

Recording Time in LegalServer Indigent Defense:

Adding time to a specific case.

The screenshot shows the LegalServer interface for a case titled "Vic Tree (21-0000878)". The breadcrumb navigation is "Home » Cases » Vic Tree (21-0000878) » Criminal Profile". The top navigation bar includes "Search", "Actions" (circled in red), "Views", "Admin", "Help", and "Timer" (Paused - C). A dropdown menu is open under "Actions", listing various options. The "Add Time" option is circled in red. Other options include "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", and "Send/View SMS".

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. On the left, there is a sidebar with "Add Case Time" and "Case Timeslip" (checked) and a progress indicator "0% Complete". The main form is titled "Case Timeslip" and includes a search field for cases by name or client name, with "Jane Doe (21-0003957) [Remove]" entered and circled in red. Below this is a yellow informational box: "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." The form fields include: "Date of Service" (02/01/2022), "Caseworker" (Morrice, Stanley), "Activity Type" (Attorney, circled in red), "Task Types for Timekeeping" (Attorney, Expert, Investigator, Staff), and "Funding Code" (CO -- County). A yellow warning box states: "Funding code of Private Funding should only be selected for Non-Indigent Defense cases." The "Funding Code" field has a dropdown menu with "CO -- County" selected and a checkbox for "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
- 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 ... for Non-Indigent Defense cases.

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.

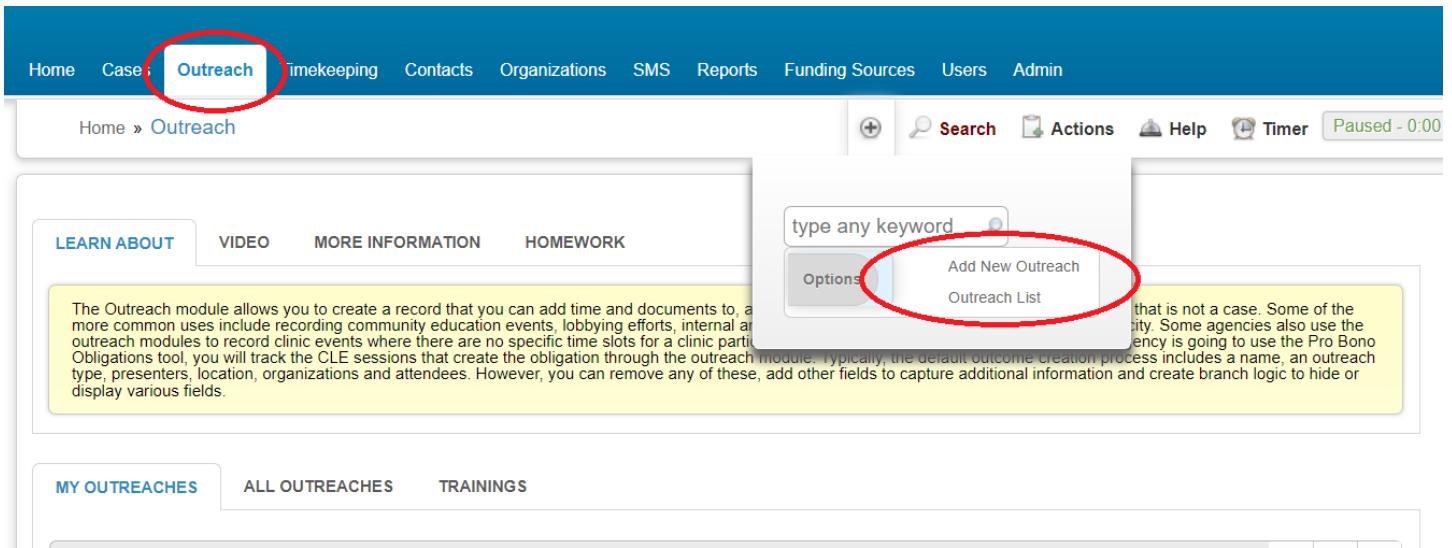
Notes

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 * <small>Hold down the control key (CTRL) to select more than one option.</small>	<ul style="list-style-type: none">Specialty CourtIn Custody ArraignmentsOtherTraining
Brief Description	<input type="text"/>
Location (if training or community education)	<input type="text"/>
Organization(s) at which outreach takes place <small>Search for organizations by name</small>	<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

LEARN ABOUT VIDEO MORE INFORMATION HOMEWORK

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, lecturing 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

Note Drafts 5 Messages 0 MyTime 0 HOURS Stanley I

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 here 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.

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Note Drafts 5 Messages 0 MyTime 0 HOURS Stanley I

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

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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 to 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 » 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.

Second option to add time is from the **Timekeeping** tab.

State of Nevada Department of Indigent Defense Services

Home » Timekeeping

Timekeeping

Actions

- Add Case Time
- My Time Today
- My Time By Month
- My Time Last Month
- My Time This Month
- Add Outreach Time
- Add Other Time

TIMEKEEPING LOG

MY OPEN CASES

RECENTLY VIEWED CASES/MATTERS

Run My time this month

Advocate ID is matched to viewing user

Date of Service Current Month (Currently: 09/01/2024 - 09/30/2024)

Show More Filters

Month	Date of Service	Case Number	Last Name	Legal Problem Code
▲	▲			

No results

This **add time** process brings you to the same **Case Timeslip** screen but be aware there is no case associated with this timeslip currently. You will have to search for cases by case number or client name to assign this timeslip to a case.

