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**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**

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**TO:** MCILS COMMISSIONERS  
**FROM:** JENNIFER M. SMITH, CENTRAL OFFICE MANAGER  
**SUBJECT:** JULY 2010 OPERATIONS REPORT  
**DATE:** 8/5/2010

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Attached you will find six operation reports for your review and our discussion at the upcoming Commission meeting next week. These documents are works-in-progress and are the staff's first attempt to provide the Commissioners with an overview of the monthly operations of the Commission. There is a large amount of data contained in the various reports, all of which I will explain in greater detail at the meeting. As time goes by and we are able to gather more data, and as you get a better idea of what information you would like to see reflected, the staff will work to update and revise these reports.

Most of the following statistics are contained in the attached reports, but I would like to highlight a few July month-end stats. As of July 31, 2010:

- There were 398 attorneys rostered with MCILS, representing 330 different firms in the State of Maine.
- There were 4,884 new cases opened in the DefenderData system, 1,488 vouchers submitted electronically, and 1,267 vouchers paid electronically. The total amount of vouchers approved and paid in July 2010 on the new system was \$432,920.56.
- Over 4,000 of the cases entered into the new electronic system in July were approved against Notices of Appointment provided by the attorneys opening the cases in the system. Over 5,500 Notices of Appointment were received and reviewed from attorneys and courts.
- A backlog of over 1,000 paper vouchers was received in the MCILS central office from the AOC and various courts in the month of July. MCILS staff was able to process 993 of the paper vouchers by month end, totaling \$526,867.96 in attorney payments. The AOC lent a hand in the data-entry of 314 of the vouchers, but all final approvals and payments were made by MCILS from the FY11 budget.
- The total amount of electronic and paper vouchers paid by MCILS in July 2010 was 2,260, totaling \$959,788.52. The average amount per voucher was \$424.69.

- In addition to the attorney vouchers, MCILS also processed over 30 paper vouchers for PI, expert witness and other case expense totaling over \$23,000.
- MCILS staff fielded over 100 calls per day in July. These calls varied from rostered attorneys with questions and comments about the new electronic system, to clerks of courts with questions on new processes, to billing inquiries on paper vouchers.

Also attached to this memo is an overview prepared by our vendor, Justice Works, of the updates to the DefenderData system from June 10 to July 31. It also includes a list of upcoming improvements to the system, with a timeline for the release of those features.

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**  
**FY11 FUND ACCOUNTING**  
AS OF 7/31/2010

Account 010 95F Z112 01 (Personal Services)	Mo.	Q1	Mo.	Q2	Mo.	Q3	Mo.	Q4	FY11 Total
Original Budget Allotments	\$	119,386.00	\$	132,321.00	\$	119,386.00	\$	132,322.00	\$ 503,415.00
6/30/10 Adjustments	\$	4,774.00	\$	(21,881.00)	\$	4,774.00	\$	(21,879.00)	\$ (34,212.00)
<b>7/1/10 Budget Allotments</b>	<b>\$</b>	<b>124,160.00</b>	<b>\$</b>	<b>110,440.00</b>	<b>\$</b>	<b>124,160.00</b>	<b>\$</b>	<b>110,443.00</b>	<b>\$ 469,203.00</b>
Expenditures	1	\$ (20,063.46)	1		1		1		
	2		2		2		2		
	3		3		3		3		
<b>TOTAL</b>	<b>\$</b>	<b>104,096.54</b>	<b>\$</b>	<b>110,440.00</b>	<b>\$</b>	<b>124,160.00</b>	<b>\$</b>	<b>110,443.00</b>	<b>\$ 449,139.54</b>

<b>Q1 Month 1 (as of 7/31/10)</b>	
Salary	\$ (12,780.24)
Health Insurance	\$ (3,172.03)
Dental Insurance	\$ (93.94)
Employee Hlth Svcs/WC	\$ (22.00)
Employee Retiree Health	\$ (1,174.51)
Employer Retirement	\$ (1,223.03)
Employer Group Life	\$ (66.82)
Employer Medicare	\$ (172.35)
Retiree Unfunded Liability	\$ (1,358.53)
<b>TOTAL</b>	<b>\$ (20,063.46)</b>

Projected FY11 Payroll Remaining with current EEs & Staff Attorney: \$ 78,000.00	
Projected Cost of 3 Additional Screeners in FY11:	\$ (147,153.00)
Projected Shortfall:	\$ (69,153.00)

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**  
**FY11 FUND ACCOUNTING**  
AS OF 7/31/2010

Account 010 95F Z112 02 (All Other)	Mo.	Q1	Mo.	Q2	Mo.	Q3	Mo.	Q4	FY11 Total
Professional Services		\$ 2,387,519.00		\$ 2,287,519.00		\$ 2,287,519.00		\$ 2,287,518.00	\$ 9,250,075.00
General Operations		\$ 27,190.00		\$ 27,190.00		\$ 27,190.00		\$ 27,191.00	\$ 108,761.00
<b>7/1/10 Budget Allotments</b>		<b>\$ 2,414,709.00</b>		<b>\$ 2,314,709.00</b>		<b>\$ 2,314,709.00</b>		<b>\$ 2,314,709.00</b>	<b>\$ 9,358,836.00</b>
Expenditures	1	\$ (989,526.09)	1		1		1		
	2		2		2		2		
	3		3		3		3		
<b>TOTAL</b>		<b>\$ 1,425,182.91</b>		<b>\$ 2,314,709.00</b>		<b>\$ 2,314,709.00</b>		<b>\$ 2,314,709.00</b>	<b>\$ 8,369,309.91</b>

<b>Q1 Month 1 (as of 7/31/10)</b>	
Counsel Payments	\$ (959,788.52)
Interpreter Services	\$ (248.30)
Expert Witness Costs	\$ (10,635.00)
Private Investigators	\$ (11,603.63)
Misc. Special Services	\$ (27.40)
Employee Mileage	\$ (114.40)
Insurances	\$ (594.75)
Postage & Freight	\$ (131.43)
Transcripts	\$ (3,129.00)
Legal Notices	\$ (390.45)
Process Servers	\$ (696.12)
Cellular Phones	\$ (209.80)
Office Equipment	\$ (1,608.05)
Office Supplies	\$ (349.24)
<b>TOTAL</b>	<b>\$ (989,526.09)</b>

Q1 Total Budget Allotment:	\$ 2,414,709.00
Q1, Month 1 Averaged Allotment:	\$ (804,903.00)
Q1, Month 1 Actual Expenditures:	\$ (989,526.09)
Q1 Total Allotment remaining on 8/1/10:	\$ 1,425,182.91
Q1, Mo 2 & 3 Averaged Remaining Allotment:	\$ (712,591.46)

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**  
**FY11 FUND ACCOUNTING**  
As of 7/31/10

<b>Account 014 95F Z112 02 (Revenue)</b>	<b>Mo.</b>	<b>Q1</b>	<b>Mo.</b>	<b>Q2</b>	<b>Mo.</b>	<b>Q3</b>	<b>Mo.</b>	<b>Q4</b>	<b>FY11 Total</b>
<b>7/1/10 Budget Allotments</b>		<b>\$ 126,624.00</b>		<b>\$ 126,624.00</b>		<b>\$ 126,624.00</b>		<b>\$ 126,625.00</b>	<b>\$ 506,497.00</b>
Actual Collected Earned Revenue	1	\$ 49,445.62	1		1		1		
	2		2		2		2		
	3		3		3		3		
<b>UNEXPENDED CASH</b>		<b>\$ 49,445.62</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ 49,445.62</b>
Expenditures	1	\$ -	1		1		1		
	2		2		2		2		
	3		3		3		3		
<b>TOTAL</b>		<b>\$ 49,445.62</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ 49,445.62</b>

<b>Q1 Month 1 (as of 7/31/10)</b>	
	NONE
<b>TOTAL</b>	<b>\$ -</b>

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**

**Activity Report by Case Type**

7/31/2010

DefenderDate Case Type	07/01/2010 - 07/31/2010						FY11 to Date		
	New Cases	Vouchers Submitted	Submitted Amount	Vouchers Paid	Approved Amount	Average Amount	Cases Opened	Vouchers Paid	Amount Paid
Appeal	28	8	\$ 8,285.43	8	\$ 6,825.43	\$ 853.18	28	8	\$ 6,825.43
Child Protection Petition	667	211	\$ 88,253.15	177	\$ 71,867.75	\$ 406.03	667	177	\$ 71,867.75
Drug Court	10	3	\$ 400.00	3	\$ 400.00	\$ 133.33	10	3	\$ 400.00
Emancipation	18	7	\$ 1,540.00	6	\$ 1,355.00	\$ 225.83	18	6	\$ 1,355.00
Felony	1,332	298	\$ 170,162.09	248	\$ 137,811.47	\$ 555.69	1,332	248	\$ 137,811.47
Habeas Corpus	15	4	\$ 5,900.24	4	\$ 5,900.24	\$ 1,475.06	15	4	\$ 5,900.24
Involuntary Civil Commitment	113	52	\$ 6,795.00	52	\$ 6,795.00	\$ 130.67	113	52	\$ 6,795.00
Juvenile	328	55	\$ 16,624.01	50	\$ 13,844.67	\$ 276.89	328	50	\$ 13,844.67
Lawyer of the Day - Custody	198	153	\$ 26,715.90	134	\$ 23,619.50	\$ 176.26	198	134	\$ 23,619.50
Lawyer of the Day - Juvenile	47	35	\$ 6,737.75	27	\$ 5,475.25	\$ 202.79	47	27	\$ 5,475.25
Lawyer of the Day - Walk-in	96	75	\$ 14,611.10	61	\$ 11,377.94	\$ 186.52	96	61	\$ 11,377.94
Misdemeanor	1,493	427	\$ 120,637.95	368	\$ 105,175.94	\$ 285.80	1,493	368	\$ 105,175.94
Petition for Modified Release Treatment	6	0	\$ -	0	\$ -	\$ -	6	0	\$ -
Petition for Release or Discharge	2	0	\$ -	0	\$ -	\$ -	2	0	\$ -
Petition for Termination of Parental Rights	17	3	\$ 1,377.64	3	\$ 1,377.64	\$ 459.21	17	3	\$ 1,377.64
Probation Violation	353	105	\$ 32,109.53	86	\$ 27,045.28	\$ 314.48	353	86	\$ 27,045.28
Review of Child Protection Order	161	52	\$ 21,191.54	40	\$ 14,049.45	\$ 351.24	161	40	\$ 14,049.45
<b>DefenderData Sub-Total</b>	<b>4,884</b>	<b>1,488</b>	<b>\$ 521,341.33</b>	<b>1,267</b>	<b>\$ 432,920.56</b>	<b>\$ 341.69</b>	<b>4,884</b>	<b>1,267</b>	<b>\$ 432,920.56</b>
Paper Vouchers Processed									
AOC Entry/MCILS Payment				314	\$ 124,831.97	\$ 397.55		314	\$ 124,831.97
MCILS Entry and Payment				679	\$ 402,035.99	\$ 592.10		679	\$ 402,035.99
<b>Paper Voucher Sub-Total</b>		<b>993</b>	<b>\$ 526,867.96</b>	<b>993</b>	<b>\$ 526,867.96</b>	<b>\$ 530.58</b>		<b>993</b>	<b>\$ 526,867.96</b>
<b>TOTAL</b>	<b>4,884</b>	<b>2,481</b>	<b>\$ 1,048,209.29</b>	<b>2,260</b>	<b>\$ 959,788.52</b>	<b>\$ 424.69</b>	<b>4,884</b>	<b>2,260</b>	<b>\$ 959,788.52</b>

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**

**# of Attorneys Rostered by Court**

7/31/10

<b>Court</b>	<b>Rostered Attorneys</b>
Alfred Superior Court	105
Auburn Superior Court	95
Augusta District Court	68
Augusta Superior Court	72
Bangor District Court	55
Bath Superior Court	75
Belfast District Court	36
Belfast Superior Court	31
Biddeford District Court	133
Bridgton District Court	102
Calais District Court	13
Caribou District Court	13
Caribou Superior Court	12
Dover-Foxcroft District Court	19
Dover-Foxcroft Superior Court	20
Ellsworth District Court	39
Ellsworth Superior Court	33
Farmington District Court	30
Farmington Superior Court	24
Fort Kent District Court	7
Houlton District Court	12
Houlton Superior Court	12
Lewiston District Court	116

<b>Court</b>	<b>Rostered Attorneys</b>
Lincoln District Court	22
Machias District Court	16
Machias Superior Court	14
Madawaska District Court	7
Millinocket District Court	19
Newport District Court	32
Portland District Court	149
Presque Isle District Court	12
Rockland District Court	35
Rockland Superior Court	29
Rumford District Court	31
Skowhegan District Court	27
Skowhegan Superior Court	17
South Paris District Court	52
South Paris Superior Court	50
Springvale District Court	115
Unified Criminal Docket Bangor	51
Unified Criminal Docket Portland	136
Waterville District Court	53
West Bath District Court	109
Wiscasset District Court	55
Wiscasset Superior Court	54
York District Court	111

**TOTAL NUMBER OF ATTORNEYS ROSTERED WITH MCILS AS OF 7/31/10: 398**

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**

**Activity Report by Court**

7/31/2010

Court	07/01/2010 - 07/31/2010						FY11 to Date		
	New Cases	Vouchers Submitted	Submitted Amount	Vouchers Paid	Approved Amount	Average Amount	Cases Opened	Vouchers Paid	Amount Paid
ALFSC	435	125	\$ 61,864.71	106	\$ 54,889.69	\$ 517.83	435	106	\$ 54,889.69
AUBSC	264	32	\$ 12,973.95	27	\$ 10,643.95	\$ 394.22	264	27	\$ 10,643.95
AUGDC	179	70	\$ 19,438.67	54	\$ 12,831.42	\$ 237.62	179	54	\$ 12,831.42
AUGSC	197	82	\$ 30,679.66	66	\$ 25,243.85	\$ 382.48	197	66	\$ 25,243.85
BANDC	214	95	\$ 19,116.30	87	\$ 17,340.30	\$ 199.31	214	87	\$ 17,340.30
BANSC	94	34	\$ 13,250.65	32	\$ 12,186.45	\$ 380.83	94	32	\$ 12,186.45
BATSC	51	18	\$ 9,545.76	13	\$ 5,809.45	\$ 446.88	51	13	\$ 5,809.45
BELDC	70	23	\$ 6,542.63	19	\$ 5,757.55	\$ 303.03	70	19	\$ 5,757.55
BELSC	87	24	\$ 15,519.21	19	\$ 11,195.56	\$ 589.24	87	19	\$ 11,195.56
BIDDC	240	76	\$ 23,408.96	69	\$ 21,291.90	\$ 308.58	240	69	\$ 21,291.90
BRIDC	31	8	\$ 3,632.50	5	\$ 2,357.50	\$ 471.50	31	5	\$ 2,357.50
CALDC	38	9	\$ 3,716.32	7	\$ 1,624.54	\$ 232.08	38	7	\$ 1,624.54
CARDC	36	17	\$ 5,650.06	14	\$ 5,285.06	\$ 377.50	36	14	\$ 5,285.06
CARSC	52	7	\$ 2,037.54	7	\$ 2,037.54	\$ 291.08	52	7	\$ 2,037.54
DOVDC	26	8	\$ 1,345.00	5	\$ 910.00	\$ 182.00	26	5	\$ 910.00
DOVSC	15	3	\$ 2,940.00	3	\$ 2,940.00	\$ 980.00	15	3	\$ 2,940.00
ELLDC	83	29	\$ 11,034.92	28	\$ 10,773.42	\$ 384.77	83	28	\$ 10,773.42
ELLSC	55	11	\$ 9,635.00	6	\$ 1,490.75	\$ 248.46	55	6	\$ 1,490.75
FARDC	119	53	\$ 9,514.18	51	\$ 8,821.37	\$ 172.97	119	51	\$ 8,821.37
FARSC	71	25	\$ 6,559.87	23	\$ 6,309.87	\$ 274.34	71	23	\$ 6,309.87
FORDC	7	4	\$ 1,023.80	4	\$ 1,023.80	\$ 255.95	7	4	\$ 1,023.80
HOUDC	66	44	\$ 11,687.03	38	\$ 10,645.27	\$ 280.14	66	38	\$ 10,645.27
HOUSC	28	14	\$ 6,752.48	9	\$ 4,762.48	\$ 529.16	28	9	\$ 4,762.48
LEWDC	353	74	\$ 30,070.70	62	\$ 24,749.38	\$ 399.18	353	62	\$ 24,749.38
LINDC	33	5	\$ 1,107.76	2	\$ 522.80	\$ 261.40	33	2	\$ 522.80
MACDC	35	17	\$ 4,838.00	15	\$ 4,235.25	\$ 282.35	35	15	\$ 4,235.25
MACSC	38	16	\$ 9,913.89	13	\$ 7,990.58	\$ 614.66	38	13	\$ 7,990.58
MADDC	0	0	\$ -	0	\$ -	\$ -	0	0	\$ -
MILDC	8	5	\$ 666.50	5	\$ 666.50	\$ 133.30	8	5	\$ 666.50
NEWDC	26	9	\$ 1,991.57	4	\$ 1,142.05	\$ 285.51	26	4	\$ 1,142.05
PORDC	254	69	\$ 21,405.11	62	\$ 19,045.12	\$ 307.18	254	62	\$ 19,045.12
PORSC	36	7	\$ 5,292.50	6	\$ 5,012.50	\$ 835.42	36	6	\$ 5,012.50
PREDC	22	1	\$ 969.70	0	\$ -	\$ -	22	0	\$ -
RODC	65	34	\$ 8,053.74	29	\$ 7,248.74	\$ 249.96	65	29	\$ 7,248.74
ROSC	78	18	\$ 5,915.00	11	\$ 4,305.00	\$ 391.36	78	11	\$ 4,305.00
RUMDC	50	13	\$ 4,586.14	9	\$ 2,869.48	\$ 318.83	50	9	\$ 2,869.48
SKODC	39	12	\$ 5,725.79	9	\$ 3,945.31	\$ 438.37	39	9	\$ 3,945.31
SKOSC	6	2	\$ 900.00	1	\$ 300.00	\$ 300.00	6	1	\$ 300.00
SOUDC	60	17	\$ 2,745.00	17	\$ 2,745.00	\$ 161.47	60	17	\$ 2,745.00
SOUSC	108	22	\$ 6,333.50	21	\$ 6,083.50	\$ 289.69	108	21	\$ 6,083.50
SPRDC	149	46	\$ 17,901.91	36	\$ 12,985.61	\$ 360.71	149	36	\$ 12,985.61
Law	18	6	\$ 7,257.93	6	\$ 5,797.93	\$ 966.32	18	6	\$ 5,797.93
PENCD	165	40	\$ 10,555.60	38	\$ 10,250.60	\$ 269.75	165	38	\$ 10,250.60
CUMCD	503	129	\$ 49,189.55	114	\$ 44,189.55	\$ 387.63	503	114	\$ 44,189.55
WATDC	106	36	\$ 10,248.65	27	\$ 7,957.17	\$ 294.71	106	27	\$ 7,957.17
WESDC	90	37	\$ 7,335.10	32	\$ 6,077.50	\$ 189.92	90	32	\$ 6,077.50
WISDC	66	24	\$ 3,935.20	20	\$ 3,297.70	\$ 164.89	66	20	\$ 3,297.70
WISSC	87	27	\$ 13,799.07	25	\$ 12,919.07	\$ 516.76	87	25	\$ 12,919.07
YORDC	32	12	\$ 3,069.22	10	\$ 2,412.50	\$ 241.25	32	10	\$ 2,412.50
<b>TOTAL</b>	<b>4,885</b>	<b>1,489</b>	<b>\$ 521,341.33</b>	<b>1,267</b>	<b>\$ 432,920.56</b>	<b>\$ 341.69</b>	<b>4,885</b>	<b>1,267</b>	<b>\$ 432,920.56</b>



## MCILS DefenderData Update – 6/10/10 – 7/31/10

- Management interface released on June 10, 2010.
  - Customized screens provided to manage attorney case eligibility categories
  - Provided custom Attorney Roster report
  - Created bulk email function to notify all attorneys of upcoming website
  - Added custom voucher approval workflow
  - Defined voucher validation rules for maximum allowable amounts by case type
  - Approximately 340 attorneys added to system prior to website launch
- Additional management interface customizations
  - Custom mapping of courts to appropriate case categories to simplify rosters
  - Voucher Batch Report to provide details of vouchers submitted to AdvantageME for payment
  - Activity Report by Court and Case Type to show summary information about system usage and vouchers paid
  - Roster summary report to provide attorney counts by court and category
  - Voucher Report by Court to list vouchers paid for each court
  - Automatic export of Attorney Rosters to simplify release of new rosters
- Automated interface with Advantage ME
  - Multiple testing cycles performed to validate data exchange format
  - First official batch of vouchers submitted for payment on 07/12/2010
  - Multiple vouchers for a single attorney are now paid on one check/EFT instead of having a separate transaction for each voucher
- Attorney accessible website was made operational on July 1, 2010
  - Included support for current versions of Internet Explorer, Firefox, Safari, Chrome, and Opera
  - Over 4,600 new cases registered on the site in the first month
- Enhancements/Customizations made to website
  - Vendor code reminder and validation
  - Totaling on events screens
  - Data input masks
  - Search and dropdown enhancements
  - Improved system stability
  - Improved availability and responsiveness
- Future plans
  - Improved usability for lookup fields (incremental search) (End of August)
  - Time sheet functionality to allow users to record time against multiple cases on the same screen (Fall, 2010)
  - Add capability for attorneys to print voucher for their own files (Winter, 2010)
  - Additional support for mobile platforms, iPad, etc. (Early 2011)