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**U.S. Department of Justice**

Office of Justice Programs

*Bureau of Justice Statistics*

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*Washington, D.C. 20531*

Dear <<FIRST\_NAME>> <<LAST\_NAME>>:

The Bureau of Justice Statistics (BJS), U.S. Department of Justice, is conducting a census of indigent defense systems in the United States. The goal of the National Survey of Indigent Defense Systems (NSIDS) is to obtain information on the operations, staffing, caseloads, and funding of these systems. NORC at the University of Chicago is the data collection agent for the NSIDS. The National Legal Aid and Defender Association (NLADA), is also assisting us with this important study.

We are currently conducting the NSIDS pretest and invite you to participate. The pretest will provide us with crucial information about the online survey questionnaire including an evaluation of each question for content and clarity as well as the time and effort required to complete the questionnaire. Your assistance with the pretest will help to ensure that when the NSIDS is fully implemented, we have both understood and addressed most of the challenges and potential obstacles to successfully completing this census.

We invite your agency to respond to the NSIDS pretest by accessing and completing the web survey available at:

<<web link>>.

For security purposes, we have assigned your agency a unique Personal Identification Number (PIN) and password to access the web survey:

PIN: <<pin>>

Password: <<password>>

Upon receipt of your completed questionnaire, an NORC representative may contact you to arrange a time to discuss the survey. The debriefing should take about an hour of your time and we will use your feedback to revise the questionnaire prior to the national data collection effort. National data collection will collect information for the 2013 fiscal year; your agency will be contacted to provide updated data.

We hope that you will be able to help us with this review. If you need assistance with the questionnaire or would prefer a hard copy version to fill out, please contact Rachel LeClere of NORC, at [leclere-rachel@norc.org](mailto:leclere-rachel@norc.org) or [NSIDS@norc.org](mailto:NSIDS@norc.org). Also, please feel free to contact Ronald Malega, the BJS Project Manager, at [Ronald.Malega@usdoj.gov](mailto:Ronald.Malega@usdoj.gov) should you have any questions about the pre-test activities.

Sincerely,

William J. Sabol, Ph.D.  
Acting Director  
Bureau of Justice Statistics

Form NSIDS-12

**RETURN TO**  
 NORC  
 1 North State Street  
 16th Floor  
 Chicago, IL 60602

**U.S. Department of Justice  
 Bureau of Justice Statistics**  
 (NORC acting as data collection agent)



**2012 National Survey of Indigent Defense Systems**

(Please correct any errors in your agency's name and address by writing the corrected information below.)

To complete via the web: <<insert web link>>

To return via fax: XXX-XXX-XXXX

**INFORMATION SUPPLIED BY**

<b>NAME</b>				<b>TITLE</b>		
<b>TELEPHONE</b>	Area Code	Number	Extension	<b>FAX</b>	Area Code	Number

**EMAIL ADDRESS**

The 2012 National Survey of Indigent Defense Systems collects information about all indigent defense delivery methods providing primary and conflict case representation. These include Governmental Public Defender Offices, Governmental Public Defender Conflict Offices, Non-Governmental Public Defender Offices, Contract Attorneys and Assigned/Appointed Counsel.

We have determined your indigent defense system (the one in which you work or oversee components of) to include the following service delivery methods:

We have also identified you as the person responsible for providing information on the following service delivery method(s):

If any of this information is incorrect, please e-mail NORC at [NSIDS@norc.org](mailto:NSIDS@norc.org) or call 1-877-375-5964 before proceeding with the survey.

**BURDEN STATEMENT**

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 3 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 USC 3732), authorizes this information collection. Although this survey is voluntary, we urgently need and appreciate your cooperation to make the results comprehensive, accurate, and timely.

## INSTRUCTIONS FOR COMPLETING THE 2012 NATIONAL SURVEY OF INDIGENT DEFENSE SYSTEMS

For the purposes of this survey, an Indigent Defense System is the system created under your State's law for the purpose of providing representation in your jurisdiction to those who cannot afford to hire their own attorney and are entitled to constitutionally protected representation or risk the loss of liberty.

1. **Timeframe.** The reference period for this survey is fiscal year 2012. Please refer to your indigent defense system's 2012 fiscal year in answering all questions on this survey.

2. **Definitions.** For purposes of this survey, the following terms mean:

**Governmental Public Defender Office(s):** provides representation to indigent clients through a publicly operated governmental office(s) where staff are government employees. This does not include offices operated as 501(c)(3) non-profit law firms.

**Governmental Public Defender Conflict Office(s):** provides alternative representation to indigent clients in cases where legal conflicts exist or for other administrative reason through a publicly operated governmental office where staff are government employees. This does not include offices operated as 501(c)(3) non-profit law firms.

**Non-Governmental Public Defender Office(s):** provides representation to indigent clients through written contracts between some governmental entity and a non-profit corporation, bar association or other such non-profit organization, who receive cases and are paid pursuant to the terms of the contract. These entities often operate as 501(c)(3) non-profit law firms.

**Contract Attorney(s):** provides representation to indigent clients through written contracts or other agreements between a governmental entity and one or more private attorneys or law firms that operate for-profit, who receive cases and are paid pursuant to the terms of a written contract.

**Assigned/Appointed Counsel:** provides representation to indigent clients through individual attorneys or law firms. These attorneys are assigned or appointed on a case-by-case basis and are generally paid by the case on an hourly basis or a flat rate.

**Client:** any person in need of legal representation who has applied for or who has been deemed appropriate to receive available services which are provided by the indigent defense agency, office or authorized representative.

**Application Fee:** any fee assessed against the client or his/her guardian that is required in order to initiate the application process required to receive legal services. The application fee should be distinguished from legal fees that may also be imposed as the result of legal and other support services that are rendered and billed at the time of disposition.

**Services:** any legal or other required support service required in order to effectively represent the client including but not limited to the use of investigators, medical and mental health professionals, interpreters, transcribers, social workers, polygraphers, forensic experts, mitigation specialists and any other necessary expert or service.

**Continuing Legal Education (CLE):** also known as mandatory or minimum continuing legal education (MCLE) is regular and continuous professional education of lawyers that takes place after their admission to the State Bar. Each State sets its own standards and in general a specific number of training hours are required in a given period of time in order to maintain their license to practice law.

**Professional Development:** any additional legal education and training which helps to maintain, develop or increase legal knowledge, technique or professional performance. Such training or development may include formal or informal educational forums (e.g. lunch time-courses, in-office collaborations, conferences and workshops, as well as independent or self-directed activities such as webinars).

3. **General Information.** Throughout the survey, we request information about your indigent defense system in fiscal year 2012 on various topics. If your indigent defense system did not keep track of the requested information in the normal course of business, then we do not expect you to gather and provide this information – rather, for the pertinent question, you may answer that your system did not track this information. If your system did keep track of the requested information in the normal course of business, but that information is available from another person in your jurisdiction, please make a reasonable attempt to obtain the information from that person and provide the answer on this survey. If you believe this survey in its entirety should be directed to a different person in your jurisdiction or if you have any questions or need assistance in completing the survey, please e-mail NORC at [NSIDS@norc.org](mailto:NSIDS@norc.org) or call XXX-XXX-XXXX.

## Section A – General Information

A1. The reference period for this survey is fiscal year 2012. What was your indigent defense system's fiscal year for 2012?

- 1  Calendar Year (January 1, 2012 to December 31, 2012)  
2  Fiscal year starting on July 1, 2011 and ending on June 30, 2012  
3  Other → (Please indicate the dates of your 2012 fiscal year):

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>		to	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
Month	Day		Year			Month	Day			Month	Day		Year				

A2. What is the geographic jurisdiction served by your indigent defense system? (Mark only one.)

- 1  **Judicial District/Circuit.** (list name of Judicial District/Circuit): \_\_\_\_\_ (and names of counties included): \_\_\_\_\_  
2  **Multiple Counties.** (list names of counties): \_\_\_\_\_  
3  **Entire Single County.** (write name of county): \_\_\_\_\_  
4  **Part of a Single County (e.g., city or town).** (write name of county): \_\_\_\_\_ (and name(s) of part of county served): \_\_\_\_\_  
5  **Statewide.**

A3. Your indigent defense system is part of which branch of government? (Mark only one.)

- 1  County judicial branch  
2  County executive branch  
3  State judicial branch  
4  State executive branch  
5  Other (Specify): \_\_\_\_\_.

For the remainder of the questionnaire, please fill in only the column(s) for the delivery methods in which you have been identified as the person responsible for providing information. These are identified on the cover of this booklet. You are not expected to complete all columns.

## Section B – Fiscal Information

**B1. In fiscal year 2012, how much did your indigent defense system spend on total operating expenditures excluding non-recurring, fixed capital costs such as building construction and major equipment purchases?** (Please provide the actual number for each delivery method used in your system. If none, enter "0". If you are unable to provide the actual number, please provide your best estimate and mark the estimate box.)

	Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
<b>Total operating expenditures:</b>	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate

**B2. In fiscal year 2012, how much did your indigent defense system spend on personnel costs, including salaries and benefits?** (Please provide the actual number for each delivery method used in your system. If none, enter "0". If you are unable to provide the actual number, please provide your best estimate and mark the estimate box.)

	Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
<b>Total personnel costs:</b>	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate

**B3. In fiscal year 2012, how much did your indigent defense system receive in total revenue from all sources?** (Please provide the actual number for each delivery method used in your system. If none, enter "0". If you are unable to provide the actual number, please provide your best estimate and mark the estimate box.)

	Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
<b>Total revenues from all sources:</b>	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate

**B4. In fiscal year 2012, how much revenue did your indigent defense system receive from each of the following sources?** (Please provide the actual number for each delivery method used in your system. If none, enter "0". If you are unable to provide the actual number, please provide your best estimate and mark the estimate box.)

Check this box if your indigent defense system did not track revenues by source in fiscal year 2012 and it is not possible to provide an estimate.

	Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
<b>a. State</b> .....	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate
<b>b. County</b> .....	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate
<b>c. City or town</b> .....	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate
<b>d. Federal government (including Byrne Justice Assistance Grants)</b> .....	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate
<b>e. Grants from private funders</b> .....	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate
<b>f. Application fees paid by clients</b> .....	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate
<b>g. Assessments paid by clients, also known as recoupment</b> .....	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate
<b>h. Other (Specify):</b> _____	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate	\$ _____ .00 <input type="checkbox"/> Estimate

For questions B5 to B7, please provide an answer for each representation delivery method used in your system.

	Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
B5. Are clients asked to pay an application fee in order to receive a publicly financed attorney?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to B7	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to B7	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to B7	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to B7	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to B7
B6. What is the amount of the application fee that clients are asked to pay?	\$ _____ .00	\$ _____ .00	\$ _____ .00	\$ _____ .00	\$ _____ .00
B7. In addition to the application fees, are clients required to pay for legal and support services?	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No

## Section C – Case Types, Caseloads, and Conflicts

C1. Within your indigent defense system, please indicate all of the case type(s) for which counsel is provided.

(Mark the box for each type of case represented by each delivery method used in your system.)

Check this box if your indigent defense system did not track the types of representation provided in fiscal year 2012.

	Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
<b>ADULT TRIAL-LEVEL CRIMINAL CASES:</b>					
a. Capital .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
b. Felony (non-capital) .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
c. Misdemeanor .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>JUVENILE TRIAL-LEVEL CASES:</b>					
d. Delinquency .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
e. Status Offenses .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>APPEALS (CASES IN APPELLATE COURTS):</b>					
f. Adult Capital .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
g. Adult Felony (non-capital) .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
h. Adult Misdemeanor .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>OTHER CASE TYPES</b>					
i. Probation/Parole Revocation/Violation .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
j. State Habeas Corpus/Post-Conviction .....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
k. Other Criminal Proceedings (including extradition, witness representation, criminal contempt of court or tribal proceedings).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
l. Therapeutic Treatment Courts: (including Drug Court, DUI/DWI, Mental health, Juvenile Treatment, Family Treatment, Veterans Domestic Violence and Wellness Courts).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
m. Civil involving underlying criminal matters: (including sex offender registry proceedings, commitments based on sexually dangerous predator, commitments based on mental health).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
n. Civil involving underlying family matters: (including adults in dependency/abuse and neglect cases, termination of parental rights, child support proceedings, child custody proceedings, guardianship).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

C2. Which of the following best describes how your indigent defense system defines a "case"? (Mark only one.)

- 1  A "case" is the set of all charges against a single client that arise from a single incident and are prosecuted in the same proceeding.
- 2  A "case" is the set of all charges against a single client that are contained in a single indictment, information, or other charging instrument.
- 3  A "case" is the set of all charges concurrently pending against a single client, regardless of the number of proceedings or charging instruments.
- 4  A "case" is each charge against a single client.
- 5  A "case" is each docket number or other court generated record number, regardless of the manner in which individual prosecutors bring charges.
- 6  Other (Specify): \_\_\_\_\_.

C3. How many cases did your indigent defense system receive in 2012? (Please provide the actual number for each delivery method used in your system. If none, enter "0". If you are unable to provide the actual number, please provide your best estimate and mark the estimate box.)

	Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
Indigent Defense Cases:	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate

C4. How many of the following types of cases did your indigent defense system receive in 2012? (Please provide the actual number for each delivery method used in your system. If none, enter "0". If you are unable to provide the actual number, please provide your best estimate and mark the estimate box. Any cases that you cannot classify under an existing case type should be included in Other, cannot classify.)

Check this box if your indigent defense system did not track the number for each case type received in fiscal year 2012 and it is not possible to provide an estimate.

CASE TYPE:	Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
a. Capital .....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate
b. Felony (non-capital) .....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate
c. Misdemeanor .....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate
d. Probation/Parole Revocation/Violation .....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate
e. Appeals .....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate
f. Total Juvenile-Related (including juvenile delinquency, status offenses, transfer/waiver hearings, juvenile appeals, educational proceedings, or probation/parole revocations).....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate
g. Total Civil Proceedings (including mental health commitments, state post-conviction/habeas corpus, federal habeas corpus, child protection dependency, termination of parental rights, civil commitment of sexually violent predators, sex offender registry proceedings, therapeutic treatment courts) .....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate
h. Other Criminal Proceedings (including extradition, witness representation, criminal contempt of court or tribal proceedings).....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate
i. Other, cannot classify .....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate



For questions C5 to C9, please provide an answer for each representation delivery method used in your system.

	Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
<p><b>C5. Do you have formally established caseload or workload limits for attorneys?</b></p> <p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No → Skip to C7                  3 <input type="checkbox"/> Varies by office</p> <p><b>C5a. Are these limits mandatory or advisory only?</b></p> <p>1 <input type="checkbox"/> Mandatory                  2 <input type="checkbox"/> Advisory only</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No → Skip to C7                  3 <input type="checkbox"/> Varies by office</p> <p><b>C5a. Are these limits mandatory or advisory only?</b></p> <p>1 <input type="checkbox"/> Mandatory                  2 <input type="checkbox"/> Advisory only</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No → Skip to C7                  3 <input type="checkbox"/> Varies by office</p> <p><b>C5a. Are these limits mandatory or advisory only?</b></p> <p>1 <input type="checkbox"/> Mandatory                  2 <input type="checkbox"/> Advisory only</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No → Skip to C7                  3 <input type="checkbox"/> Varies by attorney</p> <p><b>C5a. Are these limits mandatory or advisory only?</b></p> <p>1 <input type="checkbox"/> Mandatory                  2 <input type="checkbox"/> Advisory only</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No → Skip to C7                  3 <input type="checkbox"/> Varies by attorney</p> <p><b>C5a. Are these limits mandatory or advisory only?</b></p> <p>1 <input type="checkbox"/> Mandatory                  2 <input type="checkbox"/> Advisory only</p>	
<p><b>C6. Are attorneys allowed to refuse appointment to additional cases due to case overload?</b></p> <p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No                  3 <input type="checkbox"/> Varies by office</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No                  3 <input type="checkbox"/> Varies by office</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No                  3 <input type="checkbox"/> Varies by office</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No                  3 <input type="checkbox"/> Varies by attorney</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No                  3 <input type="checkbox"/> Varies by Assigned/Appointed Counsel</p>	
<p><b>C7. Do you monitor the number of outside cases handled by attorneys each year (i.e. private pay clients or cases for which the attorney accepts appointment from other indigent defense systems)?</b></p> <p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No                  3 <input type="checkbox"/> Varies by office                  4 <input type="checkbox"/> Outside practice not authorized</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No                  3 <input type="checkbox"/> Varies by office                  4 <input type="checkbox"/> Outside practice not authorized</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No                  3 <input type="checkbox"/> Varies by office                  4 <input type="checkbox"/> Private practice not authorized</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No                  3 <input type="checkbox"/> Varies by attorney                  4 <input type="checkbox"/> Outside practice not authorized</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No                  3 <input type="checkbox"/> Varies by Assigned/Appointed Counsel</p>	
<p><b>C8. Do you have formally established guidelines defining when an attorney cannot provide representation due to a conflict of interest?</b></p> <p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No → Skip to D1                  3 <input type="checkbox"/> Varies by office</p> <p><b>C8a. Are these limits mandatory or advisory only?</b></p> <p>1 <input type="checkbox"/> Mandatory                  2 <input type="checkbox"/> Advisory only</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No → Skip to D1                  3 <input type="checkbox"/> Varies by office</p> <p><b>C8a. Are these limits mandatory or advisory only?</b></p> <p>1 <input type="checkbox"/> Mandatory                  2 <input type="checkbox"/> Advisory only</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No → Skip to D1                  3 <input type="checkbox"/> Varies by office</p> <p><b>C8a. Are these limits mandatory or advisory only?</b></p> <p>1 <input type="checkbox"/> Mandatory                  2 <input type="checkbox"/> Advisory only</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No → Skip to D1                  3 <input type="checkbox"/> Varies by attorney</p> <p><b>C8a. Are these limits mandatory or advisory only?</b></p> <p>1 <input type="checkbox"/> Mandatory                  2 <input type="checkbox"/> Advisory only</p>	<p>1 <input type="checkbox"/> Yes                  2 <input type="checkbox"/> No → Skip to D1                  3 <input type="checkbox"/> Varies by Assigned/Appointed Counsel</p> <p><b>C8a. Are these limits mandatory or advisory only?</b></p> <p>1 <input type="checkbox"/> Mandatory                  2 <input type="checkbox"/> Advisory only</p>	
<p><b>C9. If an attorney cannot provide representation due to a conflict of interest, how is a conflict attorney obtained? (Mark all that apply.)</b></p> <p>1 <input type="checkbox"/> Public defender appoints assigned counsel                  2 <input type="checkbox"/> Case is returned to the Court for reassignment                  3 <input type="checkbox"/> Different attorney in same office, with ethical screen established                  4 <input type="checkbox"/> Case re-assigned to another local public defender office                  5 <input type="checkbox"/> Case re-assigned to state or local conflict defender office                  6 <input type="checkbox"/> Case sent to state conflict public defender office                  7 <input type="checkbox"/> Case sent to contracts administrator                  8 <input type="checkbox"/> Case sent to attorney or law firm under contract                  9 <input type="checkbox"/> Other (Specify):                  _____                  _____</p>	<p>1 <input type="checkbox"/> Conflict office appoints assigned counsel                  2 <input type="checkbox"/> Case is returned to the Court for reassignment                  3 <input type="checkbox"/> Different attorney in same office, with ethical screen established                  4 <input type="checkbox"/> Case re-assigned to another local public defender office                  5 <input type="checkbox"/> Case sent to attorney or law firm under contract                  6 <input type="checkbox"/> Case sent to contracts administrator                  7 <input type="checkbox"/> Case sent to assigned counsel system administrator                  8 <input type="checkbox"/> Other (Specify):                  _____                  _____</p>	<p>1 <input type="checkbox"/> Office appoints assigned counsel                  2 <input type="checkbox"/> Case is returned to the Court for reassignment                  3 <input type="checkbox"/> Different attorney in same office, with ethical screen established                  4 <input type="checkbox"/> Case re-assigned to another local public defender office                  5 <input type="checkbox"/> Case re-assigned to state or local conflict defender office                  6 <input type="checkbox"/> Case sent to attorney or law firm under contract                  7 <input type="checkbox"/> Case sent to contracts administrator                  8 <input type="checkbox"/> Case sent to assigned counsel system administrator                  9 <input type="checkbox"/> Other (Specify):                  _____                  _____</p>	<p>1 <input type="checkbox"/> Case re-assigned to another local public defender office                  2 <input type="checkbox"/> Case is returned to the Court for reassignment                  3 <input type="checkbox"/> Case sent to contracts administrator                  4 <input type="checkbox"/> Case re-assigned to another attorney or law firm under contract to provide conflict representation                  5 <input type="checkbox"/> Different attorney under same contract, with ethical screen established                  6 <input type="checkbox"/> Case sent to assigned counsel system administrator                  7 <input type="checkbox"/> Case sent to state conflict public defender office                  8 <input type="checkbox"/> Other (Specify):                  _____                  _____</p>	<p>1 <input type="checkbox"/> Case is returned to assigned counsel system administrator for reassignment                  2 <input type="checkbox"/> Case is returned to the Court for reassignment                  3 <input type="checkbox"/> Case returned to public defender office                  4 <input type="checkbox"/> Case is sent to state or local conflict public defender office                  5 <input type="checkbox"/> Other (Specify):                  _____                  _____</p>	

## Section D – Personnel & Compensation

D1. How many of the following types of personnel were paid by your indigent defense system in 2012? "Part-time" refers to any person who: works fewer hours than the system's standard work week; devotes any portion of the standard work week of hours to anything other than the indigent defense system; or is permitted to provide representation to clients outside of the indigent defense system (e.g., private pay clients, providing representation in other indigent defense systems, etc.). (Please provide the actual number for each delivery method used in your system. If none, enter "0". If you are unable to provide the actual number, please provide your best estimate and mark the estimate box.)

Check this box if your indigent defense system did not track the types of individuals who provided services in 2012 and it is not possible to provide an estimate.

	Governmental Public Defender Office(s)		Governmental Public Defender Conflict Office(s)		Non-Governmental Public Defender Office(s)		Contract Attorney(s)		Assigned/Appointed Counsel	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
a. Chief Executive(s) (the head who is responsible for system operations, such as Chief Public Defender, Contracts Administrator, Assigned Counsel Administrator, etc.).....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate
<b>ATTORNEYS EMPLOYED BY PUBLIC DEFENDER OFFICE(S):</b>										
b. Managing Attorney(s) (attorneys in primarily managerial positions who do not litigate cases).....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	N/A	N/A	N/A	N/A
c. Supervisory Attorney(s) (attorneys in managerial positions who also litigate cases).....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	N/A	N/A	N/A	N/A
d. Line Attorney(s) (attorneys or those who have applied for admission to the bar, who primarily litigate cases; exclude those counted as Managing or Supervisory)...	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	N/A	N/A	N/A	N/A
<b>OTHER ATTORNEYS:</b>										
e. Attorneys paid under contract(s) to represent clients.....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	N/A	N/A
f. Attorneys paid under assignment(s)/ appointment(s) to represent individual clients .....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	N/A	N/A	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate
<b>NON-ATTORNEY SUPPORT:</b>										
g. Investigator(s).....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	N/A	N/A	N/A	N/A
h. Social Workers/Mitigation Specialists/Sentencing Advocates.....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	N/A	N/A	N/A	N/A
i. Paralegal(s).....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	N/A	N/A	N/A	N/A
j. Intern(s)/Law Clerks .....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	N/A	N/A	N/A	N/A
	<i>Only include staff provided by the state or county. Do not include personnel working in private law firms.</i>									
k. Training personnel (all personnel whose primary role is to provide training, and who do not litigate cases).....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate
l. Indigency Screener(s)/ Analyst(s) (those who determine whether clients are eligible for public representation).....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate
m. Clerical staff (legal secretarial support/briefs, file clerks, data entry, opening and closing files, receptionists, mail clerks, copy).....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate
n. Administrative staff (administrative assistants, Human Resources, Personnel Officers, Technology, Librarian, Administrative Assistants, Finance, Billing, Operations, Facilities).....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate
o. Other (all personnel not accounted for above).....	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate	<input type="checkbox"/> Estimate

D2. How many personnel were paid by your indigent defense system in 2012? "Part-time" refers to any person who: works fewer hours than the system's standard work week; devotes any portion of the standard work week of hours to anything other than the indigent defense system; or is permitted to provide representation to clients outside of the indigent defense system (e.g., private pay clients, providing representation in other indigent defense systems, etc.). (Please provide the actual number for each delivery method used in your system. If none, enter "0". If you are unable to provide the actual number, please provide your best estimate and mark the estimate box.)

	Governmental Public Defender Office(s)		Governmental Public Defender Conflict Office(s)		Non-Governmental Public Defender Office(s)		Contract Attorney(s)		Assigned/Appointed Counsel	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Total Paid Personnel	_____ <input type="checkbox"/> Estimate	_____ <input type="checkbox"/> Estimate	_____ <input type="checkbox"/> Estimate	_____ <input type="checkbox"/> Estimate	_____ <input type="checkbox"/> Estimate	_____ <input type="checkbox"/> Estimate	_____ <input type="checkbox"/> Estimate	_____ <input type="checkbox"/> Estimate	_____ <input type="checkbox"/> Estimate	_____ <input type="checkbox"/> Estimate

D3. Please enter your system's salary ranges at the end of fiscal year 2012 for the following positions.

Position	Gross Annual Salary at end of FY 2012		No such position
	Minimum	Maximum	
a. <b>Managing Attorney</b> (primarily managerial positions who do not litigate cases) .....	\$ _____ .00	\$ _____ .00	<input type="checkbox"/>
b. <b>Supervisory Attorney</b> (managerial positions who also litigate cases) .....	\$ _____ .00	\$ _____ .00	<input type="checkbox"/>
c. <b>Senior Assistant Public Defender</b> (with 7 or more years of experience that includes complex litigation and/or capital and homicide litigation) .....	\$ _____ .00	\$ _____ .00	<input type="checkbox"/>
d. <b>Assistant Public Defender</b> (junior level) (with 4 or more years of experience, including trial experience, unless in the Appellate division and no managerial responsibility).....	\$ _____ .00	\$ _____ .00	<input type="checkbox"/>
e. <b>Assistant Public Defender</b> (entry level) (under 3 years of experience and no managerial responsibility).....	\$ _____ .00	\$ _____ .00	<input type="checkbox"/>

## Governmental Public Defender Offices

Questions D4 – D5 apply ONLY to systems that use Governmental Public Defender Office(s) as a representation delivery system. If you do not use Governmental Public Defender Office(s), please Skip to D6.

**D4. Who is the final authority in the selection of the Chief Public Defender(s)?**  
(Please refer to the Chief Executive(s) identified for the Public Defender Office(s) in D1a. Mark only one.)

- 1  Publicly elected
- 2  Appointed by statewide board or commission
- 3  Appointed by state bar association
- 4  Appointed by Governor
- 5  Appointed by state's highest Court (other than through Administrative Office)
- 6  Appointed by Administrative Office of the courts
- 7  Appointed by local board or commission
- 8  Appointed by local bar association
- 9  Appointed by county executive or executive branch office
- 10  Appointed by county legislature or legislative branch office
- 11  Appointed by county judiciary or judicial office
- 12  Other (Specify): \_\_\_\_\_.

**D5. Is there a specified term of office for the Chief Public Defender(s)?**

- 1  Yes → (Specify term): \_\_\_\_\_ years
- 2  No

## Governmental Public Defender Conflict Offices

Questions D6-D7 apply ONLY to systems that use Governmental Public Defender Conflict Offices as a representation delivery method. If you do not use Governmental Public Defender Conflict Offices, please skip to D8.

**D6. Who is the final authority in the selection of the Chief Public Defender(s) for conflict offices?** (Please refer to the Chief Executive(s) identified for the head of the Conflict Public Defender Office(s) in D1a. Mark only one.)

- 1  Publicly elected
- 2  Appointed by the Public Defender
- 3  Appointed by statewide board or commission
- 4  Appointed by state bar association
- 5  Appointed by Governor
- 6  Appointed by state's highest Court (other than through Administrative Office)
- 7  Appointed by Administrative Office of the courts
- 8  Appointed by local board or commission
- 9  Appointed by local bar association
- 10  Appointed by county executive or executive branch office
- 11  Appointed by county legislature or legislative branch office
- 12  Appointed by county judiciary or judicial office
- 13  Other (Specify): \_\_\_\_\_.

**D7. Is there a specified term of office for the Chief Public Defender overseeing the Governmental Public Defender Conflict Office?**

- 1  Yes → (Specify term): \_\_\_\_\_ years
- 2  No

## Non-Governmental Public Defender Offices

Questions D8-D9 apply ONLY to systems that use Non-Governmental Public Defender Offices as a representation delivery method. If you do not use Non-Governmental Public Defender Offices, please skip to D10.

**D8. Who is the final authority in the selection of the Chief Public Defender or Executive of the Non-Governmental Public Defender Office?**

- 1  A County Board of Directors
- 2  A Statewide Board of Directors
- 3  A Board of Trustees
- 4  County Bar Association
- 5  State Bar Association

**D9. Is there a specified term of office for the Chief Public Defender or Executive overseeing the Non-Governmental Public Defender Office?**

- 1  Yes → (Specify term): \_\_\_\_\_ years
- 2  No

## Contract Attorneys

Questions D10-D16 apply ONLY to systems that use Contract Attorneys as a representation delivery method. If you do not use Contract Attorneys, please skip to D17.

**D10. Who is the final authority in the selection of the Contracts System Administrator or chief executive position responsible for overseeing the contract attorney system?**  
(Please refer to the Chief Executive(s) identified for the Contract Attorney(s) in D1a. Mark only one.)

- 1  Appointed by the Public Defender
- 2  Appointed by statewide board or commission
- 3  Appointed by state bar association
- 4  Appointed by Governor
- 5  Appointed by state's highest Court (other than through Administrative Office)
- 6  Appointed by Administrative Office of the courts
- 7  Appointed by local board or commission
- 8  Appointed by local bar association
- 9  Appointed by county executive or executive branch office
- 10  Appointed by county legislature or legislative branch office
- 11  Appointed by county judiciary or judicial office
- 12  Other (Specify): \_\_\_\_\_.

**D11. Is there a specified term of office for the Contracts System Administrator or chief executive position responsible for overseeing the contract attorney system (i.e., the Chief Executive(s) identified in D1a)?**

- 1  Yes → (Specify term): \_\_\_\_\_ years
- 2  No

**D12. Who is the Contracting Authority (e.g. the party with authority to enter into a contract and to obligate public funds under contractual terms)?**

- 1  The Public Defender agency or executive
- 2  Court or Court Administrator
- 3  County Executive or Administrator
- 4  Legislative body or authority
- 5  Other (Specify): \_\_\_\_\_.

D13. During this fiscal period, how many separate written contracts were administered in your indigent defense system?

\_\_\_\_\_ Total number of written contracts

D14. Was the contract awarding process competitive?

- 1  Yes
- 2  No
- 3  Varies by Contract

D15. How do you determine the rate of pay for contracts?

- 1  Flat rate
- 2  Per case
- 3  Varies by Contract (Specify): \_\_\_\_\_

D16. Please indicate how your contract attorneys are paid for the following case types.  
(If the pay rates are the same for all case types, complete the first row only.)

Case Type	Pay Rate (check one)	Enter Amount	Circle time-frame
a. All cases are paid the same rate.....	<input type="checkbox"/> Flat Rate → <input type="checkbox"/> Per Case → <input type="checkbox"/> Varies by Contract, (Specify): _____	\$ _____ \$ _____	Month, Year
b. Misdemeanors .....	<input type="checkbox"/> Flat Rate → <input type="checkbox"/> Per Case → <input type="checkbox"/> Varies by Contract, (Specify): _____	\$ _____ \$ _____	Month, Year
c. Felony.....	<input type="checkbox"/> Flat Rate → <input type="checkbox"/> Per Case → <input type="checkbox"/> Varies by Contract, (Specify): _____	\$ _____ \$ _____	Month, Year
d. Capital Cases.....	<input type="checkbox"/> Flat Rate → <input type="checkbox"/> Per Case → <input type="checkbox"/> Varies by Contract, (Specify): _____	\$ _____ \$ _____	Month, Year
e. Juvenile-Related....	<input type="checkbox"/> Flat Rate → <input type="checkbox"/> Per Case → <input type="checkbox"/> Varies by Contract, (Specify): _____	\$ _____ \$ _____	Month, Year

## Assigned/Appointed Counsel

Questions D17-D23 apply ONLY to systems that use Assigned/Appointed Counsel as a representation delivery method. If you do not use Assigned/Appointed Counsel, please skip to E1.

D17. Who is the final authority in the selection of the Assigned Counsel Administrator or chief executive position responsible for overseeing the assigned/appointed Counsel system? (Please refer to the Chief Executive(s) identified for the Assigned/Appointed Counsel system in D1a. Mark only one.)

- 1  Appointed by statewide board or commission
- 2  Appointed by state bar association
- 3  Appointed by Governor
- 4  Appointed by Executive or Chief Public Defender
- 5  Appointed by state's highest Court (other than through Administrative Office)
- 6  Appointed by Administrative Office of the courts
- 7  Appointed by local board or commission
- 8  Appointed by local bar association
- 9  Appointed by county executive or executive branch office
- 10  Appointed by county legislature or legislative branch office
- 11  Appointed by county judiciary or judicial office
- 12  Other (Specify): \_\_\_\_\_

D18. Is there a specified term of office for the Assigned Counsel Administrator or chief executive position responsible for overseeing the Assigned/Appointed Counsel system (i.e., the Chief Executive(s) identified in D1a)?

- 1  Yes → (Specify term): \_\_\_\_\_ years
- 2  No

D19. Please provide the Assigned/Appointed Counsel hourly rate for in court and out of court representation. If the hourly rate differs within a case type, provide the average hourly rate and mark the average box. (If the pay rates are the same for all case types, complete the first row only. If your system does not compensate attorneys on an hourly basis, mark the box for Not paid by the hour and specify how Assigned/Appointed Counsel are paid.)

Case Type	In Court Hourly Rate	Out of Court Hourly Rate
a. All cases are paid the same rate.....	\$ _____ .00 <input type="checkbox"/> Average <input type="checkbox"/> Not paid by the hour, specify: _____	\$ _____ .00 <input type="checkbox"/> Average <input type="checkbox"/> Not paid by the hour, specify: _____
b. Misdemeanors .	\$ _____ .00 <input type="checkbox"/> Average <input type="checkbox"/> Not paid by the hour, specify: _____	\$ _____ .00 <input type="checkbox"/> Average <input type="checkbox"/> Not paid by the hour, specify: _____
c. Felony.....	\$ _____ .00 <input type="checkbox"/> Average <input type="checkbox"/> Not paid by the hour, specify: _____	\$ _____ .00 <input type="checkbox"/> Average <input type="checkbox"/> Not paid by the hour, specify: _____
d. Capital Cases...	\$ _____ .00 <input type="checkbox"/> Average <input type="checkbox"/> Not paid by the hour, specify: _____	\$ _____ .00 <input type="checkbox"/> Average <input type="checkbox"/> Not paid by the hour, specify: _____
e. Juvenile.....	\$ _____ .00 <input type="checkbox"/> Average <input type="checkbox"/> Not paid by the hour, specify: _____	\$ _____ .00 <input type="checkbox"/> Average <input type="checkbox"/> Not paid by the hour, specify: _____

D20. What is the maximum amount that can be billed by each Assigned/Appointed Counsel per day? (If there is no maximum amount that can be billed, check the No Maximum box.)

\$ \_\_\_\_\_  
 No Maximum

D21. Which of the following best describes your Assigned/Appointed Counsel system? (Mark only one.)

- 1  Each judge maintains a list of attorneys who have agreed to provide representation in cases before that judge.
- 2  Each court maintains a list, on behalf of all judges within it, of attorneys who have agreed to provide representation in cases before the court.
- 3  An Assigned Counsel Administrator maintains a list, on behalf of all courts, of attorneys who have agreed to provide representation to indigent clients.
- 4  A Public Defender Office maintains a list, on behalf of all courts, of attorneys who have agreed to provide representation to indigent clients.
- 5  A managed assigned counsel program administered by a 501 c-3 or other non-profit organization (i.e. bar association)
- 6  The Commission overseeing the indigent defense system maintains a list, on behalf of all courts of attorneys who have agreed to provide representation to indigent clients
- 7  We do not maintain a list → **Skip to D23**

D22. How does an attorney become included on the Assigned/Appointed Counsel list of attorneys that provide representation to the indigent clients? (Mark only one.)

- 1  Apply and meet formal qualifications established for Assigned/Appointed Counsel system attorneys
- 2  Volunteer and be approved by the position that maintains the list
- 3  All attorneys are added to list upon request
- 4  All attorneys in local bar are automatically included
- 5  Other (Specify): \_\_\_\_\_.

D23. Do you have formally established procedures for removing attorneys from the Assigned/Appointed Counsel list of attorneys that provide representation to indigent clients?

- 1  Yes
- 2  No

## Section E – Indigency Determinations

E1. Do you have formally established guidelines defining when a person is indigent (i.e., financially eligible to receive publicly financed counsel)?

- 1  Yes
- 2  No

E2. Are any of the following criteria used to determine whether a potential client is indigent? (Mark yes or no for each criterion.)

Yes	No	Criteria
1 <input type="checkbox"/>	2 <input type="checkbox"/>	a. Income level
1 <input type="checkbox"/>	2 <input type="checkbox"/>	b. Value of assets owned
1 <input type="checkbox"/>	2 <input type="checkbox"/>	c. Employment status
1 <input type="checkbox"/>	2 <input type="checkbox"/>	d. Education level
1 <input type="checkbox"/>	2 <input type="checkbox"/>	e. Expenses
1 <input type="checkbox"/>	2 <input type="checkbox"/>	f. Amount of debt
1 <input type="checkbox"/>	2 <input type="checkbox"/>	g. Number of dependents
1 <input type="checkbox"/>	2 <input type="checkbox"/>	h. Federal Poverty Guidelines
1 <input type="checkbox"/>	2 <input type="checkbox"/>	i. Federal/State assistance received (such as Social Security benefits, Medicaid, public housing, food stamps)
1 <input type="checkbox"/>	2 <input type="checkbox"/>	j. Residence in a public mental hospital or correctional institution
1 <input type="checkbox"/>	2 <input type="checkbox"/>	k. Nature of the charge
1 <input type="checkbox"/>	2 <input type="checkbox"/>	l. Cost of hiring private counsel to represent on the charge
1 <input type="checkbox"/>	2 <input type="checkbox"/>	m. Age (such as juvenile or elderly)
1 <input type="checkbox"/>	2 <input type="checkbox"/>	n. Ability to post bond or bail
1 <input type="checkbox"/>	2 <input type="checkbox"/>	o. Financial ability of other family members
1 <input type="checkbox"/>	2 <input type="checkbox"/>	p. Other (Specify): _____

## Section F – Professional Development

F1. Are attorneys in your system required to obtain Continuing Legal Education (CLE) in the areas of law in which they provide indigent defense representation? (Please provide an answer for each delivery method used in your system.)

Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
1 <input type="checkbox"/> Yes, by State or State Bar → (number of hours per year): _____	1 <input type="checkbox"/> Yes, by State or State Bar → (number of hours per year): _____	1 <input type="checkbox"/> Yes, by State or State Bar → (number of hours per year): _____	1 <input type="checkbox"/> Yes, by State or State Bar → (number of hours per year): _____	1 <input type="checkbox"/> Yes, by State or State Bar → (number of hours per year): _____
2 <input type="checkbox"/> Yes, by indigent defense system → (number of hours per year): _____	2 <input type="checkbox"/> Yes, by indigent defense system → (number of hours per year): _____	2 <input type="checkbox"/> Yes, by indigent defense system → (number of hours per year): _____	2 <input type="checkbox"/> Yes, by indigent defense system → (number of hours per year): _____	2 <input type="checkbox"/> Yes, by indigent defense system → (number of hours per year): _____
3 <input type="checkbox"/> No	3 <input type="checkbox"/> No	3 <input type="checkbox"/> No	3 <input type="checkbox"/> No	3 <input type="checkbox"/> No

F2. During fiscal year 2012, in which of the following areas did your system provide opportunities for professional development? (Mark all that apply.)

Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
1 <input type="checkbox"/> Criminal law or procedure	1 <input type="checkbox"/> Criminal law or procedure	1 <input type="checkbox"/> Criminal law or procedure	1 <input type="checkbox"/> Criminal law or procedure	1 <input type="checkbox"/> Criminal law or procedure
2 <input type="checkbox"/> Motion practice	2 <input type="checkbox"/> Motion practice	2 <input type="checkbox"/> Motion practice	2 <input type="checkbox"/> Motion practice	2 <input type="checkbox"/> Motion practice
3 <input type="checkbox"/> Ethics	3 <input type="checkbox"/> Ethics	3 <input type="checkbox"/> Ethics	3 <input type="checkbox"/> Ethics	3 <input type="checkbox"/> Ethics
4 <input type="checkbox"/> Trial skills	4 <input type="checkbox"/> Trial skills	4 <input type="checkbox"/> Trial skills	4 <input type="checkbox"/> Trial skills	4 <input type="checkbox"/> Trial skills
5 <input type="checkbox"/> Death penalty trial defense	5 <input type="checkbox"/> Death penalty trial defense	5 <input type="checkbox"/> Death penalty trial defense	5 <input type="checkbox"/> Death penalty trial defense	5 <input type="checkbox"/> Death penalty trial defense
6 <input type="checkbox"/> Juvenile delinquency	6 <input type="checkbox"/> Juvenile delinquency	6 <input type="checkbox"/> Juvenile delinquency	6 <input type="checkbox"/> Juvenile delinquency	6 <input type="checkbox"/> Juvenile delinquency
7 <input type="checkbox"/> Mental illness cases	7 <input type="checkbox"/> Mental illness cases	7 <input type="checkbox"/> Mental illness cases	7 <input type="checkbox"/> Mental illness cases	7 <input type="checkbox"/> Mental illness cases
8 <input type="checkbox"/> Dependency cases	8 <input type="checkbox"/> Dependency cases	8 <input type="checkbox"/> Dependency cases	8 <input type="checkbox"/> Dependency cases	8 <input type="checkbox"/> Dependency cases
9 <input type="checkbox"/> Appellate cases	9 <input type="checkbox"/> Appellate cases	9 <input type="checkbox"/> Appellate cases	9 <input type="checkbox"/> Appellate cases	9 <input type="checkbox"/> Appellate cases
10 <input type="checkbox"/> Civil	10 <input type="checkbox"/> Civil	10 <input type="checkbox"/> Civil	10 <input type="checkbox"/> Civil	10 <input type="checkbox"/> Civil
11 <input type="checkbox"/> Other (Specify): _____	11 <input type="checkbox"/> Other (Specify): _____	11 <input type="checkbox"/> Other (Specify): _____	11 <input type="checkbox"/> Other (Specify): _____	11 <input type="checkbox"/> Other (Specify): _____
12 <input type="checkbox"/> None Provided	12 <input type="checkbox"/> None Provided	12 <input type="checkbox"/> None Provided	12 <input type="checkbox"/> None Provided	12 <input type="checkbox"/> None Provided

## Section G – Information Technology

G1. Does your indigent defense system operate its own automated case management/tracking system, also known as an electronic Management Information System (MIS)? (Please provide an answer for each delivery method used in your system.)

Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
1 <input type="checkbox"/> Yes	1 <input type="checkbox"/> Yes	1 <input type="checkbox"/> Yes	1 <input type="checkbox"/> Yes	1 <input type="checkbox"/> Yes
2 <input type="checkbox"/> No → Skip to H1	2 <input type="checkbox"/> No → Skip to H1	2 <input type="checkbox"/> No → Skip to H1	2 <input type="checkbox"/> No → Skip to H1	2 <input type="checkbox"/> No → Skip to H1

G2. Are any of the following types of information available to system attorneys through your MIS? (Please provide an answer for each delivery method used in your system.)

	Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
a. Attorney time & billing.....	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
b. Court information (such as court calendars & dockets) .....	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
c. Conflicts checking .....	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
d. New case assignment notification and Attorney schedule/calendar .....	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
e. Client contact and billing information.....	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
f. Client case charging information (such as arrest records, bail records, indictment and criminal history information).....	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
g. Client case defense investigation information (such as client interview notes, witness interview statements & notes, documentary evidence).....	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No

## Section H – Standards & Guidelines

H1. How long after client arrest, detention or request for a lawyer is an attorney appointed? (Please provide an answer for each delivery method used in your system.)

Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
1 <input type="checkbox"/> Within 24 hours	1 <input type="checkbox"/> Within 24 hours	1 <input type="checkbox"/> Within 24 hours	1 <input type="checkbox"/> Within 24 hours	1 <input type="checkbox"/> Within 24 hours
2 <input type="checkbox"/> Within 48-72 hours	2 <input type="checkbox"/> Within 48-72 hours	2 <input type="checkbox"/> Within 48-72 hours	2 <input type="checkbox"/> Within 48-72 hours	2 <input type="checkbox"/> Within 48-72 hours
3 <input type="checkbox"/> Within 96 hours	3 <input type="checkbox"/> Within 96 hours	3 <input type="checkbox"/> Within 96 hours	3 <input type="checkbox"/> Within 96 hours	3 <input type="checkbox"/> Within 96 hours

H2. When does the attorney meet with or otherwise have confidential communication with a client? (Please provide an answer for each delivery method used in your system.)

Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
1 <input type="checkbox"/> Within 72 hours of appointment	1 <input type="checkbox"/> Within 72 hours of appointment	1 <input type="checkbox"/> Within 72 hours of appointment	1 <input type="checkbox"/> Within 72 hours of appointment	1 <input type="checkbox"/> Within 72 hours of appointment
2 <input type="checkbox"/> Within 1 week of appointment	2 <input type="checkbox"/> Within 1 week of appointment	2 <input type="checkbox"/> Within 1 week of appointment	2 <input type="checkbox"/> Within 1 week of appointment	2 <input type="checkbox"/> Within 1 week of appointment
3 <input type="checkbox"/> Longer than 1 week following appointment	3 <input type="checkbox"/> Longer than 1 week following appointment	3 <input type="checkbox"/> Longer than 1 week following appointment	3 <input type="checkbox"/> Longer than 1 week following appointment	3 <input type="checkbox"/> Longer than 1 week following appointment

H3. Does your indigent defense system have formal standards or guidelines establishing any of the following? (Please provide an answer for each delivery method used in your system.)

	Governmental Public Defender Office(s)	Governmental Public Defender Conflict Office(s)	Non-Governmental Public Defender Office(s)	Contract Attorney(s)	Assigned/Appointed Counsel
a. Vertical representation (same attorney represents client from appointment through all stages of the proceedings).....	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to b If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to b If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to b If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to b If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to b If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only
b. Attorney present at juvenile detention hearing(s).....	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to c If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to c If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to c If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to c If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to c If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only
c. Attorney present at bail setting proceeding(s) or arraignment on the charges.....	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to d If yes, is the attorney physically present at the hearings? 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to d If yes, is the attorney physically present at the hearings? 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to d If yes, is the attorney physically present at the hearings? 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to d If yes, is the attorney physically present at the hearings? 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to d If yes, is the attorney physically present at the hearings? 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
d. Attorney performance review annually (or more frequently).....	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to e If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to e If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to e If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to e If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to e If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only
e. Attorneys reimbursed for case-related out-of-pocket expenses.....	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to I1 If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to I1 If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to I1 If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to I1 If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No → Skip to I1 If yes, are these mandatory or advisory only? 1 <input type="checkbox"/> Mandatory 2 <input type="checkbox"/> Advisory only

## Section I – Board Or Commission

11. Does your indigent defense system have an advisory board or commission?

- 1  Yes  
 2  No → Skip to J1

12. Who appoints the members of the board/commission?

(Mark yes or no for each appointer.)

Yes	No	Appointer
1 <input type="checkbox"/>	2 <input type="checkbox"/>	a. Governor
1 <input type="checkbox"/>	2 <input type="checkbox"/>	b. State Legislature
1 <input type="checkbox"/>	2 <input type="checkbox"/>	c. Supreme Court
1 <input type="checkbox"/>	2 <input type="checkbox"/>	d. Law School Dean/Professor
1 <input type="checkbox"/>	2 <input type="checkbox"/>	e. State Bar Association
1 <input type="checkbox"/>	2 <input type="checkbox"/>	f. Specialty Bar Association
1 <input type="checkbox"/>	2 <input type="checkbox"/>	g. Local Bar Association
1 <input type="checkbox"/>	2 <input type="checkbox"/>	h. Mayor
1 <input type="checkbox"/>	2 <input type="checkbox"/>	i. County Commission
1 <input type="checkbox"/>	2 <input type="checkbox"/>	j. Circuit/District/County Judge(s)
1 <input type="checkbox"/>	2 <input type="checkbox"/>	k. Other (Specify): _____

13. The board/commission has the authority to: (Mark yes or no for each function.)

Yes	No	Function
1 <input type="checkbox"/>	2 <input type="checkbox"/>	a. Administer the system budget
1 <input type="checkbox"/>	2 <input type="checkbox"/>	b. Establish policies/make rules for the operation of the system
1 <input type="checkbox"/>	2 <input type="checkbox"/>	c. Hire/remove the chief executive(s) of the system
1 <input type="checkbox"/>	2 <input type="checkbox"/>	d. Establish the qualifications required for the chief executive(s) of the system
1 <input type="checkbox"/>	2 <input type="checkbox"/>	e. Establish the number and type of personnel positions
1 <input type="checkbox"/>	2 <input type="checkbox"/>	f. Establish the qualifications required for service providers
1 <input type="checkbox"/>	2 <input type="checkbox"/>	g. Adopt performance standards



## Survey Feedback

J1. How long did it take you to complete the survey (including the time spent collecting and/or assembling the requested information)?

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J2. Did you have access to the information requested in the survey?

---

J3. Did you need to contact others for information to complete the survey?

---

J4. What questions were unclear or difficult to understand?

---

J5. Which questions (or sections?) were difficult or time consuming to complete?

---

J6. What changes would you make to the survey instrument to enhance its clarity and understandability?

---

J7. What changes would you recommend to make the survey easier to complete?

---

J8. Please tell us about your overall experience completing the survey.

---

### **Return Instructions**

Please submit your completed form by using the web reporting option at [www.xxxx.org](http://www.xxxx.org), by mailing it to NORC in the enclosed postage-paid envelope, or by faxing each page toll-free to NORC at **XXX-XXX-XXXX**.

If you have questions or concerns, or if you need assistance in completing the survey, please contact NORC via e-mail at [NSIDS@norc.org](mailto:NSIDS@norc.org), or call **XXX-XXX-XXXX**.

**THANK YOU REMINDER POSTCARD TEXT**

**National Survey of Indigent Defense Systems Pretest**

The Bureau of Justice Statistics (BJS) is conducting a census of indigent defense systems throughout the United States and we need your help in our pretest!

The pretest will help us to ensure that information of value to the indigent defense community is captured accurately.

If you have already completed the NSIDS online pretest survey, please accept our sincere thanks. If not, please do so today.

If you did not receive our invitation to complete the pretest survey, please call NORC toll-free at 1-XXX-XXX-XXXX or via e-mail at [NSIDS@norc.org](mailto:NSIDS@norc.org) for your login information. Again, thank you for your help.

David Herda  
Senior Survey Director  
NORC at the University of Chicago

NSIDS: Phone Follow Up Script--Pretest

Hello, may I please speak with [INSERT CONTACT NAME].

IWER: IF R NO LONGER WORKS THERE, ASK FOR PERSON WHO CURRENTLY HOLDS R'S POSITION. RECORD UPDATED INFORMATION, AND PROMPT NEW R TO COMPLETE ONLINE BY SENDING SURVEY LINK, PIN AND PASSWORD.

OPTION 1: My name is [IWER NAME]. I am calling on behalf of the Bureau of Justice Statistics regarding the National Survey of Indigent Defense Systems. We recently sent you information about the survey and I am following up on this correspondence. Do you remember seeing the letter/e-mail?

**NO, did not receive letter/e-mail:**



The Bureau of Justice Statistics has funded a survey called the National Survey of Indigent Defense Systems or NSIDS. The NSIDS will provide the indigent defense community with information about number of persons served, budgets and staffing. We are currently conducting a pilot survey. We invite a representative from [SYSTEM NAME] to participate. You or your designate can complete the survey online. If you have an e-mail address, I can send you information about the study including your PIN and password.

Upon receipt of your information, we may contact you to arrange a time to discuss the survey. The debriefing should take less than an hour of your time and we will use your feedback to revise the questionnaire prior to the national data collection effort.

**YES, did receive letter/email:**



Good! Do you have any questions about the NSIDS survey or who should complete it? You may complete the survey online at XXXX.

If you have any questions, please call us toll-free at: 1-800-XXX-XXXX. This number can also be found in the web survey. Please remember to complete the survey as soon as possible. We will call next week to check in regarding any questions you may have. Thank you in advance for your participation.

<Date>

Dear <<FIRST\_NAME>> <<LAST\_NAME>>:

Data collection for the National Survey of Indigent Defense Systems (NSIDS) pretest is scheduled to end XXX XX, 2013!

**We have not yet received a response from your agency!**

We have been in contact with your agency and hope that you are able to participate in the NSIDS pretest. With ever increasing caseloads and reduced resources, it is extremely important that there is empirical data to document the current circumstances of indigent defense systems nationwide. The pretest will help us to finalize the NSIDS survey prior to collection data at the national level.

Please complete the NSIDS questionnaire **as soon as possible**. It may be accessed at:

<<web link>>.

PIN: <<pin>>

Password: <<password>>

Please contact Rachel LeClere of NORC at leclere-rachel@norc.org or NSIDS@norc.org with any questions you may have. Feel free to contact Ronald Malega, the BJS Project Manager, at Ronald.Malega@usdoj.gov with any questions about the pre-test activities.

Thank you for your help with this important survey.

Sincerely,

David Herda  
Senior Survey Director  
NORC at the University of Chicago

**2013 NSIDS  
Pilot Test  
Feedback Script/Questionnaire**

Hi,

My name is \_\_\_\_\_ and I'm calling on behalf of the Bureau of Justice Statistics regarding the National Survey of Indigent Defense Systems. May I please speak to \_\_\_\_\_?

I'm calling regarding the National Survey of Indigent Defense Systems survey you recently completed for us. Thank you so much for completing the survey. Could we schedule a time to conduct a debriefing of the survey? It shouldn't take more than one hour.

*If can do right away....make sure they have copy of completed survey in front of them.*

Great, so let me walk you through the basic process of how the debriefing will work. We'll go through the survey questions, and for each I'll ask you a couple of questions about the clarity of the question, the response choices and your overall ease at providing the information. We will also talk about how long the survey took to complete. I have your survey responses in front of me. Do you have any questions before we start?

**For each question, probe for:**

Anything that was unclear or confusing in the wording or any terminology that needed to be better defined.

Any response options that were unclear, confusing, overlapping, or missing.

Any requested information that was not available and could not be reasonably provided.

**If not able to provide:** What steps would be necessary to get the information?

**If oversight for more than 1 delivery method:** Was this more difficult to obtain for a particular delivery method?

**A1.**

Clarity?	
Response options?	
Ability to provide?	

**A2.**

Clarity?	
Response options?	
Ability to provide?	

**A3.**

Clarity?	
Response options?	
Ability to provide?	

**B1.**

Clarity?	
Response options?	
Ability to provide?	

**B2.**

Clarity?	
----------	--

Response options?	
Ability to provide?	

**B3.**

Clarity?	
Response options?	
Ability to provide?	

**B4.**

Clarity?	
Response options?	
Ability to provide?	

**B5.**

Clarity?	
Response options?	
Ability to provide?	

**B6.**

Clarity?	
Response options?	
Ability to provide?	



**B7.**

Clarity?	
Response options?	
Ability to provide?	

**C1.**

Clarity?	
Response options?	
Ability to provide?	

**C2.**

Clarity?	
Response options?	
Ability to provide?	

**C3.**

Clarity?	
Response options?	
Ability to provide?	

**C4.**

Clarity?	
----------	--

Response options?	
Ability to provide?	

**C5.**

Clarity?	
Response options?	
Ability to provide?	

**C6.**

Clarity?	
Response options?	
Ability to provide?	

**C7.**

Clarity?	
Response options?	
Ability to provide?	

**C8.**

Clarity?	
Response options?	
Ability to provide?	

**C9.**

Clarity?	
Response options?	
Ability to provide?	

**D1.**

Clarity?	
Response options?	
Ability to provide?	

**D2.**

Clarity?	
Response options?	
Ability to provide?	

**D3.**

Clarity?	
Response options?	
Ability to provide?	

**D4.**

Clarity?	
Response options?	
Ability to provide?	

**D5.**

Clarity?	
Response options?	
Ability to provide?	

**D6.**

Clarity?	
Response options?	
Ability to provide?	

**D7.**

Clarity?	
Response options?	
Ability to provide?	

**D8.**

Clarity?	
Response options?	

Ability to provide?	
---------------------	--

**D9.**

Clarity?	
Response options?	
Ability to provide?	

**D10.**

Clarity?	
Response options?	
Ability to provide?	

**D11.**

Clarity?	
Response options?	
Ability to provide?	

**D12.**

Clarity?	
Response options?	
Ability to provide?	

**D13.**

Clarity?	
Response options?	
Ability to provide?	

**D14.**

Clarity?	
Response options?	
Ability to provide?	

**D15.**

Clarity?	
Response options?	
Ability to provide?	

**D16.**

Clarity?	
Response options?	
Ability to provide?	

**D17.**

Clarity?	
----------	--

Response options?	
Ability to provide?	

**D18.**

Clarity?	
Response options?	
Ability to provide?	

**D19.**

Clarity?	
Response options?	
Ability to provide?	

**D20.**

Clarity?	
Response options?	
Ability to provide?	

**D21.**

Clarity?	
Response options?	
Ability to provide?	

**D22.**

Clarity?	
Response options?	
Ability to provide?	

**D23.**

Clarity?	
Response options?	
Ability to provide?	

**E1.**

Clarity?	
Response options?	
Ability to provide?	

**E2.**

Clarity?	
Response options?	
Ability to provide?	

**F1.**

Clarity?	
Response options?	



Ability to provide?	
---------------------	--

**F2.**

Clarity?	
Response options?	
Ability to provide?	

**G1.**

Clarity?	
Response options?	
Ability to provide?	

**G2.**

Clarity?	
Response options?	
Ability to provide?	

**H1.**

Clarity?	
Response options?	
Ability to provide?	

**H2.**

Clarity?	
Response options?	
Ability to provide?	

**H3.**

Clarity?	
Response options?	
Ability to provide?	

**I1.**

Clarity?	
Response options?	
Ability to provide?	

**I2.**

Clarity?	
Response options?	
Ability to provide?	

**I3.**

Clarity?	
Response options?	

Ability to provide?	
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**General Questions:**

Overall how long did it take you to complete the survey?

Was it difficult to complete the survey over the web?

Did you use any of the help screens? Were they helpful? Were additional definitions needed?

What systems/records did you use to complete the survey?

Did you need to ask others to provide information to complete the survey? (Probe)

In your opinion, would it be better to provide a due date for the survey or should we ask for it to be returned as soon as possible?

In your opinion, what mode of communication would be most effective in reminding you to complete the survey: telephone calls, e-mails, faxes or mailings?