

2023 Attorney Reporting Instructions and Form

Attorney Reporting Requirements Contained in Article 26.04, Code of Criminal Procedure & Section 107.0042, Texas Family Code

Why is this required?

Article 26.04(j) of the Code of Criminal Procedure requires all attorneys who accept appointments in adult criminal and juvenile delinquency cases to submit an annual statement of the percentage of their practice time that is dedicated to work on those appointed cases.

As of 2023, attorneys are also required to report the percentage of their practice time devoted to court-appointed legal representation of children and/or parents in cases involving the Department of Family and Protective Services (DFPS), pursuant to Section 107.0042 of the Texas Family Code.

The reports reflect the amount of practice time in each of these areas for each county in which appointments were received during the previous fiscal year. Attorneys are required to report these percentages annually by October 15th for the previous fiscal year or reporting period of October 1st to September 30th. Please be mindful that some counties may issue a penalty, including removal from the assigned counsel list for failure to submit the required information.

Where do I submit my attorney report?

To submit your attorney report, please visit this link: <https://tidc-new.ppri.tamu.edu/attorney-reporting/>

The attorney reporting form has been updated for 2023 reporting, and the following instructions explain how to enter your information in the new form.

How do I enter my attorney report for 2023?

1. Enter your Texas Bar Number in the box. Then click Submit Bar Number.
2. You will be asked to confirm your name and bar number by clicking This Is Me. If the information shown is not your information, then click This Is Not Me and reenter your bar number. If your bar number does not appear or your information is incorrect, please email [tidc@tamu.edu](mailto:tfdc@tamu.edu).
3. Select the county for which you received appointed cases and enter your practice time. If you received appointments in more than one county, click Add County Row to add the additional county(s). Then follow the same process to enter each information for each additional county.
4. Under the county header, enter the percentage of your practice time for the following categories: Appointed Adult Criminal Defense, Appointed Juvenile Delinquency Defense, and Appointed Family Protection Representation (CPS). To enter your percentage of practice time, either drag the blue circle with your mouse or use your arrow keys to change the percentage of your practice time for that county. Repeat this step for each category.

5. Repeat steps 3-4 for all counties in which you accept court appointments for these categories.
6. As you have entered your practice time, you will see your Other Practice Time percentage calculated for you. Once all of your appointed criminal, juvenile and family protection case practice time has been entered the Other Practice Time should reflect the remainder of your legal work.
7. Please select one of the following methods for how your practice time was determined (time records, case counts, combination of time records and case counts, other) below the list of counties.
8. Click Next.
9. Review your attorney report for accuracy. If it is correct, click Submit. If it needs revision, click Return to Previous Page to update your submission.
10. If you would like to receive an email reminder next year regarding submission of this form, please enter your email address in the box and click add email.

Congratulations! You have successfully submitted your attorney practice time report.

How are the categories defined?

For **appointed adult criminal defense**, this percentage should include any time spent on appointed adult criminal defense, including pretrial, trial, and appeals. This should not include any time spent on any retained legal work, non-criminal work, or federal case work.

For **appointed juvenile delinquency defense**, this percentage should include any time spent on appointed juvenile defense, including pretrial, trial, and appeals. This should not include any time spent on any retained legal work, non-delinquency work, or federal case work.

For **appointed family protection representation**, this percentage should include court-appointed legal representation of children and/or parents/adults in cases involving the Department of Family and Protective Services (DFPS).

How do I determine my practice time?

Attorneys may calculate their practice time by time records, case counts, a combination of time records and case counts, or some other method.

Need help?

If you need help, please watch a brief instructional video found here: <https://youtu.be/aJZv-jDJ8t4>
You may also email TIDC at info@tidc.texas.gov with any questions.