



MICHIGAN INDIGENT  
DEFENSE COMMISSION

## **MIDC Caseload Tracker Explanation**

*Quarterly Entry – 4Q Rolling Average\_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 *Quarterly Entry – 4Q Rolling Average\_v2.0* 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.

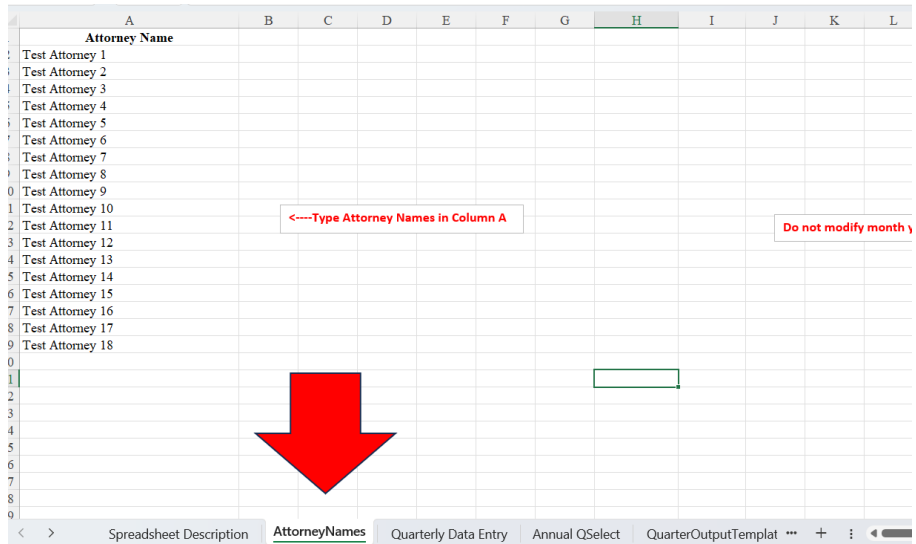
Systems can enter an attorney's assignments and docket hours into the spreadsheet on a quarterly basis, and the spreadsheet will calculate how close the attorney is to their workload maximum and how many assignments and hours remain available for the current year.

### **Format**

The sheet has five tabs – *Spreadsheet Description*, *Attorney Names*, *Quarterly Data Entry*, *AnnualQSelect*, and *QuarterOutputTemplate*. Systems will enter the names of their attorneys on the *Attorney Names* tab. Systems will enter data quarterly on the *Quarterly Data Entry* tab. Systems will view full year data on the *AnnualQSelect* tab and view quarterly data on the *QuarterlyOutputTemplate* tab (or duplicates of this tab).

The *AnnualQSelect* and *QuarterlyOutputTemplate* tabs calculate the caseload maximums the same way, but they are based on different workload maximums. The *AnnualQSelect* tab is based on the full-year workload maximums outlined in Standard 6 and Page 29 of the MIDC Grant Manual. The *QuarterlyOutputTemplate* tab uses 1/4<sup>th</sup> 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.



### Entering Data in 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).

Systems should not modify the month, year, quarter data in columns P through S on this tab.

Users **enter assignment and docket data** on the *Quarterly Data Entry* tab. Each quarter, the user should select an attorney, select the quarter, and then enter the number of assignments and docket hours in the appropriate categories. Users should repeat this for each attorney.

Attorney Name	Quarter	Life Assignments	High Severity Felony Assignments	Low Severity Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV	Docket Hours
Test Attorney 1	FY25Q1	5	4	3	2	1	10	200
Test Attorney 1	FY25Q2	5	4	3	2	1	10	200
Test Attorney 2	FY25Q1	1	1	1	1	1	1	1

This tab is a running list of attorney and quarters, so attorneys should have an individual row for every quarter in which they received an assignment or worked docket hours.

### Using the Spreadsheet to Calculate Workloads

Users can view workload data in two formats: annual and quarterly. To view annual data, the user should use the *AnnualQSelect* tab. To view quarterly data, the user should use the *QuarterlyOutputTemplate* (or a copy of this tab, if the user wants to have multiple quarters visible at one time).

The *AnnualQSelect* and *QuarterlyOutputTemplate* each have 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 *Quarterly Data Entry* tab. Users have to select the attorneys they want to see and the relevant quarters, but the spreadsheet will populate the data automatically.

	QUARTER	#1 FY25Q1	#2 FY25Q2	#3 FY25Q3	#4 FY25Q4											
	Workload To Date									Maximums Left						
Attorney Name	Life Assignments	High Severity Felony Assignments	Low Severity Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV	Docket Hours	% of Cap	Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments	PV	Docket Hours			
Test Attorney 1	8	6	4	2	20	400	11	235	470	470	1089					
Test Attorney 2	1	1	1	1	1	1	1	390	780	780	1809					
	0	0	0	0	0	0	0	400	800	800	1856					
	0	0	0	0	0	0	0	400	800	800	1856					
	0	0	0	0	0	0	0	400	800	800	1856					
	0	0	0	0	0	0	0	400	800	800	1856					
	0	0	0	0	0	0	0	150	400	800	1856					
	0	0	0	0	0	0	0	150	400	800	1856					

When viewing a quarterly tab, the *Maximums Left* are set to 1/4<sup>th</sup> of the annual maximums defined in Standard 6.

#### 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 *Quarterly Data Entry* tab. If you are viewing the *AnnualQSelect* tab, it calculates the totals for the selected attorney and the four selected quarters (see below). If you are viewing the *QuarterOutputTemplate* tab, it calculates the totals for the selected attorney and selected quarter (see below)

*% 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 (or quarterly 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				
Attorney Name	Workload To Date						PV	Docket Hours	% of Cap
	Life Assignments	High Severity Felony Assignments	Low Severity Felony Assignments	Non-Traffic Misdemeanor Assignments	Traffic Misdemeanor Assignments				
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		



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 it then 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	

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.

*Selecting Quarters for Annual Tab*

In order for the *AnnualQSelect* tab to calculate an attorney’s annual workload based on quarterly data entry, 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	
<b>Workload To Date</b>						
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.

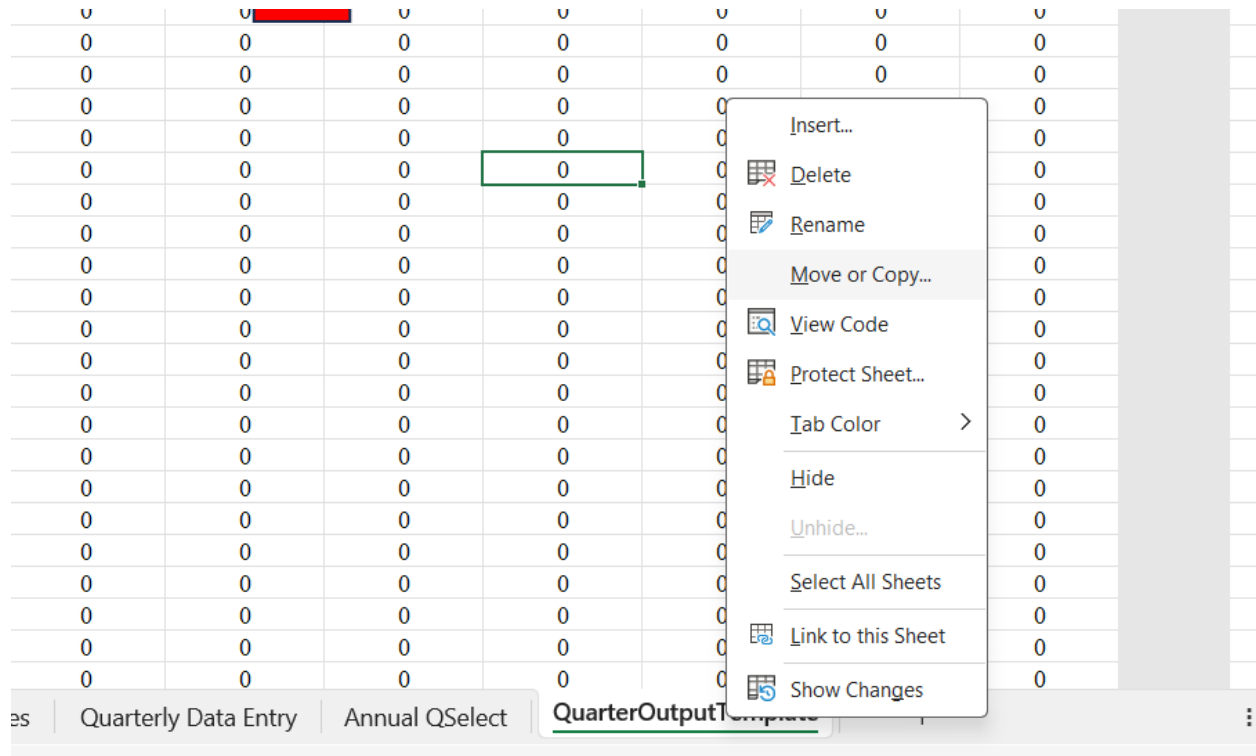
*Selecting Quarter for the QuarterlyOutputTemplate Tab*

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

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

	QUARTER	FY25Q1		
<b>Workload To Date</b>				
Attorney Name	Life Assignments	High Severity Felony Assignments	Low Severity Felony Assignments	Non-Traffic Misdemeanor Assignments
Test Attorney 1	20	10	10	70
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 quarters, they may copy the *QuarterOutputTemplate* 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.”

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	Maximums Left Non-Traffic Misdemeanor Assignments	Maximums Left Traffic Misdemeanor Assignments	PV	Docket Hours
20	10	10	70	20	5	40	49	76	202	404	404	938
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
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
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

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.