

## LOD SESSION APPROVAL POLICY

*Effective 5/12/2023*

*Amended 2/19/2026*

This Policy is amended in anticipation of the upgrade from defenderData 5 to defenderData 7 (“DD7”).

1. *Timing of Session Creation*—counsel may create an LOD session in defenderData only after the assignment has been completed. These sessions will only be approved once the assignment is completed.

2. *Session Creation*— In DD7, assignments involving Lawyer of the Day will now be defined as a “Session”. To create a session that involves those assignments, counsel will click on the “NEW SESSION” button. That button is adjacent to the “NEW CASE” button and is also found in the top menu on the homepage.

Once the “NEW SESSION” button is clicked, the system will prompt you to provide certain information, such as the date of assignment, the case type, and the county that the session was held in. It should be noted that a specific docket number will not need to be provided when setting up a SESSION in DD7.

3. *Completion of Assignment*— Once an LOD assignment is completed, counsel must send an email to [PDS.vouchers@maine.gov](mailto:PDS.vouchers@maine.gov). This email must contain the following subject line: “LOD CASE APPROVAL.” The subject line should also contain a number which sufficiently identifies the session. The number should reflect the court in which the assignment took place, the session type, and the date of the court appearance (in that order).

For the court, counsel should use the abbreviation that is used for all court pleadings and Orders. For example, the Androscoggin County Unified Criminal Court would be “ANDCD”.

For the session type, counsel should use one of two types. For LOD appearances where defendants are in custody, the session type is “LODC”. For LOD appearances where defendants are not in custody, also known as walk-in arraignments, the session type is “LODW”.

For the date of the court appearance, counsel should use an 8-digit number that has no dashes or any other separating figures. The month and the day will have 2 digits each, and the year will have 4 digits.

For example, a walk-in arraignment LOD assignment occurring in Bangor on May 5, 2023, should have the following number: **PENCD-LODW-05052023**.

## Minimum Fees

Pursuant to Chapter 301, Section 5 of the PDS Rules, counsel may bill a minimum fee of 3 hours for each appearance as Lawyer of the Day. Vouchers seeking the minimum fee must show the actual time expended and the size of the minimum fee adjustment.

If you physically appear for an LOD assignment and are told at that time that you are not needed, you can bill for the minimum fee amount. In that scenario, if you did any work ahead of time (*e.g.*, discovery review, travel time), you should bill for that time and then use the minimum fee adjustment to get to the 3 hours. If you did not appear for the LOD assignment (because you were told ahead of time), you can bill only for the actual work performed. In either scenario, it is helpful if you leave a brief voucher note to explain what happened.

DD7 uses UTBMS codes for billing. For court time, we are requesting that counsel use the most appropriate code (*e.g.*, “A109 Appear for/Attend”, “L450 Trial and Hearing Attendance”). For the minimum fee adjustment, counsel should use “A111 Other” and specifically write “minimum fee adjustment” in the comment section. Finally, it should be noted that a custom code for travel time (“L700 Travel Time”) is available in DD7.