

**PA Indigent Defense Grant Program**  
**FY 2024-25 Supplementation Questions**  
*Preview of Form*

**Section 1 – County Indigent Defense Expenditures for Calendar Year 2024**

In this section, you will be asked three questions. The goal of this section is to gather total **actual** indigent defense expenditures for calendar year 2024 including public defender expenditures and expenditures on conflict/contract/other court appointed counsel.

	<b>Actual Calendar Year Expenditures for 2024</b>
Total indigent defense expenditures for the public defender office	\$
Total indigent defense expenditures for conflict/contract/other court appointed counsel	\$
<b>Grand Total</b> - FY 2024 indigent defense expenditures for your county	\$

**Section 2 – Non-Attorney Support Staff for the Public Defender Office**

In this section, we will explore the non-attorney support staff employed by or contracted by the public defender office. You will first answer general questions about the total non-attorney support staff for the public defender office, followed by questions about specific roles of those non-attorney staff members. For purposes of this section, “employ” can include non-attorney staff utilized as consultants or with whom the public defender office has a contract.

<b>Full-time non-attorney staff breakdown</b>	
Total full-time non-attorney staff (regardless of position)	
Total full-time investigators	
Total full-time social services staff	
Total full-time paralegal staff	
Total full-time administrative professional/allied professional staff	

<b>Part-time non-attorney staff breakdown</b>	
Total part-time non-attorney staff (regardless of position)	
Total part-time investigators	
Total part-time social services staff	
Total part-time paralegal staff	
Total part-time administrative professional/allied professional staff	

**Total Non-Attorney FTE Positions:** *Full-Time Equivalent (FTE) measures the total number of hours worked by employees in relation to a full-time work schedule. E.g. If your county works on a 40-hour full-time schedule and you employ one full-time non-attorney support staff who works 40 hours per week and one part-time non-attorney support staff that works 20 hours per week - you have 1.5 FTE non-attorney positions. Visit this website for additional description on calculating FTEs: [Full Time Equivalent \(FTE\) | Formula + Calculator](#)*

<b>Breakdown of non-attorney staff by full-time equivalent positions (FTEs)</b>	
Total FTE non-attorney positions (regardless of position)	
Total FTE investigator positions	
Total FTE social services positions	
Total FTE paralegal staff	
Total FTE administrative professional/allied professional staff	

### **Section 3 – Workload and Caseload Tracking**

In this section, we will explore whether the public defender office has a system in place for tracking caseload and workload data for attorneys within the public defender office, and whether the county has a system in place for tracking workload and caseload for attorneys who serve as conflict/court appointed counsel.

1. Does the county have a system in place for tracking attorney **caseload** for the **public defender office**? *The term "caseload" is defined for purposes of this question as "counting" cases assigned to attorneys within the public defender office as opposed to "workload" which must take into consideration the complexity or seriousness of the cases and the actual time it takes to adequately provide indigent defense services.*
  - a. If yes, how?
  
2. Does the county have a system in place for tracking attorney **workload** for the **public defender office**? *As noted above, in addition to counting the number of cases assigned to an attorney for caseload tracking, "workload" tracking must take into consideration the complexity or seriousness of the cases assigned in order to assess the actual time it takes to adequately provide indigent defense services.*
  - a. If yes, how?
  
3. Does the county have a system in place for tracking attorney **caseload** for **conflict/contract/other court appointed counsel** who are not public defenders? *The term "caseload" is defined for purposes of this question as "counting" cases assigned to attorneys within the public defender office as opposed to "workload" which must take into consideration the complexity or seriousness of the cases and the actual time it takes to adequately provide indigent defense services.*
  - a. If yes, how?
  
4. Does the county have a system in place for tracking attorney **workload** for **conflict/contract/other court appointed counsel** who are not public defenders? *As noted above, in addition to counting the number of cases assigned to an attorney for caseload tracking, "workload" tracking must take into consideration the complexity or seriousness of the cases assigned in order to assess the actual time it takes to adequately provide indigent defense services.*
  - a. If yes, how?

## **Section 4 – Case Management Systems**

In this section, we will explore whether your county has a case management system for the public defender office and/or for the purpose of tracking cases assigned to conflict/contract/other court appointed counsel who are NOT part of the public defender office. In addition, we will explore if and how indigent defense grant funding has supported the purchase or continued maintenance of case management systems in your county.

1. Does the public defender office have a case management system?
  - a. If yes, what is the brand/company name?
  
2. Does the county have a case management system for tracking case assignments to conflict/contract/other court appointed counsel?
  - a. If yes, what is the brand/company name?
  
3. Has the county used indigent defense funds to support a case management system, or does the county intend to use funds to support a case management system?
  - a. If so, how?

**Section 5 – Contact information for individual filling out form**

1. Name of person filling out form
2. Role of person filling out form
3. Email address of person filling out form
4. Grant ID for current indigent defense grant
5. County