



STATE OF ALABAMA  
Department of Finance  
Office of Indigent Defense Services

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Robert Bentley  
Governor

Chris E. Roberts  
Director

Bill Newton  
Acting Director of Finance

MEMORANDUM

Date: April 4, 2016

To: All Indigent Defense Contract Attorneys

From: Chris Roberts *CR*  
Office of Indigent Defense Services

RE: Monthly Reporting

Effective May 1, 2016 you will be required to complete a monthly report at the website [www.oids.alabama.gov](http://www.oids.alabama.gov) in lieu of reporting on the IDCARS website. Click on the **Forms** tab and complete the form "Contract Attorney Monthly Report". The report must then be submitted to the OIDS email at [oids@oids.alabama.gov](mailto:oids@oids.alabama.gov) or alternatively, it may be faxed to OIDS at 334-353-4405. Attorneys with multiple contracts will need to submit a separate report for work performed under each contract.

There have been some changes to the reporting requirements so please review the form immediately to familiarize yourself with it and the required information. Please contact OIDS at (334) 242-7059 if you have any questions concerning the new report or its requirements.