



MICHIGAN INDIGENT
DEFENSE COMMISSION

Compliance Reporting Instructions

The attached guide discusses reporting requirements, instructions, and tips for compliance reporting in the following three sections:

1. Compliance Reporting Template
2. Long Term IT Solutions
3. Interim Tips for JIS Users

Although local funding units are ultimately responsible for submitting all required information to the MIDC, we recognize that courts play a crucial role in the implementation and demonstration of compliance with standards. As such, many of these suggestions are directed at courts in the hopes of providing some guidance about this partnership.

Please reach out to the MIDC's Research Unit with any questions. We are happy to help brainstorm creative solutions to any obstacles in the compliance reporting process. You can reach us at:

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COMPLIANCE REPORTING TEMPLATE

Local funding units are required to complete and submit a progress report to the MIDC at the end of every reporting period in accordance with the dates specified in their grant agreement. One component of the progress report is the compliance reporting template. This template asks local systems to provide specific numbers regarding caseloads and filings, among other things. The compliance reporting questions ask for some information that is housed within the court, and local funding units may need to partner with courts for assistance in completing the template. This portion of the document provides guidance as to how local systems can ascertain the information required for the compliance reporting template related to:

- (I) Counsel at First Appearance
- (II) New Filings and Appointments
- (III) Experts and Investigators
- (IV) General Reporting Questions

The document does not cover every piece of information required for compliance reporting but does discuss the components that require daily tracking. At the end of the quarter, you will enter this information into the Obsurvey link that has been provided to you.

MIDC FY19 COMPLIANCE QUARTERLY PROGRAM REPORT

Please make sure you have read the INSTRUCTIONS for completing this form and you have all of the necessary information to complete this program report. You will NOT be able to save this form and return to it later. **This report is being completed for the following time frame:** *

- Quarter 1 - Due January 15, 2019 (covering activity between October 1, 2018 - December 31, 2018)
- Quarter 2 - Due April 1, 2019 (covering activity between January 1, 2019 - March 31, 2019)
- Quarter 3 - Due July 1, 2019 (covering activity between April 1, 2019 - June 30, 2019)
- Quarter 4 - Due October 15, 2019 (covering activity between July 1, 2019 - September 30, 2019)

The MIDC expects funding units to report compliance beginning at the time at which grant funds are deposited. Systems are not expected to report compliance information prior to the receipt of grant funds. For example, a system that receives funds on November 16 of a given year is only expected to report data for the period spanning November 16 to December 31 of that year. This system would not be expected to include data from October 1 to November 15. Please indicate the date that your compliance reporting started:

Name of person completing this quarterly report *

Title of person completing this quarterly report *

Compliance Reporting Template

(revised as of May 2019)

A. Counsel at First Appearance

Total number of arraignments conducted: _____

Of this total:

- Number of arraignments represented by retained counsel: _____
- Number of arraignments represented by appointed counsel: _____
- Number of arraignments conducted pro per:
(*Defendant invoked right of self-representation*) _____
- Number of arraignments where counsel was absent:
(*Arraignment proceeded without counsel even though counsel was not waived*) _____
- Other (please explain): _____

Number of pleas by mail/taken at the counter: _____

(*No appearance before a judge or magistrate*)

Number of cases where the defendant waived arraignment _____

(*Not just waived reading or failure to appear*)

**Number of cases where the defendant consulted with counsel and
pled to a civil infraction before arraignment** _____

(*When relevant / If known*)

B. Assignments

Total number of new adult criminal case filings in this reporting period: _____

Of this total, number with assigned counsel (post-arraignment): _____

C. Assigned Attorney Caseload

**Please attach table in the indicated format as necessary*

Attorney Name	P Number	Number of New Assignments in Reporting Period	Total Paid to Attorney in Reporting Period

D. Investigators and Expert Witnesses

Total number of appointed cases in which an investigator was used this reporting period: _____

Total number of appointed cases in which an expert was used this reporting period: _____

I. Counsel at First Appearance

All compliance reporting questions about Counsel at First Appearance are tied directly to Standard 4 and concerned only with **representation at arraignment/first appearance**—not with representation at other stages. The “total number of arraignments conducted” is the sum of whether defendants at each arraignment were represented by retained counsel, represented by appointed counsel, invoked their right of self-representation (pro-per), or did not have representation due to counsel’s absence. Pleas by mail/at the counter, pleas to civil infractions that include consultation with counsel but occur prior to arraignment, and waived arraignments are counted separately, as a formal arraignment is not conducted in these instances.¹

As an illustration, if a local system conducts 200 arraignments during the first reporting period, the breakdown may look like the example below. Once Standard 4 is fully implemented, the “Counsel Absent” column should read zero. During the transition towards compliance with the standards, the MIDC recognizes that instances of arraignments without counsel may occur, however, local systems should work to minimize these occurrences.

Total number of arraignments conducted:	200
<i>Of this total:</i>	
• Number of arraignments represented by retained counsel:	36
• Number of arraignments represented by appointed counsel:	162
• Number of arraignments conducted pro per: <i>(Defendant invoked right of self-representation)</i>	2
• Number of arraignments where counsel was absent: <i>(Arraignment proceeded without counsel even though counsel was not waived)</i>	0
• Other (please explain):	0
Number of pleas by mail/taken at the counter: <i>(No appearance before a judge/magistrate)</i>	41
Number of cases where the defendant waived arraignment: <i>(Not just waived reading or failure to appear)</i>	9
Number of pleas to CI before arraignment:¹ <i>(No appearance before a judge/magistrate but includes consultation with counsel; provide if known)</i>	16

¹ The category of “pleas to civil infractions that include consultation with counsel but occur prior to arraignment” was recently added because there are several courts around the state who are engaging in this practice regularly with the implementation of counsel at first appearance. Many case management systems do not currently allow for the tracking of this category but there are some exceptions, such as JMS.

Counsel at First Appearance FAQs

- **Do the arraignment questions refer to all types of arraignments, including in custody arraignments, court scheduled arraignments, and walk in arraignments?**

Yes, all types of arraignments should be tracked, including arraignments on probation violations.

- **Should Circuit Courts also track the same data on arraignments or should they only track arraignments for probation violations?**

Circuit Court should track all arraignments, including arraignments for probation violations. Regardless of the word or phrase that your court uses to refer to this hearing (such as a “status conference,” “arraignment on the information,” “PV arraignment,” etc.), this data point refers to the first appearance in Circuit Court.

If your court does written waivers for all arraignments as standard practice, then please count the first appearance in your court as your “arraignment” (this would likely be the pretrial). If the arraignment is only waived in some cases, then report the actual arraignment and the number of waivers in the appropriate categories. Feel free to reach out to MIDC staff for additional clarification on any unique practices.

- **If a defendant has multiple case numbers relating to a single event or ticket for arraignment, does it count as a single arraignment or should I list the number of individual cases? For example, if a ticket lists three misdemeanors (for instance, DWLS, Expired Plate, and No Insurance), do I report this as a single arraignment or three arraignments?**

You should report this as a single arraignment. Please make sure this is recorded accurately in your case management system. *If you use a case management system that uses a different record for every count, please make sure to only record it as a single arraignment, which may mean attaching an arraignment code to only one of the counts.* More information on this is provided below in the general questions section.

If a defendant is arraigned simultaneously on multiple distinct cases, then each case counts as its own arraignment.

- **If a defendant doesn't show up for their arraignment, do I count that as an arraignment?**

If a defendant does not show up, this should not be recorded as an arraignment. Only arraignments held should be included.

- **If a defendant waives their arraignment, do I count this as an arraignment?**

If only the reading of the charges is waived, not the arraignment proceeding itself, this would fall into one of the following four categories: retained counsel, appointed counsel, pro per, counsel absent. If there is a formal waiving of the arraignment itself, either on the record or by mail if your court allows, then this falls under waived arraignment. If the defendant pleads by mail or at the counter, this is recorded under “plea by mail/counter plea.”

- **How would an indigent defense administrator know the number of arraignments conducted by retained counsel or the number of waived arraignments or pleas by mail? Why do you need to know this?**

This information will need to be provided by the court, since the court is the only entity that has access to these numbers. Without the number of arraignments conducted by retained counsel, we cannot calculate the percentage of arraignments handled by appointed counsel, which is a critical data point for our agency and your funding.

- **If my system screens for eligibility for court-appointed counsel before arraignment and a defendant is determined to be ineligible, where would I count that defendant for the purposes of arraignment?**

If the defendant had retained counsel, you would count it under “retained.” If the arraignment proceeded with no counsel, you would count it under “counsel absent.”

II. New Filings and Appointments

The New Filings and Appointments questions are concerned with appointed representation at **stages other than arraignment**. These questions require the total number of new *case filings* (adult, criminal) during a given reporting period as well as the total number of new *appointed cases*. All numbers should reflect representation at the end of the reporting period, when the system runs the final report. The MIDC does not consider cases handled by duty attorneys as “assigned” until they are given to a permanent attorney. Please see the following example of how these numbers may appear.

Total number of new adult criminal case filings in the reporting period?	400
Of this total, number with assigned counsel (post-arraignment)?	350

The compliance reporting template also requires a spreadsheet detailing all appointed attorneys working in the local system and the number of new case assignments accepted by each during the reporting period. This should be provided in a Microsoft Word or Excel table with the following columns: attorney name, P Number, the number of new adult criminal indigent defense assignments in the reporting period, and the total paid to each attorney on adult criminal indigent defense cases in the reporting period. If an attorney is on the roster but has not accepted any new cases, they should still be included with a “0” under new assignments. For example:

Attorney Name	P Number	Number of New Assignments in Reporting Period	Total Paid to Attorney in Reporting Period
Zadie Williams	P88562	9	\$3465
Ikraam Ahmed	P88462	5	\$2650
Sheila O'Connor	P79412	1	\$250
Jane Smith	P10816	0	0

New Filings and Appointments FAQs

- **What is the difference between “total number of new adult criminal case filings” and “number with assigned counsel?”**

The first question, “number of new case filings,” refers to the total number of new *adult criminal cases* that are filed in your system during the reporting quarter. *Please do not include cases that are not in adult criminal court.* District Courts should count every new case filing. Circuit Courts should count every new case filing as well, including the ones that were bound over from District Court. *Probation violations should be counted if and when your court considers them to be new filings for SCAO reporting purposes.*

The second question refers to the number of these new filings that are assigned to a court appointed attorney. In most systems, this refers to appointments made AFTER arraignment, so we recognize that the numbers tracked for arraignments will not match up directly to the number of new filings and appointed cases. Your system might have 400 new filings in a quarter, and of those 400, 350 were assigned to court appointed counsel. It does not matter which court made the assignment; rather, the question only asks whether each defendant in your court is being represented by appointed counsel.

➤ **Are filings and appointments counted by case or by count?**

By case. Complaints may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case.

➤ **What counts as an “appointment” or “assignment”?**

A case is considered “appointed” once it is assigned to the attorney who will remain with the case for the remainder of the proceedings post-arraignment.

➤ **If there is a guilty plea at arraignment and sentencing is scheduled for another day with assigned counsel, should this case include a “COPD” code (ie, does it count as “assigned”)?**

Yes, assuming that this is considered an “assignment” by your court. If it is just handled by House Counsel at sentencing and not actually assigned, please see the answer below on House Counsel models.

➤ **How should Circuit Courts report the number of assignments and payments for each attorney? If the assignment is made in District Court, do we still report it in our numbers? Or do we only report new assignments that we make? How should this be handled when District and Circuits are combined?**

Each system will handle this differently between District and Circuit Courts, but it is imperative that assignments and payments are not double counted. If attorney John Smith is assigned a case in District Court that gets bound over to Circuit Court, either the District Court OR the Circuit Court should report that assignment but not both – since the attorney is only carrying a single case and not two separate cases.

➤ **In the attorney chart above, does the total amount paid to an attorney refer to work that is completed within the reporting period? Or payments made during the reporting period?**

For this particular chart, you should report the total paid out to the attorney in the reporting period, regardless of when the work was completed.

➤ **How should this chart be handled in the tri-county systems that utilize House Counsel and never formally appoint a permanent attorney?**

If you utilize a system that is not currently making formal appointments such as a strict House Counsel system, please add an additional row that indicates the number of assignments as well as the number of cases handled by attorneys as House Counsel. See below.

Attorney Name	P Number	Number of Cases Handled as House Counsel	Number of New Assignments in Reporting Period	Total Paid to Attorney in Reporting Period
John Smith	P10816	85	14	\$450

➤ **Should attorneys who are not part of the typical appointed list be included in the chart if they receive an appointment?**

Yes, everyone who receives a case should be on this list.

➤ **Should we track cases in which counsel is denied?**

If you have the capacity to track these numbers and want to report them to us, that is helpful; however, we will not be asking for these until a more detailed case management system is available.

➤ **Should we track substitutions of counsel?**

Down the road, we will be interested in this data point but until there is a more systematic case management system in use, we recognize that it will be hard to track this information.

III. Experts and Investigators

The questions on Experts and Investigators address the number of cases in which either expert assistance or investigative assistance is utilized. The two questions are as follows:

Total number of appointed cases in which an investigator was used this reporting period?	51
Total number of appointed cases in which an expert was used this reporting period?	14

In some instances, it can be difficult to distinguish between investigative assistance and expert assistance. Please use your judgment to place each instance in the most appropriate category.

If a case has multiple experts, please count that as a single instance of expert assistance. As an example, if defense counsel hired two expert witnesses in Quarter 1, that would count as a single case in which an expert was used, since we are counting the number of CASES in which assistance was utilized, not the number of EXPERTS. If defense counsel hires another expert witness in Quarter 2, that still counts as just a single case in which expert assistance was utilized, so there is no need to recount that case; you have already reported it in Quarter 1.

If your case management system records each count as its own record, please make sure that you only assign the expert or investigator code to a single one of the counts, so it does not appear that a single use of an expert or investigator is actually multiple uses.

IV. General Questions

➤ **How should systems report programmatically and financially for partially implemented quarters?**

Data tracking for programmatic purposes should technically begin on the day that funds are received by the funding unit. For example, a system that receives funds on November 16 of a given year is only expected to report data for the period spanning November 16 to December 31 of that year. If you have been tracking data from an earlier date, please report all of your collected data. After implementation is complete, subsequent compliance reporting should span the entirety of each reporting period. *All financial data must always be reported for the entirety of the quarter.*

➤ **Will indigent defense administrators get access to court case management systems (CMS)?**

Each local system will handle this differently. Some indigent defense administrators may get access to enter information into a CMS, others may only have viewing rights, and others will not receive any access at all. If you have access, the MIDC can work with you to retrieve the necessary information. If you do not have access, the MIDC can help you set up other ways to collect the data.

➤ **Do I fill out separate forms for Circuit Court and District Court?**

In our current online entry system, you will be prompted to enter information for both the circuit and district court. It is only a single survey, but there are separate fields within the form to fill out for each court.

➤ **How do I fill out information if the recommended CMS codes weren't being used yet?**

To the best of your ability! If you were not tracking this information from the beginning of the quarter, it will be very difficult to pull it at the end of the quarter. Please get in touch with us if you need assistance implementing more comprehensive tracking.

➤ **My case management system has a new record for each count, but you want me to track by case. How should I do that?**

For whichever data point you are tracking, it is essential that you code events as happening once per case. For example, let's say you have a case with three different counts, and your case management system records those in separate lines: 19-88915A, 19-88915B and 19-88915C. If you indicate that an expert witness was utilized on each of these records, when you run the report at the end of the quarter, it will count this as three experts. *To avoid this, we suggest putting the code only on the first record.*

LONG-TERM IT SOLUTIONS

Gathering comprehensive information from individual systems for the compliance reporting templates is an **interim solution**. Eventually, the MIDC plans to collect as many categories of data as possible directly through the Judicial Data Warehouse (JDW) as well as through databases maintained by indigent defense administrators. In order to facilitate long term, standardized solutions, we are asking courts to start entering the following information for every case, **in addition to the information necessary to complete the compliance reporting templates:**

- **Attorney Type (A: appointed; other letters as available in the specific CMS)**
- **Attorney Name**
- **Attorney P Number**

The above information does not need to be entered at the time of arraignment, only for subsequent proceedings (pre-trials, etc.) once an attorney has been officially assigned.

Where possible, we ask for the cooperation of courts in beginning to utilize these data fields in your CMS. We are happy to help brainstorm the most effective ways to track these fields in your specific system.

INTERIM SOLUTIONS USING JIS

While we are working on a long-term solution with the State Court Administrative Office and building data capacity in local systems, we have developed tips specifically for JIS users who are partnering with their funding units to collect the necessary quarterly information. The strategies described below will help during this interim period and reduce the need for manual counting.

Please direct all questions on retrieving the information described in this document to the Research Unit at the MIDC. For questions specific to JIS, please contact Christopher Sadler, Research Associate, at 517-657-3241 / csadler@michiganidc.gov. While these instructions are specific to JIS:DCS, there may be some areas that may translate to JIS:CCS. If you have questions specific to JIS:CCS, please reach out to Christopher Sadler. Additionally, you may find useful tips on the mechanics of your respective case management system in the JIS knowledge base at <https://mijis.courts.michigan.gov>.

Three- and Four-Character Codes

As noted earlier, the Attorney Type codes will be used for future reports through the JDW (in some systems or versions of systems, this only includes the letter A-appointed; in other systems, it may include additional codes such as R-retained or W-waived). For now, reports can be built using three- or four-character codes assigned to an activity or event, depending on your version of JIS.

There are a series of suggested four-character codes used throughout this tip sheet. The specific codes are suggestions and not requirements and can be replaced with any three- or four-character code if your system already utilizes a recommended code. *Prior to assigning a code, court systems should check to make sure the code is available.* Questions on Counsel at First Appearance, New Filings, and Experts and Investigators rely on these codes.

As noted above, please make sure that you are only recording the codes once for each case, not once for each count. In case management systems that track each count as a separate record (typically district courts), we suggest attaching the relevant codes only to the first count.

We recognize that local systems track information using a variety of case management systems. In what follows, we present some recommendations for how JIS users might track these data points to assist their local funding units in compliance reporting. The suggestions relate to the following three areas:

- (I) Counsel at First Appearance
- (II) New Filings and Appointments
- (III) Experts and Investigators

I. Counsel at First Appearance

To complete the questions on Counsel at First Appearance, we have **TWO** suggested solutions. Your system is welcome to use whichever solution works best for your system, combine the solutions, or develop your own solution.

SUGGESTION #1

The first suggestion relies on the four-character codes (or three, in some instances). These codes should be entered at every arraignment and will allow you to filter the data held in JIS. We suggest the following to capture information on arraignment:

- **CORT** (refers to arraignments in which defendant is represented by retained counsel)
- **COAP** (refers to arraignments in which defendant is represented by appointed counsel)
- **COPP** (refers to arraignments in which defendant invokes the right of self-representation)
- **COAB** (refers to arraignments in which no counsel is present)
- **COPL** (refers to pleas by mail or taken at the counter)
- **COWV** (refers to arraignments that are formally waived) *

*Note: this refers to arraignments that are formally waived. A waived arraignment is infrequent and is not the same as waiving the reading at arraignment.

Using the codes above, complete the following steps:

1. Run a report for all arraignments within the reporting period in which the defendant was represented by retained counsel using the Event Date and Event Code fields.

The DCS report screen will look like:

JIS REPORT GENERATION SELECTION 5/15/06 09:35:12

- Disposition _____ - _____	- Close Date _____ - _____
- Xreference _____	- Probation Officer _____
- CTN _____ TCN _____	- SID _____
- Warrant Code _____ - _____	- Next Action _____ - _____
- Warrant Date _____ - _____	- Next Date _____ - _____
- Recall Date _____ - _____	- Next Judge _____ - _____
- Arraignment _____ - _____	- Non-Public _____ Delayed
- Sex _____ Race _____	- Deferred _____ - _____
- Disposed Date _____ - _____	- Sentence Date _____ - _____
- Disposed Code _____ - _____	- FAC Date _____ - _____
- Plea Date _____ - _____	- Rehab _____ - _____
- Plea Code _____ - _____	- Prob End Date _____ - _____
- Suspension _____	- Probation Term _____ - _____
- Suspension Days _____ - _____	- Jail Term _____ - _____
- Restriction Days _____ - _____	- Optional Jail Term _____ - _____
- Community Service _____ - _____	- Jail Location _____ - _____
- Service in Lieu _____ - _____	- Restitution _____ - _____
S Event Date 01/01/YR - 03/31/YR	P Event Code CORT
- Event Term _____ - _____	- Event Clerk _____ - _____
- Immob Start Date _____ - _____	- Immob Days _____ - _____
- Paper Plate _____ VIN _____	- Veh Forfeit _____ - _____
- F24-Previous Menu	- Vehicle Make _____ - _____
Page/Roll	- Veh Year _____ - _____
	Help

2nd screen of Case Selection report generator

On the Report Generator Save/Print screen place an 'X' in front of "Save Report" and then name the report. Also place an 'X' in front of "Summary Only." The resulting total goes in Box 1.

JIS 5/11/04 15:22:43

Traffic/Criminal Report Generator

Save Report ? Enter Report Name Name Report

- Number of Spaces ?

- 8 x 11 Paper ?

Summary Only ?

F24 Previous Menu Help

Report Generator Save/Print screen

- Next, run a report for all cases with court appointed counsel. This is done similarly to step 1, however the *Event Code* used is COAP.
- Next, run a report for all cases in which defendants invoked their right to self-representation. This is done similarly to step 1, however the *Event Code* used is COPP.

4. Next, run a report for all cases with no counsel present. This is done similarly to step 1, however the *Event Code* used is COAB.
5. The total of the previous four answers is the TOTAL of arraignments conducted.
6. Finally, to answer the final two questions, run reports similar to those above for all cases with pleas by mail (COPL) and then for all cases where arraignment was waived (COWV).

SUGGESTION #2

A second suggestion proposed by a local district court administrator offers a new option for data collection and reporting. This method builds upon existing processes used in JIS courts. Since this new approach builds on current processes, it may be easier for court staff to implement and make data reporting simpler.

Courts should start by going to the *Traffic/Criminal Scheduling* screen and completing the **PO Code** field using the appropriate code. JIS has preestablished arraignment codes:

- AP: Arraignment/Pre-trial Held
- AR: Arraignment Held
- AW: Arraignment Waived*
- BW: Arraignment on Bench Warrant Held
- PV: Probation Violation

*Note: this refers to arraignments that are formally waived. A waived arraignment is infrequent and is not the same as waiving the reading at arraignment.

Additionally, Court Administrators can add codes into JIS. In order to capture all the required reporting data, the MIDC recommends that courts create an additional arraignment code for the PO Code field:

- PM: Plea by Mail/At Counter (no counsel)

This new code will allow courts to capture information on defendants who either plea by mail or plea at the counter.

The next field that should be completed on the *Traffic/Criminal Scheduling* screen is **Attorney**. This field is intended to capture the attorney (using P-Number) who represented the defendant. In courts that are successfully using this method of data collection, administrators have added four-digit attorney codes to distinguish the type of counsel. For example,

- 1899: Court Appointed Counsel
- 0999: In Pro-Per

If a defendant has decided to be represented by retained counsel, this field will contain the P-Number of the retained attorney. If counsel is absent at arraignment (meaning, the defendant

did not waive their right to counsel but rather that no counsel was available or present), this field will be blank.

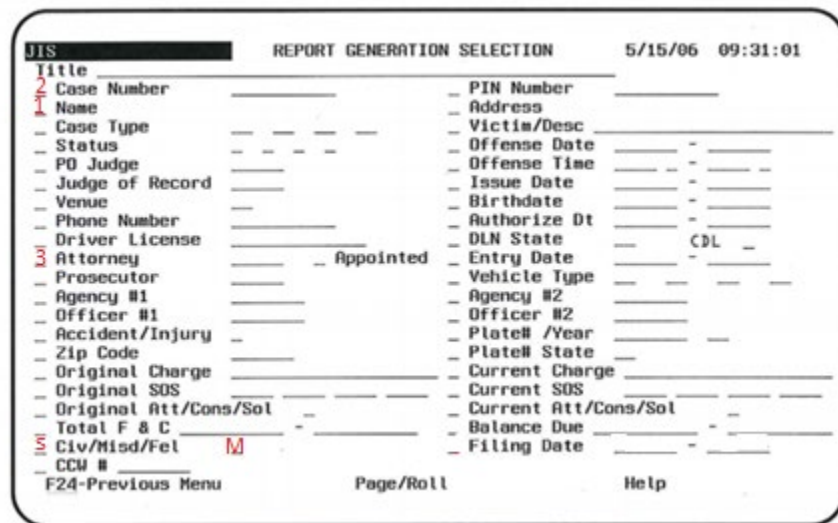
With the **PO Code** and **Attorney** fields completed, courts can now use the report generator to retrieve the required data.

From the *Report Generator* screen, the following fields should be selected:

- Case #
- Name
- Attorney
- Civ/Misd/Fel
- Event Date
- Event Code

This report will need to be completed several times.

This first report will provide the total number of arraignments on Misdemeanors. In order to complete the Counsel at First Appearance table, you will need to subtract from this number those defendants who appeared in pro per as well as those instances in which counsel was absent. If your report is sufficiently small enough, one can scan through and count the number of defendants who appeared in pro per and those with counsel absent as the counsel absent column will be blank. If the report is too large to count by hand, run a separate report using the In Pro-Per code.



1st screen of Case Selection report generator

DIS		REPORT GENERATION SELECTION		5/15/06 09:35:12	
- Disposition	_____ - _____	- Close Date	_____ - _____		
- Xreference	_____	- Probation Officer	_____		
- CIN	_____ TCN _____	- SID	_____		
- Warrant Code	_____ - _____	- Next Action	_____ - _____		
- Warrant Date	_____ - _____	- Next Date	_____ - _____		
- Recall Date	_____ - _____	- Next Judge	_____ - _____		
- Arraignment	_____ - _____	- Non-Public	_____ Delayed		
- Sex	_____ Race _____	- Deferred	_____ - _____		
- Disposed Date	_____ - _____	- Sentence Date	_____ - _____		
- Disposed Code	_____ - _____	- FAC Date	_____ - _____		
- Plea Date	_____ - _____	- Rehab	_____ - _____		
- Plea Code	_____ - _____	- Prob End Date	_____ - _____		
- Suspension	_____ - _____	- Probation Term	_____ - _____		
- Suspension Days	_____ - _____	- Jail Term	_____ - _____		
- Restriction Days	_____ - _____	- Optional Jail Term	_____ - _____		
- Community Service	_____ - _____	- Jail Location	_____ - _____		
- Service in Lieu	_____ - _____	- Restitution	_____ - _____		
- P Event Date	01/01/YR - 03/31/YR	- P Event Code	POAR POBW POAP		
- Event Term	_____ - _____	- Event Clerk	_____		
- Immob Start Date	_____ - _____	- Immob Days	_____ - _____	- Veh Forfeit	_____
- Paper Plate	_____ VIN _____	- Vehicle Make	_____	- Veh Year	_____
- F24-Previous Menu	_____	- Page/Roll	_____	- Help	_____

2nd screen of Case Selection report generator

The second report will be like the first, except the 1899 code will be added to the **Attorney** field. This second report will provide the total number of arraignments with court appointed counsel.

DIS		REPORT GENERATION SELECTION		5/15/06 09:31:01	
- Title	_____	- PIN Number	_____		
- 2 Case Number	_____	- Address	_____		
- 1 Name	_____	- Victim/Desc	_____		
- Case Type	_____ - _____	- Offense Date	_____ - _____		
- Status	_____ - _____	- Offense Time	_____ - _____		
- PD Judge	_____	- Issue Date	_____ - _____		
- Judge of Record	_____	- Birthdate	_____ - _____		
- Venue	_____	- Authorize Dt	_____ - _____		
- Phone Number	_____	- DLN State	_____ CDL _____		
- Driver License	_____	- Entry Date	_____ - _____		
- 3 Attorney	1899 - Appointed	- Vehicle Type	_____ - _____		
- Prosecutor	_____	- Agency #2	_____ - _____		
- Agency #1	_____	- Officer #2	_____ - _____		
- Officer #1	_____	- Plate# /Year	_____ - _____		
- Accident/Injury	_____	- Plate# State	_____ - _____		
- Zip Code	_____	- Current Charge	_____ - _____		
- Original Charge	_____	- Current SOS	_____ - _____		
- Original SOS	_____	- Current Att/Cons/Sol	_____ - _____		
- Original Att/Cons/Sol	_____	- Balance Due	_____ - _____		
- Total F & C	_____	- Filing Date	_____ - _____		
- 4 Civ/Misd/Fel	M				
- CCW #	_____				
- F24-Previous Menu	_____	- Page/Roll	_____	- Help	_____

1st screen of Case Selection report generator

JIS REPORT GENERATION SELECTION 5/15/06 09:35:12

- Disposition _____	- Close Date _____
- Xreference _____	- Probation Officer _____
- CIN _____ TCN _____	- SID _____
- Warrant Code _____	- Next Action _____
- Warrant Date _____	- Next Date _____
- Recall Date _____	- Next Judge _____
- Arraignment _____	- Non-Public _____ Delayed
- Sex _____ Race _____	- Deferred _____
- Disposed Date _____	- Sentence Date _____
- Disposed Code _____	- FAC Date _____
- Plea Date _____	- Rehab _____
- Plea Code _____	- Prob End Date _____
- Suspension _____	- Probation Term _____
- Suspension Days _____	- Jail Term _____
- Restriction Days _____	- Optional Jail Term _____
- Community Service _____	- Jail Location _____
- Service in Lieu _____	- Restitution _____
P Event Date 01/01/YR - 03/31/YR	P Event Code POAR POBW POAP
- Event Term _____	- Event Clerk _____
- Immob Start Date _____	- Immob Days _____ Veh Forfeit
- Paper Plate _____ VIN _____	- Vehicle Make _____ Veh Year
F24-Previous Menu	Page/Roll Help

2nd screen of Case Selection report generator

Once you have completed the misdemeanor counts, the report for the felonies will be done in a similar way, except the **Civ/Misd/Fel** field will be changed to "F" to indicate felonies.

JIS REPORT GENERATION SELECTION 5/15/06 09:31:01

1 Title _____	- PIN Number _____
2 Case Number _____	- Address _____
1 Name _____	- Victim/Desc _____
- Case Type _____	- Offense Date _____
- Status _____	- Offense Time _____
- PO Judge _____	- Issue Date _____
- Judge of Record _____	- Birthdate _____
- Venue _____	- Authorize Dt _____
- Phone Number _____	- DLN State _____ CDL
- Driver License _____	- Entry Date _____
3 Attorney _____ Appointed	- Vehicle Type _____
- Prosecutor _____	- Agency #2 _____
- Agency #1 _____	- Officer #2 _____
- Officer #1 _____	- Plate# /Year _____
- Accident/Injury _____	- Plate# State _____
- Zip Code _____	- Current Charge _____
- Original Charge _____	- Current SOS _____
- Original SOS _____	- Current Att/Cons/Sol _____
- Original Att/Cons/Sol _____	- Balance Due _____
- Total F & C _____	- Filing Date _____
S Civ/Misd/Fel F	
- CCW # _____	
F24-Previous Menu	Page/Roll Help

1st screen of Case Selection report generator

To extract this information related to probation violations, follow the same methods described above using POPV in the Event Code field. To extract this information related to waived arraignment, follow the same methods described above using POAW in the Event Code field. To extract this information related to pleas by mail/counter, follow the same methods described above using POPM in the Event Code field. Each of these will require a two-step process of filtering first for misdemeanors and then for felonies.

II. New Filings

To complete this table, systems can create and insert the following code for every case with appointed counsel:

- **COPD** (refers to any case in which defendant is represented by appointed counsel following arraignment)

NOTE: if a defendant is represented by a court appointed attorney and then substitutes retained counsel, "COPD" should be removed from the defendant's record for accuracy

Using the code above, complete the following steps:

Run a report for all new case filings within the reporting period. You will need to do this once for misdemeanors and once for felonies. In the example below, misdemeanors are chosen. Placing an 'F' to the right of the Civ/Misd/Fel field will filter only felonies.

The DCS report screen will look like:

1st screen of Case Selection report generator

To find the total number of records returned, on the Report Generator Save/Print screen place an 'X' in front of "Save Report and then name the report. Also place an 'X' in front of "Summary Only." This provides the total number of new filings in the quarter.

1. Next, run a report for all new case filings with court appointed counsel within the reporting period. The date range will be added in the "Event Date" portion, on page 2. This provides the total number of appointed cases.

The DCS report screens will look like:

```

JIS REPORT GENERATION SELECTION 5/15/06 09:31:01
Title _____
- Case Number _____ PIN Number _____
- Name _____ Address _____
- Case Type _____ Victim/Desc _____
- Status _____ Offense Date _____
- PO Judge _____ Offense Time _____
- Judge of Record _____ Issue Date _____
- Venue _____ Birthdate _____
- Phone Number _____ Authorize Dt _____
- Driver License _____ DLN State _____ CDL _____
- Attorney _____ Appointed _____ Entry Date _____
- Prosecutor _____ Vehicle Type _____
- Agency #1 _____ Agency #2 _____
- Officer #1 _____ Officer #2 _____
- Accident/Injury _____ Plate# /Year _____
- Zip Code _____ Plate# State _____
- Original Charge _____ Current Charge _____
- Original SDS _____ Current SDS _____
- Original Att/Cons/Sol _____ Current Att/Cons/Sol _____
- Total F & C _____ Balance Due _____
- Civ/Misd/Fel _____ M _____ P Filing Date 01/01/YR - 03/31/YR
- CCH # _____
F24-Previous Menu Page/Roll Help
  
```

1st screen of Case Selection report generator

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JIS REPORT GENERATION SELECTION 5/15/06 09:35:12
- Disposition _____ Close Date _____
- Xreference _____ Probation Officer _____
- CIN _____ TCN _____ SID _____
- Warrant Code _____ Next Action _____
- Warrant Date _____ Next Date _____
- Recall Date _____ Next Judge _____
- Arraignment _____ Non-Public _____ Delayed _____
- Sex _____ Race _____ Deferred _____
- Disposed Date _____ Sentence Date _____
- Disposed Code _____ FAC Date _____
- Plea Date _____ Rehab _____
- Plea Code _____ Prob End Date _____
- Suspension _____ Probation Term _____
- Suspension Days _____ Jail Term _____
- Restriction Days _____ Optional Jail Term _____
- Community Service _____ Jail Location _____
- Service in Lieu _____ Restitution _____
- P Event Date 01/01/YR - 03/31/YR P Event Code COPD
- Event Term _____ Event Clerk _____
- Immob Start Date _____ Immob Days _____ Veh Forfeit _____
- Paper Plate _____ VIN _____ Vehicle Make _____ Veh Year _____
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```

2nd screen of Case Selection report generator

As a reminder, this set of questions pertain only to **counsel at stages other than arraignment**. As a result, defendants' records may include only a code from arraignment or may include a code for both arraignment and a subsequent appointment. For example, defendant Christopher Sadler may have retained counsel at arraignment, meaning he is assigned the code CORT. During the course of the proceedings, Christopher loses his job and asks for counsel to be appointed. Since Christopher will be represented by appointed counsel for the remaining stages of his case, COPD is added to his JIS record. Christopher's JIS record would therefore have both CORT and COPD codes.

III. Experts and Investigators

To complete the questions on Experts and Investigators, systems can create the following codes:

- AINV
- AEXP

These codes will allow you to filter the data held in JIS.

Using the codes above, complete the following steps:

1. Run a report for all cases within the reporting period using the code AINV.

The DCS report screen will look like:

JIS REPORT GENERATION SELECTION 5/15/06 09:35:12

- Disposition _____ - Close Date _____
- Xreference _____ - Probation Officer _____
- CIN _____ TCN _____ - SID _____
- Marrant Code _____ - Next Action _____
- Warrant Date _____ - Next Date _____
- Recall Date _____ - Next Judge _____
- Arraignment _____ - Non-Public _____ Delayed
- Sex _____ Race _____ - Deferred _____
- Disposed Date _____ - Sentence Date _____
- Disposed Code _____ - FAC Date _____
- Plea Date _____ - Rehab _____
- Plea Code _____ - Prob End Date _____
- Suspension _____ - Probation Term _____
- Suspension Days _____ - Jail Term _____
- Restriction Days _____ - Optional Jail Term _____
- Community Service _____ - Jail Location _____
- Service in Lieu _____ - Restitution _____
P Event Date 01/01/YR - 03/31/YR P Event Code AINV
- Event Term _____ - Event Clerk _____
- Immob Start Date _____ - Immob Days _____ Veh Forfeit _____
- Paper Plate _____ VIN _____ - Vehicle Make _____ Veh Year _____
F24-Previous Menu Page/Roll Help

2nd screen of Case Selection report generator

On the Report Generator Save/Print screen place an 'X' in front of "Save Report and then name the report. Also place an 'X' in front of "Summary Only." The resulting total goes by the investigator line.

2. Next, run a report for all cases within the reporting period using the code AEXP. This is done similarly to step 1, however the *Event Code* used is AEXP. Put this total by the expert line.