

Office of the State Public Defender Administrative Policies

Subject: Management Caseload Limitations	Policy No.: 114
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1.0 POLICY

Pursuant to Section 47-1-215(2)(h), MCA, the following policy sets maximum caseloads for the Chief Public Defender, Chief Appellate Defender, Regional Deputy Public Defenders and Managing Attorneys. The policy is intended to serve the requirements of managers to maintain a caseload alongside the attorneys they supervise, while also providing effective management.

2.0 PROCEDURE

2.1 Maximum caseloads as are defined herein are intended to be strongly recommended while understanding that unusual circumstance in any office may make them unrealistic.

2.2 Maximum caseload limits are expressed in terms of hours per calendar year.

2.3 The maximum caseload limit for the Chief Public Defender is 300 hours.

2.3.1 Any trial work done shall be done as second chair.

2.3.2 In determining the hours attributable to the maximum caseload, time spent mentoring other public defenders is not included.

2.4 The maximum caseload limit for the Chief Appellate Defender is 1000 hours.

2.5 The maximum caseload limits for each Regional Deputy Public Defender are as follows:

2.5.1 Region 1 600 hours

2.5.2 Region 2 600 hours

2.5.3 Region 3 1000 hours

2.5.4 Region 4 1000 hours

2.5.5 Region 5 1000 hours

2.5.6 Region 6 1400 hours

2.5.7 Region 7 1400 hours

2.5.8 Region 8 1000 hours

2.5.9 Region 9 600 hours

2.5.10 Region 10 1400 hours

2.5.11 Region 11 1400 hours

2.6 The maximum caseload limits for each Managing Attorney are as follows:

2.6.1 Kalispell 1040 hours

2.6.2 Polson 1500 hours

2.6.3 Hamilton 1500 hours

2.6.4 Great Falls 1700 hours

2.7 The Chief Public Defender will monitor the caseloads of the Regional Deputy Public Defenders and the Regional Deputy Public Defenders will monitor the caseloads of the Managing Attorneys, where applicable. Caseloads will be monitored on a monthly basis, taking into consideration the following variables and any others relevant at the time:

2.7.1 Capabilities of the individual

2.7.2 Number of personnel supervised

2.7.3 Attorney vacancies

2.7.4 Management structure

2.7.5 Nature and status of cases being handled

2.7.6 Travel requirements

2.7.7 Extraordinary, temporary circumstances

3.0 CLOSING

Questions about this policy should be directed to OPD at the following address:

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