

How to Run Reports for the System Needs Evaluation

How many appointed (COURT TYPE) cases did your System's indigent defense attorneys open (begin work on) during the reporting period?

1. Reports
2. All Cases Opened
3. Fill in:
 - a. Date Opened: enter the start and end date of the current reporting period
 - b. Attorney
 - c. County
 - d. Court Type (District or Justice Court, see below for juvenile delinquency and parental representation instructions)
4. Run
5. Total case count will be at the bottom of the PDF page

14 - All Cases Opened

Case Type	<input type="text"/>	Note Search:	<input type="text"/>	Gender:	<input type="text"/>
Date Opened:	07/01/2020 12/31/2020	County:	Salt Lake	Ethnicity:	<input type="text"/>
Attorney:	Howitt, Leslie	Flag	<input type="text"/>	Export Type:	PDF
Current Status:	<input type="text"/>	Court Type:	Justice Court		

NOTE: Since juvenile delinquency and parental defense are frequently run out of the same courts with the same judges, the following instructions will work better for those case counts:

1. Follow all directions above except:
2. Leave Court Type blank and instead multi-select all relevant case types for the court type
 - i. Click the arrow next to case type, click "Switch" or "Multi-Select"

Case Type

Date Opened:

Attorney:

Current Status:

Report Name

Active Case List with

1 Cases Appointed

Switch

A1 Appeals - Level 1

A2 Appeals - Level 2

APP Appeal

BEC Status Offenses (ARY/CHINS)

CCV Community Corrections Violation

CHI Child Rep Dependency

- ii. Click all relevant case types for the court you're running the report on (juvenile delinquency or parental defense). They will highlight in blue.

14 - All Cases Opened

Case Type: [Dropdown]

Date Opened: [OK] [Cancel] [All] [Clear] [Switch]

Attorney: INF Infraction

Current Status: JPV Juvenile Probation Violation

Report Name: MIS Misdemeanor

Active Case List with: NON Non Charge Representation

All Cases Appointed: OTR Other

iii. Click "ok"

14 - All Cases Opened

Case Type: JVL - Juvenile, JPV - Juvenile Prob: [Dropdown]

Date Opened: [OK] [Cancel] [All] [Clear] [Switch]

Attorney: JPV Juvenile Probation Violation

Current Status: JVL Juvenile

Report Name: OTR Other

Active Case List with: PAR Parent Rep Dependency

All Cases Appointed: PRP Personal Restraint Petition

3. Run
4. Total case count will be at the bottom of the PDF page

At the time of reporting, how many appointed [COURT TYPE] cases do your System's indigent defense attorneys currently have open?

****Note: This question and process changed in January 2023 to create an easier reporting process****

1. Reports
2. All Cases Opened
3. Fill in:
 - a. Attorney
 - b. County
 - c. Court Type (District or Justice Court, see below for juvenile delinquency and parental representation instructions)
 - d. Current Status = Open/Active

14 - All Cases Opened

Case Type	<input type="text"/>	Note Search:	<input type="text"/>	Gender:	<input type="text"/>
Date Opened:	<input type="text"/> <input type="text"/>	County:	Juab	Ethnicity:	<input type="text"/>
Attorney:	Howitt, Leslie	Flag	<input type="text"/>	Export Type:	PDF
Current Status:	Open/Active	Court Type:	District Court		
		Source:	<input type="text"/>		
		Indigency:	<input type="text"/>		

4. Run
5. Total case count will be at the bottom of the PDF page

NOTE: Since juvenile delinquency and parental defense are frequently run out of the same courts with the same judges, the following instructions will work better for those case counts:

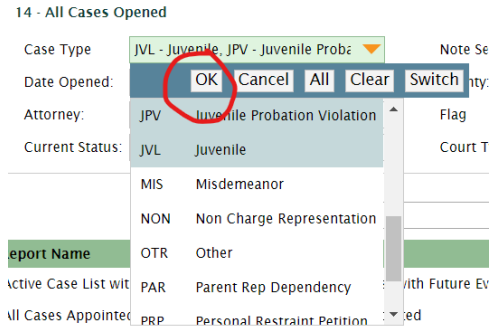
1. Follow all directions above except:
2. Leave Court Type blank and instead multi-select all relevant case types for the court type
 - i. Click the arrow next to case type, click "Switch" or "Multi-Select"

A screenshot of the 'Case Type' dropdown menu. The menu is open, showing a list of case types. The 'Switch' button is highlighted with a red circle. The case types listed are: A1 Appeals - Level 1, A2 Appeals - Level 2, APP Appeal, BEC Status Offenses (ARY/CHINS), CCV Community Corrections Violation, and CHI Child Rep Dependency.

- ii. Click all relevant case types for the court you're running the report on (juvenile delinquency or parental defense). They will highlight in blue.

A screenshot of the 'Case Type' dropdown menu. The menu is open, showing a list of case types. The 'Switch' button is highlighted in blue. The case types listed are: INF Infraction, JPV Juvenile Probation Violation, JVL Juvenile, MIS Misdemeanor, NON Non Charge Representation, and OTR Other.

- iii. Click "ok"



3. Run
4. Total case count will be at the bottom of the PDF page

In how many (COURT TYPE) cases closed during this reporting period was an INVESTIGATOR engaged at any point?

1. Reports
2. All Cases Closed
3. Fill in:
 - a. Date Closed: enter the start and end date of the *current* reporting period
 - b. Attorney
 - c. County
 - d. Flag: Click "Switch" and then click on all INVESTIGATOR flags. Then click "ok" See picture below.
 - e. Court Type (District or Justice Court, see below for juvenile delinquency and parental representation instructions)
4. Run
5. Total will be at the bottom of the PDF page

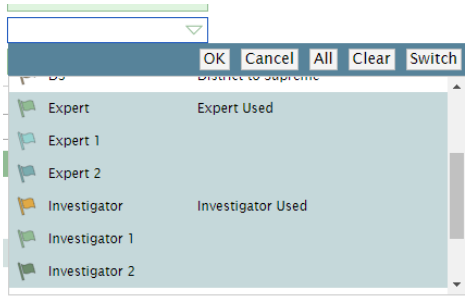


13 - All Cases Closed

Case Type:	<input type="text"/>	Note Search:	<input type="text"/>	Export Type:	PDF <input type="text"/>
Date Closed:	07/01/2020 <input type="text"/> 12/31/2020 <input type="text"/>	County:	Salt Lake <input type="text"/>		
Attorney:	Howitt, Leslie <input type="text"/>	Flag:	Expert, Expert 1, Expert 2 <input type="text"/>		
Result:	<input type="text"/>	Court Type:	Justice Court <input type="text"/>		

In how many (COURT TYPE) cases closed during this reporting period was an EXPERT engaged at any point?

1. Reports
2. All Cases Closed
3. Fill in:
 - a. Date Closed: enter the start and end date of the *current* reporting period
 - b. Attorney
 - c. County
 - d. Flag: Click "Switch" and then click on all EXPERT flags. Then click "ok" See picture below.
 - e. Court Type (District or Justice Court, see below for juvenile delinquency and parental representation instructions)
4. Run
5. Total will be at the bottom of the PDF page



13 - All Cases Closed

Case Type:

Date Closed: 07/01/2020 12/31/2020

Attorney: Howitt, Leslie

Result:

Note Search:

County: Salt Lake

Flag: Expert, Expert 1, Expert 2

Court Type: Justice Court

Export Type: PDF