

Attachment B

Additional Scope of Services for Panel Administrator

The agreement with the panel administrator will include the following language at the end of Section I.A:

In addition to the foregoing, Attorney shall serve as the Conflict Indigent Defense Panel Administrator. As Administrator, Attorney shall coordinate all services between Conflict Indigent Defense Panel attorneys in a manner that is reasonably calculated to promote the proportional assignment of cases and workload among such attorneys. Attorney shall also serve as liaison between the County and Court with regard to attorneys that serve on the Conflict Indigent Defense Panel and, as reasonably necessary, any other attorneys that may be appointed by the Court to matters typically handled by Panel members on a case-by-case basis. Additional tasks include, but are not limited to:

- Tracking statistics relating to panel workload and case disposition;
- Ensuring other criminal justice partners, including the District Attorney and Public Defender, have updated information on case assignments;
- Ensuring all misdemeanor conflicts are assigned to a Panel attorney at the earliest possible time;
- Receiving and resolving in the resolution of any complaints raised by Panel attorneys or about Panel attorneys (e.g., concerns raised by a client);
- Reviewing Marsden requests;
- Handling the assignment for all post-arraignment conflicts;
- As reasonably requested by the County Counsel, collaborate with the other panel attorneys to prepare “panel procedures” for ongoing matters such as, by way of example, cases with defendants that may be eligible for Mental Health Court or Addiction Intervention Court. The goal of this requirement is to ensure a common understanding among panel attorneys on how such matters should be handled;
- Arranging or coordinating training for panel attorneys; and
- As needed, advising the County Counsel on attorney assignments, workload, expense reimbursements, and other matters pertaining to Panel administration.