATION**

(Ver: 20180625b)

**START KEEPING TRACK OF YOUR CASE-RELATED WORK TIME ON
MONDAY, JUNE 25th AND CONTINUE THROUGH SUNDAY, AUGUST 19th**

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Basics

Very Important!!!

- If you can't find the answer to your question in this brief Quick Start, read the ***Detailed Instructions*** section in the full "Users' Guide" in order to learn about various shortcuts that will help speed your entries, as well as to find guidance on how to accurately record time and case information. That Guide can be found at <http://michiganidc.gov/wp-content/uploads/2018/05/MIDC-RAND-TIME-STUDY-USERS-GUIDE.pdf>.
- Only counsel who have been appointed to represent indigent clients should participate in the time study.
- Before you begin using the timekeeping application, please review all of the instructions and other notices on the MIDC project website (<http://michiganidc.gov/midc-and-rand-caseload-study/>).
- Start keeping track of your case-related work time on Monday, June 25th and continue through Sunday, August 19th.
- If you feel you cannot continue to participate in the time study **after** you've begun on Monday, June 25th, please let Jonah Siegal at MIDC or Nick Pace at RAND know immediately.
- If you are unable to begin recording your time starting on June 25th but still wish to participate, please go ahead and start using the application at your soonest opportunity, but also let Jonah Siegal at MIDC or Nick Pace at RAND know when you began to track your time.
- **Contact info** - Jonah Siegal: jsiegel@michiganidc.gov; phone: 1-517-657-3062 \ Nick Pace: nickpace@rand.org; phone 1-310-393-0411 ext. 6176
- If you have issues of a technical nature, please contact JusticeWorks by email at support@justiceworks.com or by toll-free phone at 1-888-696-9357. Tell the technician that you are involved in the Michigan time study. Support is provided between 7:00am and 7:00pm Central Time.

Overview of Timekeeping

- These are the basic steps for using the timekeeping application developed by JusticeWorks:
 - You'll log onto a special website using unique credentials provided by RAND.
 - The first time you log in, you'll be asked some questions about your practice and your "typical" workweek, then you'll be asked to change your temporary password to one you will use for the project.
 - Each case you work on during the eight week study period must be registered with the application before you can record your time for that case. You only have to do this once. Registration consists of the following steps:
 - Searching the system to see if your client's name has already been associated with an existing time study case. If the client is in the system, you'll be creating a new case for this existing client. If the client is not in the system, you'll be creating a new case for a new client (new to the timekeeping application; you may have represented the client previously but not during the time study).
 - Filling in basic information about the case such as client name, the category of charges filed against your client, the court where the case is prosecuted, the date the case was first assigned to you or your office, and the type of appointment.
 - Once the new case is saved, you can submit new time and activity entries. The application has a number of ways to do this, but basically you will be selecting the case that you want from others that

have also been registered, then entering the amount of time you spent on an activity (such as a court appearance), the date of that activity, and selecting a code from a list of seven different activity types (such as “Legal Research”, “Discovery Review”, or “Travel”).

- You should enter all time you spent on case-related activities each day of the time study. You don’t have to do this immediately after you’ve done something in regards to a representation (many attorneys wait until the end of the day to make the entries, some wait until the next morning, and some do it every few hours) but making the task a part of your daily routine will make participation in the time study seem, well, routine...
- If a case is resolved during the time study and your representation ends, you will go back into the system to “close” the case and indicate how it ended. If the case is still open at the end of the time study, you’ll go back into the system to confirm that it is still pending.

Project Scope and Design

- It is absolutely critical for you to record all case-related time expended during the eight week study period, regardless of the day of the week, time of the day, or where it occurred. Failing to make sure that the application has all hours you’ve spent on your clients’ behalf will result in a distorted picture of the resources needed to deliver effective representations.
- The sole goal of the time study is to figure out how much time is currently being spent by all attorneys on adult indigent criminal defense matters in the state of Michigan.
- Only publicly funded representations for adults who are unable to afford counsel in the following types of cases in Michigan trial level courts are part of the time study. In other words, if your case doesn’t fit the profile below, you do not have to record the time you spent on it during the study period, nor do you have to register it on the application.

Types of Adult Indigent Defendant Representations in This Study

Homicide (including Felony Murder)

Criminal Sexual Conduct (all degrees)

Other Class A Offenses Not Involving Felony Murder or Sexual Assault

Other High-Severity Felonies (B, C, D)

Low-Severity Felonies (E, F, G, H) & 2 Year High Court Misdemeanors

Misdemeanors with Potential Sentences of over 93 Days

Misdemeanors with Potential Sentences of 93 Days or Less

Probation Violations

Other adult criminal indigent defense matter

- What’s not included?
 - 1) All other indigent appointments not described in the table above such as...
 - a) Appeals
 - b) Juvenile matters
 - c) Family cases
 - d) Federal cases
 - e) Cases in states other than Michigan
 - f) Probate appointments

2) All privately retained representations of any type

- The time and activity information you provide during the eight week data collection period will be used to calculate average attorney hours over the lifetime of cases of various types. To get that information, we need you to record your time for every eligible case you are working on from Monday, June 25th through Sunday, August 19th, even if that case began before June 25th (which most cases in this study will have) or if it remains active after August 19th. In other words, it is not important when the file was first assigned to you or when you've completed your services for your client; if you are working on an eligible case (see table above) at any time during the eight week study period, then your time needs to be recorded for that case.

General Rules for the Application

- The website address you received from RAND has been tailored for you and your law firm or public defender organization. Your user ID and password are unique to you.
- Always use the large buttons on the top of each screen in the application to move through the website rather than your browser's "forward" and "back" buttons. Use of the browser's navigation keys may result in loss of information you've just entered or an unwanted exit from the website.
- If you are entering case or time information into the application you must always save the entry before moving onto another page.
- A mobile version of the application is available for most smartphones and tablets. Additional information about portable versions of the application will be found on the MIDC website.

Initial Log-In

- To access the on-line timekeeping application, enter the website address you were given in the time study instruction email you received into the web browser of your choice. Once you are at the log-in screen, enter the User Name and Password that were also included in that email. If you have misplaced any log-in information, contact Nick Pace at RAND.
- On your first log-in you'll be taken to the *Attorney Information Screen* (see screenshot below) where you'll provide some information about yourself and estimate the average number of hours you work each week on different types of cases.

Home Refresh Save

Email Address:

Total years practicing:

Years practicing criminal law:

About how many hours do you work in a typical week (include all matters you represent, regardless of type, and include all hours worked, even if non case-related):

Of those hours, please give the approximate typical breakout by area:

	Average Hours Per Work Week	-or-	Average Percent of Work Week
CASE-RELATED TIME			
(a) Indigent Defense Appointments			
1. Adult criminal indigent defense cases in Michigan trial courts:	<input type="text"/>	-or-	<input type="text"/> %
2. Other criminal indigent defense cases (e.g., Michigan criminal appeals, juvenile matters, federal criminal appointments):	<input type="text"/>	-or-	<input type="text"/> %
3. Probate appointments:	<input type="text"/>	-or-	<input type="text"/> %
4. All other indigent appointments (e.g., family cases):	<input type="text"/>	-or-	<input type="text"/> %
(b) Privately Retained Representations			
1. Adult criminal defense cases in Michigan trial courts:	<input type="text"/>	-or-	<input type="text"/> %
2. Other criminal defense cases (e.g., Michigan criminal appeals, juvenile matters, federal criminal matters):	<input type="text"/>	-or-	<input type="text"/> %
3. Probate cases:	<input type="text"/>	-or-	<input type="text"/> %
4. Civil cases:	<input type="text"/>	-or-	<input type="text"/> %
5. All other privately retained representations:	<input type="text"/>	-or-	<input type="text"/> %
NON-CASE-RELATED TIME			
All other time not spent related to direct casework (reading advance sheets, professional development, admin. tasks, supervising non-case-related work of others, timekeeping, etc.)	<input type="text"/>	-or-	<input type="text"/> %

Please make sure that the total hours entered in this section equal your response to the question "About how many hours do you work in a typical week?" above -OR- that the percentages entered above add up to 100%

Save

- Next you'll be asked to change your temporary password to one of your own choosing:

Home Refresh Sign Out

Password Changer

User Name Nick Pace

Existing Password

New Password

Confirm Password

You are required to change your password.

Change

Registering New Cases

After that first log-in, you'll always start in the *Home Page*:

Recent Clients		Time Entries	
My Clients		Nick Pace	
Accessed		hrs	
Taft, Billy H 3OCA Pace, Nick Open/Active	11/08/2017 CR-6367	06/14/2018 3LD Taft, Billy H - CR-2016-3234 (Open/Active Case)	0.20 hrs
		06/17/2018 5CT Taft, Billy H - CR-2016-3234 (Open/Active Case)	1.55 hrs
Taft, Billy H 7M93 Pace, Nick Open/Active	03/05/2018 CR-135	05/30/2018 2DI Taft, Billy H - CR-2016-3234 (Open/Active Case)	0.17 hrs
		04/10/2018 7OT Taft, Billy H - CR-2016-3234 (Open/Active Case)	0.08 hrs
Kennedy, Jack 5LSF Pace, Nick Open/Active	04/11/2018 MD-235	04/01/2018 5CT Taft, Billy H - CR-135 (Open/Active Case)	0.50 hrs
		03/05/2018 3LD Taft, Billy H - CR-135 (Open/Active Case)	0.75 hrs
Bush, Georgie W. 8PV Pace, Nick Open/Active	01/08/2018 KL-123	05/02/2018 2DI Nixon, Dick - HF-1234-A(SC) (Open/Active Case)	4.00 hrs
		02/05/2018 4PP Nixon, Dick - HF-1234-A(SC) (Open/Active Case)	3.33 hrs
Nixon, Dick 4OHF Pace, Nick Open/Active	07/10/2017 HF-1234-A(SC)	04/03/2012 4PP Bush, Georgie W. - KL-123 (Open/Active Case)	1.07 hrs
		05/03/2018 2DI Bush, Georgie W. - KL-123 (Open/Active Case)	0.00 hrs
		06/01/2018 5CT Bush, Georgie W. - KL-123 (Open/Active Case)	0.05 hrs
Open		06/02/2018 2DI Bush, Georgie W. - KL-123 (Open/Active Case)	0.90 hrs
		06/18/2018 7OT Taft, Billy H - CR-135 (Open/Active Case)	1.48 hrs
		03/02/2018 3LD Kennedy, Jack - MD-235 (Open/Active Case)	10.38 hrs

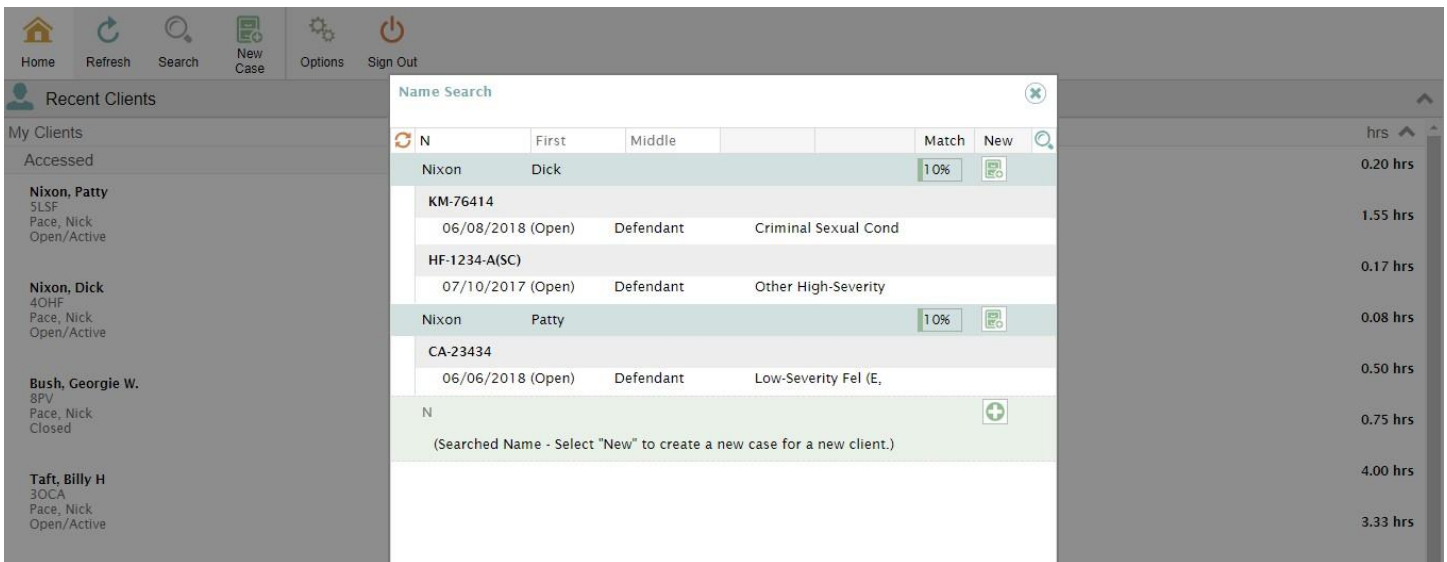
Though the example above has a number of cases already registered, you will need to add each case you work on during the study period to the time study database. To do that, click the *New Case Button* at the top of the *Home Page*. Doing so will bring up a “Name Search” pop-up to determine whether the client associated with the case you want to register is already in the system. Enter the last and first name of your client and click the “magnifying glass” icon on the right side of the pop-up:

Recent Clients		Name Search	
My Clients		hrs	
Accessed		0.20 hrs	
Taft, Billy H		<input type="text" value="Hoover "/> Bertie Middle	<input type="button" value="Match"/> <input type="button" value="New"/> <input type="button" value="Search"/>

If the name you've entered is not found in the system, you'll be given the opportunity to create a new case for this new client by clicking the "cross" icon on the right side of the pop-up:



If the name you've entered is in fact found in the system (or if a "wildcard" search has turned up a number of potential matches, as it has in the screenshot below), you can create a new case for an existing client by clicking the "file cabinet" icon to the right of name of the existing client you want:



Now the *Client Screen* appears, with the default display being the "Case" tab (shown at the bottom). You can now enter in information about the case by filling in boxes or using dropdown menus for the case number, the type of case (see case type list below), the court where the case is located, the appointment type (contract\assigned counsel or public defender), the date your office first opened up this new case (**USE THE DATE THAT YOU OR YOUR FIRM\OFFICE WERE APPOINTED AS COUNSEL, NOT SIMPLY TODAY'S DATE!**) Please note that opening dates that are more than 30 days in the past will trigger a pop-up warning. Just ignore the warning simply by clicking OK in the pop-up., and the current status ("Open\Active" is the default; there is no reason to change it until you stop representing your client on this matter).

What if you know some other attorney in your office worked on the same case before you and is likely to have already registered the case in the application? Unfortunately, you'll have to create the case again for your own

records, but making sure the spelling of the client’s name and case number matches what the prior attorney entered for his or her case will allow us to merge the time information later.

After you’ve entered that information, click the *Save Button* at the top of the screen:

Time Study Case Types

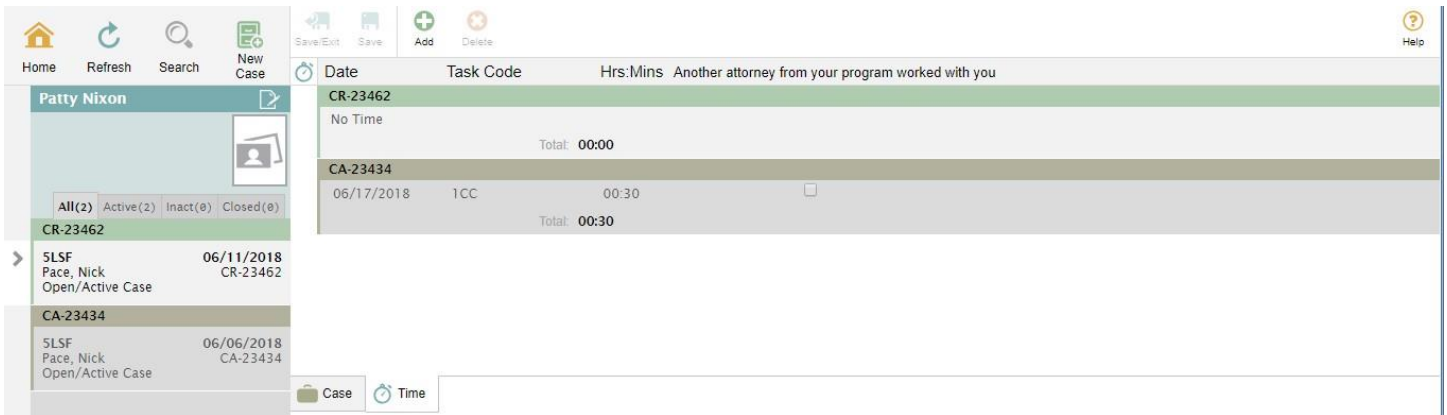
Trial Court Level Case Type (Adult Clients Only)	Code
Homicide (including Felony Murder)	1HOM
Criminal Sexual Conduct (all degrees)	2CSC
Other Class A Offenses Not Involving Felony Murder or Sexual Assault	3OCA
Other High-Severity Felonies (B, C, D)	4OHF
Low-Severity Felonies (E, F, G, H) & 2 Year High Court Misdemeanors	5LSF
Misdemeanors with Potential Sentences of over 93 Days	6M94
Misdemeanors with Potential Sentences of 93 Days or Less	7M93
Probation Violations	8PV
Other adult criminal indigent defense matter	9OAC

If unsure, use the most severe (in terms of potential punishment) charge filed against your client when deciding between categories (that should be category that first appears in the list). In addition, if the client has multiple charges that would fall into multiple categories, use the category that first appears on the list.

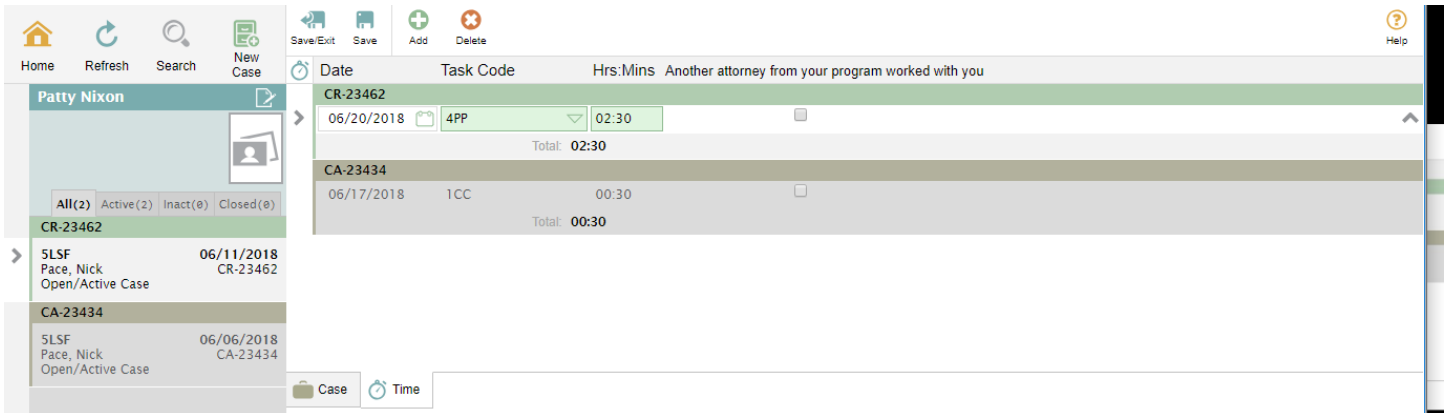
Entering Time Info For A Newly Registered Case

Once you’ve saved the information for the new case (and not to worry: you never have to register that same case again), two things happen: First, all of the other cases that have been registered for this same client now are listed on the left side of the *Client Screen*. Second, a new “Time” tab option appears at the bottom of the *Client Screen*. It will look something like this:

Clicking the “Time” tab will put the *Client Screen* into timekeeping mode. In the example below, the new case (case number CR-23462) with no existing time entries is already selected, as evidenced by the little arrow on the left side of the screen:



Clicking the *Add Button* will bring up a blank time entry for the selected case, and then you can enter the date that the activity took place in the “Date” box, use a dropdown menu to indicate the activity type that took place (in the “Task Code” box; see table of activity types below), enter the minutes (or hours & minutes) spent performing the activity (the rules for entering time are below), and decide whether to mark the “Another attorney worked with me on this activity” box. When you are done, click the *Save Button* at the top of the screen or you’ll lose the information you just entered.



Rules for Recording Time:

- If you want to record just in minutes (up to 99 minutes), just enter the minutes. Examples: 17, 4, 72.
- If you want to record in whole hours, enter the hours immediately followed by a colon (:) and nothing else. Examples: 8:, 2:, 12: (these will be converted to 8:00, 2:00, and 12:00 by the application).
- If you want to record in hours & minutes, enter the hours immediately followed by a colon (:) and immediately follow that with a two digit amount for the minutes. Examples: 8:15, 2:06, 12:58 (these will be converted to 8:15, 2:06, and 12:58 by the application).

Time Study Activity Types

Description	Code	Explanation
Client Communication	1CC	<ul style="list-style-type: none"> • Any direct communication with clients including in-person visits in jails, prisons or holding facilities; by phone, letter, email or video • If client is in custody, this includes all time in facility, including going through security and waiting to see client • Includes meetings with clients in court
Discovery Review or Independent Investigation	2DI	<ul style="list-style-type: none"> • Reviewing discovery in whatever form provided. • Requesting and reviewing other records received through independent investigation, including public, data, treatment, criminal history, adoption, HHS or CPS, etc. • Drafting discovery and independent investigation requests, and memos of review of information received. • Other active independent investigation, including research and identification of potential witnesses, correspondence with and interviews of lay witnesses, consulting and testifying experts, and other third parties. • Any additional communication with anyone other than clients for the purposes of discovery review and independent investigation.
Legal Research or Drafting and Review of Court Documents	3LD	<ul style="list-style-type: none"> • Researching legal issues and questions relevant to case • Reviewing statutes, caselaw, court rules or other legal authority relevant to case • Drafting, editing, reviewing and filing legal documents, including motions, briefs, stipulations, subpoenas, witness lists, notices and legal memoranda • Any communication with anyone other than clients for the purposes of legal research or drafting and review of court documents.
Plea Negotiations or Preparation for Motion Hearings, Trials, and Sentencings	4PP	<ul style="list-style-type: none"> • Negotiation with prosecutors that occurs outside of court • Preparation for an appearance in court, including reviewing motions, briefs and exhibits, and other court file documents. • Preparing outlines or notes for argument • Practice arguments, moot courts • Witness preparation • Any additional communication with anyone other than clients for the purposes of plea negotiation or preparation for hearings, trials and sentencings.
Court Time	5CT	<ul style="list-style-type: none"> • Time spent in court for hearings, and court-ordered conferences or meetings, including waiting time. • Attending presentence interviews
Travel	6TR	<ul style="list-style-type: none"> • All case-related travel, including to/from court, visits with clients, other case-related meetings, research or investigation events, etc.
Other	7OT	<ul style="list-style-type: none"> • Any other case-specific activity, such as clerical work, media requests, property retrieval, post-sentence/appeals advice, open/closing of cases, supervision, etc.

- If you what you are doing would could fit into two or more of the categories (such as listing to wiretap recordings in your car while driving to your next court appearance), chose the first applicable category in the list (e.g, “Discovery Review” rather than “Travel”).
- What do you do if the activity applies to more than one case? For example, you might have to drive two hours to a distant courthouse where you’ll make an appearance in two separate cases. The easiest thing to do would be to split the travel time in half and submit one entry (for an hour) for the first case and a second entry (also for an hour) for the other case.

Entering Time Info for Other Registered Cases

If you want to switch to a different case for entering time on the *Client Screen*, you have two options. One way is to go back to the *Home Page* and click on the desired client’s name on the left side of the screen. Clicking on

any one of the client names shown in the example will bring you to the *Client Screen* for the client you've selected (and by choosing the "Time" tab when you get to that screen, you can then enter time information):

Recent Clients

Client Name	Accessed
Taft, Billy H 3OCA Pace, Nick Open/Active	11/08/2017 CR-6367
Taft, Billy H 7M93 Pace, Nick Open/Active	03/05/2018 CR-135
Kennedy, Jack 5LSF Pace, Nick Open/Active	04/11/2018 MD-235
Bush, Georgie W. 8PV Pace, Nick Open/Active	01/08/2018 KL-123
Nixon, Dick 4OHF Pace, Nick Open/Active	07/10/2017 HF-1234-A(SC)

Time Entries

Date	Case Type	Case Description	Hours
06/14/2018	3LD	Taft, Billy H - CR-2016-3234 (Open/Active Case)	0.20 hrs
06/17/2018	5CT	Taft, Billy H - CR-2016-3234 (Open/Active Case)	1.55 hrs
05/30/2018	2DI	Taft, Billy H - CR-2016-3234 (Open/Active Case)	0.17 hrs
04/10/2018	7OT	Taft, Billy H - CR-2016-3234 (Open/Active Case)	0.08 hrs
04/01/2018	5CT	Taft, Billy H - CR-135 (Open/Active Case)	0.50 hrs
03/05/2018	3LD	Taft, Billy H - CR-135 (Open/Active Case)	0.75 hrs
05/02/2018	2DI	Nixon, Dick - HF-1234-A(SC) (Open/Active Case)	4.00 hrs
02/05/2018	4PP	Nixon, Dick - HF-1234-A(SC) (Open/Active Case)	3.33 hrs
04/03/2012	4PP	Bush, Georgie W. - KL-123 (Open/Active Case)	1.07 hrs
05/03/2018	2DI	Bush, Georgie W. - KL-123 (Open/Active Case)	0.00 hrs
06/01/2018	5CT	Bush, Georgie W. - KL-123 (Open/Active Case)	0.05 hrs
06/02/2018	2DI	Bush, Georgie W. - KL-123 (Open/Active Case)	0.90 hrs
06/18/2018	7OT	Taft, Billy H - CR-135 (Open/Active Case)	1.48 hrs
03/02/2018	3LD	Kennedy, Jack - MD-235 (Open/Active Case)	10.38 hrs

The other way to switch to a different case for entering time on the *Client Screen* is to click the *Search Button* at the top of most screens. You'll be taken to the *Search Screen*. We recommend that you then click the "Advanced" button on the extreme right to bring up a powerful search tool:

Search Screen

Reset Search 0 record(s) Basic Advanced

Last Name: Case Number: Opened: Status:

First Name: Case Type: Closed:

Case ID:

Attorney:

Client Name	Case Type	Status	Opened Case #	Attorney
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Entering partial words in any of the boxes on the *Search Screen* and then clicking the little search button immediately above the last name field will list all cases that fit the desired criteria. The screenshot below shows the result of a wildcard search on the last name field. Clicking on one of the five cases shown in the example

will bring you to the *Client Screen* for the selected client (and by choosing the “Time” tab when you get to that screen, you can then enter time information):

5 record(s)

Basic Advanced

Last Name: N Case Number: Opened: Status:
 First Name: Case Type: Closed:
 Case ID:
 Attorney:

Client Name	Case Type	Status Opened Case #	Attorney
Nixon, Dick	2CSC	Open/Active 06/08/2018 KM-76414	npace - Pace
Nixon, Dick	7M93	Open/Active 06/03/2018 DR-743454A	npace - Pace
Nixon, Dick	4OHF	Open/Active 07/10/2017 HF-1234-A(SC)	npace - Pace
Nixon, Patty	5LSF	Open/Active 06/11/2018 CR-23462	npace - Pace
Nixon, Patty	5LSF	Open/Active 06/06/2018 CA-23434	npace - Pace

Need More Information?

Read the *Detailed Instructions* section in the full “Users’ Guide” in order to learn about various shortcuts that will help speed your entries, as well as to find guidance on how to accurately record time and case information. That Guide can be found at <http://michiganidc.gov/wp-content/uploads/2018/05/MIDC-RAND-TIME-STUDY-USERS-GUIDE.pdf> .