

2026 Attorney Reporting Instructions and Form

Reporting Period: October 1st, 2025 – September 30th, 2026

Due Date: October 15th, 2026

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.

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.

What is the Attorney Practice Time Report?

The reports reflect the total legal practice time spent in each of these areas, reported by the county or counties 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. The fiscal year timeframe is from October 1st to September 30th. Please be aware that some counties take action for attorneys who do not report appointed case practice time, including suspending or removing eligibility to receive appointments for criminal, juvenile, and/or family protection representation cases.

Where do I submit my attorney report?

To submit your attorney report, please visit this link: <https://tidc.it.tamu.edu/attorney-practice-time>

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?

Need help?

If you need help, there are multiple options:

- Watch the recorded training webinar on the TIDC YouTube channel:
<https://www.youtube.com/@texasindigentdefensecommis4379>
- Email TIDC at info@tidc.texas.gov with any questions.

How do I enter my attorney report for 2026? Step-by-Step Guide:

1. Go to the reporting website: <https://tidc.it.tamu.edu/attorney-practice-time>
2. Enter your Texas Bar Number in the box. Then click Submit Bar Number.
3. You will be asked to confirm your name and bar number by answering “Is this the correct attorney information?”
 - If the information shown is your information, select Yes and click Continue to start entering data.
 - If the information shown is not your information, then select No and click Continue. You will be prompted to reenter the corrected bar number.
 - If your bar number does not appear or your information is incorrect, please email tidc@tamu.edu.
4. Select a county for which you received appointed cases in the drop-down and enter your practice time for each category. If you received appointments in more than one county, click Add County Time to add the additional county rows and select counties in the drop-down (s).
5. In each county row, 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, enter the percentage of your overall practice time for that county. Repeat this step for each category. If you add a county that you don’t need, click the red X to the left of the county name to remove that county name and row from the report.
6. Repeat steps 4-5 for all counties in which you accept court appointments for these categories.
7. 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 and non-legal practice.
8. Below the county rows section, 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). If you select Other, you must provide an explanation in the Other Determination Reason Box.
9. Next, there is a question asking if during the fiscal year you worked as a full-time employee who handled Appointed Adult Criminal Defense, Appointed Juvenile Delinquency Defense, and/or Appointed Family Protection Representation matters in a Public Defender’s Office, Managed Assigned Counsel (MAC) Office, Office of Parent Representation, Office of Child Representation, or a county department. If you received appointments from a MAC, please

answer no. If you are a full-time MAC employee, then answer yes.

10. Click Next.

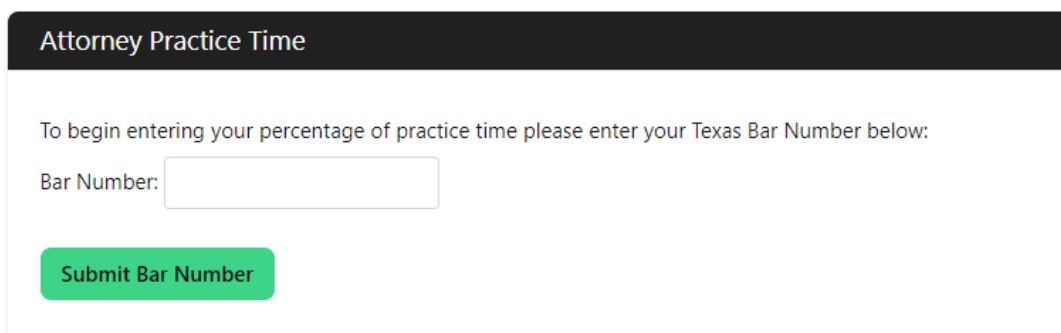
11. Review your attorney report for accuracy. If it is correct, click Submit. If revisions are needed, click Back to update your submission.

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

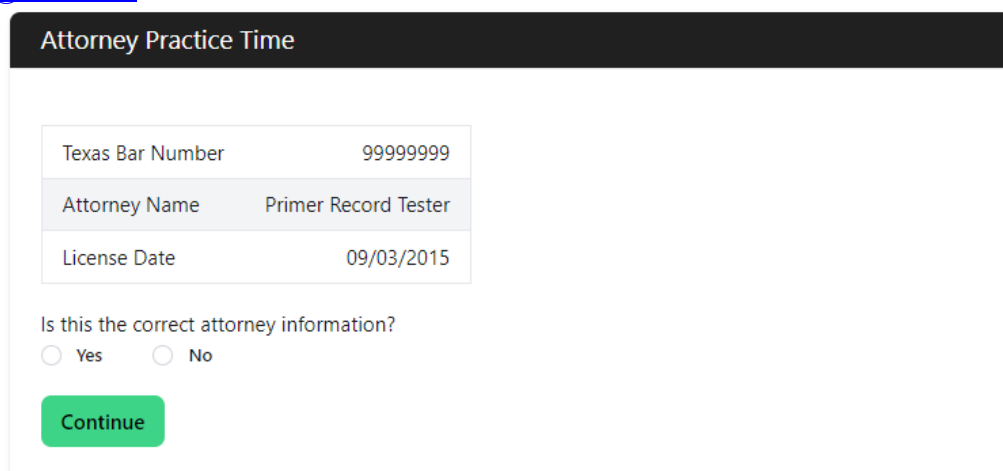
If you would like to download a copy of your submitted report, click Download Submission and a PDF will be automatically created.

Walkthrough with Screenshots

1. Go to the reporting website: <https://tidc.it.tamu.edu/attorney-practice-time>
2. Enter your Texas Bar Number in the box. Then click Submit Bar Number.



3. You will be asked to confirm your name and bar number by answering “Is this the correct attorney information?” If the information shown is your information, select Yes and click Continue to start entering data. If the information shown is not your information, then click No, and then click Continue. You will be prompted to reenter your bar number. If your bar number does not appear or your information is incorrect, please email tidc@tamu.edu.



4. Select the county for which you received appointed cases in the drop-down and enter your practice time. If you received appointments in more than one county, click Add County Time to add the additional county(s). Then follow the same process to enter the information for each additional county.

Do you need help, click [here](#) to email our staff to ask a question.

County ✖ Select County	Appointed Adult Criminal Defense	Appointed Juvenile Delinquency Defense	Appointed Family Protection Representation
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Add County Time

Total Time Reported: **0%**
Other Practice Time: **100%**

5. In each county row, 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, enter your percentage of practice time for that county. Repeat this step for each category.

Do you need help, click [here](#) to email our staff to ask a question.

County ✖ Select County	Appointed Adult Criminal Defense	Appointed Juvenile Delinquency Defense	Appointed Family Protection Representation
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Add County Time

Total Time Reported: **0%**
Other Practice Time: **100%**

6. Repeat steps 3-4 for all counties in which you accept court appointments for these categories.
7. 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.

Do you need help, click [here](#) to email our staff to ask a question.

County ✖ Select County	Appointed Adult Criminal Defense	Appointed Juvenile Delinquency Defense	Appointed Family Protection Representation
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Add County Time

Total Time Reported: **0%**
Other Practice Time: **100%**

8. Below the county rows section, 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). If you select Other, you must provide an explanation in the Other Determination Reason Box.

The percentage of practice time reported was determined primarily by:

☐ Time Records
 ☐ Case Counts
 ☐ Combination of Time Records and Case Counts
 ☒ Other

Other Determination Reason: *

Next

At any time during the past fiscal year, did you work as a full-time employee that handled Appointed Adult Criminal Defense, Appointed Juvenile Delinquency Defense, and/or Appointed Family Protection Representation matters in a Public Defender's Office, Managed Assigned Counsel Office, Office of Parent Representation, Office of Child Representation, or a county department?

If you are an attorney that received appointments and/or supervision from a Managed Assigned Counsel Office (MAC), please answer no. If you are a full-time employee of a MAC program, please answer yes.

☐ Yes
 ☐ No

9. Answer the question asking if, during the fiscal year, you worked as a full-time employee who handled Appointed Adult Criminal Defense, Appointed Juvenile Delinquency Defense, and/or Appointed Family Protection Representation matters in a Public Defender's Office, Managed Assigned Counsel (MAC) Office, Office of Parent Representation, Office of Child Representation, or a county department.
10. Click Next.
11. Review your attorney report for accuracy. If it is correct, click Submit. If it needs revision, click Back to update your submission.

Texas Indigent Defense Commission Attorney Reporting Form
Fiscal Year 2024

Attorney Practice Time

Attorney Information

Texas Bar Number 99999999

Attorney Name Primer Record Tester

License Date 09/03/2015

Last Submitted Not Submitted

County	Adult	Juvenile	FPR
Anderson	20%	15%	
Andrews	15%		35%
Angelina			

Total Time Reported: 85%

Other Practice Time: 15%

Primary determination method: Time Records

Please review the information above and click 'Submit' to complete the form.

Back

Submit

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



If you would like to download a copy of your submitted report, click Download Submission, and a PDF will be automatically created.

Texas Indigent Defense Commission Attorney Reporting Form
Fiscal Year 2024

Attorney Practice Time

Thank you! You have completed your FY2024 Percentage of Practice Time Report.

[Download Submission](#) [Edit Submission](#)