

Recording Time in LegalServer Indigent Defense:

Adding time to a specific case.

The screenshot shows the LegalServer interface for a specific case. The breadcrumb trail at the top reads: Home » Cases » Vic Tree (21-0000878) » Criminal Profile. The 'Actions' menu is open, and 'Add Time' is highlighted with a red circle. The 'Case' section on the right shows the Cause Number 123-987, LPC Appeals (Felony & GM), and Funding Code CO -- County. The 'Contact' section shows the address 5500 Snyder Ave, Carson City, NV 89701.

Home » Cases » Vic Tree (21-0000878) » Criminal Profile

Search Actions Views Admin Help Timer Paused - C

Vic Tree (21-0000878)

Disposition Open

Custodial Status Unknown

Top Charge 5354 REG GOV VEH PED ON U COM SYST

Cause Number 123-9

Status N/A

Opened 10/22

type any keyword

Actions

Assign / Close / Refer

Edit Case Info

Criminal Actions

Case Copy

Special Programs

Add Activity

Add Case Note

Add Jurisdiction

Add Case Alert

Client Alerts

Add New Document

Add Deadline

Add Task

Add New Event

View/Add Request For Support Staff

Send/View SMS

Add Time

Case

Cause Number 123-987

LPC Appeals (Felony & GM)

Funding Code CO -- County

Contact

Email

Address 5500 Snyder Ave
Carson City, NV
89701

When you add time, the Case is already populated with the current case number.

You will distinguish time for task types to include: **Attorney, Expert, Investigator, or Staff.**

The screenshot shows the 'Add Case Time' form. The 'Case' field is populated with 'Jane Doe (21-0003957) [Remove]' and is highlighted with a red circle. The 'Activity Type' dropdown menu is open, showing options: Attorney, Please Select, Case Activity, Attorney, Expert, Investigator, and Staff. The 'Task Types for Timekeeping' dropdown is also open, showing the same options. The 'Funding Code' dropdown is set to 'CO -- County'.

Add Case Time

Case Timeslip

0% Complete

Case *

Search for cases by case number or client name

Jane Doe (21-0003957) [Remove]

You can leave the "Caseworker" field as read-only so users can only enter their own time, or configure this field to be a dropdown menu that would allow users to enter time on behalf of other users. The caseworker field will always be required: a timeslip must always be attached to a user in the database.

Date of Service * 02/01/2022

Caseworker * Morrice, Stanley

Activity Type * Attorney

Task Types for Timekeeping Attorney

Funding code of Private Funding should only be selected for Non-Indigent Defense cases.

Funding Code * CO -- County

Show All Funding Codes

The Funding Code has options for **CO -- County**, or **NV -- State of Nevada** or **MU -- Municipal**.

Time entry.

Time Spent*?

Save and Add More Time for this Case

Continue »

Enter in the hours in XX.X format and either select **Continue** for save one entry or **Save and Add More Time for this Case** for multiple entries on same case.

If you need more detailed information for case time you can use the **Task Types for Timekeeping** drop-down menu for more task related items. (not a required entry)

Task Types for Timekeeping

Please Select
Please Select
Contact Client
Contact Witness
Draft Motion/Appeal/Writ
File Motion/Appeal/Writ
Legal Research
Other
Request/Contact Expert
Request/Contact Investigator
Request Interpreter
Review Body Cam
Review Discovery
Contact Social Worker
Review Meeting Follow Up

Funding code of Private

Funding Code*?

Start/End Times

By choosing to disable the start/stop time fields, and override the system time spent, the start/stop times will not display on your timeslip

It is necessary to add notes to Activity field for activity details. This is how we verify billing so use enough details to describe the time worked. Can be a short summary of the case notes field below.

Notes

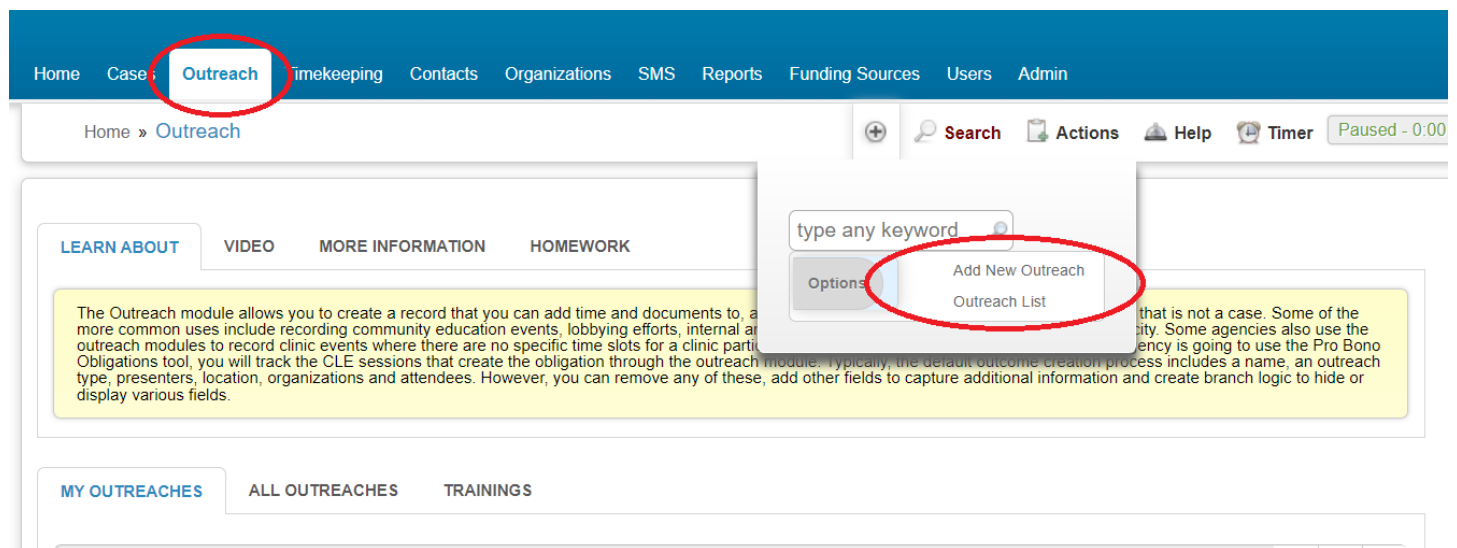
Activity

Details (required)?

Cases Note

Outreach time. (Time that is not associated with a case)

i.e. Specialty Court, In Custody Arraignments, Other and Training



Outreach Title is a required field that can be sorted along with the **Outreach Types** to include:

Specialty Court, In Custody Arraignments, Other and Training.

| Outreach | |
|---|---|
| Outreach Title * | <input type="text"/> |
| Date Outreach Created (or Date of Training) * | <input type="text" value="02/01/2022"/> |
| Active * | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Outreach Types * Hold down the control key (CTRL) to select more than one option. | <div>Specialty Court In Custody Arraignments Other Training</div> |
| Brief Description | <input type="text"/> |
| Location (if training or community education) | <input type="text"/> |
| Organization(s) at which outreach takes place Search for organizations by name | <input type="text"/> |
| Office * | <input type="text" value="Department of Indigent Defense Services"/> |
| Program * | <input type="text" value="General"/> |

Examples: Drug Court, Parole Board, etc.

Adding time to Outreach

It is not necessary to create a new Outreach if one already exists. All time entries can be added to the same Outreach.

Home Cases **Outreach** Timekeeping Contacts Organizations SMS Reports Funding Sources Users Admin

Home » Outreach

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The Outreach module allows you to create a record that you can add time and documents to, affiliate organizations with, and assigned users to, but that is not a case. Some of the more common uses include recording community education events, local and tabling or other publicity. Some agencies also use the outreach modules to record clinic events where there are no specific time slots for a clinic participant to meet one on one with an attorney. If your agency is going to use the Pro Bono Obligation the obligation through the outreach module. Typically, the default outcome creation process includes a name, an outreach type, presenters, location, organizations and attendees. However, you can remove any of these, add other fields to capture and display various fields.

MY OUTREACHES ALL OUTREACHES TRAININGS

all 4 results

| ID# | Date | Name | Location | Outreach Types |
|-----|------------|-------------------------|----------|-------------------------|
| 105 | 02/21/2022 | In custody arraignments | N/A | In Custody Arraignments |
| 96 | 01/26/2022 | Drug Court | N/A | Specialty Court |
| 84 | 11/03/2021 | Bail Hearings | N/A | Specialty Court |
| 6 | 07/22/2021 | CLE Course | N/A | Training |

No Other Pages

First select the Outreach that needs timeslips added. Select the TIMEKEEPING tab.

State of Nevada Department of Indigent Defense Services

Home Cases **Outreach** Timekeeping Contacts Organizations SMS Reports Funding Sources Users Admin

Home » Outreach » Drug Court - 01/26/2022 » Outreach Profile

NOTES DOCUMENTS **TIMEKEEPING** EVENTS BROCHURES CASES MEDICAL TRAINING INFORMATION

all 4 results

| | Date of Service | Time Spent | Caseworker | Office | Activity Type | Activity Code | Funding Code | Activity Details |
|--------|-----------------|------------|-----------------|---|---------------|---------------|--------------|--|
| #69936 | 07/07/2022 | 0.30 | Dennis Hough | Nevada State Public Defender | Attorney | N/A | N/A | Confer with Ali Pelino regarding set up and how the Court works. She goes to Douglas County on Monday morning, then comes to her for a list of participants. |
| #29190 | 01/26/2022 | 3.00 | Thomas Qualls | Department of Indigent Defense Services | Attorney | N/A | N/A | drug court, 7 clients |
| #29192 | 01/26/2022 | 1.50 | Thomas Qualls | Department of Indigent Defense Services | Attorney | N/A | N/A | drug court, 4 clients |
| #29215 | 01/10/2022 | 2.30 | Stanley Morrice | Department of Indigent Defense Services | Attorney | N/A | N/A | N/A |

Totals 7.1 (7.1)

All the timeslips associated with this Outreach (Drug Court in this example)

Select **Actions / Add Time** to add time to this Outreach.

State of Nevada Department of Indigent Defense Services

Home Cases **Outreach** Timekeeping Contacts Organizations SMS Reports Funding Sources Users Admin

Home » Outreach » Drug Court - 01/26/2022 » Outreach Profile

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type any keyword

- Actions
- Copy
- Scheduling
- Add Brochure
- Add Contact
- Add Document
- Add Note
- Add Time**
- Associate a Case
- Edit this Outreach

Timeslip: be sure the check that the correct Outreach is selected, verify Date of Service, Activity Type (Attorney, Investigator, Expert, etc.), Time Spent and Description.

State of Nevada Department of Indigent Defense Services

Home Cases Outreach Timekeeping Contacts Organizations SMS Reports Funding Sources Users Admin

Home » Timekeeping » Drug Court - 01/26/2022 » Outreach Timeslip

Outreach timeslips are used to collect time associated to a given outreach.

Outreach Time

Outreach* Drug Court - 01/26/2022

Search by typing the Outreach's name or ID

Caseworker Stanley Morrice

Date of Service* 12/01/2022

Activity Type and Activity Code are interlocking lookups that site admins can configure in order to present users with a streamlined list of available options.

Activity Type* Attorney

Time Spent* 1.5

Description* Attended Drug Court for several cases and clients

Continue »

Select Continue to save entry.