

Instructions for Report to the NYS Office of Indigent Legal Services

February, 2019

This form, previously known as the 'UCS-195', is required to be filed by all providers of mandated representation pursuant to New York County Law §722-f. **The filing deadline is April 1, 2019.**

How to use the form

Please read all questions and instructions carefully.

Use "Save and Continue Later" (bottom of the screen) if you cannot complete the form in one sitting. You will be prompted to enter your email address, and then hit 'Continue'. A new link will be sent to you automatically so that you can continue from where you stopped. If you do not save and continue, your prior work will be lost.

Use the "Back" button (<) to view previous screens.

To move forward you will need to complete all required questions in the form (required questions are marked with an *). Please enter "0" as applicable.

At the end of the form you will be given the option to print your answers. Please note that only the questions for which you provided answers will be printed (that is, any questions where answers are optional and are left unanswered will not show in the printout). This instruction is noted prior to the "Submission Page" of the form.

If you have any questions or concerns, please contact ILS at data@ils.ny.gov.

Note that, beginning in 2020, this form will be replaced by a new form known as the ILS-195. That form will replace the UCS-195 gradually in a process that will conclude in 2022. More details about that form and the schedule for those changes and the new form can be found [here](#).

Instructions for filling out the form

The data in items I through IV are to be based on the number of defendants. If there are multiple charges in one case, use the most serious one. If, however, a defendant had multiple cases arising out of unrelated incidents, record them as if they were for separate defendants.

I.

Total number of defendants referred for all matters: Record the total number of defendants referred to your office for representation. Include cases referred solely for hearings on violations of probation or parole and for extradition. Completion of the Family Court column is optional. That column is provided for those offices in which there are not separate attorney panels for Family Court and for which operation costs cannot be separated for criminal courts.

II.

Court dispositions - trial level: Record the number of defendants whose cases were disposed by a trial court. Record ACDs when granted. Include no bills, transfers to Family Court by a criminal court if your office will no longer provide counsel, and transfers to other jurisdictions. Do not include violations of probation or parole hearings. If the disposition is a guilty plea or conviction after trial, record it at the

time of conviction only and not at the time of sentencing. Record all dispositions, regardless of the year referred, in the same column used for Item I.

Court dispositions - appellate level: Record the number of defendants whose appeals were disposed by an appellate court. Include affirmed, reversed and sentence modified. Do not include dismissals of appeals or appeals on trial court motion decisions. Record all dispositions, regardless of the year referred, in the same column used for Item I. NOTE: A defendant should be counted once at the trial court level and once at the appellate level if his/her case was disposed at both levels.

Court dispositions - total: This line is the sum of court dispositions at the trial and appellate levels. The number will be automatically computed by the form based on the data you enter.

III.

Defendants not represented after referral or for whom representation was discontinued: Record the number of defendants who were not represented or for whom representation was discontinued before final disposition by the court.

IV.

Defendants pending on December 31st: Record the number of defendants whose cases were pending disposition in the trial and appellate courts on December 31st, regardless of the year referred.

V.

Number of attorneys on each panel at the end of the year: Record the number of attorneys on each panel if you can break it down that way. If not, just enter the total in the total column. Count the number of attorneys available at the end of the year. Full-time attorneys in PD or LAS plans are those who are not permitted to conduct a private practice.

VI.

Cost of operation of Plan: Record amounts in categories indicated. "Administrative expenses" include items such as rent, furniture, supplies, maintenance, heat, electricity, insurance, health insurance, etc. "Other legal expenses" include travel, printing, photography, etc. incurred in connection with specific cases.