State OPD
Misdemeanor Time Study

Mobile Device Guide

Introduction

Thank you for participating in the Misdemeanor Time Study!

You are welcome to enter case and docket using any computer device. This guide is designed specifically for use with a **small mobile device**, such as a smart phone. Please review the "Full Screen User Guide" for more details about this project and how to enter time information.

For assistance, please contact:

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Logging In

Each participant will receive an **email** from **support@justiceworks.com** with his or her specific log in information, including the following:

1. User name
2. Password
3. Web address for the desktop (office computer) version
4. Web address for the mobile (smart phone) version. Be sure to **use this web address for your mobile device.**

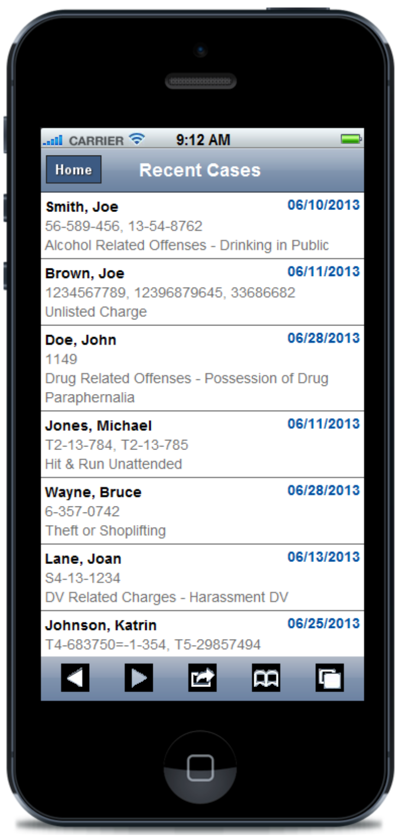

Washington State Office of Public Defense
defenderData Time Study
Username
kjohnson
Password (case sensitive)
Sign In
Help

Home Screen


CARRIER
8:48 AM
Time Study Mobile
Cases
Recent
New
Search
Events
Timesheet
Docket
Other
Utilities
Help
See List of Recently Accessed Cases.
Enter a New Case
Search for a Case
Access Your Case Timesheet
Access Your Docket Timesheet
Change Your Password

Recently Accessed Cases

Click on **Recent** to see a quick display of the clients' cases for which you have most recently data. Click on a name to see the full case information, and to enter time.



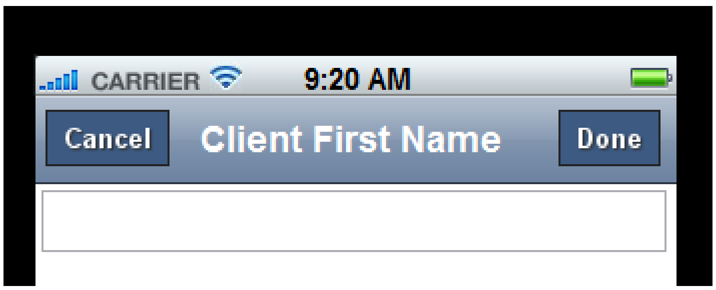
Entering a New Case

Definition of a Case: *A case is defined as the filing of a document with the court naming a person as defendant, to which an attorney is appointed in order to provide representation. Multiple citations from the same incident should be counted as one case.*

If you are only appointed to represent the defendant at a "docket" or "calendar" and will not provide further representation beyond that specific *hearing, there is no need to create a new case. See the **Docket** section for further instructions.*

It is recommended to add new cases using your office computer. However, you have the capability of entering new cases on your mobile device.

1. Click a field, such as **First**.
2. A blank screen will appear. Type in the information. Then click **Done**.



3. Repeat these steps for the other fields. Some fields will present you a list of options. Select the appropriate option.

   If none of the listed options apply, select "Unlisted." Then, when back on the case screen, click on "Specify" to type-in the appropriate option.

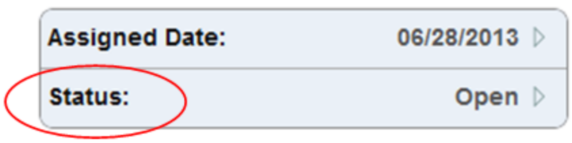
4. Click **Save**.

TIP: For more complete details on creating a new case and using the drop-down lists, please refer to the Full Screen User Guide.

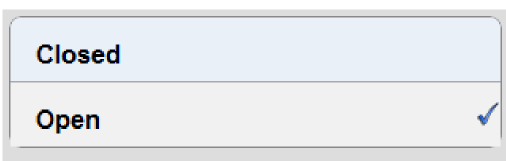
Closing a Case

Close the case when it reaches disposition. This includes, for example, the Court accepting a Deferred Prosecution or a Stipulated Order of Continuance.

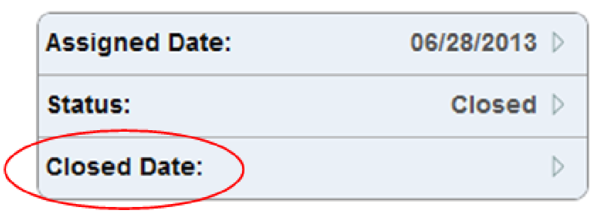
1. Open the **Case Information** screen.
2. Click on **Status.**



3. Click on **Closed.**



4. Back on the Case Information screen, enter the **Closed Date.**



5. Indicate in the check boxes whether it was a **Specialty Court Case**; whether any **Motions** were filed; and whether it went to **Trial** (bench or jury).
6. Enter the **Disposition** using the drop-down list. If the case involves a disposition not included here, select **Unlisted** and type it in.

Searching for a Case

Click on the Search icon. Type in any complete word associated with the case, such as the client's first or last name, or the file number. The display will show all matches. Click on the appropriate case. For a listing of all open cases, type "open."

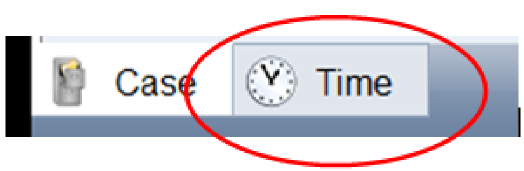
Entering Time on a Case

During the time study, attorneys are expected to enter all the time spent on each case. Time is categorized into three broad groups: **Client Communication (CC)**, **Case Preparation (CP)**, and **Court Time (CT)**. If you're unsure which category your time falls under, use your best judgment. Regardless of activity category, <u>the most important aspect of this study is that you log your time spent working on the case.</u>

There are two different ways that you can enter time worked on a specific case.

1. Enter Time from the Case Information Screen

- Open a Case Information screen.
- Click the **Time** icon at the bottom of the screen.

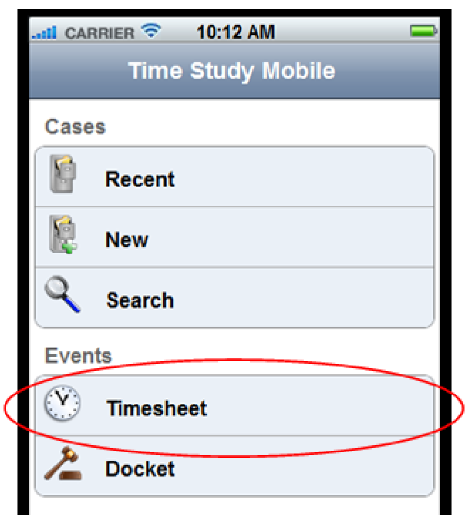


- Click the **Add** button at the top right corner.
- **Date** Today's date automatically appears. Click on the date to change it. Click Done.

- **Type** Enter the type of activity – **CC (client communication), CP (case preparation, or CT (court time).** See the Full Screen Instruction Guide for a complete explanation of these categories.

- **hrs:min** Enter the time spent on the activity. Entering just the number 1 will create one hour, and entering just 2 will create two hours. Any other numbers will automatically be logged as minutes. To type hours and minutes such as one hour and fifteen minutes, type "1:15"

2. Entering Case-Related Time from the Timesheet



The **Timesheet** is different because unlike the previously described display, it itemizes your activities for **all cases**. The time entries are listed in chronological order, but you can enter any date at any time.

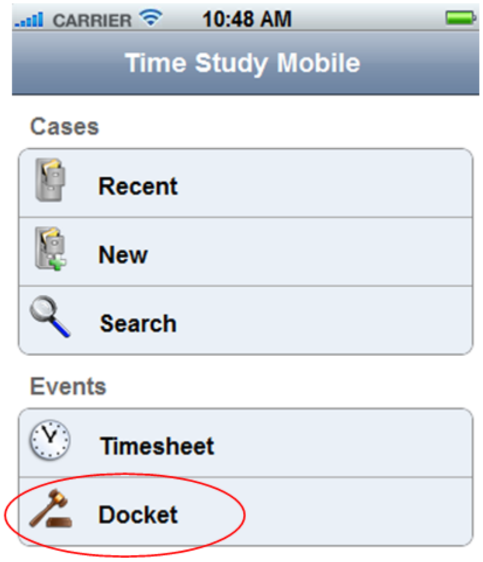
- Click on Add at the top right corner.

- Enter the time information as previously described.

Dockets / Calendars

In some jurisdictions, public defense attorneys are assigned to provide consultation services on "Dockets" or "Calendars" without being formally appointed to represent the defendants. If this does not apply to your practice, you do not need to enter any data in this section. If this does apply to your practice, this is the process to record the time spent on those Dockets, without having to enter all of the case-specific data.

Note: *This section* ***does not apply*** *to time spent on dockets/calendars with clients for whom you have been appointed to represent. For example, if you represent ten clients on a* ***Pre-Trial Calendar*** *which last two hours, you would enter the court time for each of the ten individual clients on the* ***Timesheet.***



- Click on **Docket.**
- Click **Add.**
- Enter the **Date** of the docket. Select docket **Type** from the drop-down list. If none of the listed options apply, select "Unlisted." Then, when back on the docket screen, click on "Specify" to type-in the appropriate option.
- Enter the **time** spent on the docket. Entering just the number 1 will create one hour, and entering just 2 will create two hours. Any other numbers will automatically be logged as minutes. To type hours and minutes such as one hour and fifteen minutes, type "1:15"
- Enter the **Court.**
- Indicate with a Yes/No whether you were appointed to represent someone on this docket/calendar, and that client **pleaded guilty** to a misdemeanor on this docket/calendar. If you answer **Yes**, a box will appear asking **how many** such clients pleaded guilty to a misdemeanor.
- Click **Save**.