

MCILS

**December 13, 2011
Commissioner's Meeting
Packet**

MAINE COMMISSION ON INDIGENT LEGAL SERVICES

**DECEMBER 13, 2011
COMMISSION MEETING
AGENDA**

- 1) Approval of November 8, 2011 Commission Meeting Minutes
- 2) Operations Reports Review
- 3) Training Update
- 4) Serious Violent Felony and Sex Offense Specialized Panels Applications Update
- 5) Review of Response to Public Comment on Standards of Practice and Vote on Adoption of Standards of Practice
- 6) Discussion on Drafting of a Proposed Rule for Indigence Guidelines
- 7) Discussion on Immigration Concerns for MCILS Clients
- 8) Discussion on Rate of Pay for MCILS Rostered Attorneys
 - Presentations from Sarah Churchill, MACDL President and Robert Ruffner, Director of the MIDC
- 9) Public Comment
- 10) Set Date and Time of next Regular Meeting of the Commission
- 11) Executive Session (Closed to Public)

(1.)

**November 8, 2011
Commission Meeting
Minutes**

**Maine Commission on Indigent Legal Services – Commissioners Meeting
November 8, 2011**

Minutes

Commissioners Present: Ronald Schneider, Marvin Glazier, Sally Sutton, Kenneth Spirer, David Mitchell

MCILS Staff Present: John Pelletier, Steven Carey

Agenda Item	Discussion	Outcome/Action Item/Responsible Party
Approval of 10/11/11 Commission Meeting Minutes	<p>Copy of minutes received by all Commissioners.</p> <p>Two minor edits were suggested: 1.) time for the meeting should have been 9:30am not 9:00am and 2.) in reference to entering executive session "the commissioner" needed to be changed to "the commissioners."</p>	Commissioner Glazier made motion to accept minutes as amended. Commissioner Spirer seconded. All present voted in favor. Approved.
Operations Report Review	<p>Deputy Director Carey presented the <u>October 2011 Operations Reports</u> to the Commissioners.</p> <p>Commissioner Chair Schneider asked why the Houlton average was so high. Director Pelletier stated that it was due to a multi-day trial.</p> <p>Director Pelletier explained that our submitted voucher number is about 2.2% higher than what is paid due to vouchers being reduced, not paid, or returned for more information.</p> <p>Commissioner Glazier asked if staff was getting calls from attorneys complaining about reductions from vouchers. Deputy Director Carey stated that it is rare since if we reduced vouchers it is usually due to duplicate entries and no matter why we reduce a voucher we state the reasons for the reduction right on the voucher. Staff is not reducing as a way to randomly cut vouchers. Director Pelletier added that there are a few attorneys that staff has had to talk with about higher than normal billing.</p> <p>Commissioner Mitchell and Commission Chair Schneider suggested that perhaps staff should hold trainings on billing and/or billing in DefenderData.</p>	

Agenda Item	Discussion	Outcome/Action Item/Responsible Party
Operations Report Review (Continued)	<p>The Commissioners, Director Pelletier and Deputy Director Carey all had a discussion about opened cases vs. closed cases. The number of attorneys in court vs. number of cases in each court. The concern of too few attorneys rostered in some courts vs. the concern that there are too many attorneys rostered in other courts.</p> <p>Commissioner Sutton asked how are the courts deciding on what attorneys to assign? Commissioner Chair Schneider stated that every court and judge is doing it differently – some go down the list, some use attorneys they know and others try to match attorneys with types of cases. Commissioner Sutton suggested that MCILS should set rules that the Courts would need to follow.</p>	
Budget Update and Supplemental Budget Proposal	<p>Director Pelletier presented the <u>Budget Update and Supplemental Budget Submission</u> to the Commissioners.</p> <p>Director Pelletier informed the Commissioners that MCILS went in front of the Governor's Streamlining Committee. MCILS requested that no cuts be made to MCILS. The Committee voted 11 to 1 to suggest the \$260,000 in reduction to the MCILS All Other Budget. Members of the Committee suggested that revenue collections be ramped up. Director Pelletier stated that he was surprised that was such a focus since he explained how MCILS is already collecting more than previously collected. Additionally Committee members made comments about tougher screening procedures such as requiring pay stubs and tax returns. Suggestions were made about filling the open screener position. Staff has scheduled a meeting with our screeners to discuss options for screening and to look at the standards to determine indigency.</p> <p>Director Pelletier is working on getting the Supplemental Budget request submitted through the State's electronic submission process.</p> <p>It is important to note that there were 4 members of the Appropriations Committee on the Streamlining Committee and that 3 of the 4 members voted in favor of the streamlining cuts to MCILS. Representative Martin was the only one to vote against the cuts to MCILS.</p>	

Agenda Item	Discussion	Outcome/Action Item/Responsible Party
Training Update	Deputy Director Carey presented the <u>Training Update</u> to the Commissioners.	
Homicide Specialized Panel Applications	Deputy Director Carey presented the <u>Update on the Applications for the Specialized Panel</u> to the Commissioners.	
Construction of New Augusta Courthouse	<p>Director Pelletier informed the Commissioners that he was contacted in reference to the new construction of the Augusta Courthouse. The discussion was whether or not the new construction should have facilities for MCILS. Director Pelletier suggested to the Judicial Branch that space should be available for the financial screener and have space for attorneys to meeting with clients.</p> <p>Commissioner Sutton suggested maybe access to meeting rooms for trainings.</p>	
Public Comment	<p>MACDL President Sarah Churchill – questioned when there will be a discussion on the hourly rate of attorneys. Attorney Churchill offered to present information of current rates in other states and other information that can be found.</p> <p>Commissioner Sutton suggested a look at best practices in other states would be helpful.</p> <p>Commissioner Sutton questioned when we should make this issue an agenda item. Commissioner Mitchell suggested that we have the discussion sooner rather than later. All of the Commissioners agreed to place the topic on the agenda for the next meeting.</p>	
Executive Session	Prior to adjournment of the meeting the Commissioners entered into an Executive Session to discuss personnel matters. No vote by the Commissioners was taken during that session.	Commissioner Glazier made motion to enter into Executive Session. Commissioner Mitchell seconded. All present voted in favor. Approved.

Agenda Item	Discussion	Outcome/Action Item/Responsible Party
Executive Session (Continued)		Commissioner Sutton made motion to leave Executive Session. Commissioner Glazier seconded. All present voted in favor. Approved.
Adjournment of Meeting	Next meeting will be December 13, 2011 at 9:30 am at the Board of Corrections Conference Room (same wing as MCILS offices) at 32 Blossom Lane in Augusta, Maine.	Commissioner Sutton made motion to adjourn the meeting. Commissioner Spierer seconded. All present voted in favor. Approved.

(2.)

**Operations Reports
Review**

MAINE COMMISSION ON INDIGENT LEGAL SERVICES

TO: MCILS COMMISSIONERS
FROM: STEVEN CAREY, DEPUTY EXECUTIVE DIRECTOR
SUBJECT: NOVEMBER 2011 OPERATIONS REPORTS
DATE: 12/6/2011

Attached you will find the November 2011 Operations Reports for your review and our discussion at the upcoming Commission meeting on December 13, 2011. A summary of the operations reports follows:

- 2,054 new cases were opened in the DefenderData system in November which is an increase over the number of cases opened in October.
- The number of vouchers submitted electronically in November was 2,330.
- We paid 2,278 electronic vouchers totaling \$891,729.50. There were 2 paper vouchers submitted and paid totaling \$1,492.36.
- Combined, there were 2,280 electronic and paper vouchers paid in November totaling \$893,221.86. The average price per voucher in November was \$391.76 and the Fiscal Year 2012 average price per voucher is \$395.63.
- Appeals and Post-Conviction Reviews continue to be our highest average vouchers at \$1,556.29 and \$677.86 respectively for the month of November.

In our All Other Account the total expenses for the month of November were \$970,427.11. This only leaves \$788,996.26 remaining to cover the total expenses for December. We will supplement this account with funds from the Revenue Account to cover the month expenses.

In the Personal Services Account we had \$38,565.26 in expenses in the month of November. This leaves \$54,696.49 remaining to fund the last month of the second quarter. Please note this is with two positions (Office Manager and Financial Screener) not currently filled.

In the Revenue Account we collected \$55,741.67 for the month of November. We are on pace to collect more than we are currently allotted to spend in the second quarter. Note that there is still \$12,073.02 left from the first quarter. We reimbursed \$40.00 in counsel fee overpayments in November. Additionally, we had to pay \$368.33 in expenses out of this account to cover the costs of our training video replays since the Conference Account allotments have not been created yet. We also received a financial order (forms attached) from DAFS which is a \$438.00 reduction to the Revenue Account for "advertising savings to the State from requiring the Secretary of State to publish adopted rule notices only on the publicly accessible website as authorized by Public Law 2011 c.380, Part NNN." We have already contacted DAFS for a correction to this order since the savings should have been a reduction to our All Other Account not from our Revenue Account.

In our Conference Account we collected \$1,875.00 in the month of November from registration fees for our video replay trainings in Augusta and Fort Kent. Our balance in this account is currently \$5,160.83. All costs for the video replay trainings will be taken out of this account to reimburse the Revenue Account once our allotments for this account are established. Please find attached financial order forms created by Executive Director Pelletier which have been submitted to the State Budget Office for creation of our allotments for the Conference Account and to bring forward our previous balance remaining in the Conference account from Fiscal Year 2011.

The number of rostered attorneys rose again to **495**. Portland District Court (175) and Biddeford District Court (158) have the highest number of rostered attorneys. Fort Kent District Court (7) and Madawaska District Court (8) have the fewest number of rostered attorneys.

MAINE COMMISSION ON INDIGENT LEGAL SERVICES

Activity Report by Case Type

11/30/2011

DefenderData Case Type	Nov-11						Fiscal Year 2012			
	New Cases	Vouchers Submitted	Submitted Amount	Vouchers Paid	Approved Amount	Average Amount	Cases Opened	Vouchers Paid	Amount Paid	Average Amount
Appeal	15	9	\$ 12,902.81	8	\$ 12,450.28	\$ 1,556.29	63	58	\$ 64,970.72	\$ 1,120.18
Child Protection Petition	142	213	\$ 110,105.46	225	\$ 115,459.18	\$ 513.15	591	983	\$ 502,318.90	\$ 511.01
Drug Court	6	12	\$ 4,115.00	16	\$ 5,925.00	\$ 370.31	43	62	\$ 23,320.00	\$ 376.13
Emancipation	14	16	\$ 3,644.66	18	\$ 3,074.60	\$ 170.81	64	67	\$ 15,256.45	\$ 227.71
Felony	484	505	\$ 335,035.53	486	\$ 305,643.20	\$ 628.90	2,309	2,405	\$ 1,576,324.03	\$ 655.44
Involuntary Civil Commitment	91	77	\$ 12,356.68	67	\$ 11,288.64	\$ 168.49	400	416	\$ 68,980.74	\$ 165.82
Juvenile	129	158	\$ 43,454.39	141	\$ 44,445.95	\$ 315.22	620	596	\$ 201,381.21	\$ 337.89
Lawyer of the Day - Custody	209	212	\$ 37,090.02	201	\$ 36,321.30	\$ 180.70	1,052	1,051	\$ 188,142.44	\$ 179.01
Lawyer of the Day - Juvenile	49	58	\$ 9,774.32	42	\$ 7,114.32	\$ 169.39	259	249	\$ 47,404.07	\$ 190.38
Lawyer of the Day - Walk-in	122	112	\$ 21,327.98	77	\$ 14,543.62	\$ 188.88	511	477	\$ 91,310.56	\$ 191.43
Misdemeanor	598	660	\$ 220,014.00	688	\$ 219,014.62	\$ 318.34	3,197	3,291	\$ 1,056,090.23	\$ 320.90
Petition, Modified Release Treatment	2	3	\$ 700.00	3	\$ 800.00	\$ 266.67	6	22	\$ 7,307.87	\$ 332.18
Petition, Release or Discharge	0	0	\$ -	0	\$ -	\$ -	0	0	\$ -	\$ -
Petition, Termination of Parental Rights	7	19	\$ 13,137.04	19	\$ 10,814.70	\$ 569.19	70	132	\$ 78,161.66	\$ 592.13
Post Conviction Review	9	5	\$ 3,545.00	7	\$ 4,745.00	\$ 677.86	40	39	\$ 28,579.61	\$ 732.81
Probation Violation	136	140	\$ 48,066.69	140	\$ 46,980.42	\$ 335.57	807	787	\$ 260,795.26	\$ 331.38
Represent Witness on 5th Amendment	2	0	\$ -	0	\$ -	\$ -	12	14	\$ 3,450.00	\$ 246.43
Review of Child Protection Order	38	130	\$ 51,952.50	138	\$ 52,708.67	\$ 381.95	249	779	\$ 306,809.01	\$ 393.85
Revocation of Administrative Release	1	1	\$ 445.00	2	\$ 400.00	\$ 200.00	13	16	\$ 4,007.14	\$ 250.45
DefenderData Sub-Total	2,054	2,330	\$ 927,667.08	2,278	\$ 891,729.50	\$ 391.45	10,306	11,444	\$ 4,524,609.90	\$ 395.37
Paper Voucher Sub-Total	0	2	\$ 1,492.36	2	\$ 1,492.36	\$ 746.18	0	24	\$ 12,493.48	\$ 520.56
TOTAL	2,054	2,332	\$929,159.44	2,280	\$893,221.86	\$ 391.76	10,306	11,468	\$ 4,537,103.38	\$ 395.63

MAINE COMMISSION ON INDIGENT LEGAL SERVICES

Activity Report by Court

11/30/2011

Court	Nov-11						Fiscal Year 2012			
	New Cases	Vouchers Submitted	Submitted Amount	Vouchers Paid	Approved Amount	Average Amount	Cases Opened	Vouchers Paid	Amount Paid	Average Amount
ALFSC	102	144	\$ 77,229.91	144	\$ 73,701.03	\$ 511.81	607	787	\$ 454,247.25	\$ 577.19
AUBSC	83	104	\$ 44,174.66	106	\$ 53,194.00	\$ 501.83	435	505	\$ 242,847.97	\$ 480.89
AUGDC	72	74	\$ 17,909.94	95	\$ 31,712.53	\$ 333.82	361	471	\$ 148,728.20	\$ 315.77
AUGSC	68	60	\$ 21,830.33	62	\$ 22,857.82	\$ 368.67	391	391	\$ 167,765.49	\$ 429.07
BANDC	75	90	\$ 26,107.02	85	\$ 25,671.04	\$ 302.01	344	467	\$ 139,906.61	\$ 299.59
BANSC	12	17	\$ 15,521.12	11	\$ 22,655.46	\$ 2,059.59	54	75	\$ 57,742.34	\$ 769.90
BATSC	13	19	\$ 14,127.09	28	\$ 17,852.89	\$ 637.60	81	98	\$ 63,443.05	\$ 647.38
BELDC	35	52	\$ 14,374.00	41	\$ 12,172.26	\$ 296.88	148	156	\$ 45,552.13	\$ 292.00
BELSC	27	26	\$ 13,148.71	29	\$ 14,098.80	\$ 486.17	118	127	\$ 63,098.12	\$ 496.84
BIDDC	92	93	\$ 32,624.97	95	\$ 30,187.32	\$ 317.76	481	539	\$ 183,566.90	\$ 340.57
BRIDC	20	18	\$ 5,525.04	19	\$ 5,784.80	\$ 304.46	71	76	\$ 24,494.68	\$ 322.30
CALDC	17	16	\$ 4,215.76	16	\$ 4,705.98	\$ 294.12	70	46	\$ 15,329.48	\$ 333.25
CARDC	17	14	\$ 4,318.20	15	\$ 4,486.25	\$ 299.08	65	66	\$ 24,137.49	\$ 365.72
CARSC	35	31	\$ 14,482.80	40	\$ 18,325.37	\$ 458.13	137	155	\$ 70,277.91	\$ 453.41
DOVDC	14	14	\$ 2,096.54	15	\$ 3,195.12	\$ 213.01	72	90	\$ 21,051.54	\$ 233.91
DOVSC	4	6	\$ 2,185.00	6	\$ 2,185.00	\$ 364.17	22	25	\$ 7,550.00	\$ 302.00
ELLDC	45	60	\$ 23,391.52	54	\$ 18,642.52	\$ 345.23	231	249	\$ 83,726.75	\$ 336.25
ELLSC	28	32	\$ 32,563.64	24	\$ 17,411.56	\$ 725.48	122	124	\$ 74,242.86	\$ 598.73
FARDC	29	46	\$ 14,718.08	51	\$ 17,819.83	\$ 349.41	193	219	\$ 63,925.16	\$ 291.90
FARSC	23	28	\$ 12,992.88	19	\$ 6,618.74	\$ 348.35	101	104	\$ 36,963.23	\$ 355.42
FORDC	14	15	\$ 7,644.40	17	\$ 8,667.40	\$ 509.85	33	46	\$ 18,185.30	\$ 395.33
HOUDC	28	24	\$ 6,223.63	19	\$ 4,041.42	\$ 212.71	130	109	\$ 26,192.45	\$ 240.30
HOUSC	7	17	\$ 7,894.62	8	\$ 3,209.46	\$ 401.18	61	67	\$ 45,747.60	\$ 682.80
LEWDC	145	159	\$ 53,792.59	136	\$ 40,874.97	\$ 300.55	731	815	\$ 268,503.60	\$ 329.45
LINDC	13	12	\$ 3,501.50	13	\$ 3,754.10	\$ 288.78	62	63	\$ 19,256.96	\$ 305.67
MACDC	17	27	\$ 12,551.75	22	\$ 12,348.25	\$ 561.28	97	108	\$ 43,168.10	\$ 399.70
MACSC	9	36	\$ 20,683.19	26	\$ 14,043.75	\$ 540.14	80	104	\$ 53,177.48	\$ 511.32
MADDC	6	4	\$ 785.00	4	\$ 785.00	\$ 196.25	14	13	\$ 3,180.57	\$ 244.66
MILDC	5	2	\$ 400.00	1	\$ 150.00	\$ 150.00	13	11	\$ 2,485.32	\$ 225.94
NEWDC	16	25	\$ 7,611.01	25	\$ 6,968.97	\$ 278.76	107	110	\$ 40,035.35	\$ 363.96
PORDC	97	111	\$ 42,367.56	127	\$ 52,046.22	\$ 409.81	447	611	\$ 228,551.80	\$ 374.06
PORSC	8	9	\$ 4,645.00	7	\$ 3,665.00	\$ 523.57	63	54	\$ 41,059.00	\$ 760.35
PREDC	26	17	\$ 3,218.67	41	\$ 8,971.85	\$ 218.83	102	131	\$ 33,084.13	\$ 252.55
ROCDC	46	58	\$ 13,872.64	52	\$ 14,411.66	\$ 277.15	249	289	\$ 77,594.68	\$ 268.49
ROCSC	24	38	\$ 21,258.75	43	\$ 21,968.29	\$ 510.89	179	153	\$ 78,308.87	\$ 511.82
RUMDC	12	25	\$ 9,163.44	16	\$ 4,299.68	\$ 268.73	85	83	\$ 25,217.18	\$ 303.82
SKODC	13	31	\$ 12,782.93	28	\$ 10,549.65	\$ 376.77	76	131	\$ 48,020.51	\$ 366.57
SKOSC	3	0	\$ -	0	\$ -	\$ -	8	7	\$ 3,237.08	\$ 462.44
SOUNDC	36	42	\$ 9,432.89	27	\$ 5,493.04	\$ 203.45	174	172	\$ 45,237.43	\$ 263.01
SOUNSC	42	47	\$ 27,033.77	21	\$ 5,221.46	\$ 248.64	148	166	\$ 73,001.12	\$ 439.77
SPRDC	68	88	\$ 27,511.58	77	\$ 25,939.20	\$ 336.87	293	340	\$ 135,077.76	\$ 397.29
Law	9	9	\$ 13,592.81	7	\$ 12,025.80	\$ 1,717.97	41	44	\$ 52,885.17	\$ 1,201.94
PENCD	162	168	\$ 59,318.91	133	\$ 48,115.73	\$ 361.77	805	780	\$ 264,435.18	\$ 339.02
CUMCD	306	273	\$ 114,917.22	280	\$ 126,645.73	\$ 452.31	1,395	1,372	\$ 622,247.06	\$ 453.53
WATDC	40	52	\$ 11,810.69	66	\$ 14,726.29	\$ 223.13	233	305	\$ 75,013.22	\$ 245.94
WESDC	24	31	\$ 6,756.44	30	\$ 7,551.40	\$ 251.71	223	209	\$ 59,314.91	\$ 283.80
WISDC	25	19	\$ 5,264.03	40	\$ 11,619.33	\$ 290.48	143	150	\$ 43,002.53	\$ 286.68
WISSC	22	18	\$ 20,203.65	29	\$ 10,477.97	\$ 361.31	99	116	\$ 68,400.12	\$ 589.66
YORDC	20	29	\$ 9,891.20	28	\$ 9,879.56	\$ 352.84	111	115	\$ 42,392.26	\$ 368.63
TOTAL	2,054	2,330	\$ 927,667.08	2,278	\$ 891,729.50	\$ 391.45	10,306	11,444	\$ 4,524,609.90	\$ 395.37

MAINE COMMISSION ON INDIGENT LEGAL SERVICES

FY12 FUND ACCOUNTING

AS OF 11/30/2011

Account 010 95F Z112 01 (All Other)	Mo.	Q1	Mo.	Q2	Mo.	Q3	Mo.	Q4	FY12 Total
FY12 Professional Services Allotment		\$ 3,072,810.00		\$ 2,572,810.00		\$ 2,572,810.00		\$ 1,472,809.00	\$ 9,691,239.00
FY12 General Operations Allotment		\$ 27,190.00		\$ 27,190.00		\$ 27,190.00		\$ 27,191.00	\$ 108,761.00
Financial Order Adjustment				\$ 9,167.00					
Total Budget Allotments		\$ 3,100,000.00		\$ 2,609,167.00		\$ 2,600,000.00		\$ 1,500,000.00	\$ 9,809,167.00
Total Expenses	1	\$ (1,129,379.73)	4	\$ (890,993.63)	7		10		
	2	\$ (908,381.31)	5	\$ (970,427.11)	8		11		
	3	\$ (876,613.96)	6		9		12		
TOTAL REMAINING		\$ 144,375.00		\$ 788,996.26		\$ 2,600,000.00		\$ 1,500,000.00	\$ 5,033,371.26

Q2 Month 5 (as of 11/30/11)

INDIGENT LEGAL SERVICES

Counsel Payments	\$ (893,221.86)
Somerset County	\$ (20,970.75)
Interpreters	\$ -
Private Investigators	\$ (9,191.04)
Transcripts	\$ (4,730.00)
Mental Health Expert	\$ (11,554.46)
Process Services	\$ (478.46)
Other Expert	\$ (19,625.00)
Misc Prof Fees & Svc	\$ (2,037.60)

SUB-TOTAL ILS \$ (961,809.17)

OPERATING EXPENSES

Cell Phones	\$ (100.89)
DefenderData	\$ (3,863.50)
Advertising Notices	\$ (920.01)
Mileage/Tolls/Parking	\$ (971.96)
Mailing/Postage/Freight	\$ (1,076.95)
Office Supplies	\$ (215.00)
Office Equipment Rental	\$ (133.95)
OIT/TELCO	\$ (1,335.68)

SUB-TOTAL OE \$ (8,617.94)

TOTAL \$ (970,427.11)

INDIGENT LEGAL SERVICES

Remaining Q1 Allotment as of 9/30/11	\$ 185,625.00
October & November Somerset cty PDP *	\$ 41,250.00
Remaining Q1 Allotment as of 11/30/11	\$ 144,375.00

* Paid in Oct. & Nov. but not charged against Q2 Allotment

MAINE COMMISSION ON INDIGENT LEGAL SERVICES
FY12 FUND ACCOUNTING
AS OF 11/30/2011

Account 010 95F Z112 01 (Personal Services)	Mo.	Q1	Mo.	Q2	Mo.	Q3	Mo.	Q4	FY12 Total
FY12 Allotment	\$	171,346.00	\$	151,936.00	\$	171,347.00	\$	151,935.00	\$ 646,564.00
Financial Order Adjustments	\$	(25,001.00)	\$	(19,999.00)	\$	(9,628.00)	\$	(9,627.00)	\$ (64,255.00)
Total Budget Allotments	\$	146,345.00	\$	131,937.00	\$	161,719.00	\$	142,308.00	\$ 582,309.00
Total Expenses	1 \$	(44,088.01)	4 \$	(38,675.25)	7		10		
	2 \$	(61,844.05)	5 \$	(38,565.26)	8		11		
	3 \$	(38,565.28)	6		9		12		
TOTAL REMAINING	\$	1,847.66	\$	54,696.49	\$	161,719.00	\$	142,308.00	\$ 360,571.15

Q2 Month 5 (as of 11/30/11)	
Per Diem Payments	
Salary	\$ (22,117.86)
Vacation Pay	\$ (238.84)
Holiday Pay	\$ (1,110.48)
Sick Pay	\$ (784.02)
Overtime Pay	\$ -
Health Insurance	\$ (7,640.76)
Dental Insurance	\$ (219.04)
Employer Retiree Health	\$ (1,981.32)
Employer Retirement	\$ (1,373.76)
Employer Group Life	\$ (159.64)
Employer Medicare	\$ (317.94)
Retiree Unfunded Liability	\$ (2,621.60)
TOTAL	\$ (38,565.26)

MAINE COMMISSION ON INDIGENT LEGAL SERVICES
FY12 FUND ACCOUNTING
As of 11/30/11

Account 014 95F Z112 01 (Revenue)	Mo.	Q1	Mo.	Q2	Mo.	Q3	Mo.	Q4	FY12 Total
Total Budget Allotments		\$ 126,625.00		\$ 126,624.00		\$ 126,624.00		\$ 126,624.00	\$ 506,497.00
Financial Order Adjustment				\$ (438.00)					
Total Budget Allotments		\$ 126,625.00		\$ 126,186.00		\$ 126,624.00		\$ 126,624.00	\$ 506,059.00
Actual Revenue Collected	1	\$ 60,307.85	4	\$ 57,059.35	7		10		
	2	\$ 35,157.96	5	\$ 55,741.67	8		11		
	3	\$ 43,331.35	6		9		12		
TOTAL REVENUE COLLECTED		\$ 138,797.16		\$ 112,801.02		\$ -		\$ -	\$ 251,598.18
Total Expenses	1	\$ -	4		7		10		
	2	\$ (100.00)	5	\$ (408.33)	8		11		
	3	\$ (126,624.14)	6		9		12		
TOTAL REMAINING		\$ 12,073.02		\$ 112,392.69		\$ -		\$ -	\$ 124,465.71

Q2 Month 5 as of 11/30/11)

DEFENDER DATA COUNSEL PAYMENTS

SUB-TOTAL ILS	\$ -
OVERPAYMENT REIMBURSEMENTS	\$ (40.00)
TRAINING EXPENSES	\$ (368.33)
SUB-TOTAL OE	\$ (408.33)
TOTAL	\$ (408.33)

State of Maine
Executive Department
FINANCIAL ORDER

COPY

000601 F2

APPROVED

NOV 21 2011

BY GOVERNOR

ORDERED,

That the State Controller is directed to authorize adjustments to appropriations and allotments for departments and agencies in accordance with the line category breakdown of the attached work program forms for the Fiscal Year Ending June 30, 2012, for which this shall be our sufficient warrant.

RECEIVED

NOV 20 2011

MCILS

Statement of Fact

This order implements the fiscal year 2011-12 distribution of advertising savings to the State from requiring the Secretary of State to publish adopted rule notices only on the publicly accessible website as authorized by Public Law 2011 c. 380, Part NNN.

The distribution of the savings amounts is considered adjustments to appropriations.

H. Sawin Millett

Signature of Department Head

H. SAWIN MILLETT, COMMISSIONER

Name and Title

FOR BUREAU OF THE BUDGET USE ONLY

Dorena J. Brown

Signature of State Budget Officer

Policy Area: 00 - Governmental Support and Operations

Umbrella: ADM00 - DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Agency Contact: CAROL W CODY

Agency Phone: (207) 624-7385

Not 30 days

State of Maine
Budget & Financial Management System

Statewide Financial Order Report
Appropriations and Allocations for Financial Order 000601 F2

COPY

	Object	2012 1st Quarter	2012 2nd Quarter	2012 3rd Quarter	2012 4th Quarter	2012 Annual Total
01495FZ11201	MAINE COMMISISON - INDIGENT LEGAL SVCS					
All Other	2	(438)				(438)
	Total 01495FZ11201	(438)				(438)
	Total 95F MAINE COMMISSION ON INDIGENT LEGAL SER	(438)				(438)
	Total 014 OTHER SPECIAL REVENUE FUNDS	(438)				(438)
Statewide Total						

State of Maine
Budget & Financial Management System

Statewide Financial Order Report
Allotment of Financial Order 000601 F2

Copy

	Object	2012 1st Quarter	2012 2nd Quarter	2012 3rd Quarter	2012 4th Quarter	2012 Annual Total
01495FZ11201	MAINE COMMISISON - INDIGENT LEGAL SVCS					
All Other	2		(438)			(438)
	Total 01495FZ11201		(438)			(438)
Total 95F	MAINE COMMISSION ON INDIGENT LEGAL SER		(438)			(438)
Total 014	OTHER SPECIAL REVENUE FUNDS		(438)			(438)
Statewide Total		114,927	(35,626)	(12,450)	(66,851)	

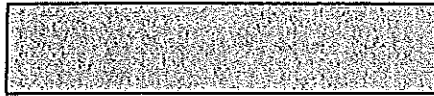
MAINE COMMISSION ON INDIGENT LEGAL SERVICES

FY12 FUND ACCOUNTING

As of 11/30/11

Account 014 95F Z112 02 (Conference Account)	Mo.	Q1	Mo.	Q2	Mo.	Q3	Mo.	Q4	FY12 Total
FY11 Carry Over		\$ 1,335.83							\$ -
Total Budget Allotments		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Actual Collected Earned Revenue	1		4	\$ 1,950.00	7		10		
	2		5	\$ 1,875.00	8		11		
	3		6		9		12		
ACTUAL CASH BALANCE			\$ 5,160.83	\$ -		\$ -			\$ 5,160.83
Total Expenses	1		4		7		10		
	2		5		8		11		
	3		6		9		12		
TOTAL REMAINING		\$ -	\$ 5,160.83	\$ -	\$ -	\$ -	\$ -	\$ 5,160.83	

State of Maine
Executive Department
FINANCIAL ORDER



ORDERED,

That the State Controller increase allotment in account 014-95F-Z112-02, Conference by \$36,000 in the All Other line category for the purpose of allotting funds to pay expenses associated with training assigned counsel and,

Be it further ordered,
that the State Controller authorize the expenditure in accordance with the attached "Revision of the Work Program for Fiscal Year ending June 30, 2012", for which this shall be our sufficient warrant.

Statement of Fact

This financial order will allot funds to pay expenses associated with training assigned counsel in FY12. The Commission on Indigent Legal Services is required by statute and Commission rule to provide training to assigned counsel. The cost of training is funded by registration fees paid by assigned counsel, and increasing the allotment will allow the Commission to collect registration fees and use those funds to pay expenses associated with training assigned counsel. Failure to approve this financial order will prevent the Commission from collecting revenue and paying expenses associated with the training of assigned counsel.

A handwritten signature in dark ink, appearing to read "John Pelletier", written over a horizontal line.

Signature of Department Head

John Pelletier, Executive Director

Name and Title

FOR BUREAU OF THE BUDGET USE ONLY

Signature of State Budget Officer

Policy Area: 06 - Justice and Protection

Umbrella: IND00 - MAINE COMMISSION ON INDIGENT LEGAL SERVICES

Agency Contact: Jennifer Smith

Agency Phone: (207) 287-3253

IND00-0003

State of Maine
Budget & Financial Management System

Department and Agency Financial Order Report

Agency Ref IND00-0003

Account: 01495FZ11202

INDIGENT LEGAL SERVICES CONFERENCE

	Object	Month	2012 1st Quarter	2012 2nd Quarter	2012 3rd Quarter	2012 4th Quarter	2012 Annual Total
REGISTRATION FEES	263100	1			10,000		
		2			7,500	5,875	
		3		6,375	6,250		36,000
Subtotal		1			10,000		
		2			7,500	5,875	
		3		6,375	6,250		36,000
Total				6,375	23,750	5,875	36,000
Total				6,375	23,750	5,875	36,000

State of Maine
Budget & Financial Management System

Department and Agency Financial Order Report

Agency Ref IND00-0003

Date: 11/28/2011 13:34

Report Id: ANN - 0006

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Account: 01495FZ11202

INDIGENT LEGAL SERVICES CONFERENCE

		Object	Month	2012 1st Quarter	2012 2nd Quarter	2012 3rd Quarter	2012 4th Quarter	2012 Annual Total
All Other								
TRAINING BY STATE AGENCIES		417300	1			28,790	5,875	34,665
Subtotal	All Other		1			28,790	5,875	34,665
Total						28,790	5,875	34,665
Total						28,790	5,875	34,665

State of Maine
Executive Department
FINANCIAL ORDER



ORDERED,

That the State Controller increase allotment in account 014-95F-Z112-02, Conference by \$1335 in the All Other line category for the purpose of allotting the unencumbered balance forward to pay expenses associated with training assigned counsel and,

Be it further ordered,
that the State Controller authorize the expenditure in accordance with the attached "Revision of the Work Program for Fiscal Year ending June 30, 2012", for which this shall be our sufficient warrant.

Statement of Fact

This financial order will allot the unencumbered balance forward to pay expenses associated with training assigned counsel in FY12. The Commission on Indigent Legal Services is required by statute and Commission rule to provide training to assigned counsel. The cost of training is funded by registration fees collected from assigned counsel, and the unencumbered balance reflects revenue collected in FY11 for this purpose. Failure to approve this financial order will prevent the Commission from using collected revenue to defray the expenses related to training assigned counsel.

A handwritten signature in dark ink, appearing to read "John Pelletier".

Signature of Department Head

John Pelletier, Executive Director

Name and Title

FOR BUREAU OF THE BUDGET USE ONLY

Signature of State Budget Officer

Policy Area: 06 - Justice and Protection

Umbrella: IND00 - MAINE COMMISSION ON INDIGENT LEGAL SERVICES

Agency Contact: Jennifer Smith

Agency Phone: (207) 287-3253

IND00-0002

State of Maine
Budget & Financial Management System

Department and Agency Financial Order Report

Agency Ref IND00-0002

Date: 11/28/2011 13:33

Report Id: ANN - 0006

Page 1 of 1

Umbrella: IND00

MAINE COMMISSION ON INDIGENT LEGAL SERVICES

		Object	Month	2012 1st Quarter	2012 2nd Quarter	2012 3rd Quarter	2012 4th Quarter	2012 Annual Total
All Other								
TRAINING BY STATE AGENCIES		417300	1			1,335		1,335
Subtotal All Other			1			1,335		1,335
Total All Other						1,335		1,335
Total						1,335		1,335

MAINE COMMISSION ON INDIGENT LEGAL SERVICES

Number of Attorneys Rostered by Court

11/30/2011

Court	Rostered Attorneys
Alfred Superior Court	121
Auburn Superior Court	116
Augusta District Court	82
Augusta Superior Court	82
Bangor District Court	61
Bath Superior Court	81
Belfast District Court	43
Belfast Superior Court	39
Biddeford District Court	158
Bridgton District Court	108
Calais District Court	12
Caribou District Court	14
Caribou Superior Court	15
Dover-Foxcroft District Court	22
Dover-Foxcroft Superior Court	21
Ellsworth District Court	45
Ellsworth Superior Court	40
Farmington District Court	37
Farmington Superior Court	33
Fort Kent District Court	7
Houlton District Court	13
Houlton Superior Court	14
Lewiston District Court	142

Court	Rostered Attorneys
Lincoln District Court	23
Machias District Court	17
Machias Superior Court	16
Madawaska District Court	8
Millinocket District Court	18
Newport District Court	36
Portland District Court	175
Presque Isle District Court	11
Rockland District Court	39
Rockland Superior Court	31
Rumford District Court	28
Skowhegan District Court	28
Skowhegan Superior Court	15
South Paris District Court	56
South Paris Superior Court	56
Springvale District Court	133
Unified Criminal Docket Bangor	57
Unified Criminal Docket Portland	153
Waterville District Court	56
West Bath District Court	121
Wiscasset District Court	66
Wiscasset Superior Court	61
York District Court	124

TOTAL NUMBER OF ATTORNEYS ROSTERED WITH MCILS AS OF 11/30/11: 495