**Instructions and Forms**

**Attorney Reporting Requirements Contained in Article 26.04, Code of Criminal Procedure**

Pursuant to Article 26.04(j) of the Code of Criminal Procedure, I hereby swear and affirm that I will submit an Attorney Reporting Form to Dallas County, I understand this form is used to report all adult criminal cases that I have been appointed during a fiscal year period that begins on October 1 and ends on September 30. I understand that the statement is due no later than **January 15th** immediately following the close of each fiscal year. For example, if, during the fiscal year that beings on October 1, 2013 and ends on September 30, 2014, an attorney accepts appointments in Dallas County, he/she must submit separate practice-time statements to Dallas County by **January 15th, 2015**.

I understand that the statement submitted to Dallas County must describe (1) the percentage of an attorney’s total practice time (time spent in legal practice in all jurisdictions) that was dedicated to work on trial and appeal appointments in adult criminal cases in Dallas County Criminal Courts during the fiscal year beginning on the preceding October 1.

I understand that the percentages reported in the Attorney Reporting Form submitted to Dallas County should not include time dedicated to work on appointments to cases (such as CPS cases and guardianship cases) that are not adult criminal cases and should not include time dedicated to federal criminal appointments.

I understand that I shall submit the Attorney Reporting Form to the Commission’s electronic attorney reporting portal (<https://tidc.tamu.edu/attorneyreporting>), or on any other physical or electronic form specified by the county that captures all of the information requested on the Commission form. Dallas County may require attorneys who accept appointments in the county to use a specific method to submit their Attorney Reporting Form.

TIDC recognizes that attorneys who accept criminal appointments use a variety of case management systems, and attorneys are not required to use any single methodology to complete the Attorney Reporting Form. However, the statement should provide percentages that are as accurate as possible given the attorney’s chosen case management system.

The attached worksheet may help attorneys calculate the percentages that must be included in the Attorney Reporting Form submitted to Dallas County.

I understand that an attorney who keeps time records for all or a portion of their caseload may use those records to calculate their practice-time percentages or, in the case of partial records, to complete some of the lines on the worksheet. Time records will provide the most accurate method for calculating practice-time percentages.

I understand that attorneys who do not keep time records may consider using a case-counting methodology to calculate practice-time percentages. This methodology involves looking at the numbers and types of cases in an attorney’s total caseload, and calculating practice time percentages based on the number of cases in different case type categories. An attorney may keep track of the number and types of different cases the attorney handles during an entire fiscal year, or may choose to base the calculation on the number of cases the attorney has open at a specific point in time.

For example, an attorney who is appointed to 50 adult criminal cases in Dallas County and is retained by 50 individual clients may calculate 50% of the attorney’s practice time is dedicated to adult criminal appointments in Dallas County, if the appointed cases and retained cases are similar in complexity. The attorney may adjust the percentages as necessary to account for any significant differences in the degree of complexity of cases in each category.

I understand that attorneys who do not keep time records or use the case counting methodology are encourages to use the worksheet attached to help them consider all of the types of cases they handle when calculating their practice time percentages. The worksheet is designed to help attorneys avoid over-or under-estimating the percentages of time they spend on appointments and report to the county.

Penalties

I intend to comply and understand that there will be penalties for failing to submit the required Attorney Reporting Form by the **January 15th** due date each year. Penalties may include an attorney’s removal from the list of attorneys eligible to receive future court appointments.

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 Attorney Signature

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 Printed Name

 Sworn to and subscribed before me on this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

 NOTARY PUBLIC, in and for the State of Texas