

# Annual Data Reporting

## ILS-195

Submission due by **April 1, 2024**

Each provider of mandated representation must file an annual report with the Office of Indigent Legal Services (ILS) pursuant to New York County Law §722-f. Providers will fulfill this requirement through submission of a form known as the ILS-195. There are three parts to this form.

A 'provider' of representation is a public defender office, conflict defender office, legal aid society, assigned counsel program, or any other office, firm, individual, or entity that provides representation to persons financially unable to afford counsel in criminal or Family Court cases as defined in NY County Law Article 18-B. We consider assigned counsel 'providers' to exist in counties even where no formal administration exists and judges assign counsel. Except in New York City, we consider providers to be specific to a county. Where a single organization supplies representation in multiple counties (sometimes called a 'regional' program), separate forms must be submitted for services provided by that organization in each county respectively. Where one person or entity oversees two or more providers according to this definition (as, for example, where public defender offices oversee assigned counsel systems) separate reports must be submitted for each provider.

All questions refer to the most recent calendar year (January 1 – December 31), and responses must be submitted prior to the reporting deadline (April 1 following the year in question).

[ILS-195 Form in PDF](#)

[ILS Employee Statistics Worksheet](#)

[ILS Employee Statistics Worksheet - Instructions](#)

[ILS-195 Glossary](#)

[Frequently Asked Questions - ILS 195, Part 1](#)

[Frequently Asked Questions - ILS 195, Part 2](#)

## **Development of the ILS 195**

[Background and Purpose](#)

[A Determination of Caseload Standards Pursuant to section IV of the \*Hurrell-Harring v The State of New York Settlement\*](#)

[Definitions for Reporting Counts of Criminal Cases to the Office of Indigent Legal Services](#)

[Data Officers: Roles and Responsibilities](#)

[Study of Case Counting Practices Among Providers Of Mandated Criminal Defense](#)

## **ILS Caseload Standards Implementation**

[ILS Caseload Standards Implementation Quick Reference](#)

## **Training on the ILS 195**

You can access previous trainings on Parts 1, 2, and 3 of the ILS 195 by following the links below:

[2018 Winter Training Video](#) (Overview of Part 1) Click [here](#) for additional information about this training.

[2019 Summer Training Video](#) (Part 2) Click [here](#) for additional information about this training.

[2020 Fall Training](#) (Part 3)

## **Annual Financial Report**

Beginning in 2017, following passage of Chapter 337 of the Laws of 2016, this report is to be filed with the Office of Indigent Legal Services instead of the Office of the

State Comptroller as had previously been the case.

Submission due by **March 1, 2024**

[MS Form for Submission](#)

[Annual Financial Report PDF](#)

[Annual Financial Report FAQ](#)

## **Statewide Implementation of the Hurrell-Harring Settlement Agreement - Performance Measures Progress Report**

Submission is due by **April 30, 2024** for each criminal defense provider/program in each county (i.e., other than the five counties currently engaged in the Hurrell-Harring settlement agreement) and New York City.

ILS is required to gather and to report on information regarding efforts to implement the reforms adopted in the 2014 Hurrell-Harring (HH) Settlement and extended statewide by the enactment of Executive Law § 832(4). A Performance Measures Progress Report (Progress Report form) has been developed by ILS to assist each county, (i.e., other than the five counties currently engaged in the Hurrell-Harring settlement agreement) and New York City in reporting those activities supported by funding available to expand the implementation of reforms adopted in the Hurrell-Harring settlement agreement statewide. A Progress Report form must be completed for each mandated criminal defense provider/program using the unique link that has been sent to you by email in early April. The current Progress Report is due for submission by **April 30, 2024**. Subsequent Progress Report forms will be due for submission to ILS on a semi-annual basis (i.e., by October 30th and April 30th of each year). An instructional video and a PDF version of the Progress Report form are provided below to assist providers in gathering the necessary information that will be requested on the Progress Report form.

Any questions regarding this reporting process can be submitted to

[performance@ils.ny.gov](mailto:performance@ils.ny.gov)

[Performance Measures Progress Report Form April 2024](#)

[Performance Measures FAQ](#)

[Performance Measures Instructional Video](#)

[Performance Measures Quick-Check Sheet](#)

[A Step by Step Guide to Completing the Performance Measures Progress Report Checklist to Fill Out the Performance Measures Progress Report](#)

## **Family Court Feasibility and Data Request Study**

[ILS Parent Representation Employee Statistics Worksheet](#)

[ILS Parent Representation Employee Statistics Worksheet - Instructions](#)

## **Case Management System Comparison Chart**

[Chart comparing the capabilities of Case Management Systems commonly used throughout New York State 2023](#)

Last updated on March 25, 2024.

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