



Misdemeanor Time Study

Full Screen User Guide - Desktop Computer, Laptop, or Tablet (e.g. iPad)

Last Updated July 15, 2013

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Introduction

Thank you for participating in the Misdemeanor Time Study!

In April, 2013, the Washington State Supreme Court ordered the Washington State Office of Public Defense (State OPD) to conduct a study calculating the amount of time required by attorneys to represent misdemeanor clients in various case types. (See Appendix A.) The data collected from this time study will be used for purposes of developing a model case weighting policy that jurisdictions may choose to use when implementing the misdemeanor caseload limits set by the Supreme Court's Standards for Indigent Defense (CrRLJ 3.1). As a participant in this project, the work you do will help interpret the standards for misdemeanor public defense representation statewide.

This time study will last from July 15, 2013 through November 30, 2013. Participants will utilize a custom-built software application designed specifically for this time study. During the time study you will enter the following data:

- Basic non-confidential information about the misdemeanor cases assigned to you.
- Time spent on each misdemeanor case.
- Time spent and basic information about your work on dockets or calendars such as arraignment calendars or post-conviction calendars, even though you are not formally appointed to represent those defendants. (This may not be applicable to all participants in the time study.)

State OPD has designed this time study to ensure that you don't reveal to our office confidential client information. As you enter case information, you'll be asked to enter client names and cause numbers. However, this data will not be viewable or accessible by State OPD. That information is only seen by you, and possibly others in your office. State OPD will only identify different cases by random computer-generated identification numbers.

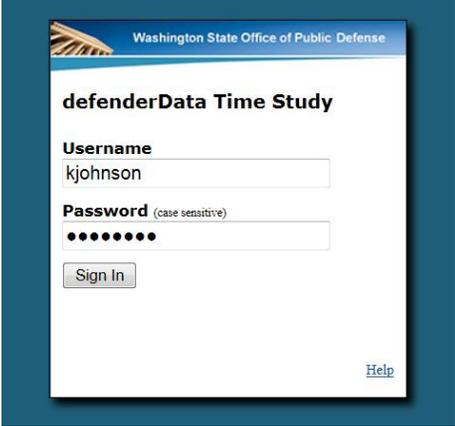
This guide is designed to provide how-to steps in using the time study software. The guide will likely be modified as the time study progresses, to include information on frequently asked questions. At any point in the time study, you're welcome to contact us for technical support. Please call or email:

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Kathy Kuriyama	360-586-3164 ext. 114	Kathy.Kuriyama@opd.wa.gov

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



After logging in for the first time, please change your password. Click on the **Utilities** icon at the top of the screen.



Follow the instructions for changing your password.

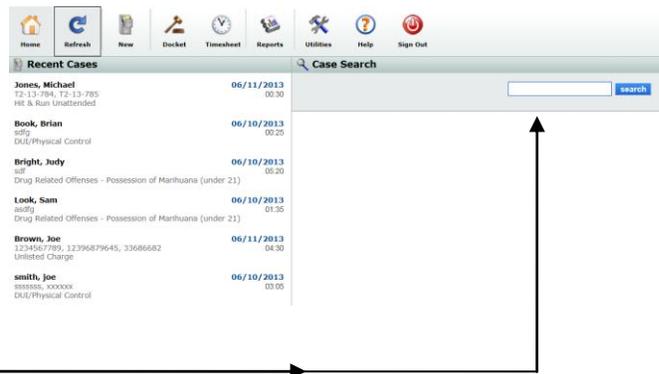


Home

Home Page

Once you sign in, the **Home Page** appears on your screen. The first time logging in, the Home Page will contain some icons at the top, and be blank at the bottom. However, as you begin using the system, you'll see cases listed as shown in the image below:

- At the top, you'll find **icons** showing the different places you can navigate to.
- On the left side, you'll see a list of the **cases** you've most **recently entered**, giving you quick access.
- On the right side, you'll see a **search box** which allows you to search for a case.



Please read further for details on how each of these features work.



New

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. However, citations from different incidents for the same client should be counted as separate cases.

If the attorney is 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. Instead, that information will be captured as described on page 11.

After logging in, click on the **New** icon at the top of the screen.



A **Case Information** screen will automatically appear. Entering case information should take no more than one minute of your time. The screen will look like this:

Case Information				
Client First: <input type="text" value="Michael"/> Middle: <input type="text"/> Last: <input type="text" value="Jones"/> <input type="checkbox"/> Interpreter Needed	Case Case ID: <input type="text" value="1066"/> Numbers: <input type="text" value="T2-13-784"/> <input type="text" value="T2-13-785"/> <input type="text"/>	Status Assigned: <input type="text" value="06/11/2013"/> Status: <input type="text" value="Open"/>	Attorney <input type="text" value="Katrin Johnson"/>	Court <input type="text" value="Yelm Municipal"/> <input type="checkbox"/> Specialty Court <input type="checkbox"/> Motions <input type="checkbox"/> Trial
Most Serious Charge Charge: <input type="text" value="Hit & Run Unattended"/> Disposition: <input type="text"/> <input type="checkbox"/> Multiple Charges				

When opening a new case, please enter the following information:

1. The **Client's Name**. (Note, State OPD will be unable to see this information.)
2. Indicate whether an **Interpreter** is needed for the client by checking the box under the name.

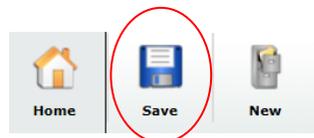
3. Any **Case Numbers** for the charges arising out of the same incident. If your client has been charged with multiple crimes arising out of different incidents, create a new case record for each incident.
4. The **Date** that the case is opened to the attorney. Today's date will automatically appear in the field, but any date can be entered.
5. The **Name of the Attorney** representing the defendant.
6. The **Court** that the case was filed in. Please select from the drop-down list.
7. The **Most Serious Charge**. If the client has multiple charges, please click the box below. The Charge field

When you enter the most serious charge, you'll see that there is a drop-down list. If you start typing one of the words, the system will automatically show you the ones with the closest match. Charges fall under the following categories:

DRG – Drug/Alcohol
 MSC - Miscellaneous
 PSN - Person
 PTY - Property
 PV – Probation Violation
 TRF – Traffic
 UNL – Unlisted

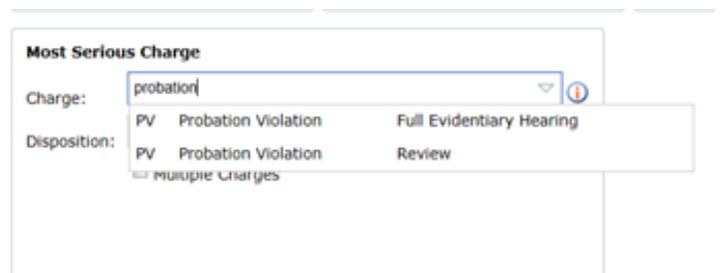
TIP: If your client's most serious charge is not included in the drop-down list, select **Unlisted**. The system will then ask you to type in the charge.

After entering case information, click **Save** at the top of your screen.



What about Probation Violations?

If you have been appointed to represent someone facing a probation violation, and representation extends beyond a one-hearing “docket” or “calendar”, enter it as a new case. In the **Most Serious Charge** section, please select **Probation Violation Evidentiary Hearing**, or **Probation Violation Review**.



Closing a Case

When Is A Case Considered To Be *Closed*?

In some jurisdictions, cases are considered “closed” upon sentencing. In others, attorneys continue to keep cases open after sentencing, and through the duration of the client’s probation. However, for purposes of this time study, **close the case when it reaches disposition**. This includes, for example, the Court accepting a Deferred Prosecution and/or a Stipulated Order of Continuance.

When closing a case, please enter the following on the **Case Information** screen:

1. Change the Status to **Closed**.
2. Enter the **Date** that the case is closed. (The system will automatically enter today’s date.)
3. 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).
4. Enter the **Disposition** using the drop-down list. If the case involves a disposition not included here, select **Unlisted** and type it in.



Case Search

Accessing an Existing Case

From the **Home Screen**, there are two ways to pull up a client record that you've already entered in the system:

1. Quick Access to Recently Used Records

On the **Home Screen**, you'll see a listing of the records you've most recently used – whether creating a new record or logging time. Click on any item from this list to quickly access that record.

Recent Cases		
Brown, Joe 1234567789, 12396879645, 33686682 Unlisted Charge	06/11/2013 04:30	
DUI, David sdf DUI/Physical Control	06/10/2013 03:45	
smith, joe ssssss, xxxxxx DUI/Physical Control	06/10/2013 03:05	
Jones, Michael T2-13-784, T2-13-785 Hit & Run Unattended	06/11/2013 00:30	
Book, Brian sdfg DUI/Physical Control	06/10/2013 00:25	
Bright, Judy sdf Drug Related Offenses - Possession of Marihuana (under 21)	06/10/2013 05:20	

2. Use the Case Search Box

On the **Home Screen**, you'll see a **Case Search Box**. You can search for cases using any words from your case entry. For example, you can search by first or last name, by charge, case number, etc. **You may also type "open" cases to see a listing of all open cases.**

Recent Cases			Case Search
Brown, Joe 1234567789, 12396879645, 33686682 Unlisted Charge	06/11/2013 04:30		<input type="text"/> <input type="button" value="search"/>
DUI, David sdf DUI/Physical Control	06/10/2013 03:45		
smith, joe ssssss, xxxxxx DUI/Physical Control	06/10/2013 03:05		
Jones, Michael T2-13-784, T2-13-785 Hit & Run Unattended	06/11/2013 00:30		

Once you enter something in the **Case Search** field, the system will list all cases that match. Click on the case you're looking for.

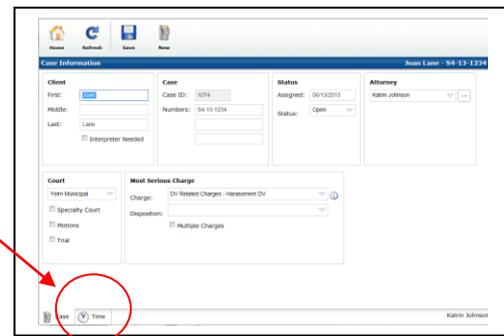


During the time study, attorneys are expected to enter all the time spent on each case. Time is categorized into three broad groups: **Client Communication (CC)**, **Case Preparation (CP)**, and **Court Time (CT)**. For a sample listing of activities that fall under each of these categories, please see Appendix B. If you're unsure which category your time falls under, just use your best judgment. Regardless of activity category, **the most important aspect of this study is that you log your time spent working on the case.**

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

1. Enter Time from the Case Information Screen

Once you have entered case information and saved the record, a **Time** icon appears on the bottom left corner of your screen. Click this icon.



Next, you'll see the **Time Entries** screen. Here, enter the date (automatically filled with the day's date), the type of contact (CC, CP or CT), and hours/minutes. You may also type any comments that are helpful to you. (State OPD will not see these notes.)

Time Entries					Joan Lane - S4-13-1234	
Date	Type	hrs:min	Time Entry User	Comment		
06/13/2013			Johnson, Katrin			
Total hours:		00:00				

2. Enter Time from the Timesheet

It is not necessary to pull up each individual case information screen to enter time data. And, when entering time data for multiple cases, it's quicker to use the **Timesheet**. From the **Home** screen, click on the **Timesheet** icon.



The timesheet displays information on the time spent on **all** of your cases, not just limited to any one client. The time entries are listed in chronological order, but you can enter any date at any time.

Timesheet					
Recent Entries		Select Dates			
Date	Type	hrs:min	Time Entry User	Case	Comment
06/18/2013	CT	00:20	Johnson, Katrin	Jones, Michael (Closed Case)	
06/18/2013	CC	00:15	Johnson, Katrin	Mean, Don (Open Case)	he'll send me the records
06/19/2013	CP	02:15	Johnson, Katrin	Look, Sam (Open Case)	
06/19/2013	CT	00:25	Johnson, Katrin	Brown, John J. (Open Case)	guilty plea
06/21/2013	CT	00:10	Johnson, Katrin	Lane, Joan (Open Case)	
06/21/2013	CC	00:30	Johnson, Katrin	Brown, Joe (Open Case)	initial meeting
06/21/2013			Johnson, Katrin		
Total hours:		03:55			

You will be prompted to type in the bottom line on the screen. Please enter the following:

1. **Date.** This field automatically shows today's date, but can be changed.
2. The **Type** of activity. This includes either Client Communication (**CC**), Case Preparation (**CP**), or Court Time (**CT**). For a list of example activities falling under each category, please see Appendix B.
3. **Time** spent on the activity. For *quick entry*, type 1 for one hour, 2 for two hours, or any other number for the specific number of minutes. For example, typing "25" will appear as twenty-five minutes, not twenty-five hours. For *long entry*, type the hour, colon, and minutes, such as "1:25".
4. **Client Name.** To find a client, type in the client's last name or first name, then click on the magnifying glass icon. Or, to see a list of all open cases, type **open** and click on the magnifying glass.

The screen automatically shows all time worked during the past week, also known as **Recent Entries**. However, you're welcome to pull up any specific time period by selecting the given dates. Click the **Select Dates** icon and enter the desired date range.



Question: What if I go to a Pre Trial calendar for two hours on six different cases? How do I log that time?

Answer: If your time was spent pretty much evenly on all cases, divide evenly -- in this scenario, 15 minutes per case. If you spent significantly more/less time on any cases, adjust accordingly. Do not, however, log two hours for each of the six cases.



Docket

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**.

A new Docket/Calendar screen appears like this:

1. Enter the **Date** of the docket/calendar. This field automatically shows today’s date, but can be changed.
2. Enter the **Type** of docket/calendar from the drop-down list. If none of these options match, select Unlisted and type in the type of docket/calendar in the field marked “Specify.”
3. **Time** spent on the activity. For *quick entry*, type 1 for one hour, 2 for two hours, or any other number for the specific number of minutes. For example, typing “25” will appear as twenty-five minutes, not twenty-five hours. For *long entry*, type the hour, colon, and minutes, such as “1:25”.
4. The **Name** of the attorney.
5. The **Court**.
6. 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.



Reports

Using Reports

The **Reports** section allows you to run reports summarizing the work spent on specific cases, or the time spent on dockets/calendars.

From the **Home Screen**, click on the **Reports** icon.

Reports for Case Activity

- Under the words **Attorney Reports**, click on **Attorney Time – Case**.
- New boxes will appear at the top of your screen. You may enter information in any of these boxes to customize the report. Leaving any of the boxes blank is fine – it just means that the report will include **all** information for that category rather than limited information.

Attorney Time - Case

Time Entry Date Range:

Name:

Type:

Export Type:

- Click the **Run** button at the top of your screen.



The reports may be exported to either PDF or Excel. Both contain the same information. Below is a sample report for all cases handled by the same attorney:

Attorney Time - Case																
Client	Attorney	Case ID	Number	Assigned	Closed	Most Serious Charge	Disposition	CC	CP	CT	Total	INT	MC	MO	TR	
Banner, Bruce	Prince, Diana	1018	T5-13-1234	6/23/2013		Disorderly Conduct - Fighting		0:50	0:45		1:35					
Batson, Billy	Prince, Diana	1016	T4-13-1594	6/22/2013		Drug Related Offenses - Controlled Substance No Prescription			1:20	0:20	1:40					
Drake, Bobby	Prince, Diana	1025	T6-13-4445	6/25/2013	7/11/2013	Alcohol Related Offenses - Minor Poss &/or Consumption	Stipulated Order of Continuance	0:35	0:45	0:20	1:40			X		
Garrick, Jay	Prince, Diana	1020	T7-13-5934	6/28/2013		Hit & Run Unattended		0:45	0:25	0:35	1:45					
Kane, Kathy	Prince, Diana	1014	T3-13-1473	6/18/2013	7/11/2013	Disorderly Conduct	Guilty Plea after arraignment	0:30	1:20	0:25	2:15					
Kent, Clark	Prince, Diana	1013	T6-13-659371	6/16/2013		Reckless Driving		1:15		4:55	6:10	X				
Kyle, Selina	Prince, Diana	1017	T5-13-5934	6/16/2013		Assault 4 or Simple Assault			0:45	0:20	1:05					
Parker, Peter	Prince, Diana	1019	T6-13-59398	6/27/2013		DUI or Physical Control		1:20		1:35	2:55					
Rogers, Steven	Prince, Diana	1015	T6-13-65938	6/20/2013		Fail to Comply with Officer				0:20	0:20					
Wayne, Bruce	Prince, Diana	1012	T4-13-5874	6/15/2013		DV Related Charges - Reckless Endangerment		0:40		0:40	1:20		X			

Reports for Docket Activity

- Under the words **Attorney Reports**, click on **Attorney Time – Docket**.
- New boxes will appear at the top of your screen. You may enter information in any of these boxes to customize the report. Leaving any of the boxes blank is fine – it just means that the report will include **all** information for that category rather than limited information.

Attorney Time - Docket ⓘ

Docket Date Range:
 Name:
 Type:
 Export Type:

The reports may be exported to either PDF or Excel. Both contain the same information. Below is a sample report for all cases handled by the same attorney:

- Click the **Run** button at the top of your screen.



The reports may be exported to either PDF or Excel. Both contain the same information. Below is a sample report for all cases handled by the same attorney:

Attorney Time - Docket						
Name	Date	Type	Court	Time	Formally Appointed	Guilty Pleas
Prince, Diana	6/5/2013	First Appearance	Yelm Municipal	2:35	Yes	1
Prince, Diana	6/7/2013	Show Cause	Yelm Municipal	0:45	No	
Prince, Diana	6/12/2013	First Appearance	Yelm Municipal	2:45	No	
Prince, Diana	6/14/2013	Show Cause	Yelm Municipal	1:15	No	
Prince, Diana	6/19/2013	First Appearance	Yelm Municipal	2:15	Yes	2
Prince, Diana	6/21/2013	Show Cause	Yelm Municipal	1:45	No	
Prince, Diana	6/28/2013	Show Cause	Yelm Municipal	0:55	No	
Prince, Diana	6/29/2013	First Appearance	Yelm Municipal	3:10	Yes	1
Prince, Diana	7/5/2013	First Appearance	Yelm Municipal	3:25	No	
Prince, Diana	7/5/2013	Show Cause	Yelm Municipal	1:20	No	

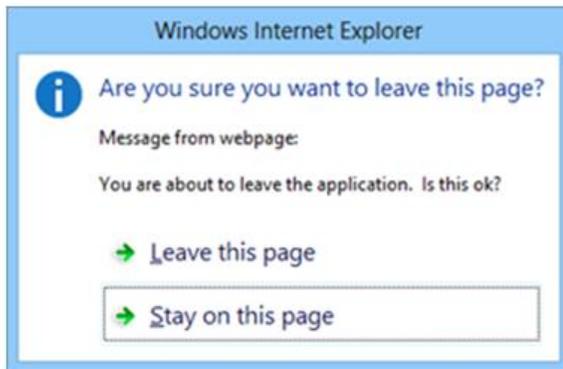
Reports may be Blocked by your internet browsers unless you take a few steps.

If using **Internet Explorer** follow these steps:

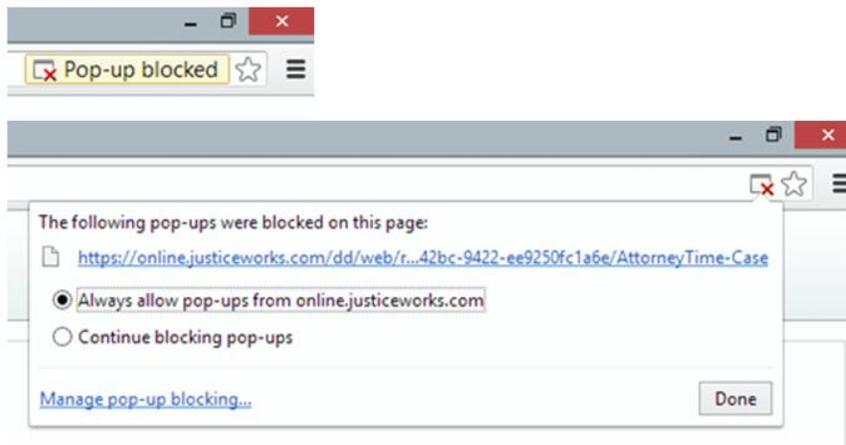
- When the pop-up blocker appears, select **Always allow**.



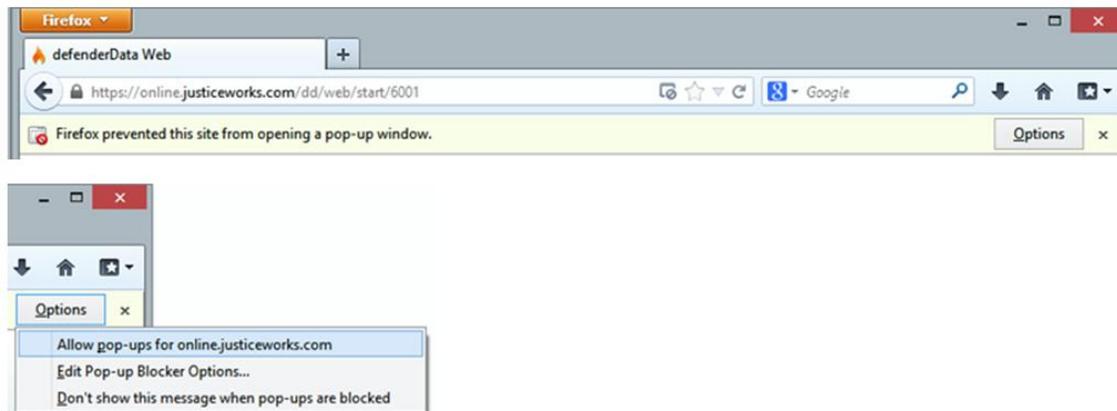
When the following dialogue box opens, select **Stay on this page**.



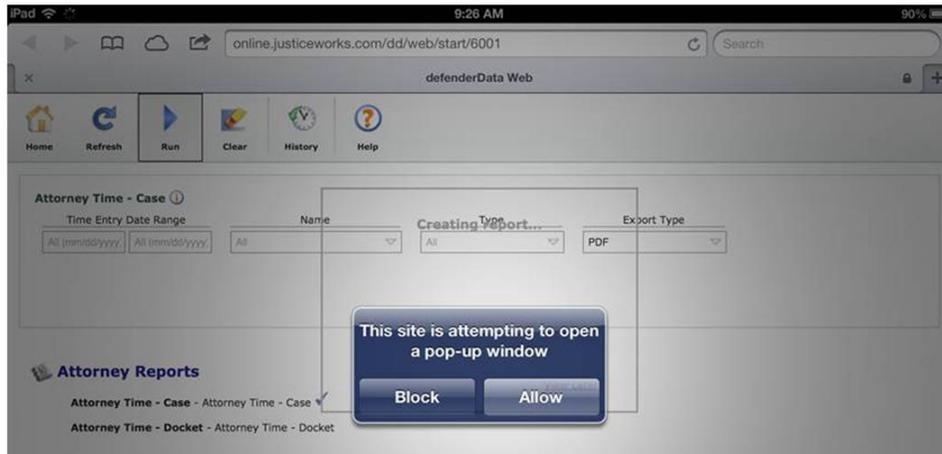
The block notification in **Chrome** will appear as follows:



The block notification in **Firefox** will appear as follows:



The block notification in **Safari** will appear as follows:



Appendix A - Supreme Court Order

THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE STANDARDS)
FOR INDIGENT DEFENSE IMPLEMENTATION)
OF CrR 3.1(d), JuCR 9.2(d) and CrRLJ 3.1(d))
_____)

ORDER

No. 25700-A- 1016

WHEREAS, the Office of Public Defense submitted a report to the Washington Supreme Court on implementation of Standards for Indigent Defense pursuant to Order No. 1013; and

WHEREAS, the Office of Public Defense has reported that many local jurisdictions plan to adopt a case-weighting policy for purposes of calculating misdemeanor case loads as identified in Standards 3.4, 3.5, and 3.6, and further, that during the report's preparation, jurisdictions said they are looking to the State to develop a model case-weighting policy;

WHEREAS, the generally accepted approach to properly develop a case-weighting policy includes conducting a time study to calculate the amount of time required for constitutionally effective representation for criminal defense cases; and

Now, therefore, it is hereby

ORDERED:

That the director of the Washington State Office of Public Defense, a judicial branch agency, conduct a statewide attorney time study which includes, among other information, time records of public defense attorneys from various jurisdictions who wish to participate on a volunteer basis; the director shall also develop a model misdemeanor case-weighting policy consistent with CrRLJ 3.1 and the Standards for Indigent Defense adopted by this Court. Recognizing the unique challenges associated with conducting a statewide time study in a state

FILED
SUPREME COURT
WASHINGTON
2013 APR -8 A 8:42
BY RONALD J. CARPENTER
CLERK

where misdemeanor public defense attorneys are decentralized, the time study and model policy should, to the extent practicable, allow for reasonable adjustments based on local factors.

IT IS FURTHER ORDERED:

That implementation of the misdemeanor case load limits set forth in Standard 3.4 of the Standards for Indigent Defense shall be delayed until January 1, 2015.

DATED at Olympia, Washington this 8th day of April, 2013.

For the Court



CHIEF JUSTICE

Appendix B – Categorization of Example Case Activities

Client Communication	Case Preparation	Court Time
<ul style="list-style-type: none"> • In-office meetings • Letters, email, texting to clients • Telephone conversations with clients • Discussions at court • Jail visits, travel time & wait time • Other institutional visits, travel time, and wait time • Time spent locating client • Time scheduling an interpreter for meeting with client • Responding to calls from families 	<ul style="list-style-type: none"> • Checking for conflicts • Pretrial release preparation • Discovery requests • Reviewing reports & other discovery • Working with investigator, reviewing investigation reports • Interviewing witnesses • Talking to family and friends • Visiting the crime scene • Legal research • Consulting with colleagues • Consulting with immigration attorney • Working with others: experts, social worker, family and reviewing any reports created • Exploring diversions and other alternatives to trial • Drafting motions & pleadings • Negotiating with prosecutor • Developing theory of case • Coordinating with witnesses for their trial appearances • Preparing witnesses for trial • Preparing jury instructions • Preparing sentencing materials 	<ul style="list-style-type: none"> • Hearings • Trial • Arguing motions • Conferences with judge and prosecution • Court wait time • Travel time to and from court • Filing documents with court • Calls and emails to schedule court time • Calls to and from court clerk’s office regarding specific case • Checking court dates on the internet or JIS

If you are unsure which category applies to an activity, use your best judgment. Regardless of the activity category, the most important aspect of the time study is to log in the complete amount of time you spend on each case.