



STATE OF ALABAMA
Department of Finance
Office of the Director

State Capitol, Suite N-105
Montgomery, Alabama 36130
Telephone (334) 242-7160 Fax (334) 353-3300
www.finance.alabama.gov



Kay Ivey
Governor

Christopher Roberts
OIDS Director

Kelly Butler
Director of Finance

MEMORANDUM

DATE: January 28, 2020
TO: All Contract Attorneys
FROM: Chris E. Roberts *CR*
Office of Indigent Defense Services
RE: New Contract Case Reporting System

As a reminder, all monthly contract case reporting will be submitted electronically through our website, aidcc.alabama.gov, beginning in February. If you did not receive the memo and instructions for case reporting emailed in December, 2019, you need to immediately call (334) 242-7059 to obtain a copy.

I have enjoyed meeting with contract attorneys in January to review and discuss these changes. I have found the meetings productive and hope those involved have found them to be helpful during this transition. As a result of feedback gathered during those meetings and through continued testing, some changes have been implemented while additional changes are currently being reviewed for possible implementation.

The following changes to guidelines and features should be noted:

- (1) The monthly certification screen now includes a box labeled "Total cases handled (non-attorney of record). This is for attorneys to enter cases for which representation was provided but counsel is not, and will not, be entered as the attorney of record in Alacourt. Cases started and reported as active contract cases should not be recounted here. Examples of cases to be reported under this section include: on-call docket coverage for initial appearance or emergency hearings and coverage of diversion, drug and other specialty courts.

- (2) A "Misc. Claim" tab has been created for attorneys to submit extraordinary expense claims in contract cases via electronic filing. To reduce screen clutter, this tab is hidden. If counsel needs to submit an extraordinary expense claim, contact our office and the tab can be unhidden for use.
- (3) For felony charges wherein counsel is appointed at the District Court level and will continue representation through Circuit Court, contract cases should be reported under the District Court case number. Counsel should select the District Court Judge and date of appointment and upon conclusion the Circuit Court Judge will be selected as the disposing judge. Counsel need not open the separate Circuit Court case number as a contract case since the data will be reported under the District Court case number.
- (4) A search feature for judges has been added and permits counsel to search by first or last name.
- (5) A request to permit companion cases for juvenile matters has been made to programmers. That request and its feasibility are under review and hopefully will be able to be implemented.
- (6) If contract counsel is submitting a claim for appointed work (outside of the contract) or a "Misc. Claim" for a contract case via the electronic system, counsel must select from "My Taxpayer ID" the attorney's individual name and not the company/agency listing when submitting the claim.

If your circuit has not met with me yet, I'll be glad to schedule an in-person demonstration of the new reporting system for the first week of February. You may email me at christopher.roberts@oids.alabama.gov to schedule such.