



**TEXAS INDIGENT DEFENSE COMMISSION**

# **Procedure Manual for the Indigent Defense Expenditure Report Fiscal Year 2013**

Authorized June 6, 2013

**Report Due Date November 1, 2013**

**How to Complete this Report:**

1. Collect case and expense information from the county's general ledger or invoices for payments made to represent indigent defendants or juvenile respondents by court / judge that approved payment.
2. Review the information to ensure that payments related to civil cases or general government costs are excluded.
3. Log into the Commission data collection webpage and enter data by court.
4. Confirm the court page information and the countywide totals against the general ledger totals from county records.
5. Select submit and print the resulting confirmation page.

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## Purpose of the Manual

This report manual provides instructions for submitting the Indigent Defense Expenditure Report (**IDER**) required for all Texas counties by Texas Government Code Section 79.036(e). This report is based on case and expenditure data collected by counties throughout each year. The manual may also be used by county financial officers to establish a framework by which to develop and monitor accounts payable and fiscal recording of indigent defense expenses. Implementing a solid data collection framework will simplify collecting the data needed to complete the report.

## Contents of the IDER

The report captures the amount of money spent by counties for indigent defense, as well as the number of cases that are associated with those dollars, for the period **October 1, 2012 through September 30, 2013**. Statute requires that all Texas counties report amounts spent on attorney fees, licensed investigators, expert witnesses, and other direct litigation costs. The Commission allows counties to capture and report the administrative costs directly associated with providing indigent defense in the county. Additional information on allowable and unallowable costs is provided later in the manual.

## Users of This Manual

This manual is written for county fiscal officers and employees responsible for completing the IDER. Other involved stakeholders would also benefit by understanding the report requirements and the data that must be collected.

## Use of the Report Data

The data contained in the report is used as the basis for policy evaluation and decisions of the Commission. For example, in FY2013, the data collected in the IDER was used to calculate part of the FY2013 Formula Grant, which makes accurate data collection and timely submission of the report essential. The data is made available to the public in summary and in reported form online at: <http://tidc.tamu.edu/Public>.

## Glossary

“**Attorney Fees**” means the amount of money paid by the county or managed assigned counsel program to a licensed attorney in accordance with the statute and local fee schedule for legal services rendered to an indigent defendant.

“**Attorney Fee Voucher**” means an itemized invoice submitted for payment by an attorney that has been approved by a judge for service rendered in a criminal or juvenile matter. Under Article 26.05(c) of the Code of Criminal Procedure, “...*No payment shall be made under this article until the form for itemizing the services performed is submitted to the judge presiding over the proceedings or, if the county operates a managed assigned counsel program under Article 26.047, to the director of the program, and until the judge or director, as applicable approves the payment.*”

“**Case**” means the same definition used by the OCA/Judicial Council reporting instructions for monthly court activity reports which states:

“For the purpose of these reports, the number of criminal cases reported on this monthly reporting form should be based on the number of defendants named in an

indictment or information (*documents filed to bring charges against a person*).

That is:

1. If a single indictment or information names more than one defendant, there is more than one case: as an example, if three defendants are named in one indictment, count this as three cases.
2. If the same defendant is charged in more than one indictment or information, there is more than one case: as an example, if the same person is named in four separate indictments, count this as four cases.
3. Finally, if an indictment or information contains more than one count (Article 21.24, CCP), report this as one case and report the case under the category for the most serious offense alleged.”

**"Crime"** means:

- (A) a misdemeanor punishable by confinement; or
- (B) a felony.

**"Defendant"** means a person accused of a crime.

**"Discretionary Grant"** means funding approved by the Commission for a specific program designed to improve the quality of indigent defense services.

**"Expert Witness Fees"** means money paid by the county or managed assigned counsel program to a person/entity qualified by the court or by special certifications in a field of study or expertise to provide assistance to a licensed attorney in preparing or presenting a defense for an indigent defendant.

**"Formula Grant"** means funding allocated to counties in a fair manner through a formula based upon population figures or other criteria approved by the Commission.

**"Fee Schedule"** means a list of the fees adopted by formal action of the judges of the county courts, statutory county courts, and district courts trying criminal cases in each county. Each fee schedule adopted will state reasonable fixed rates or minimum and maximum hourly rates, taking into consideration reasonable and necessary overhead costs and the availability of qualified attorneys willing to accept the stated rates, and will provide a form for the appointed counsel to itemize the types of services performed. An attorney appointed to represent the interests of a child in a juvenile proceeding will be paid in accordance with the same schedule.

**"Indigent Defense"** means the legal requirement for government to provide an attorney and other defense costs on behalf of adult defendants and juvenile respondents whose life or liberty are at stake and who are financially unable to employ an attorney or pay other defense costs.

**"Invoice"** means the accounts payable instrument that is submitted by an attorney, licensed investigator, expert witness, or other entity that itemizes the goods or services provided to the court or director of a managed assigned counsel program on behalf of an indigent defendant. Under Article 26.05(c) of the Code of Criminal Procedure, *"...No payment shall be made under this article until the form for itemizing the services performed is submitted to the judge presiding over the proceedings or, if the county operates a managed assigned counsel program under Article 26.047, to the director of the program, and until the judge or director, as applicable approves the payment."*

**“Licensed Investigator Fees”** means money paid by the county or managed assigned counsel program to a person licensed as an investigator or otherwise legally able to conduct investigations for a licensed attorney in preparing a defense for an indigent defendant.

**“Other Direct Litigation Costs”** means money paid by the county or managed assigned counsel program to a person or entity for materials, supplies, or services determined by the attorney or court necessary for the licensed attorney to prepare an adequate defense for an indigent defendant.

**“Payments Made No Court Identified”** means any case that **cannot** be attributed to a specific court or case level. If cases can be attributed to a court, assign all cases to that court.

**“Respondent”** means a person accused of a juvenile offense.

**"Texas Indigent Defense Commission"** (Commission) is the governmental entity charged with developing policies and standards for providing legal representation and other defense services to indigent defendants at trial, on appeal, and in post-conviction proceedings. The Commission was formerly known as the Task Force on Indigent Defense.

*Sec. 79.037. TECHNICAL SUPPORT; GRANTS. (a) The commission shall:*

*(1) provide technical support to:*

*(A) assist counties in improving their indigent defense systems; and*

*(B) promote compliance by counties with the requirements of state law relating to indigent defense;*

*(2) to assist counties in providing indigent defense services in the county, distribute in the form of grants any funds appropriated for the purposes of this section; and*

*(3) monitor each county that receives a grant and enforce compliance by the county with the conditions of the grant, including enforcement by:*

*(A) withdrawing grant funds; or*

*(B) requiring reimbursement of grant funds by the county.*

*(b) The commission shall distribute funds as required by Subsection (a)(2) based on a county's compliance with standards adopted by the board and the county's demonstrated commitment to compliance with the requirements of state law relating to indigent defense.*

*(c) The board shall adopt policies to ensure that funds under Subsection (a)(2) are allocated and distributed to counties in a fair manner.*

*(d) A county may not reduce the amount of funds provided for indigent defense services in the county because of funds provided by the commission under this section.*

**"UGMS"** means the Uniform Grant Management Standards promulgated by the Governor's Office of Budget and Planning at 1 TAC §§5.141 - 5.167.

## Statute

*Texas Government Code § 79.036. Indigent Defense Information*

*(e) In each county, the county auditor, or the person designated by the commissioners court if the county does not have a county auditor, shall prepare and send to the commission in the form and manner prescribed by the commission and on a monthly, quarterly, or annual basis, with respect to legal services provided in the county to indigent defendants during each fiscal year, information showing the total amount expended by the county to provide indigent defense services and an analysis of the amount expended by the county:*

- (1) in each district, county, statutory county, and appellate court;*
- (2) in cases for which a private attorney is appointed for an indigent defendant;*
- (3) in cases for which a public defender is appointed for an indigent defendant;*
- (4) in cases for which counsel is appointed for an indigent juvenile under Section 51.10(f), Family Code; and*
- (5) for investigation expenses, expert witness expenses, or other litigation expenses.*

*(f) As a duty of office, each district and county clerk shall cooperate with the county auditor or the person designated by the commissioners court and the commissioners court in retrieving information required to be sent to the commission under this section.*

## Policy

The policy of the Texas Indigent Defense Commission is to maintain reliable and consistent data to measure improvement of indigent defense services. Staff is directed to develop in conjunction with the Office of Court Administration report procedures consistent with this policy.

*– Adopted by the Texas Indigent Defense Commission (formerly the Task Force on Indigent Defense), April 23, 2003*

## Relationship of Court Cases to County Expenditures

Statute requires that counties report indigent defense expenditures and case information associated with those expenditures regardless of appointment system – assigned counsel, managed assigned counsel, contract, or public defender. This is not a duplication of data collected by the Office of Court Administration through the district and county monthly court activity reports. **A county that reports the attorney appointment data by utilizing information obtained from the district or county clerks rather than the attorney fee voucher from auditor's/treasurer's office has not correctly completed the report.**

Under Article 26.05(c) of the Code of Criminal Procedure, “...*No payment shall be made under this article until the form for itemizing the services performed is submitted to the judge presiding over the proceedings or, if the county operates a managed assigned counsel program under Article 26.047, to the director of the program, and until the judge or director, as applicable approves the payment.*” This holds true for all of the appointment methods except public defenders, where counties do not make payments for individual cases or defendants but still expend funds. The information reported must be consistent with the fee schedule adopted by the courts for each level of case.

The **assigned counsel** system is typically very straightforward. A payment is made to a defendant's appointed counsel after the attorney submits an invoice to the court. The bill must indicate the number of cases disposed of for a specific defendant under each invoice item (i.e., the invoice must list the cause numbers). In this way, the number of cases disposed and related payments can both be included in the IDER. Cases disposed under discretionary grant-funded

programs must be included in this portion of the report. (Capital murder cases and expenses may be claimed prior to case disposal.)

The **contract system** requires periodic payment regardless of the number of cases handled or the workload involved in the time period. Contract expenditures and the number of cases disposed should both be reported in the IDER. Cases disposed under discretionary grant funded programs must be included in this portion of the report. (Capital murder cases and expenses may be claimed prior to case disposal.)

The **public defender system** handles cases as a county department or non-profit corporation. Both expenditures and cases disposed must be reported in the IDER. This requires a case management or tracking system to report the cases disposed for the corresponding expenditure period. Counties that have attorneys representing clients with multiple case levels must track time to properly assign costs in the IDER. Cases disposed under discretionary grant funded programs must be included in this portion of the report. (Capital murder cases and expenses may be reported prior to case disposal.) Expenditures will be reported in a separate public defender addendum.

The **managed assigned counsel** (commonly referred to as “independent assigned counsel” or “private defender”) program includes two types of costs. Case and attorney payment information is reported under the “assigned counsel” categories for each court page. The administrative costs associated with the managing attorney, investigators, social workers, and other non-attorney support staff, need to be reported in the county’s administrative expense page. Cases disposed under discretionary grant-funded programs must be included in this portion of the report.

<b>Table 1 - Types of Counsel Systems</b>		
<b>System</b>	<b>Accounts Payable Instrument</b>	<b>Method to Count Cases</b>
<b>assigned counsel system</b>	Invoice submitted by attorney on each case or defendant and approved by judge	Use cases paid as reported on attorney fee voucher
<b>contract system</b>	Invoice submitted by attorney for each time period and approved by judge	Use cases disposed as reported for attorney fee voucher period
<b>public defender system</b>	No invoice submitted. PD salaries paid sorted by case type (Capital, felony, misdemeanor, juvenile, and appeals). <b>See Public Defender Supplemental</b>	Cases disposed tracked on PD database and reported to auditor.
<b>managed assigned counsel system</b>	Invoice submitted by attorney on each case or defendant and approved by the director of the program. Invoice or salaries paid for managing attorney and non-attorney support staff.	Use cases paid as reported on attorney fee voucher

## Report Requirements

The report must be submitted by **November 1, 2013**. All reports must be submitted electronically at <http://tidc.tamu.edu> according to the submission instructions below. Report all expenses for attorney fees, licensed investigators, expert witnesses, and other direct litigation costs that the county incurred during the period beginning **October 1, 2012 through September 30, 2013**. Administrative expenses may be claimed if they are directly related to indigent defense processes or procedures. All indigent defense expenses made by the county including **Discretionary Grant costs must be included in this report.** General government costs may not be allocated to indigent defense.

Counties that do not have the technology required to submit the report electronically must request a waiver from the Director of the Commission by letter or fax **no later than October 7, 2013**. Instructions for submitting a hard copy of the report will accompany the waiver. Counties that receive waivers must provide a hard copy of the completed report to the Commission office no later than **November 1, 2013**.

The Commission has adopted rules under Chapter 173 of the Texas Administrative Code for the administration of grant funds. Counties may discuss with Commission staff any conditions unique to a county that would impede the submission of information in the manner required by the Commission.

***Requests for waivers must be made in writing.*** Mail or fax requests for waivers and other documents to:

Texas Indigent Defense Commission  
Attention: Grants Administrator  
209 West 14<sup>th</sup> Street, Suite 200  
Austin, Texas 78701  
Phone: 512-936-6994 / Fax: 512-463-5724

## **Allowable Costs**

Allowable costs include:

- Direct costs paid by the county or managed assigned counsel program on behalf of a defendant or juvenile respondent to provide a defense to the charges brought by the State, to provide mitigating evidence related to the commission of a crime, or to assist in an appeal after a conviction. This includes attorney fees, licensed investigator fees, expert witness fees, lab fees, transcript fees, mental health evaluations, sociological evaluations, immigration status impact consultation, copying fees, and many other costs paid by the county to assist the defendant in mounting his or her defense against the charges brought by the State;
- Attorney fees paid by the county or managed assigned counsel program to represent a defendant for contempt of court charges arising from a civil action are allowable as long as the representation is limited to the loss of liberty issue and not the civil action; and
- Administrative costs (with proper supporting documentation) related to implementation of the Fair Defense Act that are distinguishable costs and not general government costs (see table below).

**Table 2 - Examples of Increased Administrative Costs**

<b>Type of Expense/ Position</b>	<b>Description</b>	<b>Documentation Needed</b>
Personnel (Indigent Defense Coordinator, indigence screeners, managing attorney, etc.)	Full time or part-time position dedicated to coordinating the application of the Fair Defense Act requirements.	Job description indicating the position is dedicated to processes related to indigent defense and not general court administration. Personnel and payroll records of funded positions. If part-time positions are claimed, the estimated percentage of time devoted to indigent defense.
Travel and Training	The travel or training for positions directly implementing the Fair Defense Act. If there are no allowable salaries then there can be no allowable travel and training.	Travel and training receipts for persons funded as indigent defense coordinators.
Equipment	New equipment purchased and used exclusively for implementing Fair Defense Act requirements.	Location of equipment is consistent with use for indigent defense. Documentation indicating the purchase is mandatory to implement or complete reporting requirements of the Fair Defense Act.
Supplies	Materials purchased and used exclusively for implementing Fair Defense Act requirements. This may include cost of printing Applications of Indigency and Request for Court Appointed Counsel forms.	Receipts or invoices and normal records related to allocation of the expense.

## Unallowable Costs

The Commission has adopted UGMS to determine unallowable costs for all Commission grants. The same principles are used to report counties' indigent defense costs (See UGMS for a more detail of unallowable costs and principles: <http://www.courts.state.tx.us/tidc/pdf/UGMS062004.pdf> ). Specifically, in accordance with statute, UGMS, and/or Commission policy, the following costs are not allowable:

- General government costs;
- Costs of law enforcement, prosecution, and incarceration;
- Replacing existing county funding with grant funds (supplanting);

- Prosecution costs such as attorney fees, licensed investigator fees, expert witness fees, lab fees, transcript fees, mental health evaluations, sociological evaluations, copying fees, or any other costs paid by the county to prosecute a defendant;
- Cost of operating court systems including docketing, general case management systems, or court and administrative personnel unrelated to the provision of indigent defense;
- Court reporters – The routine fees and costs associated with court reporting are not allowable. Counties that expend additional funds for transcription fees (statement of facts) on behalf of an indigent defendant’s appeal may claim the additional direct costs as “Other Litigation Expenses”;
- Court Interpreters – Interpreters are required to be provided by courts regardless of a person’s indigent status; therefore it is considered a general government cost;
- Civil case attorney fees, other than payments to attorneys appointed to represent juveniles on cases arising from Title 3 of the Texas Family Code (Juvenile Justice Code). Unallowable attorney fees include those for child protection cases brought by Children Protective Services (CPS), battered women’s intervention and protection, various civil county-appointed *ad litem* (probate or other civil matter), or in *forma pauperis* civil cases;
- Civil case expenses for investigators, expert witnesses, or other litigation expenses paid for by the county, other than payments on cases arising from Title 3 of the Texas Family Code (Juvenile Justice Code);
- Civil case court reporters’ and interpreters’ fees, other than payments on cases arising from Title 3 of the Texas Family Code (Juvenile Justice Code);
- Expenses, including equipment used for county offices, not directly involved in the provision of indigent defense services (e.g., computer for prosecutor’s office or tax office; expert witness or mental health evaluation provided for the prosecution, etc.);
- Indirect costs such as cost allocation plans, general county administration, human resources, or other administrative fees.

## **Allocation of Costs**

Counties must follow allocation guidelines established in UGMS for grant fund use when completing the report. If indigent defense grant or county funds are used to pay for goods or services that benefit other programs in addition to indigent defense, the cost of those goods and services should be allocated among the benefiting programs so that grant funds are not used for or credited to purposes unrelated to the indigent defense program. As with any grant fund, allocation documentation must be maintained locally and available for review.

## **Record Retention Requirements**

Counties must maintain records related to the report activity for at least three years after the end of the submission of the report. Counties operating a Managed Assigned Counsel Program must require through Contract the records be maintained for at least three years after the end of the submission of the report. Records may be stored electronically.

## Special cases

**Out-of-state extradition cases** should be categorized as “Payment Made and No Court Identifiable.” A footnote on the report indicating the prevalence of this type of case can be included, but is not required. There may be other types of cases in jurisdictions that are similar in nature to out-of-state extraditions that could also be captured in this box.

**Unfiled drug court, pre-trial release, or pre-trial diversion cases** that have a court appointed attorney are counted as “Payment Made and No Court Identifiable.” If the activity is part of existing district or statutory county court processes, report the case and attorney payment information in that court. However, if the drug court is a standalone court, report the activity in this court separately.

**Appeals** must be counted as a separate case.

## Monitoring and Auditing

Records must be made available to the Commission or its designees upon request. (See Texas Administrative Code, Rule §173.401 for more details.)

## Public Defender Offices

A supplemental reporting procedure manual has been developed to address indigent defense issues that are unique to counties with public defender offices. *Counties with public defender offices must use the forms and methods described in the Public Defender Office Supplemental Manual.* For assistance with reporting for public defender offices, contact the Commission Grants Administrator.

## Regional Indigent Defense Programs

**Counties that participated in regional public defender offices or other type of regional indigent defense programs have special reporting requirements. The administrative county will report all costs and their own cases on the discretionary grant report and the IDER. The administrative counties will report all expense information in the manner and format required. The administrative county will provide to participating counties the number of cases by court represented in each county. The participating counties will report their contribution to the administrative county on the main IDER page under the Regional Indigent Defense Programs expense section “payments to other counties” and the cases in the appropriate courts. Regional administrative counties must report any fund balance from counties that paid them or carry over funds from third party providers.**

## How to submit a report

Questions about the report, time periods, or content must be directed to Bryan Wilson, Grants Administrator for the Commission at [bwilson@txcourts.gov](mailto:bwilson@txcourts.gov) or 512-936-6996. If you experience any technical difficulties with the website or instructions provided below, contact Megan McIntire, [mmcintire@ppri.tamu.edu](mailto:mmcintire@ppri.tamu.edu) , 979-845-2003.

1. Go to the PPRI Commission website at <https://tidc.tamu.edu> .
2. Enter your username and password:  
**Contact Darby Brennan at to retrieve username and log in information. Lost passwords may also be automatically reset by clicking on the link on the login page.**
3. Ensure that the “SELECT YEAR:” is FY2013.
4. After reaching the PPRI Commission Home Page, locate the menu of options on the left. Under the heading labeled “ID Expenditure Report,” select the subheading “Edit <County> FY11 Report.” This will bring up the forms you need.
5. The main page reflects general report and county contact information to be completed by the person reporting. The specific court report pages are below the general information.
  - a. **Fiscal Year Used by County** – Use the drop down menu to select the correct time period that the county uses for its fiscal year.
  - b. **Reporting Period** – is set by the Commission as October 1, 2012 - September 30, 2013.
  - c. **County's Accounting Method** – Use the pull down menu to select the accounting method used by the county.
  - d. **Financial Officer** – This information is pre-loaded from the county’s homepage. If a change needs to be made, please back up to that screen.
  - e. **Contact Person** – If someone other than the county auditor/treasurer needs to be contacted about the report, please type their name here.
  - f. **Reimbursements** – Report any funds deposited into the county’s accounts from reimbursement of court appointed fees collected by clerks or probation departments.
6. After completing or verifying the main report page, click on an individual court link or the administrative report link and the page will appear. (You may want to print the blank form for reference while gathering the requested information.) Complete the financial and case data. Complete all pages associated with the county. See “Appendix A” for sample report pages.

**Individual Court Report Page** – The statute requires that the information be reported by court. The county’s accounts payable system must capture case and expenditure data by each court over which each judge presides. Financial officers must utilize the attorney invoice required in the statute to attribute both expense and case data to the court of the judge who signed the case. Payments authorized by visiting judges and magistrates will be attributed to the judge for whom they were serving at the time of payment approval. This is a fiscal collection issue and does not affect issues of judicial administration related to case filings and blended dockets.

Click on each court that is listed for the county. If the court does not hear criminal or juvenile matters, enter “0” in any space and save the report. If a court hears criminal or juvenile matters and the financial officer is not able to submit the data in accordance with the statute,

please provide an explanation in the notes box. Complete the data for each box. Insert zeros when there are no expenses in a specific category. Failure to report for each court that hears criminal or juvenile matters could result in suspension of grant payments and possibly loss of grant funds.

If a county believes it has authority to combine court reports rather than to separate expenses for specific courts, then the county must provide written justification why it believes it is exempt from the IDER statute. The county must provide statutory citation to the exemption and any supporting documents. Otherwise, each court in the county hearing criminal or juvenile matters must report case and expenditure data as described in these instructions based on the model of *no payment shall be made under this article until the form for itemizing the services performed is submitted to the judge presiding over the proceedings and the judge approves the payment.*

**Category of Services** (See Appendix A, page 14) – To complete the online court report page for both the adult and juvenile sections, determine from the attorney fee vouchers or general ledger summary what type of expenses (contract or assigned counsel) each court pays and which of the reportable expenses (investigator expenses, expert witness, or other direct litigation cost) are associated with the attorney payments. Then complete the juvenile section and the adult section as follows:

If the court hears juvenile cases and pays attorneys as assigned counsel, then complete row 1 column 1 with the amount paid to the assigned attorneys. In the next columns, enter the expenses paid to investigators, expert witnesses, and other direct litigation expenses associated with the assigned counsel payments in row 1 column 1. Enter all contract attorney-related expenses in the second row, followed by the other expenses in the following columns. If the court uses both assigned counsel and contract counsel, then total expenses must be recorded into the appropriate rows and columns.

**Note:** In the court or administrative pages, “**Save**” allows the user to stop at any point and save the data entered. “**Save**” will store updated information and return the user to the Expenditure Cover Sheet page. Please use “**Save**” often to avoid data loss.

Complete the same information for adult cases below the juvenile section. Repeat this process for all courts in the county hearing juvenile or criminal cases.

**Important:** Some judges/courts allow attorneys to submit the attorney fee voucher with the investigator, expert witness, and other direct litigation costs included in the invoice. In accordance with the reporting statute, the financial officer must separate these expenses for report purposes.

**Case Count Section** – The cases reported must be associated with the expenses reported in the top sections.

- **Juvenile Cases** - Cases where the attorney fee vouchers reveal that the cases paid are reported as juvenile cases, regardless of offense level or classification. This relates to juvenile expenses only.
- **Capital Murder Cases** – Cases where the defendant is charged with capital murder. Capital murder cases and expenses must be claimed for each year from the time of filing to the year of final disposition.

- **Adult Felony Cases** – Cases where the attorney fee vouchers reveal that the cases paid are reported as felonies. This includes motions to revoke community supervision (probation) cases classified as felonies. This relates to adult expenses only.
- **Adult Misdemeanor Cases** - Cases where the attorney fee vouchers reveal that the cases paid are reported as misdemeanors. This includes motions to revoke community supervision (probation) cases classified as misdemeanors. This relates to adult expenses only.
- **Juvenile Appeals** – Cases where the attorney fee vouchers reveal that the cases paid result from the filing of an appeal or post-conviction action (i.e. direct appeals and writ of habeas corpus). This relates to juvenile expenses only. Do not include motions to modify disposition.
- **Felony Appeals** – Cases where the attorney fee vouchers reveal that the cases paid result from the filing of an appeal or post-conviction action (i.e. direct appeals and writ of habeas corpus). This relates to adult felony expenses only. Do not include motions to revoke probation.
- **Misdemeanor Appeals** - Cases where the attorney fee vouchers reveal that the cases being paid result from the filing of an appeal or post-conviction action (i.e. direct appeals and writ of habeas corpus). This relates to adult misdemeanor expenses only. Do not include motions to revoke probation.
- **Total Cases-** The sum of all cases reported for that court.

**Administrative Page** – The administrative page is an optional page for counties that do not operate a managed assigned counsel program. Many Texas counties do not collect administrative expenditure data in a way that separates general court operations expenses from their indigent defense program costs. Personnel costs include indigent defense coordinators, but not court administrators, unless there is clear documentation of the costs attributable to indigent defense services. These costs are described in detail above in the Allowable Costs section (see Table 2). Counties that operated a managed assigned counsel program must include expenditures for managing attorneys, social workers, investigators and/or other non-attorney staff in the administrative expenditure page.

7. When finished entering all court and administrative data, select one of the two buttons at the bottom of the cover sheet page:
  - a. **“Save”** allows the user to stop at any point and save the data entered. “Save” will store updated information and return the user to the Commission homepage.
  - b. **“Submit”** posts all of the data recorded by the county into the system. A confirmation number will appear, along with a note indicating that the report has been submitted.
8. Print the confirmation page and retain for your records.

If corrections are required after the report has been submitted, you must coordinate necessary changes with the Commission Grant Administrator.

## **Direct comments or questions to:**

### **Report Content, Administrative, Accounting, Report Period and Policy Questions:**

#### **Bryan Wilson**

Grants Administrator  
Texas Indigent Defense Commission  
209 W. 14th Street, Suite 200  
Austin, Texas 78701  
866-499-0656 TFID Toll Free Line  
512-936-6996 Bryan's Direct Line  
512-463-5724 Fax Line  
website: [www.txcourts.gov/tidc](http://www.txcourts.gov/tidc)  
e-mail: [bwilson@txcourts.gov](mailto:bwilson@txcourts.gov)

### **Connecting to or Technical Difficulties with the Website:**

#### **Megan McIntire**

Public Policy Research Institute, Texas A&M University  
e-mail: [mmcintire@ppri.tamu.edu](mailto:mmcintire@ppri.tamu.edu)  
314 H. C. Dulie Bell Building, TAMU  
College Station, Texas 77843-4476  
United States of America  
(979) 845-1041  
888-351-3485 Toll Free Fax Line  
website: [www.tidc.tamu.edu](http://www.tidc.tamu.edu)

# APPENDIX - SAMPLE FORMS

FY13 Expenditure Reporting Form  
(Note: Appearance of actual online forms may vary)

## Main Report Page

### Texas Indigent Defense Commission Indigent Defense Expenditure Report XXXX County, FY13

Submission Information

Confirmation Number

Fiscal Year Used by County

Reporting Period:

October 1, 2012 - September 30, 2013

County's Accounting Method:

Financial Officer

Auditor

Contact Person (if other than above) for report issues

### Reimbursements

Do not subtract the following reimbursement amounts from other sections on this report.

Reimbursements: Total Amount Collected From Defendants Pre or Post Disposition.

Do not subtract this amount from other sections on this report.

Reimbursements: Total Amount Received From the State Comptroller for 11.071 Writs of Habeas Corpus Costs.

Reimbursements: Total Amount Received For Indigent Defense Costs From Other Private or Government Grants.

### Regional Indigent Defense Program

Total funds received from participating counties

Total funds paid to participating counties

Unobligated Fund Balance or Carryover from all money received from participating counties as of September 30, 2013

### Court Report

Complete one chart of expenditures for each court (i.e., constitutional county court, statutory court, district court and/or appellate court) in the county that hears criminal cases and criminal juvenile matters. The County Magistrate Court and Juvenile Court have been included for the cases where the costs and numbers cannot be

assigned to a specific court otherwise listed.

Click on a court name to submit expenses for the selected court.

[Xth District Court](#), Total Expenditures: , Total Cases: 0

[County Court](#), Total Expenditures:, Total Cases

[County Magistrate Court \(combined\) - Use only if cases are not attributable to a specific court.](#)

[Juvenile Court - Use only if cases are not attributable to a specific court.](#)

NOTE: Selecting an individual court will bring up that court's individual report page as shown below:

### Individual Court Report Page

#### Indigent Defense Expenditure Report, Court Report, BLANK County X th District Court

#### Expenditures October 1, 2012 - September 30, 2013

Category of Services	Attorney Fees	Investigation Expenditures	Expert Witness Expenditures	Other Litigation Expenditures
<b>Juvenile</b>				
Assigned Counsel				
Contract Counsel	\$ 0.00			
<b>Capital Murder</b>				
Assigned Counsel				
Contract Counsel				
<b>Adult Non-capital Felony</b>				
Assigned Counsel				
Contract Counsel				
<b>Adult Misdemeanor</b>				
Assigned Counsel				
Contract Counsel				
<b>Total Trial</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Juvenile Appeals</b>				
Assigned Counsel				
Contract Counsel				
<b>Adult Felony Appeals</b>				
Assigned Counsel				
Contract Counsel				
<b>Adult Misdemeanor Appeals</b>				
Assigned Counsel				
Contract Counsel				
<b>Total Appeals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Overall Total</b>	<b>\$5,030.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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Category	Assigned Counsel Cases	Contract Counsel Cases
Juvenile Cases		
Capital Murder Cases		
Adult Non-Capital Felony Cases		
Adult Misdemeanor Cases		
Juvenile Appeals		
Adult Felony Appeal Cases		
Adult Misdemeanor Appeal Cases		
<b>Total Cases</b>		

If you are unable to follow the instructions in the IDER manual please check one or more of the boxes:

- Cases reported above are based on information from a clerk's office and not associated with the payment information in the attorney fee voucher.
- The financial figures are estimates or are for some other reason unreliable.
- The case counts are estimates or are for some other reason unreliable.

**Administrative Expenditure Page**

**Indigent Defense Increased Administrative Expenditure Report Addendum**

**Indigent Defense Expenditure Report, Increased Administrative Expenditures, BLANKCounty**

**Increased Administrative Expenditures**

**October 1, 2012 - September 30, 2013**

Counties reporting increased administrative expenditures for FY13 over the FY01 baseline may report those costs on this form. Reported costs must be related to indigent defense and follow cost principles established in the Uniform Grant Management Standards.

Expenditure Category	Expenditures
<b>Administrative Expenditures</b>	
Personnel	<input type="text"/>
Travel and Training	<input type="text"/>
Equipment	<input type="text"/>
Other Direct Expenditures	<input type="text"/>
Total Administrative Expenditures	<input type="text" value="\$0.00"/>

## Managed Assigned Counsel Systems Administrative Expenditure Page

A few counties have organized defense systems called Managed Assigned Counsel Systems (Texas Code of Criminal Procedure Article 26.047). The cases and expenses will be reported in the court as required by law. The cost of administration will be reported under the screen below. Only counties that the Commission knows about operating this program have this screen. If you

### Indigent Defense Expenditure Report, Increased Managed Assign Counsel Administrative Expenditures, BLANK County

#### Managed Assigned Counsel Increased Administrative Expenditures October 1, 2012 - September 30, 2013

Counties reporting increased Managed Assigned Counsel administrative expenditures for FY13 over the FY01 baseline may report those costs on this form. Reported costs must be related to indigent defense and follow cost principles established in the Uniform Grant Management Standards.

Expenditure Category	Expenditures
<b>Managed Assigned Counsel Administrative Expenditures</b>	
Personnel	<input type="text"/>
Travel and Training	<input type="text"/>
Equipment	<input type="text"/>
Other Direct Expenditures	<input type="text"/>
Total Administrative Expenditures	<input type="text" value="\$0.00"/>
Fund Balance or carryover as of September 30, 2013	<input type="text"/>

think it applies contact Commission staff.

A separate screen is developed to input "Payment made and No Identifiable Court". Commission staff must manually make this available to counties. Please contact Commission staff if your county has processes that allow for this situation to occur.