



2024 Attorney Reporting Instructions and Form

Reporting Period: October 1st, 2023 – September 30th, 2024
Due Date: October 15th, 2024

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.

What is the Attorney Practice Time Report?

The reports reflect the amount of 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 counties take action for attorneys who do not report appointed case practice time, including suspending or removing eligibility to receive appointments 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>

The attorney reporting form has been updated for 2024 reporting. Please refer to the following instructions to enter your information in the new form.

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. If you select Other, an explanation of the method used is required in the Other Determination Reason Box.

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 2024? 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 dropdown(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.

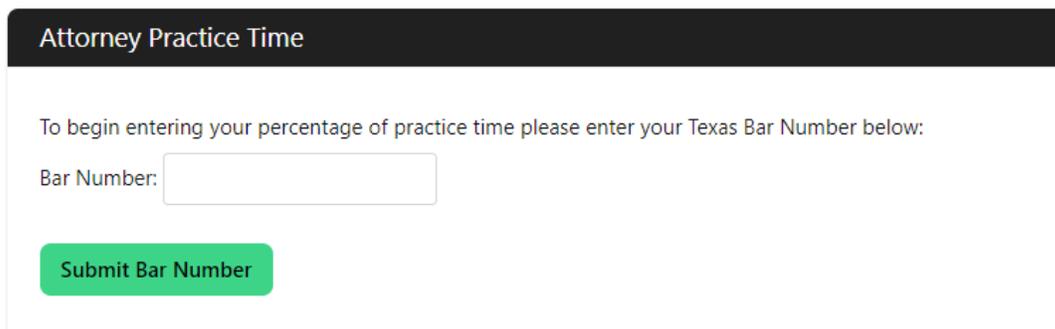
9. Click Next.
10. Review your attorney report for accuracy. If it is correct, click Submit. If revisions are needed, click Back to update your submission.

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.



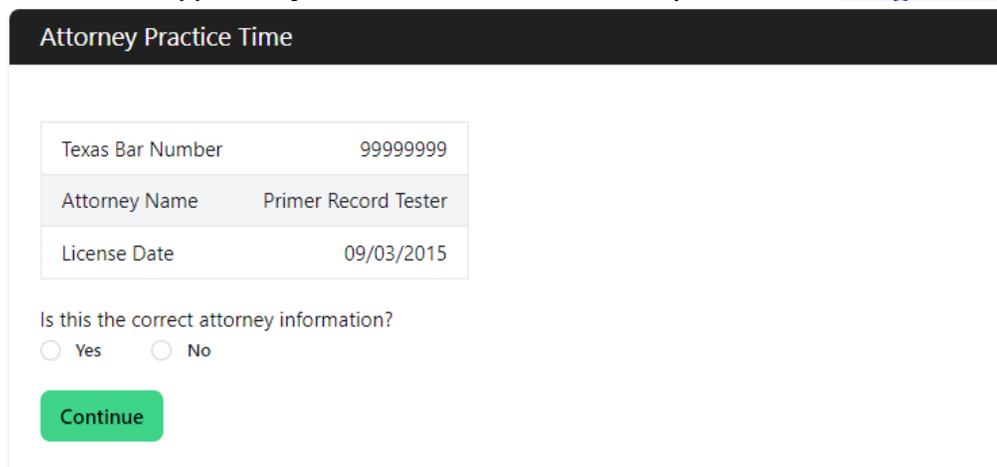
Attorney Practice Time

To begin entering your percentage of practice time please enter your Texas Bar Number below:

Bar Number:

[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 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.



Attorney Practice Time

Texas Bar Number	99999999
Attorney Name	Primer Record Tester
License Date	09/03/2015

Is this the correct attorney information?

Yes No

[Continue](#)

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 each information for each additional county.

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

County	Appointed Adult Criminal Defense	Appointed Juvenile Delinquency Defense	Appointed Family Protection Representation
✖ <input style="width: 100px; border: 1px solid #ccc;" type="text" value="Select County"/> ▼	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/>	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/>	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/>



Add County Time

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

- 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	Appointed Adult Criminal Defense	Appointed Juvenile Delinquency Defense	Appointed Family Protection Representation
✖ <input style="width: 100px; border: 1px solid #ccc;" type="text" value="Select County"/> ▼	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/>	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/>	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/>



Add County Time

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

- Repeat steps 3-4 for all counties in which you accept court appointments for these categories.
- 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	Appointed Adult Criminal Defense	Appointed Juvenile Delinquency Defense	Appointed Family Protection Representation
✖ <input style="width: 100px; border: 1px solid #ccc;" type="text" value="Select County"/> ▼	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/>	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/>	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/>

Add County Time



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

- 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

9. Click Next.

10. Review your attorney report for accuracy. If it is correct, click Submit. If it needs revision,

Texas Indigent Defense Commission Attorney Reporting Form
Fiscal Year 2024

Attorney Practice Time

Attorney Information		County	Adult	Juvenile	FPR
Texas Bar Number	99999999	Anderson	20%	15%	
Attorney Name	Primer Record Tester	Andrews	15%		35%
License Date	09/03/2015	Angelina			
Last Submitted	Not Submitted				

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

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.

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