



MICHIGAN INDIGENT
DEFENSE COMMISSION

MIDC Caseload Tracker Explanation

Quarterly Entry – 4Q 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 *Quarterly Entry – 4Q Rolling Average* version is designed to allow systems to enter caseload data on a quarterly basis while having the spreadsheet calculate annual attorney workloads based on any four quarters selected by the user.

Systems can enter an attorney's assignments and docket hours into the spreadsheet on a quarterly basis, and the spreadsheet will calculate how close the attorney is to their workload maximum and how many assignments and hours remain available for the current year.

Format

The sheet has two general tabs –*Attorney Names* and *Annual* – plus quarterly tabs for each quarter through FY29. Systems will enter the names of their attorneys on the *Attorney Names* tab and will view full year data on the *Annual* tab. Systems will enter data about quarterly workloads in the appropriate quarter's tab.

The *Annual* and quarterly tabs all calculate the caseload maximums the same way, but they are based on different workload maximums. The *Annual* tab is based on the full-year workload maximums outlined in Standard 6 and Page 29 of the MIDC Grant Manual. The *Quarterly* tab uses 1/4th of the annual workload maximum.

This spreadsheet is designed to track a rolling year so that users can enter data for multiple quarters but view annual caseload maximums based on the four most recent quarters.

	A	B	C	D	E	F	G	H	I
1		Workload To Date							
2	Attorney Name	Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV	Docket Hours		% of Cap	
3	Test Attorney 1	0	0	0	0	0		0	
4		#VALUE!	0	0	0	0		#####	
5		#VALUE!	0	0	0	0		#####	
6		#VALUE!	0	0	0	0		#####	
7		#VALUE!	0	0	0	0		#####	
8		#VALUE!	0	0	0	0		#####	
9		#VALUE!	0	0	0	0		#####	
10		#VALUE!	0	0	0	0		#####	
11		#VALUE!	0	0	0	0		#####	
12		#VALUE!	0	0	0	0		#####	
13		#VALUE!	0	0	0	0		#####	
14		#VALUE!	0	0	0	0		#####	
15		#VALUE!	0	0	0	0		#####	
16		#VALUE!	0	0	0	0		#####	
17		#VALUE!	0	0	0	0		#####	
18		#VALUE!	0	0	0	0		#####	
19		#VALUE!	0	0	0	0		#####	
20		#VALUE!	0	0	0	0		#####	
21		#VALUE!	0	0	0	0		#####	
22		#VALUE!	0	0	0	0		#####	
23		#VALUE!	0	0	0	0		#####	
24		#VALUE!	0	0	0	0		#####	
25		#VALUE!	0	0	0	0		#####	
26		#VALUE!	0	0	0	0		#####	
27		#VALUE!	0	0	0	0		#####	
28		#VALUE!	0	0	0	0		#####	
29		#VALUE!	0	0	0	0		#####	
30		#VALUE!	0	0	0	0		#####	
31		#VALUE!	0	0	0	0		#####	
32		#VALUE!	0	0	0	0		#####	
33		#VALUE!	0	0	0	0		#####	
34		#VALUE!	0	0	0	0		#####	
35		#VALUE!	0	0	0	0		#####	
36		#VALUE!	0	0	0	0		#####	
37		#VALUE!	0	0	0	0		#####	
38		#VALUE!	0	0	0	0		#####	
39		#VALUE!	0	0	0	0		#####	
40		#VALUE!	0	0	0	0		#####	
41		#VALUE!	0	0	0	0		#####	
42		#VALUE!	0	0	0	0		#####	
43		#VALUE!	0	0	0	0		#####	
44		#VALUE!	0	0	0	0		#####	
45		#VALUE!	0	0	0	0		#####	
46		#VALUE!	0	0	0	0		#####	
47		#VALUE!	0	0	0	0		#####	
48		#VALUE!	0	0	0	0		#####	
49		#VALUE!	0	0	0	0		#####	
50		#VALUE!	0	0	0	0		#####	
51		#VALUE!	0	0	0	0		#####	
52		#VALUE!	0	0	0	0		#####	
53		#VALUE!	0	0	0	0		#####	
54		#VALUE!	0	0	0	0		#####	
55		#VALUE!	0	0	0	0		#####	
56		#VALUE!	0	0	0	0		#####	
57		#VALUE!	0	0	0	0		#####	
58		#VALUE!	0	0	0	0		#####	
59		#VALUE!	0	0	0	0		#####	
60		#VALUE!	0	0	0	0		#####	
61		#VALUE!	0	0	0	0		#####	
62		#VALUE!	0	0	0	0		#####	
63		#VALUE!	0	0	0	0		#####	
64		#VALUE!	0	0	0	0		#####	
65		#VALUE!	0	0	0	0		#####	
66		#VALUE!	0	0	0	0		#####	
67		#VALUE!	0	0	0	0		#####	
68		#VALUE!	0	0	0	0		#####	
69		#VALUE!	0	0	0	0		#####	
70		#VALUE!	0	0	0	0		#####	
71		#VALUE!	0	0	0	0		#####	
72		#VALUE!	0	0	0	0		#####	
73		#VALUE!	0	0	0	0		#####	
74		#VALUE!	0	0	0	0		#####	
75		#VALUE!	0	0	0	0		#####	
76		#VALUE!	0	0	0	0		#####	
77		#VALUE!	0	0	0	0		#####	
78		#VALUE!	0	0	0	0		#####	
79		#VALUE!	0	0	0	0		#####	
80		#VALUE!	0	0	0	0		#####	
81		#VALUE!	0	0	0	0		#####	
82		#VALUE!	0	0	0	0		#####	
83		#VALUE!	0	0	0	0		#####	
84		#VALUE!	0	0	0	0		#####	
85		#VALUE!	0	0	0	0		#####	
86		#VALUE!	0	0	0	0		#####	
87		#VALUE!	0	0	0	0		#####	
88		#VALUE!	0	0	0	0		#####	
89		#VALUE!	0	0	0	0		#####	
90		#VALUE!	0	0	0	0		#####	
91		#VALUE!	0	0	0	0		#####	
92		#VALUE!	0	0	0	0		#####	
93		#VALUE!	0	0	0	0		#####	
94		#VALUE!	0	0	0	0		#####	
95		#VALUE!	0	0	0	0		#####	
96		#VALUE!	0	0	0	0		#####	
97		#VALUE!	0	0	0	0		#####	
98		#VALUE!	0	0	0	0		#####	
99		#VALUE!	0	0	0	0		#####	
100		#VALUE!	0	0	0	0		#####	

Use the Data Sources tab to create a list of your attorneys to select

This section uses the data entered in the Workload section to the left to calculate what percentage of the attorney's annual cap has been reached

Using the Spreadsheet

The first thing a system should do when using this spreadsheet is enter their attorneys' names in Column A of the *Attorney Names* tab.

Attorney Names									
Test Attorney 1									
Test Attorney 2									
Test Attorney 3									
Test Attorney 4									
Test Attorney 5									
Test Attorney 6									
Test Attorney 7									
Test Attorney 8									
Test Attorney 9									
Test Attorney 10									
Test Attorney 11									
Test Attorney 12									
Test Attorney 13									
Test Attorney 14									
Test Attorney 15									
Test Attorney 16									
Test Attorney 17									
Test Attorney 18									

<-----Enter Attorney Names in Column A

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).

The *Annual* and quarterly tabs each have three sections: *Workload to Date*, *% of Cap*, and *Maximums Left*. Users enter data in the *Workload to Date* section on the quarterly tabs and the other two sections calculate outputs automatically to inform systems how close the attorney is to their workload maximum and how many assignments and hours remain available. On the *Annual* tab, all of the data should auto-populate based on the attorneys and quarters selected by the user (see below). When viewing a quarterly tab, the *Maximums Left* are set to 1/4th of the annual maximums defined in Standard 6.

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 users to enter data 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).

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					

For each quarter, users should select an attorney name from the dropdown menu in column A and then enter their workload for that quarter in the five columns (B through F).

For the *Annual* tab, users only need to select the attorney names and relevant quarters (see below) and all of the workload data should populate automatically.

% of Cap

When a user enters data in the *Workload to Date* section on the quarterly tab or the spreadsheet automatically populates the *Annual* workloads, 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 (or quarterly if using one of the other tabs).

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					% of Cap
	Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV	Docket Hours	
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 reached 49% of their annual workload maximum based on those assignments and hours.

Maximums Left

When a user enters data in the *Workload to Date* section and the spreadsheet automatically calculates the % of Cap column (or when the spreadsheet automatically populates these columns on the *Annual* tab), it also 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				
	Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV	Docket Hours
49	76	202	404	404	938

Selecting Quarters for Annual Tab

In order for the *Annual* tab to calculate an attorney’s annual workload based on quarterly data entry, users must make a series of selections on the *Annual* tab. First, the user must select attorney’s names in Column A from the pre-populate dropdown menu.

Second, users must identify which quarters they would like the spreadsheet to consider when calculating the “year.” To the right of the *Maximums Left* section on the *Annual* tab, there is a box with dropdown menus that allow users to select any four quarters that exist in the spreadsheet.

Maximums Left					#	Name of Sheet for Quarter
Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV	Docket Hours		
150	400	800			1	24Q1
#VALUE!	#VALUE!	#VALUE!			#VALUE!	#VALUE!
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	3	24Q3
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	4	24Q4
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		

Select the name of the quarters you want included here. They do not have to be in order.

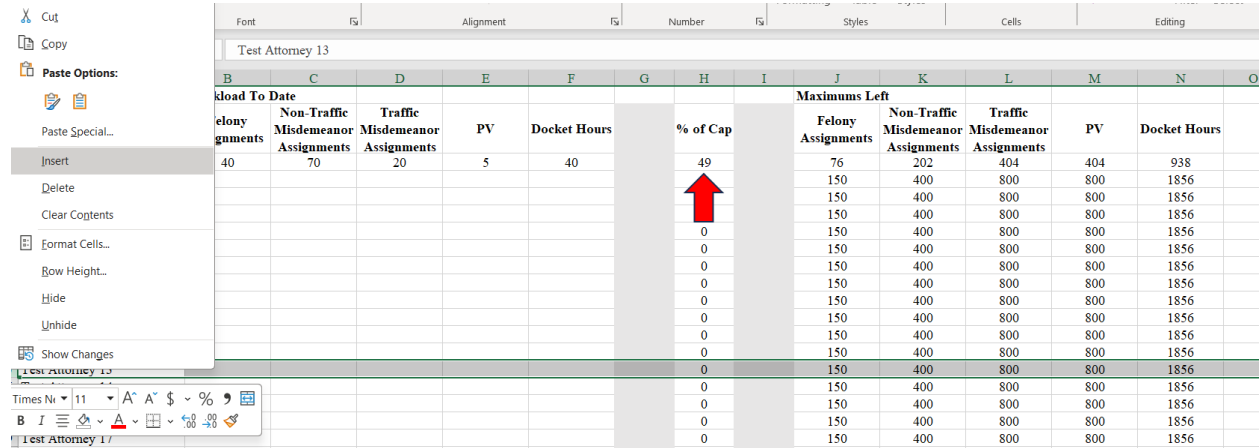
The quarters do not have to be selected in order. In the example above, the user is reviewing all four quarters from FY24. To change the range to FY24 Q2 through FY25 Q1, the user would change “24Q1” to “25Q1” and then the spreadsheet will change the quarterly tabs from which it pulls data.

Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV	Docket Hours	#	Name of Sheet for Quarter
150	400	800			1	25Q1
#VALUE!	#VALUE!	#VALUE!			#VALUE!	#VALUE!
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	3	24Q3
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	4	24Q4
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		

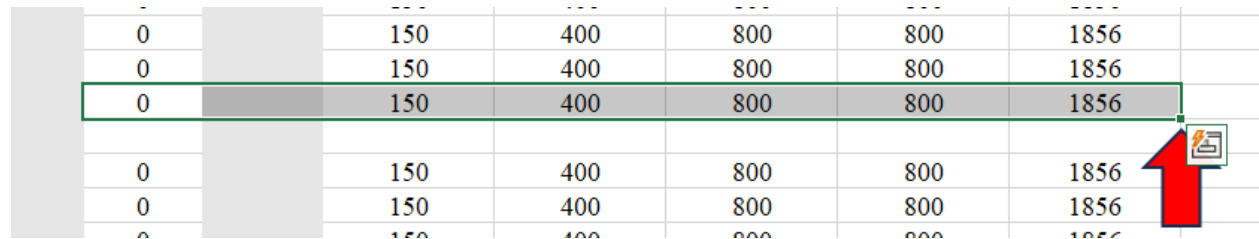
For the spreadsheet to work properly, you should ensure that each attorney listed on your *Annual* tab is also selected on each quarterly tab that the *Annual* tab is drawing from (even if attorneys did not have any assignment data entered for one or more of the quarters).

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.”



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.



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.