District Court - Public Defenders
End-of-Year Case Hours Expended Report

This report is due **30 days after the end of each contract year** to provide for the opportunity for you to get a final reconciled caseload number for the year.

Name of reporting contract public defender			
Reporting Year		**WSBA #**	

The Performance Standards Monitoring section of your public defense contract requires that you report the amount of time spent per case to the Office of Public Defense. This worksheet provides an easy way for you to that.

1. **Enter the total estimated time you spent this past year on public defense cases.**

This number can be estimated using the average number of hours you spend a week on your public defense caseload. This should include all time spent on these cases including, but not limited to: court time, client meetings, case prep, legal research, trial, administrative time, time coordinating with investigators and experts or requesting funding for same, and all other time devoted generally to complying with your contract requirements. **Please enter only time that you yourself expended, and do not include time expended by your support staff.**

Total Hours Expended during the entire reporting year	

You are responsible for maintaining records to support your estimated time spent on cases. However, please do not provide these records to OPD.

2. **Enter the total number of case equivalents you were assigned this past year**

This number should be the final number after your full year caseload number is reconciled with OPD records.

Total Cases Assigned during the entire reporting year	

3. **Average hours expended per case.**

Please divide the Total Hours by Total Cases and enter that number here

During this reporting year, my average hours Expended per case equivalent was:	

Certification
I certify that the information submitted in this form is true and accurate to the best of my knowledge.

_____   _____

Signature   **Date**

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Office of Public Defense

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Revised 9/18/18