



MIDC Caseload Tracker Explanation

Individual Assignment Entry – 365 Rolling Average

Purpose

MIDC Caseload Tracker spreadsheets provide local indigent defense systems with tools to track attorney workloads and calculate attorneys’ proximity to Standard 6 workload maximums.

The *Individual Assignment Entry* spreadsheet is designed to allow systems to enter individual assignments and docket shifts and have the spreadsheet automatically calculate the attorney’s workload over the last 365 days, how close the attorney is to their workload maximum for the last 365 days, and how many assignments and hours remain available.

Format

The sheet has three tabs: *Annual*, *Individual Assignments*, and *DataSources*. The workload maximums in the *Annual* tab are based on the full-year workload maximums outlined in Standard 6 and Page 29 of the MIDC Grant Manual.

Attorney Name	Workload To Date			PV	Docket Hours	% of Cap	Maximums Left		
	Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments				Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800
	0	0	0	0	0	0	150	400	800

This section is the data about assignments and docket hours for attorneys. It is designed to show total assignments made during the last 365 days, although the spreadsheet could be used for any time period if properly modified. This data is updated based on the individual entries on the "Individual Assignment" tab. Use the Data Sources tab to create a list of your attorneys to select from.

This section uses the data from the Workload section to the left to calculate what percentage of the attorney's annual cap has

This section uses the data in the section to the left to calculate the number of assignments left for the year based on their **maximum** for that category.

... Annual | Individual Assignments | DataSources (+)

Using the Spreadsheet

The first thing a system should do when using this spreadsheet is enter their attorneys' names in Column A of the *DataSources* tab. This will allow users to select their attorneys from a dropdown menu when utilizing the other tabs on the spreadsheet (to prevent errors caused by typographical errors). Users should not modify the assignment types or "one year ago" data on the *DataSources* tab.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Attorney Name		Assignment Type										
2	Test Attorney 1		F				One Year Ago	3/15/2023					
3	Test Attorney 2		TM										
4	Test Attorney 3		NTM										
5	Test Attorney 4		Docket										
6	Test Attorney 5		PV										
7	Test Attorney 6												
8	Test Attorney 7												
9	Test Attorney 8												
10	Test Attorney 9												
11	Test Attorney 10												
12	Test Attorney 11												
13	Test Attorney 12												
14	Test Attorney 13												
15	Test Attorney 14												
16	Test Attorney 15												
17	Test Attorney 16												
18	Test Attorney 17												
19	Test Attorney 18												
20													

Users enter data on the *Individual Assignments* tab and view data on the *Annual* tab.

On the *Individual Assignments* tab, there are five columns for users to enter data: Attorney Name, Date, Description, Assignment Type, and Docket Hours. Users should enter data for each assignment or shift worked by an attorney as follows:

1. On the next empty row, users select an Attorney Name in Column A from the dropdown menu that will appear. The menu is based on the list of attorneys that users have entered on the *DataSources* tab.
2. Users enter the Date of the assignment or shift in Column B, using the MM/DD/YYYY format. The date column will only accept dates and users will get an error message if other types of information are entered.
3. Users may then enter a Description in Column C (typically a case number), but a Description is not required and can be whatever the user wants it to be.
4. Users then select an Assignment Type in Column D from a dropdown menu that allows the user to select F = Felony, NTM = Non-traffic misdemeanor, TM = Traffic Misdemeanor, PV = Probation Violation, Docket = Docket shift.
5. If "Docket" is selected for Assignment Type, users should enter the number of hours worked on that shift in Column E. This can be entered as a whole number or as a decimal. These hours will only be captured on the *Annual* tab if Docket is selected in Column D. This column should be left blank in rows that are capturing work on assignments.

A	B	C	D	E	F
Attorney Name	Date	Description	Assignment Type	Docket Hours	
Test Attorney 1	03/14/24	24-0001 FH	F		
Test Attorney 9	03/14/24	Arr Shift	Docket	4	

On the *Annual* tab, there are three sections: *Workload to Date*, *% of Cap*, and *Maximums Left*. Users enter the attorney’s names in Column A from the dropdown menu and then the spreadsheet will auto-populate the data in the *Workload to Date* section and calculate outputs in the other two sections automatically to inform systems how close the attorney is to their workload maximum and how many assignments and hours remain available.

The *Workload to Date* section updates throughout the year so that it is only including data from the last 365 days to determine how many assignments and hours can still be assigned to their attorneys.

Attorney Name	Workload To Date					% of Cap	Maximums Left				
	Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV	Docket Hours		Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV	Docket Hours
Test Attorney 1						0	150	400	800	800	1856
Test Attorney 2						0	150	400	800	800	1856
Test Attorney 3						0	150	400	800	800	1856
Test Attorney 4						0	150	400	800	800	1856
Test Attorney 5						0	150	400	800	800	1856
Test Attorney 6						0	150	400	800	800	1856
Test Attorney 7						0	150	400	800	800	1856
Test Attorney 8						0	150	400	800	800	1856
Test Attorney 9						0	150	400	800	800	1856
Test Attorney 10						0	150	400	800	800	1856
Test Attorney 11						0	150	400	800	800	1856
Test Attorney 12						0	150	400	800	800	1856
Test Attorney 13						0	150	400	800	800	1856
Test Attorney 14						0	150	400	800	800	1856
Test Attorney 15						0	150	400	800	800	1856
Test Attorney 16						0	150	400	800	800	1856
Test Attorney 17						0	150	400	800	800	1856
Test Attorney 18						0	150	400	800	800	1856

Workload to Date

There are five columns for each attorney: felony assignments, non-traffic misdemeanors assignments, traffic misdemeanors assignments, probation violations assignments, and docket hours (e.g., hours covering an arraignment shift or a house counsel shift). This data will be calculated based on the assignments and docket hours listed on the *Individual Assignments* tab during the last 365 days.

Attorney Name	Workload To Date				
	Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV	Docket Hours
Test Attorney 1					
Test Attorney 2					
Test Attorney 3					
Test Attorney 4					
Test Attorney 5					
Test Attorney 6					

% of Cap

When a user enters data in on the *Individual Assignment* tab and the *Workload to Date* section of the *Annual* tab summarizes the last 365 days, the spreadsheet automatically calculates the % of Cap column. This percentage tells the user what percentage of the attorney’s annual workload maximum has been reached based on the workload that has been entered from the last 365 days.

For example, the image below shows an attorney who has been assigned 40 felonies, 70 non-traffic misdemeanors, 20 traffic misdemeanors, 5 probation violations, and 40 hours of docket coverage.

Attorney Name	Workload To Date				Docket Hours	% of Cap
	Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV		
Test Attorney 1	40	70	20	5	40	49
Test Attorney 2						
Test Attorney 3						
Test Attorney 4						

The spreadsheet reports that this attorney has reach 49% of their annual workload maximum based on those assignments and hours.

Maximums Left

When a user enters data on the *Individual Assignment* tab, three things happen on the *Annual* tab: (1) the *Workload to Date* section of the *Annual* tab summarizes the last 365 days, (2) the spreadsheet automatically calculates the % of Cap column, and (3) the spreadsheet calculates *Maximums Left* for that attorney. The *Maximums Left* section provides maximums for each type of assignment or docket hours an attorney could work.

Using the same example of the attorney who has worked 49% of their annual workload maximum, the spreadsheet shows the number of assignments or docket hours that this attorney could be assigned before their workload maximum is reached. The numbers are maximums for each category *if the attorney was only assigned work in that category*. In this example, this attorney could take 76 additional felony assignments for the year if they received no other new work, **or** they could take 202 new non-traffic misdemeanor assignments for the year if they received no other new work, **but not both**.

% of Cap	Maximums Left				PV	Docket Hours
	Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments			
49	76	202	404	404	938	

Adding Rows for More Attorneys

The default template has room for 18 attorneys. Users can increase the number of attorneys on the sheet by highlighting any of the attorney rows, right clicking, and selecting “Insert.”

Load To Date	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV	Docket Hours	% of Cap	Maximums Left	Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV	Docket Hours
40	70	20	5	40	49	76	202	404	404	938	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	
						150	400	800	800	1856	

After inserting a new row, users should highlight the row of data above the new blank row, hover over the bottom right corner of the last column’s cell and then drag the formulas down to the new blank row.

0		150	400	800	800	1856
0		150	400	800	800	1856
0		150	400	800	800	1856
0		150	400	800	800	1856
0		150	400	800	800	1856
0		150	400	800	800	1856

If you are not comfortable adding rows to the spreadsheet, contact MIDC and staff will provide a spreadsheet designed for whatever number of attorneys you need.