

Policy Description

BCOPD has a need to conduct on-going monitoring of attorney caseloads in order to effectively manage the quality of services provided to indigent clients and to properly manage and forecast fiscal needs. Furthermore, reporting of private practice caseloads are mandated by RCW 10.101.050. This policy describes the procedures by which caseloads are to be reported, and addresses how conflicts in caseload numbers are to be resolved.

Applicability

This policy applies to all private attorneys holding public defense contracts with Benton County.

Procedures

On a monthly basis, all attorneys holding public defense contracts shall comply with the following procedures for reporting and verifying caseloads:

1. Caseload numbers shall be submitted electronically by email to the Public Defense Office Manager in the format and by the means reasonable established by the Public Defense Manager or designee. Such submission shall be made by the 15th day of each month, for the prior month's cases only. For example, by the 15th day of March, the submitted caseload is to consist of cases assigned in the month of February only.
2. Furthermore, on a yearly basis, within 15 days after the end of the (calendar) year, private practice cases shall be reported, using [Form A-1](#), as required by [RCW 10.101.050](#).
3. The caseload submission as required by section 1 must be made in order for contract attorneys to be qualified for compensation. If caseload numbers are not submitted, then compensation may be delayed until such submission is made.
4. Any contract attorneys that provide services that are not subject to case equivalent calculations (such as the Compliance Team in Benton County District Court) are not required to submit caseload numbers, but must still submit private practice hours as required in section 2 above.

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5. BCOPD will compare submitted caseload submissions with data received from court records and will notify attorneys of any discrepancies by way of a Disputed Cases Report. The cases listed on the Disputed Cases Report will be the cases that have been reported by the attorney but that, based on court data and from information contained within court maintained databases, do not appear eligible for credit. Attorneys will have 10 calendar days from the date of the Disputed Cases Report to provide written proof of credit eligibility. If, after receipt of a Disputed Cases Report an attorney does not provide the requisite proof of credit eligibility, then, the attorney will not receive credit for the cases contained in the Disputed Case Report.

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