Tarrant County Integrated Justice Information System

Manage Indigent Defense Services

Software Requirements Specification

Version 1.1

Inception Iteration

Revision History

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| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| 03/15/2004 | 1.0 | Initial draft | Mark O'Neal |
| 03/22/2004 | 1.1 | Second draft for Sponsor Review | Mark O'Neal |
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# Introduction

The Integrated Justice Information System (IJIS) is an initiative being undertaken by Tarrant County, Texas. The vision for IJIS is to define and develop enhanced business processes and supporting technology solutions that result in a more effective and efficient administration of justice in Tarrant County. When complete, IJIS will facilitate rapid sharing of information across the Criminal Justice Community while providing each stakeholder with advanced justice management capabilities. The goal of the current phase of the initiative is to define IJIS business requirements shared by the Criminal Justice Community. To reach agreement on the business requirements, a three-stage approach will be been used:

1. A baseline of use cases has been prepared to provide a starting point for discussions with the Criminal Justice Community. The baseline represents a compilation of requirements identified during review of background materials obtained from various sources.
2. Workshops will be held to collect requirements from the Criminal Justice Community. The baseline requirements, documented here, will be reviewed, and requirements added, removed and refined.
3. The material provided during the workshops will be consolidated into a single model, and reviewed at a final workshop with representatives from the Criminal Justice Community.

# Document Purpose

The objective of the Manage Indigent Defense Software Requirements Specification is to provide an overview of the business use case model for providing indigent defense services by:

* Outlining the business processes required to manage indigent defense services
* Presenting the Business Use Cases for managing indigent defense services
* Outlining the Business Supplementary Requirements (nonfunctional requirements and other factors)
* Listing any outstanding issues

# Definitions, Acronyms and Abbreviations

Table 1.1– Definitions, Acronyms, and Abbreviations

| **Term/Acronym/Abbreviation** | **Term/Definition** |
| --- | --- |
| CCP | Texas Code of Criminal Procedure |
| CUC | Texas Conference of Urban Counties |
| ECFS | District Attorney Electronic Case Filing System |
| IDOL | Indigent Defense On-Line |
| IJIS | Integrated Justice Information System |
| LEA | Law Enforcement Agency |
| OCA | Office of Court Administration |
| PALM | Public Appointment List Management System |
| SAP | Commercial off the shelf software package used by the Auditor to manage County Financial Information. |
| TFID | Task Force on Indigent Defense |

# Specific Requirements

The following diagram depicts the business use case model for Manage Indigent Defense Services:

Tarrant County Integrated Justice Information System
Manage Indigent Defense Services
Business Use Case Model Version 1.0
March 15, 2004

## Actor Definitions

Table 2.1– Actors

|  |  |
| --- | --- |
| **Actor** | **Definition** |
| Auditor | Person appointed to manage County business by a majority vote of District Judges that have jurisdiction in the County. |
| Commissioners Court | The governing body of the County. Consists of County Judge and four (4) Commissioners |
| Court Case Management System | External system used by the Criminal Justice community to manage case information from initial arrest through final disposition. |
| Court Coordinator | Person responsible for managing the schedule of a County or District Court. |
| County Court Judge | Person elected and/or appointed to preside over a trial court with misdemeanor criminal jurisdiction. |
| Defendant | Person arrested and/or charged with a criminal offense but not yet convicted. |
| Defense Attorney | Person qualified and appointed to represent a Defendant in an adversarial judicial proceeding |
| Detention Facility Officer | Person responsible for processing a Defendant into custody. |
| District Attorney | Person responsible for representing the State of Texas in an adversarial judicial proceeding |
| District Court Judge | Person elected and/or appointed to preside over a trial court with felony criminal jurisdiction. |
| Filing Agency | Law Enforcement Agency investigating and presenting charges to District Attorney against Defendant. |
| Local Selection Committee | Committee appointed by the Presiding Judge of the Administrative Judicial Region to adopt standards for the qualification of attorneys to be appointed to represent indigent defendants in capital cases in which the death penalty is sought. |
| Magistrate | Person responsible for informing the Defendant of their right to an appointed counsel and determination of indigent status. |
| Office of Attorney Appointments | Person responsible for managing the Indigent Defense appointment process. |
| Presiding Administrative Judge | Person appointed by the Governor to preside over the administrative judicial region. |
| Task Force on Indigent Defense | Standing committee of the Texas Judicial Council responsible for establishing standards for Indigent Defense Services. |

## Use Case Specifications – Submit Request for Appointed Counsel

| **Business Use Case Package** | **Manage Indigent Defense** |
| --- | --- |
| **Business Use Case Title** | **Submit Request for Appointed Counsel** |
| **Version #** | 1.0 |
| **Date** | March 15, 2004 |
| **Author(s)** | Mark O'Neal |

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| --- | --- |
| **Description** | The purpose of this use case is to describe the activities involved in submitting a Request for Appointed Counsel to the Office of Attorney Appointments. |
| **Supports Objective(s)** | Enable law enforcement agencies to capture defendant and incident information along with supporting paper documents within 48 hours of arrest.  Enable magistrates to electronically review request(s) for counsel and submit request(s) for counsel within 24 hours of the indigency hearing. |
| **Actors** | * Defendant * Detention Facility Officer * Magistrate * Office of Attorney Appointments * City Clerk * Notary |
| **Flow of Events** | |
| **Basic Path** | This use case starts after the Defendant has been arrested and transported to a Detention Facility.   1. Detention Facility Officer captures Defendant, Incident, and Financial Information. 2. Defendant swears to and signs Financial Affidavit. 3. Detention Facility Officer witnesses and signs Financial Affidavit. 4. Detention Facility Officer schedules Indigency Hearing. 5. Magistrate informs Defendant of right to request appointment of counsel and asks whether Defendant wants a Court Appointed Attorney. 6. Defendant requests appointment of a Court Appointed Attorney. 7. Magistrate reviews Financial Affidavit. 8. Magistrate interviews/questions Defendant. 9. Magistrate makes determination that Defendant is indigent. 10. Defendant and Magistrate sign Request for Appointed Counsel. 11. Magistrate submits Request for Appointed Counsel to the Office of Attorney Appointments. |

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| **Alternative Path 1** | **Defendant waives right to Court Appointed Attorney**  This alternative path replaces the basic path beginning at step 6.   1. Defendant waives right to Court Appointed Attorney. 2. Defendant signs Waiver of Appointed Counsel. 3. Magistrate submits Waiver of Appointed Counsel to the Office of Attorney Appointment |
| **Alternative Path 2** | **Magistrate determines Defendant is not indigent**  This alternative path replaces the basic path beginning at step 9.   1. Magistrate makes determination that Defendant is not indigent. 2. Magistrate submits notice of indigency determination to the Office of Attorney Appointments. |

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| **Special Requirements** | **Legal:**  [Texas Code of Criminal Procedure (CCP)](http://www.capitol.state.tx.us/statutes/cr.toc.htm)   1. [CCP Article 1.051](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000001.00.htm#1.051.00) – Right to representation by Counsel 2. [CCP Article 15.17](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000015.00.htm#15.17.00) – Duties of arresting officer and magistrate   [Texas Uniform Commercial Code](http://www.capitol.state.tx.us/statutes/bc.toc.htm)   1. [Chapter 43 Uniform Electronic Transactions Act](http://www.capitol.state.tx.us/statutes/docs/BC/content/htm/bc.004.00.000043.00.htm#43.001.00) (UETA)   **Technical:**  [Texas Department of Information Resources](http://www.dir.state.tx.us/index.htm)   1. [Guidelines for the Management of Electronic Transactions and Signed Records](http://www.dir.state.tx.us/standards/UETA_Guideline.htm). |
| **Outstanding Issues** |  |

## Use Case Specifications – Process Request for Appointed Counsel

| **Business Use Case Package** | **Manage Indigent Defense** |
| --- | --- |
| **Business Use Case Title** | **Process Request for Appointed Counsel** |
| **Version #** | 1.0 |
| **Date** | March 15, 2004 |
| **Author(s)** | Mark O'Neal |

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| --- | --- |
| **Description** | The purpose of this use case is to describe the activities involved in processing a Request for Appointed Counsel submitted to the Office of Attorney Appointments. |
| **Supports Objective(s)** | Enable the Office of Attorney Appointments to review request(s) for counsel and process request(s) for counsel as soon as possible, but not later than the end of the first working day after the date on which the Office of Attorney Appointments receives the request for appointment of counsel.  Enable law enforcement agencies to be notified that the request for counsel has been denied within 24 hours of the denial.  Enable the appointed attorney and Defendant to be notified that an appointment has been made within 24 hours of the appointment. |
| **Actors** | * Court Case Management System * Defendant * Defense Attorney * Detention Facility Officer * District Court Judge * Local Selection Committee * Magistrate * Office of Attorney Appointments |
| **Flow of Events** | |
| **Basic Path** | This use case starts after a Magistrate has submitted a Request for Appointed Counsel to the Office of Attorney Appointments.   1. Office of Attorney Appointments receives/reviews the Request for Appointed Counsel. 2. Office of Attorney Appointments researches Defendant/Incident information in Court Case Management System. 3. Office of Attorney Appointments confirms Defendant has not been released from custody. 4. Office of Attorney Appointments confirms Defendant does not have a Defense Attorney appointed on a pending case. 5. Office of Attorney Appointments determines the appropriate appointment rotation list based upon the highest level and degree of offense Defendant is accused of committing. 6. Office of Attorney Appointments selects next Defense Attorney in the appointment rotation list. 7. Office of Attorney Appointments notifies Defendant, Defense Attorney and Detention Facility Officer of appointment by facsimile and/or electronic mail. |
| **Alternative Path 1** | **Defendant has been released from custody**  This alternative path replaces the basic path beginning at step 3.   1. Office of Attorney Appointments records that the Request for Appointed Counsel has been denied because the Defendant is no longer in custody. |
| **Alternative Path 2.a** | **Defense Attorney has been appointed on a pending case.**  This alternative path replaces the basic path beginning at step 5.   1. Office of Attorney Appointments determines that the previously appointed Defense Attorney is on the appropriate appointment rotation list required by the Request for Appointed Counsel being reviewed. 2. Office of Attorney Appointments selects previously appointed Defense Attorney for appointment. 3. Rejoins basic path at step 7. |
| **Alternative Path 2.b** | **Defense Attorney has been appointed on a pending case**  This alternative path replaces the basic path beginning at step 5.   1. Office of Attorney Appointments determines that the previously appointed Defense Attorney is not on the appropriate appointment rotation list required by the Request for Appointed Counsel being reviewed. 2. Original Defense Attorney is notified of new charge(s) and is removed from the appointment due to a lack of qualifications. 3. Rejoins basic path at step 5. 4. New Defense Attorney is appointed to original charge(s). |
| **Alternative Path 3** | **Charge is capital felony case with death penalty sought**  This alternative path replaces the basic path beginning at step 2.   1. Office of Attorney Appointments forwards the Request for Counsel to the presiding District Judge of Court in which the capital felony case is filed. 2. District Court Judge selects two attorneys both must be qualified by the Administrative Judicial Region Local Selection Committee. 3. Office of Attorney Appointments appoints selected Defense Attorney(s). 4. Rejoins basic path at step 6.   These attorneys DO NOT come off the wheel. |

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| **Special Requirements** | **Legal:**  [Texas Code of Criminal Procedure (CCP)](http://www.capitol.state.tx.us/statutes/cr.toc.htm)   1. [CCP Article 1.051](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000001.00.htm#1.051.00) – Right to representation by Counsel 2. [CCP Article 15.17](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000015.00.htm#15.17.00) – Duties of arresting officer and magistrate 3. [CCP Article 26.04](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000026.00.htm#26.04.00) – Procedures for Appointing Counsel 4. [CCP Article 26.052](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000026.00.htm#26.052.00) – Appointment of counsel in death penalty case; reimbursement of investigative expenses   **Technical:**   1. Integration with Court Case Management System |
| **Outstanding Issues** |  |

## Use Case Specifications – Manage Defendant Contact

| **Business Use Case Package** | **Manage Indigent Defense** |
| --- | --- |
| **Business Use Case Title** | **Manage Defendant Contact** |
| **Version #** | 1.0 |
| **Date** | March 15, 2004 |
| **Author(s)** | Mark O'Neal |

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| **Description** | The purpose of this use case is to describe the activities involved in Managing Defense Attorney contacts with Defendant. |
| **Supports Objective(s)** | Enable an appointed attorney to review appointments and capture the date and type of first contact with the defendant no later than the end of the first working day after the date of the appointment.  Enable an appointed attorney to capture the date and time of the first in person visit with the defendant, as appropriate.  Enable the Office of Attorney Appointments to be notified when first contact by an appointed attorney is not made by the of the first working day after the date of the appointment. |
| **Actors** | * Defendant * Defense Attorney * Office of Attorney Appointments |
| **Flow of Events** | |
| **Basic Path** | This use case starts after Defense Attorney has been appointed to represent Defendant.   1. Defense Attorney contacts Defendant within one working day of appointment. 2. Defense Attorney notifies Office of Attorney Appointments of date and time of initial contact. 3. Defense Attorney interviews Defendant in person. 4. Defense Attorney notifies Office of Attorney Appointments of date and time of in person visit(s). 5. Steps 3-4 may be repeated until the charges have been dismissed, defendant is acquitted, appeals are exhausted, or the Court has relieved the Defense Attorney of duties. |

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| **Alternative Path 1** | **Defense Attorney fails to contact Defendant**   1. This alternative path replaces the basic path beginning at step 2. |
| **Alternative Path 2** | **Defense Attorney fails to interview Defendant**   1. This alternative path replaces the basic path beginning at step 2. |

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| **Special Requirements** | **Legal:**  [Texas Code of Criminal Procedure (CCP)](http://www.capitol.state.tx.us/statutes/cr.toc.htm)   1. [CCP Article 1.051](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000001.00.htm#1.051.00) – Right to representation by Counsel |
| **Outstanding Issues** |  |

## Use Case Specifications – Manage Notice of Case Filing Decision

| **Business Use Case Package** | **Manage Indigent Defense** |
| --- | --- |
| **Business Use Case Title** | **Manage Notice of Case Filing Decision** |
| **Version #** | 1.0 |
| **Date** | March 15, 2004 |
| **Author(s)** | Mark O'Neal |

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| **Description** | The purpose of this use case is to describe the activities involved in Managing District Attorney notice of case filing decisions. |
| **Supports Objective(s)** | Enable the appointed attorney and Office of Attorney Appointments to be notified that the District Attorney has accepted/rejected the incident and whether charges where added, removed or modified. |
| **Actors** | * Court Case Management System * Defendant * Defense Attorney * District Attorney * Office of Attorney Appointments |
| **Flow of Events** | |
| **Basic Path** | This use case starts after the District Attorney has made the decision to proceed with prosecution of Defendant.   1. District Attorney notifies Office of Attorney Appointments of the charge(s) that were accepted for prosecution. 2. Office of Attorney Appointments enters Defense Attorney appointment into the Court Case Management System. 3. Office of Attorney Appointments notifies Defense Attorney that charge(s) have been filed. |
| **Alternative Path 1** | **District Attorney creates additional charge**  This alternative path replaces the basic path beginning at step 2.   1. See Alternative Path 2.b from Process Request for Appointed Counsel. |
| **Alternative Path 2** | **District Attorney modifies original charge**  This alternative path replaces the basic path beginning at step 2.   1. See Alternative Path 2.b from Process Request for Appointed Counsel. |
| **Alternative Path 3** | **District Attorney rejects original charge**  This alternative path replaces the basic path beginning at step 2.   1. Office of Attorney Appointments notifies Defense Attorney. |

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| **Special Requirements** | **Technical:**   1. Integration with Court Case Management System. 2. Integration with District Attorney Electronic Case Filing System. |
| **Outstanding Issues** |  |

## Use Case Specifications – Manage Defense Attorney Setting Notification

| **Business Use Case Package** | **Manage Indigent Defense** |
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| **Business Use Case Title** | **Manage Defense Attorney Setting Notification** |
| **Version #** | 1.0 |
| **Date** | March 15, 2004 |
| **Author(s)** | Mark O'Neal |

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| **Description** | The purpose of this use case is to describe the activities involved in the creation of a setting and the updating of that setting (results/hearing conducted). It includes initial settings, cases to be calendared, and the recording of the outcome of the hearing. |
| **Supports Objective(s)** | Enable the Office of Attorney Appointments to produce comprehensive reporting measurements that reflect compliance with the Texas Fair Defense Act. |
| **Actors** | * Court Case Management System * Court Coordinator * Defendant * Defense Attorney * District Attorney * Judge (County or District Court Judge) * Office of Attorney Appointments |
| **Flow of Events** | |
| **Basic Path** | This use case starts after District Attorney has accepted and filed charges against Defendant.   1. Court Coordinator determines that a setting is required. 2. Court Coordinator enters setting information into Court Case Management System. 3. Office of Attorney Appointments notifies Defendant, Defense Attorney, and District Attorney of setting. 4. Defendant, Defense Attorney, and District Attorney appear before Judge. 5. Court Coordinator enters setting result into Court Case Management System. 6. Steps 1-5 are repeated until the charges have been disposed, Defendant is acquitted, appeals are exhausted, or the Defense Attorney has been relieved of duties by the Court |
| **Alternative Path 1** | **Defendant is in custody**  This alternative path replaces the basic path beginning at step 3. |
| **Alternative Path 2** | **Defendant fails to appear**  This alternative path replaces the basic path beginning at step 5. |

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| **Alternative Path 3** | **Defense Attorney fails to appear**  This alternative path replaces the basic path beginning at step 5. |

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| **Special Requirements** | **Legal:**  [Texas Code of Criminal Procedure (CCP)](http://www.capitol.state.tx.us/statutes/cr.toc.htm)   1. [CCP Article 1.051](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000001.00.htm#1.051.00) – Right to representation by Counsel |
| **Outstanding Issues** |  |

## Use Case Specifications – Manage Defense Attorney Compensation

| **Business Use Case Package** | **Manage Indigent Defense** |
| --- | --- |
| **Business Use Case Title** | **Manage Defense Attorney Compensation** |
| **Version #** | 1.0 |
| **Date** | March 15, 2004 |
| **Author(s)** | Mark O'Neal |

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| --- | --- |
| **Description** | The purpose of this use case is to describe the activities involved in managing compensation made to Defense Attorney. |
| **Supports Objective(s)** | Enable the Office of Attorney Appointments to produce comprehensive reporting measurements that reflect compliance with the Texas Fair Defense Act. |
| **Actors** | * Auditor * Commissioners Court * Defense Attorney * Filing Agency * Judge (County or District Court Judge) * Office of Attorney Appointments * Presiding Administrative Judge |
| **Flow of Events** | |
| **Basic Path** | This use case starts when a Defense Attorney submits a request for payment.   1. Defense Attorney submits request for payment itemizing the list of services performed to Office of Attorney Appointments. 2. Office of Attorney Appointments forwards request for payment to Judge. 3. Judge reviews/approves request for payment and forwards to Office of Attorney Appointments. 4. Office of Attorney Appointments forwards order to remit payment to Auditor. 5. Auditor presents claim to Commissioners Court. 6. Commissioners Court approves payment of claim. 7. Auditor remits payment to Defense Attorney. 8. Auditor notifies Judge that payment has been remitted. |
| **Alternative Path 1** | **Judge disapproves amount of payment without Appeal**  This alternative path replaces the basic path beginning at step 3.   1. Judge makes written finding of approved payment amount and reason(s) for approving an amount different from the requested amount. 2. Rejoins basic path at step 3. |

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| **Alternative Path 2** | **Judge disapproves amount of payment with Appeal**  This alternative path replaces the basic path beginning at step 3.   1. Judge makes written finding of approved payment amount and reason(s) for approving an amount different from the requested amount. 2. Defense Attorney files motion with Presiding Administrative Judge. 3. Presiding Administrative Judge reviews disapproval of payment. 4. Presiding Administrative Judge determines the appropriate amount of payment. 5. Presiding Administrative Judge orders Auditor to remit payment to Defense Attorney. 6. Rejoins basic path at step 5. |
| **Alternative Path 3** | **Judge denies Defense Attorney request for advance payment of expenses (ex parte)**  This alternative path replaces the basic path beginning at step 1.   1. Defense Attorney files request for advance payment of expenses. 2. Judge denies request (in whole or part) for advance payment of expenses. 3. Judge makes written finding of approved payment amount and reason(s) for approving an amount different from the requested amount. 4. Judge submits request for advance payment and denial as sealed exhibit to the record. |
| **Alternative Path 4** | **Filing Agency drops charges against Defendant**  This alternative path replaces the basic path beginning at step 1.   1. Office of Attorney Appointments notifies Defense Attorney. |
| **Alternative Path 5** | **Charges against Defendant are rejected by District Attorney**  This alternative path replaces the basic path beginning at step 1.   1. Office of Attorney Appointments notifies Defense Attorney. |

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| **Special Requirements** | **Legal:**   1. [CCP Article 26.05](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000026.00.htm#26.05.00) – Compensation of Counsel Appointed to Defend 2. [CCP Article 26.052](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000026.00.htm#26.052.00) – Appointment of counsel in death penalty case; reimbursement of investigative expenses   **Technical:**  Integration with external Accounting System(s). |
| **Outstanding Issues** |  |

## Use Case Specifications – Manage Attorney List

| **Business Use Case Package** | **Manage Indigent Defense** |
| --- | --- |
| **Business Use Case Title** | **Manage Attorney List** |
| **Version #** | 1.0 |
| **Date** | March 15, 2004 |
| **Author(s)** | Mark O'Neal |

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| --- | --- |
| **Description** | The purpose of this use case is to describe the activities involved in Managing Defense Attorney contacts with Defendant. |
| **Supports Objective(s)** | Enable the Office of Attorney Appointments to produce comprehensive reporting measurements that reflect compliance with the Texas Fair Defense Act. |
| **Actors** | * Defense Attorney * Judges (County or District Court Judges) * Office of Attorney Appointments |
| **Flow of Events** | |
| **Basic Path** | This use case starts when a Defense Attorney requests to be placed on appointment rotation list.   1. Defense Attorney submits application for public appointments. 2. Office of Attorney Appointments reviews application. 3. Office of Attorney Appointments forwards application to Judges. 4. Judges review/approve application. 5. Judges forward application to Office of Attorney Appointments. 6. Office of Attorney Appointments adds Defense Attorney to appropriate appointment rotation list(s). 7. Office of Attorney Appointments notifies Defense Attorney. |

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| **Alternative Path 1** | **Defense Attorney fails to meet minimum qualifications**  This alternative path replaces the basic path beginning at step 3.   1. Office of Attorney Appointments records qualification issues. 2. Office of Attorney Appointments notifies Defense Attorney. |
| **Alternative Path 2** | **Judges do not approve application**  This alternative path replaces the basic path beginning at step 4.   1. Office of Attorney Appointments notifies Defense Attorney. |
| **Alternative Path 4** | **Permanent removal from appointment rotation list**  This alternative path replaces the basic path beginning at step 1.   1. Judges order removal of Defense Attorney. 2. Office of Attorney Appointments removes Defense Attorney from appropriate appointment rotation list(s). 3. Office of Attorney Appointments notifies Defense Attorney. |
| **Alternative Path 4** | **Reinstatement to appointment rotation list**  This alternative path replaces the basic path beginning at step 1.   1. Judges order reinstatement of Defense Attorney. 2. Office of Attorney Appointments adds Defense Attorney to appropriate appointment rotation list(s). 3. Office of Attorney Appointments notifies Defense Attorney. |
| **Alternative Path 5** | **Temporary removal from appointment rotation list**  This alternative path replaces the basic path beginning at step 1.   1. Defense Attorney requests to be removed from appointment rotation list(s). 2. Office of Attorney Appointments suspends appointments to Defense Attorney from appropriate appointment rotation list(s) for 30 days. 3. Office of Attorney Appointments notifies Defense Attorney. |

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| **Special Requirements** | **Legal:**  [Texas Code of Criminal Procedure (CCP)](http://www.capitol.state.tx.us/statutes/cr.toc.htm)   1. [CCP Article 1.051](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000001.00.htm#1.051.00) – Right to representation by Counsel 2. [CCP Article 26.04](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000026.00.htm#26.04.00) – Procedures for Appointing Counsel |
| **Outstanding Issues** |  |

## Use Case Specifications – Manage Reporting

| **Business Use Case Package** | **Manage Indigent Defense** |
| --- | --- |
| **Business Use Case Title** | **Manage Reporting** |
| **Version #** | 1.0 |
| **Date** | March 15, 2004 |
| **Author(s)** | Mark O'Neal |

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| --- | --- |
| **Description** | The purpose of this use case is to describe the activities involved in managing reporting to the Task Force on Indigent Defense. |
| **Supports Objective(s)** | Enable the Office of Attorney Appointments to produce comprehensive reporting measurements that reflect compliance with the Texas Fair Defense Act. |
| **Actors** | * Office of Attorney Appointments * Task Force on Indigent Defense |
| **Flow of Events** | |
| **Basic Path** | This use case starts when a report is required by the Task Force on Indigent Defense.   1. Office of Attorney Appointments selects the report type. 2. Office of Attorney Appointments enters/selects report parameters. 3. Office of Attorney Appointments distributes report to Task Force on Indigent Defense. |
| **Alternative Path 1** | **None Identified** |

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| **Special Requirements** | **Report Types:**   1. Number of appointments made by date range (day, week, month, quarter, annual, and ad hoc) and type of appointment (felony, misdemeanor, etc…). 2. Number of denials of counsel by date range (day, week, month, quarter, annual, and ad hoc) and type of denial. 3. Minimum, maximum, and average number of hours between date/time of arrest and magistration by date range (day, week, month, quarter, annual, and ad hoc). 4. Minimum, maximum, and average number of hours between date/time of magistration and request for counsel by date range (day, week, month, quarter, annual, and ad hoc). 5. Minimum, maximum, and average number of hours between date/time of request for appointment of counsel and appointment/denial by date range (day, week, month, quarter, annual, and ad hoc). 6. Minimum, maximum, and average number of hours between date/time of appointment of counsel and Defense Attorney first contact by date range (day, week, month, quarter, annual, and ad hoc). 7. Minimum, maximum, and average number of days between date/time of appointment and case filing by date range (day, week, month, quarter, annual, and ad hoc). 8. Minimum, maximum, and average number of days between date/time of case filing and disposition by date range (day, week, month, quarter, annual, and ad hoc). 9. Minimum, maximum, and average number of days between date/time of appointment and disposition by date range (day, week, month, quarter, annual, and ad hoc). 10. Minimum, maximum, and average number of total hours billed by Defense Attorney and Offense Type by date range (day, week, month, quarter, annual, and ad hoc). 11. Minimum, maximum, and average number of court appearances by Defense Attorney and Offense Type by date range (day, week, month, quarter, annual, and ad hoc). 12. Minimum, maximum, and average of total payments made to Defense Attorney by Offense Type by date range (day, week, month, quarter, annual, and ad hoc). 13. Minimum, maximum, and average cost of reimbursement types (Court Appearances, Investigation, etc...) by Offense Type by date range (day, week, month, quarter, annual, and ad hoc). 14. Minimum, maximum, and average number of appointments for Defendants with special needs by date range (day, week, month, quarter, annual, and ad hoc). 15. Minimum, maximum, and average number of duplicate appointments and amount of payments made on those cases/charges (day, week, month, quarter, annual, and ad hoc). 16. Minimum, maximum, and average number of non-disposed cases/charges and amount of payments made on those cases/charges (day, week, month, quarter, annual, and ad hoc). 17. Minimum, maximum, and average number of pleas by Defense Attorney, Disposition Type, and Offense Type by date range (day, week, month, quarter, annual, and ad hoc). 18. Minimum, maximum, and average number of trials by Defense Attorney, Disposition Type, and Offense Type by date range (day, week, month, quarter, annual, and ad hoc). 19. Minimum, maximum, and average number of dispositions by Defense Attorney, Disposition Type, and Offense Type by date range (day, week, month, quarter, annual, and ad hoc).   [**Texas Government Code**](http://www.capitol.state.tx.us/statutes/gv.toc.htm)   1. [Section 71.0351 – Indigent Defense Information](http://www.capitol.state.tx.us/statutes/docs/GV/content/htm/gv.002.00.000071.00.htm#71.0351.00) |
| **Outstanding Issues** |  |

# Specific Requirements

The Supplementary Business Specifications captures any descriptions of process or constraints that cannot be assigned to one business use case. The contents of this section are therefore applicable across all business use cases. Where such processes or constraints apply to only one business use case, they should be presented as special requirements of that business use case.

This section will capture any supplementary requirements discussed during the workshops.

# Legal Requirements

[**Texas Code of Criminal Procedure (CCP)**](http://www.capitol.state.tx.us/statutes/cr.toc.htm)

1. [CCP Article 1.051](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000001.00.htm#1.051.00) – Right to representation by Counsel
2. [CCP Article 15.17](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000015.00.htm#15.17.00) – Duties of arresting officer and magistrate
3. [CCP Article 26.04](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000026.00.htm#26.04.00) – Procedures for Appointing Counsel
4. [CCP Article 26.05](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000026.00.htm#26.05.00) – Compensation of Counsel Appointed to Defend
5. [CCP Article 26.052](http://www.capitol.state.tx.us/statutes/docs/CR/content/htm/cr.001.00.000026.00.htm#26.052.00) – Appointment of counsel in death penalty case; reimbursement of investigative expenses.

[**Texas Government Code**](http://www.capitol.state.tx.us/statutes/gv.toc.htm)

1. [Section 71.0351 – Indigent Defense Information](http://www.capitol.state.tx.us/statutes/docs/GV/content/htm/gv.002.00.000071.00.htm#71.0351.00)

[**Texas Uniform Commercial Code**](http://www.capitol.state.tx.us/statutes/bc.toc.htm)

1. [Chapter 43 Uniform Electronic Transactions Act](http://www.capitol.state.tx.us/statutes/docs/BC/content/htm/bc.004.00.000043.00.htm#43.001.00) (UETA)

[**Texas Local Government Code**](http://www.capitol.state.tx.us/statutes/lg.toc.htm)

1. [Chapter 203](http://www.capitol.state.tx.us/statutes/docs/LG/content/htm/lg.006.00.000203.00.htm#203.001.00) – Management and Preservation of Records

[**Task Force on Indigent Defense Plans**](http://tfid.tamu.edu/Public/Default.asp?county_id=220)

1. [Tarrant County Indigent Defense Plan – December 27, 2001](http://tfid.tamu.edu/CountyDocuments/Tarrant/2002%20Tarrant%20Plan.pdf)
2. [Tarrant County Indigent Defense Plan Supplement – June 5, 2003](http://tfid.tamu.edu/CountyDocuments/Tarrant/2003%20Tarrant%20District%20Plan%20Amendment.pdf)
3. [Tarrant County Indigent Defense Plan Supplement – June 25, 2003](http://tfid.tamu.edu/CountyDocuments/Tarrant/2003%20Tarrant%20District%20and%20County%20Plan%20Supplement.pdf)

# Technical Requirements

[**Texas Department of Information Resources**](http://www.dir.state.tx.us/index.htm)

1. [Guidelines for the Management of Electronic Transactions and Signed Records](http://www.dir.state.tx.us/standards/UETA_Guideline.htm)

[**United States Department of Justice – Office Justice Programs**](http://www.it.ojp.gov/index.jsp)

1. [Global Justice XML Data Model (GJXDM)](http://it.ojp.gov/jxdm/)