



MIDC Caseload Tracker Explanation

Individual Assignment Entry v2.0

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, any four quarter period, any quarter, or any month – how close the attorney is to their workload maximum for any of those periods, and how many assignments and hours remain available.

Format

The sheet has seven tabs: *Spreadsheet Description*, *AnnualLast365*, *AnnualQSelect*, *Month Template*, *Quarter Template*, *Individual Assignments*, and *DataSources*. The workload maximums in the annual tabs (*AnnualLast365*, *AnnualQSelect*) are based on the full-year workload maximums outlined in Standard 6 and Page 29 of the MIDC Grant Manual. The *Quarter Template* tab uses 1/4th of the annual workload maximum. The *Month Template* tab uses 1/12th of the annual workload maximum. Systems will enter the names of their attorneys on the *DataSources* tab and enter data about individual assignments on the *Individual Assignments* tab.

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, “one year ago,” or month/year/quarter data on the *DataSources* tab.

Attorney Name	Assignment Type	One Year Ago	11/14/2023	Month	Year	MonthYear	Quarter
Test Attorney 1	Life			October	2024	October2024	FY25Q1
Test Attorney 2	HSF			November	2024	November2024	FY25Q1
Test Attorney 3	LSF			December	2024	December2024	FY25Q1
Test Attorney 4	NTM			January	2025	January2025	FY25Q2
Test Attorney 5	TM			February	2025	February2025	FY25Q2
Test Attorney 6	PV			March	2025	March2025	FY25Q2
Test Attorney 7	Docket			April	2025	April2025	FY25Q3
Test Attorney 8				May	2025	May2025	FY25Q3
Test Attorney 9				June	2025	June2025	FY25Q3
Test Attorney 10				July	2025	July2025	FY25Q4
Test Attorney 11				August	2025	August2025	FY25Q4
Test Attorney 12				September	2025	September2025	FY25Q4
Test Attorney 13				October	2025	October2025	FY26Q1
Test Attorney 14				November	2025	November2025	FY26Q1
Test Attorney 15				December	2025	December2025	FY26Q1
Test Attorney 16				January	2026	January2026	FY26Q2
Test Attorney 17				February	2026	February2026	FY26Q2
Test Attorney 18				March	2026	March2026	FY26Q2
				April	2026	April2026	FY26Q3

Users enter data on the *Individual Assignments* tab and view data on the *AnnualLast365*, *AnnualQSelect*, *Month Template*, and *Quarter Template* tabs.

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 Life=Life, HSF=High-Severity Felony, LSF=Low-Severity 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 other tabs 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	

There are four other columns on the sheet: Month, Year, MonthYear, and Quarter. This data auto-populates if a date is entered in Column B. Do not modify columns G through J or the spreadsheet will not function properly.

On the *AnnualLast365*, *AnnualQSelect*, *Month Template*, and *Quarter Template* tabs, there are three sections: *Workload to Date*, *% of Cap*, and *Maximums Left*. Data will be populated in all three sections based on the data entered into the *Individual Assignments* tab. Users have to select the attorneys they want to see and the relevant quarters/months, but the spreadsheet will populate the data automatically and inform systems how close the attorney is to their workload maximum and how many assignments and hours remain available.

Attorney Name	Workload To Date							% of Cap	Maximums Left						
	Life Assignments	High Severity Felony Assignments	Low Severity 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	0	0	0	0	0	0	0	39	779	800	800	1807		
	0	0	0	0	0	0	0	0	400	800	800	800	1856		
	0	0	0	0	0	0	0	0	400	800	800	800	1856		
	0	0	0	0	0	0	0	0	150	400	800	800	1856		
	0	0	0	0	0	0	0	0	150	400	800	800	1856		
	0	0	0	0	0	0	0	0	150	400	800	800	1856		

Workload to Date

There are seven columns for users to enter data for each attorney: life assignments, high-severity felony assignments, low-severity 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 auto-populates based on the data entered into the *Individual Assignments* tab:

- *AnnualLast365*: Shows data from the last 365 days.
- *AnnualQSelect*: Shows data from any four selected quarters.
- *Month Template*: Shows data from any selected month.
- *Quarter Template*: Shows data from any selected quarter.

% of Cap

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 or four selected quarters (or quarterly or monthly if using one of the other tabs).

For example, the image below shows an attorney who has been assigned 20 life offenses, 10 high-severity felonies, 10 low-severity felonies, 70 non-traffic misdemeanors, 20 traffic misdemeanors, 5 probation violations, and 40 hours of docket coverage.

	QUARTER	FY25Q1	FY25Q2	FY25Q3	FY25Q4				
	Workload To Date								
Attorney Name	Life Assignments	High Severity Felony Assignments	Low Severity Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV	Docket Hours		% of Cap
Test Attorney 1	20	10	10	70	20	5	40		49
Test Attorney 2	0	0	0	0	0	0	0		0
	0	0	0	0	0	0	0		0
	0	0	0	0	0	0	0		0
	0	0	0	0	0	0	0		0
	0	0	0	0	0	0	0		0
	0	0	0	0	0	0	0		0
	0	0	0	0	0	0	0		0

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

Maximums Left

Based on the *Workload to Date* section, the spreadsheet automatically calculates the *% of Cap* column, and then 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

On this side of the sheet, felony categories are collapsed into one column because all felonies are equivalent under Standard 6. They are split in the data entry columns because systems have to report the breakdown across multiple felony categories and MIDC wanted to make entering data in this spreadsheet as simple as possible.

Annual Last365

The *Annual Last 365 tab* will calculate the workload for any listed attorney over the last 365 days. Users simply need to select attorneys in Column A and the spreadsheet will automatically pull their workload data.

Selecting Quarters for Annual Tab

In order for the *AnnualQSelect* tab to calculate an attorney’s annual workload based on individual assignment entries, users must make a series of selections on the *AnnualQSelect* 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.” Above the “Workload to Date” section on the *AnnualQSelect* tab, there is a line of cells with dropdown menus that allow users to select any four quarters that exist in the spreadsheet.

		#1	#2	#3	#4	
	QUARTER	FY25Q1	FY25Q2	FY25Q3	FY25Q4	
Workload To Date						
Attorney Name	Life Assignments	High Severity Felony Assignments	Low Severity Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV
Test Attorney 1	20	10	0	70	20	5
Test Attorney 2	0	0	0	0	0	0
	0	0	0	0	0	0

The quarters do not have to be selected in order. In the example above, the user is reviewing all four quarters from FY25. 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.

Selecting Quarter for the QuarterTemplate Tab

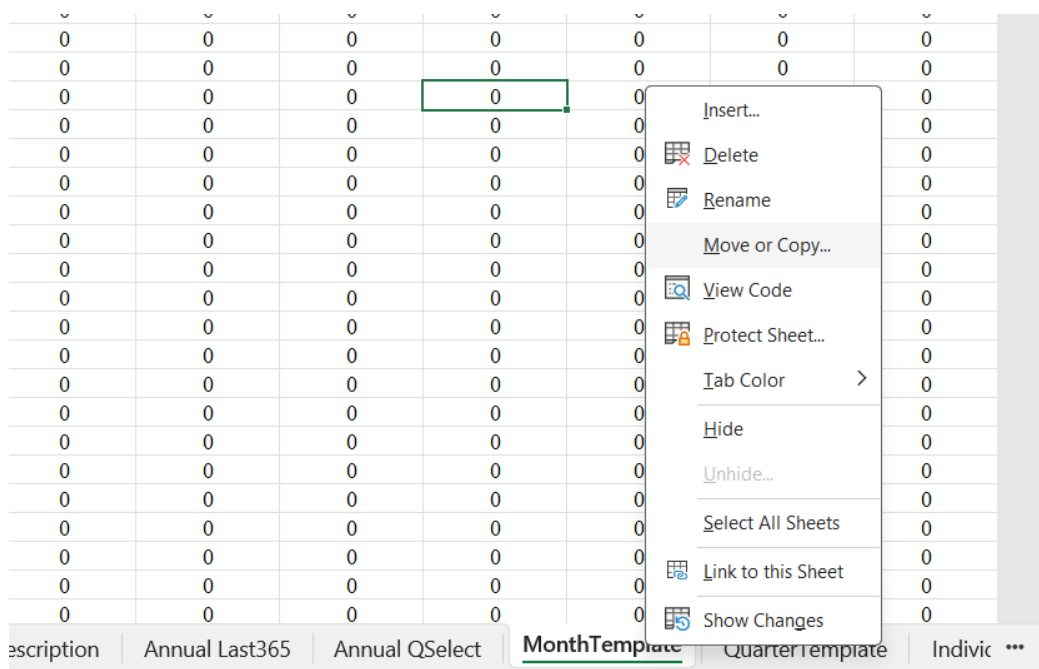
Selecting Months for the MonthTemplate Tab

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

Second, users must identify which month they would like the spreadsheet to consider when calculating the month. Above the “Workload to Date” section on the *MonthTemplate* tab, there is a cell with dropdown menus that allow users to select any month that exist in the spreadsheet.

	MONTH	October2024		
Attorney Name	Workload To Date			
	Life Assignments	High Severity Felony Assignments	Low Severity Felony Assignments	Non-Trafficking Misdemeanor Assignments
Test Attorney 1	2	0	0	0
Test Attorney 2	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0

If users want to have multiple open tabs with different months, they may copy the *MonthTemplate* tab as many times as they like by right-clicking on the tab and copying it.



Adding Rows for More Attorneys

The default template has room for 35 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	Life Assignments	High Severity Felony Assignments	Low Severity Felony Assignments	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
1		4	0	0	0	0	0	0	3	146	389	779	779	1807	
2		0	0	0	0	0	0	0	0	150	400	800	800	1856	
3		0	0	0	0	0	0	0	0	150	400	800	800	1856	
4		0	0	0	0	0	0	0	0	150	400	800	800	1856	
5		0	0	0	0	0	0	0	0	150	400	800	800	1856	
6		0	0	0	0	0	0	0	0	150	400	800	800	1856	
7		0	0	0	0	0	0	0	0	150	400	800	800	1856	
8		0	0	0	0	0	0	0	0	150	400	800	800	1856	
9		0	0	0	0	0	0	0	0	150	400	800	800	1856	
10		0	0	0	0	0	0	0	0	150	400	800	800	1856	
11		0	0	0	0	0	0	0	0	150	400	800	800	1856	
12		0	0	0	0	0	0	0	0	150	400	800	800	1856	
13		0	0	0	0	0	0	0	0	150	400	800	800	1856	
14		0	0	0	0	0	0	0	0	150	400	800	800	1856	
15		0	0	0	0	0	0	0	0	150	400	800	800	1856	
16		0	0	0	0	0	0	0	0	150	400	800	800	1856	
17		0	0	0	0	0	0	0	0	150	400	800	800	1856	
18		0	0	0	0	0	0	0	0	150	400	800	800	1856	
19		0	0	0	0	0	0	0	0	150	400	800	800	1856	
20		0	0	0	0	0	0	0	0	150	400	800	800	1856	
21		0	0	0	0	0	0	0	0	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.