

# Office of the State Public Defender Administrative Policies

Subject: <b>Management Caseload Limitations</b>	Policy No.: <b>114</b>
Title: <b>47</b>	Pages: <b>2</b>
Section: <b>1-215(2)(h)</b>	Last Review Date:
Effective Date: <b>4-23-10</b>	Revision Date:

## 1.0 POLICY

Pursuant to Section 47-1-215(2)(h), MCA, the following policy sets maximum caseloads for Regional Deputy Public Defenders and the Chief Appellate Defender. The policy is intended to serve the requirements of managers to maintain a caseload alongside the attorneys they supervise, while also effectively managing their offices.

## 2.0 PROCEDURE

2.1 Maximum caseloads as are defined herein are intended to be strongly recommended while understanding that unusual circumstance in any office may make them unrealistic.

2.2 Maximum caseload limits are expressed in terms of hours per calendar year.

2.3 The maximum caseload limits for each Regional Deputy Public Defender are as follows:

- 2.3.1 Region 1 600 hours
- 2.3.2 Region 2 600 hours
- 2.3.3 Region 3 1000 hours
- 2.3.4 Region 4 1000 hours
- 2.3.5 Region 5 1000 hours
- 2.3.6 Region 6 1400 hours
- 2.3.7 Region 7 1400 hours
- 2.3.8 Region 8 1000 hours
- 2.3.9 Region 9 600 hours
- 2.3.10 Region 10 1400 hours
- 2.3.11 Region 11 1400 hours

2.4 The maximum caseload limit for the Chief Appellate Defender is 1000 hours.

2.5 The Chief Public Defender will monitor the caseloads of the Regional Deputy Public Defenders and the Chief Appellate Defender on a monthly basis, taking into consideration the following variables and any others relevant at the time:

- 2.5.1 Capabilities of the individual
- 2.5.2 Number of personnel supervised
- 2.5.3 Attorney vacancies
- 2.5.4 Management structure

- 2.5.5 Nature and status of cases being handled
- 2.5.6 Travel requirements
- 2.5.7 Extraordinary, temporary circumstances

### **3.0 CLOSING**

Questions about this policy should be directed to OPD at the following address:

Office of the State Public Defender  
Administrative Service Division  
44 West Park  
Butte, MT 59701

Phone 406-496-6080