
DEFENDER DATA USEAGE STANDARDS

TO: ASSIGNED COUNSEL

FROM: JWA

SUBJECT: DEFENDER DATA USEAGE STANDARDS

DATE: 6/17/2022

CC:

Issued 5/7/2021
Reissued 6/17/2022
Amended 6/17/2022 - LOD minimum fee updated

-----Original Message-----

From: mcils@maine.gov <mcils@maine.gov>
Sent: Friday, May 7, 2021 10:48 AM
Subject: Defender Data usage standards

Good morning, counsel. Please read this email in its entirety as it contains information and instructions you may not yet have.

We are continuing to see some disorganization in the use of Defender Data. This email is intended to address some of that disorganization to promote effective data collection. Accurate data in turn allows MCILS to advocate for the appointed bar effectively, by demonstrating its diligence and appropriateness.

Standards:

1. Information entered in Defender Data and submitted to MCILS constitutes the good faith representation of counsel that the information is accurate.
2. MCILS approves the appointment of attorneys, not firms. For inquiries related to MCILS, the attorney to whom a case is assigned will be considered the supervising attorney over staff and other attorneys who perform tasks related to the case. If a case assigned to an attorney is transferred to another attorney in the same firm to handle, the assigned attorney is required to file a motion to withdraw and substitute counsel. No informal transfers are allowed.

3. The attorney to whom a case is assigned is responsible for the time entered and/or vouchers submitted during the period that person is assigned to that case. An attorney who allows another person to enter time and/or submit a voucher is nevertheless responsible for the entries of that person.

4. Each attorney is responsible for activity performed through that attorney's login credentials as though that attorney conducted that activity personally.

5. If a staff person uses a staff account, that account must be properly registered to that staff person. Contact the Deputy Director about setting up a staff account.

6. All time entered into Defender Data must accurately reflect the identity of the person who performed the task in the Time Entry User field.

7. Only time worked by attorneys designated as eligible to receive appointments through MCILS and properly registered in Defender Data may be billed through Defender Data. No time for services performed by attorneys not designated as eligible to receive appointments may be billed to MCILS through Defender Data. No staff time may be billed to MCILS through Defender Data.

8. The time billed in Defender Data shall accurately reflect the actual time spent on each task specified, except as set out below. Time may not otherwise be bulked up.

9. An attorney performing Lawyer of the Day services may charge a minimum fee of ~~\$150~~ \$240 under the MCILS rules for each appearance. An appearance may be in person or over video conference. An attorney may not charge any fee if the appearance is cancelled.

10. The previous instruction to aggregate events of the same type into one entry for the day is rescinded. Time records should accurately reflect the text, emails, and other tasks of the day.

JWA

Justin W. Andrus
(Interim) Executive Director
Maine Commission on Indigent Legal Services
(207) 287-3254
Justin.andrus@maine.gov