EXHIBIT 5

OFFICE OF THE STATE PUBLIC DEFENDER
Reporting for SB146

Who are the parties to the case? When was it assigned?

Where did the case occur?

Which court is involved?

What type of case is it?

What are the costs of the case?

CAUGHT IN THE RAPTURE OF HOW THIS GETS CAPTURED?

Who are the parties to the Case?
How many cases are running through the system?

- Each court assigns a case # and provides us with the name of client. We can utilize that # to expand upon for our own system, or assign them sequentially.
- Each case # will represent a single defendant in our system
- Each case will be assigned a working attorney
- Each case will be assigned an open and close day as it runs through the system

Where did the case occur?
Which court is involved?

- 1 Supreme Court
- Eleven Regions
  - 56 District Courts
    - **Uniformity within the Court System**
  - 171+/- Lower Courts
    - **Variations between the various courts**
      - Municipal Court [06]
      - JP Court [67]
      - City Court [92]
      - Drug Court [06]+/-

What type of case is it?

- District court
  - DC-Criminal
  - DJ-Juvenile
  - DN-Child Abuse/Neglect
  - DD-Commitment (Developmental Disability)
  - DI-Commitment (Mental Illness)
  - DG-Guardian/Conservator
- Lower courts
  - LC-Criminal

Organization Codes Identify 'Where' by Region

☐ 1 Kalispell	2	01	0
☐ 2 Missoula	2	02	0
☐ 3 Great Falls	2	03	0
☐ 4 Helena	2	04	0
☐ 5 Butte	2	05	0
☐ 6 Bozeman	2	06	0
☐ 7 Havre	2	07	0
☐ 8 Lewistown	2	08	0
☐ 9 Billings	2	09	0
☐ 10 Glendive	2	10	0
☐ 11 Miles City	2	11	0

2nd 2 digits = Region #
Last digit = office #
0 = Region office
1 = 1st PD office

Additionally, we have these 'Org codes' set up for administration

Assigning the case #s
Intake @ the regional level

- Case # (Internally assigned case #)
  - Example: 001DC05345-8123
    - Identifies:
      - **First 3 digits (001) – Specific Court**
        - **000 Supreme Court**
        - **001-056 District Courts**
        - **100-267 Lower Courts**
      - **Fourth & Fifth digits (DC) – Broad Case Type**
      - **Fourth-Tenth digits (DC05345)– Assigned case # (or part thereof) and year opened.**
      - **Twelfth-Fifteen (8123) -Violation type by statute**

SABHRS Financial Module
Capturing SB146 w/Projects

- Project (Internally assigned case #)
  - Example: 001DC05345-8123

(The case # gathers information 1 time, and then is used to communicate pertinent information to our financial and timekeeping system. Tells us who, when, what, where, which)

  - SABHRS Data fields
    - Org – Captures Region
    - CF1 – Captures Specific Court
    - CF2 – Captures Broad Violation
    - CF3 – Captures Statute

What are the costs of the case?

- What kinds of costs get attached to a case?
  - Personal service costs:
    - Captured biweekly with time sheets
      - Working Attorney, Investigator's time
      - Travel costs
      - Prorata allocation of nonspecific legal/admin costs
  - Operating costs
    - Captured through voucher system
      - Payments to contract attorneys
      - Payments for case related costs
      - Types of costs captured with expenditure codes.
  - Do we relate central office costs to a case?
      - Consider Quarterly

Timesheets

- Expectation-Completed biweekly
  - **Completed concurrently with payroll**
  - **Timesheet formatted in excel, containing**:
    - Name, Date, Region
    - Case # [or Admin]
    - Hours worked on Case [6 minute increments?]
    - Total hours [equal to hours paid thru payroll]
  - **Timesheets sent to Central Office Accountant**
    - Client/Project #completes the four tracking fields in the background of the spreadsheet.
    - Accountant allocates atty's biweekly salary to each client based on % of hours worked to the total hours worked.
    - Rolled into a master file for the biweekly period

Attorney Timesheet

HOPE P. DEFENDER HPD
5/7/06-5/20/06
REGION #10

THEORETICAL TIMESHEET
OFFICE OF PUBLIC DEFENDER

CLIENT #	5-7 thru 5-13 WEEK1	5-14 thru 5-20 WEEK2	TOTAL	ORG	CF1 COURT	CF2 TYPE	CF3 SUBTYPE	ATTY	DESCRIPTION
020-DC052188133	2.00	2.50	4.50	2020	020	DC	8133	HPD	
021-DC057458111	8.75	3.75	12.50	2020	021	DC	8111	HPD	
022-DF062151734	3.00	4.00	7.00	2020	022	DF	1734	HPD	
021-DN051234113	7.25	2.50	9.75	2020	021	DN	4113	HPD	
121-CC773258133	5.00	6.00	11.00	2020	121	LC	8133	HPD	
122-CC761858133	3.00	6.00	9.00	2020	122	LC	8133	HPD	
201-JP002258133	3.50	5.25	8.75	2030	201	LC	8133	HPD	
202-JP012288133	4.50	4.25	8.75	2030	202	LC	8133	HPD	
020-DC052184735	-	3.50	3.50	2020	020	DC	4735	HPD	
Admin	3.00	2.25	5.25						Meetings
Total	40.00	40.00	80.00						

Completed Internally/Drawn from Client #

Completed by Attorney on BiWeekly Basis