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**STATE OF NEVADA
DEPARTMENT OF INDIGENT DEFENSE SERVICES**

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Introduction and Explanation of Quarterly Reporting Format

To: To Whom It May Concern

From: Marcie Ryba, Executive Director, Department of Indigent Defense Services

Date: October 20, 2023

Re: Introduction and Explanation of Quarterly Reporting Format

The Department of Indigent Defense Services has modified the quarterly reports to ensure compliance with the *Davis* “Stipulated Consent Judgment.” The Judgment requires the Department to report:

- (1) public defense caseload numbers and case outcome, organized by type of case;
- (2) attorney and staff hours spent per public defense case;
- (3) investigator hours per case;
- (4) expert hours per case;
- (5) total number of motions to suppress (i) filed and (ii) litigated;
- (6) number of trials over the reporting period; and
- (7) private workload, if any, measured in attorney hours.

To achieve each of these reporting points, the Department has opted to present raw data in an excel format. Each County has its own report with tabs at the bottom indicating each office that is in the county. If private counsel was appointed who is not part of an organized office or a county contract, that data is reported in a tab entitled “NV Appt Counsel.”

A table within each Excel spreadsheet contains the total number of Attorney, Investigator, Expert, and Staff hours spent by each office in that county. Additional data is contained in the spreadsheet regarding:

- Date of Service – this is the date of the time entry;
- Office – the name of the office providing services;

- County of Dispute – this is the county in which the matter is based;
- Matter/Case ID# -- this is the LegalServer case number provided to the case;
- Legal Problem Code – is the case type;
- Name – entries in this field are for a grouping of activities where many cases may be involved like specialty court or bail hearings;
- Caseworker Name – this is the name of the person performing the activity;
- Activity Type – sets forth whether it is Attorney, Investigator, Staff, or Expert time;
- Funding Code – defines the funding source for the case which can include municipal, county or state;
- Time Spent - this is the amount of time entered for that one entry;
- Total Time Spent for the Case – this is the hourly amount of the total time entered on that case by all activity types;
- Case Disposition – informs whether the case is open or closed;
- Date Closed – provides the date the case was closed; and
- Close Reason – defines how the case was closed.

The area below the spreadsheet provides: (1) the number of entries made; (2) the unique count of LegalServer case numbers; (3) a count by case types separated by legal problem code; (4) the number of entries by activity type; (5) the number of entries by funding type; and (6) the total amount of time entered.

Private workload was also collected from each office or contract public defender by the Department sending a survey to each office asking for staffing numbers and the amount of private workload. This information is contained within its own spreadsheet entitled “Indigent Defense Office Responses.” If an office is missing in this field, it means they did not provide a response to the survey.

The number of trials and motions to suppress is contained in the Trials Motions County Excel Spreadsheet.