

CHILD REPRESENTATION: ONE CHILD

DUTY	SOURCE	SPECIFIC TASKS	RECOMMENDED TIME REQUIREMENTS			YOUR COUNTY	
			TIME REQUIREMENTS: "Typical -- what it should be, tempered by what is"	Intake Thru 12 months	Year 2 & per year to Case discharge	Intake Thru 12 months	Year 2 & per year to Case discharge
<b>CLIENT CONTACT AND COMMUNICATION</b>							
Visit/Meet with minor client as soon as possible after appointment and on a regular basis thereafter.	42 PaCSA § 6311(B)(1), (8); Pa.R.J.C.P. Rule 1154(1), (8); ABA Model Act § 7(b)(5) and (8)	Have a significant initial client visit in their living environment. Visit with the client in their living environment at least once every six months thereafter. Meet with the client as needed including before and/or after a hearing and before and/or after a client-related meeting that the client attends. Explain role as the client's legal representative and expectations. Explain in a developmentally appropriate manner the child welfare process, allegations, what will happen in court etc. Establish a system that promotes regular contact, provide the client with contact information, be appropriately responsive and communicate regularly.	Time for initial visit: 1 hour	1.00	0.00		
			Time for subsequent visits & documentation: 1 hr (minimum 2 visits per year at 1 hr per visit) + 0.5 hr. doc/visit	3.00	3.00		
			Travel time for visits: 3 x 1.25 hr ([#] of visits at [x] time traveling per visit)	3.75	2.50		
			Time meeting with client one-to-one outside of visits (at court, meetings, office, etc.) + calls/emails/texts	2.50	2.50		
<i>subtotal: CLIENT CONTACT AND COMMUNICATION</i>			10.25	8.00	0.00	0.00	
<b>CASE PREP: DOCUMENT &amp; RECORDS REVIEW</b>							
Request and review relevant court and county agency records.  Request and review other relevant records, for example, reports relating to parents or other custodian of client.  Request and review client's records/reports.	42 PaCSA §6311(B)(2);  Rule 1154(2); ABA Model Act § 7(b)(1) and (7)	Request and review CYS file and copy relevant portions of files; review pleadings  Request and review reports of examinations of parents or other custodian of the child (including drug and alcohol reports, psychological reports, etc.).  Request and review client records including school, medical, psychological, interactionals, and visitation records for each hearing.  Obtain consent or court orders for release of records and send to records holders.	Time to review CYS file & related docs	1.50	0.00		
			Time to request and review parent related records (incl. time to obtain/provide consents or court orders): .75 hour	0.50	0.50		
			Time to request and review child-client related records: 3.5 hour	3.50	3.50		
			Travel time to access records	0.50	0.00		
<i>subtotal: CASE PREP: RECORDS REVIEW</i>			6.00	4.00	0.00	0.00	
<b>CASE PREP: INVESTIGATION, WITNESS &amp; EXHIBIT PREPARATION, ETC</b>							
Conduct such further investigation necessary to ascertain the facts. Interview potential witnesses, including parents, caretakers and foster parents. Prepare witnesses and evidence.  Take steps to ensure that client appears in court at least once every six months. File motions as needed	42 PaCSA § 6311(B)(4),(5); Rule 1154(4), (5); ABA Model Act § 7(b)(1) and (7)	Contact and interview potential lay witnesses and expert witnesses for example: caseworker, therapist, teachers or daycare providers, service providers, foster parents or group home, etc. Prepare witnesses to testify. Subpoena witnesses. Gather and prepare documentary evidence.  Make contact with client and client's foster parents and/or service providers to arrange and/or coordinate youth's appearance. Draft and file motions as needed	Contact & interview witnesses, document contact: 0.5 hr per potential witness X 5 potential witnesses per hearing = 2.5 hours per hearing X 4 hearings ; Prep witnesses for hearing: 1.5 hours for adj., 1 hour per reviews ;	12.00	11.00		

**TIME CHARTS**

**Appendix 3**

**CHILD REPRESENTATION: ONE CHILD**

DUTY	SOURCE	SPECIFIC TASKS	RECOMMENDED TIME REQUIREMENTS			YOUR COUNTY	
			TIME REQUIREMENTS: "Typical -- what it should be, tempered by what is"	Intake Thru 12 months	Year 2 & per year to Case discharge	Intake Thru 12 months	Year 2 & per year to Case discharge
			Prepare documentary evidence:	1.00	1.00		
			Time to arrange child's appearance: .25 per hearing	1.00	1.00		
			Time to prepare and file motions, objections:	1.00	1.00		
<i>subtotal: CASE PREP: INVESTIGATION, WITNESS &amp; EXHIBIT</i>				15.00	14.00	0.00	0.00
<b>ADVOCACY: HEARINGS</b>							
Participate in all court proceedings.  Including Pre-hearing conferences and hearings on motions to change placement and other motions.  Advise the court of the child's wishes and present whatever evidence exists to support the child's wishes.	42 PaCSA § 6311(B)(3),(7),(9); Rule 1154(3),(7),(9); ABA Model Act § 7(b)(7, 9, 10)	Attend and advocate at all hearings. Advocate to the court on key issues, for example : removal, adjudication, visitation, permanency, placement, and services, etc.	Time for Adjudicatory hearing: 1 hr.	1.00	0.00		
			Time for shelter hearings: .5	0.50	0.00		
		Prepare for and advocate at pre-hearing conferences	Time for Permanency hearings: .5 hr, 4 hearings per year	1.50	2.00		
			Pre-hearing conferences: .5 hr before adj. hearing	0.50	0.00		
Make specific recommendations relating to the safety and appropriateness of the child's placement and services necessary to address the child's needs and safety.		Make specific recommendations relating to the safety and appropriateness of the child's placement and services necessary to address the child's needs and safety. Make specific recommendations regarding: appropriateness/ stability of educational placement, if needed, appointment of education decision-maker, service plan to meet client's health care and disability needs.	Hearings on motions: .25 if just presenting or responding, .75 if contested hearing	0.50	0.50		
			Average travel time to court: .25 hr	1.00	1.00		
			Average time to prepare notes for file: .25 hr	1.00	1.00		
<i>subtotal: ADVOCACY--HEARINGS</i>				6.00	4.50	0.00	0.00
<b>ADVOCACY: OUT OF COURT</b>							

CHILD REPRESENTATION: ONE CHILD

DUTY	SOURCE	SPECIFIC TASKS	RECOMMENDED TIME REQUIREMENTS			YOUR COUNTY	
			TIME REQUIREMENTS: "Typical -- what it should be, tempered by what is"	Intake Thru 12 months	Year 2 & per year to Case discharge	Intake Thru 12 months	Year 2 & per year to Case discharge
Attend and advocate at meetings held out of court which are important and relevant to the client's case.  Maintain collateral contacts, communicate and collaborate where possible with other counsel, parties, providers, etc.		Attend and advocate at meetings held out of court which are important and relevant to the client's case, including, but not limited to meetings related to placement, treatment, family services, permanency, visitation, transition planning, and educational or school meetings. If needed, apprise clients promptly of the scheduling of any of these significant meetings. Provide a thorough explanation of the relevance of the meeting in the progression of the case. Secure attendance of necessary participants. Meet with clients and obtain necessary documents in advance.	Time FSP meetings per year ([#] meetings at x minutes per meeting): .75 hr, 2 mtgs per year	1.50	1.50		
		Other case meetings per year (of other case meetings at x minutes per meeting): 2-4 at .75	2.00	3.00			
		Follow up with CYS and providers to ensure court orders are implemented;	Average travel time for meetings ([x] minutes per meeting): 1 hr	3.00	3.00		
		Provide collateral information to providers for purposes of evaluation and	Average time to prepare notes for file: .25 hr	0.75	0.75		
			Average time for communication with collateral contacts:	1.00	1.00		
<i>subtotal: ADVOCACY--OUT OF COURT</i>			8.25	9.25	0.00	0.00	
<b>LEGAL RESEARCH AND WRITING</b>							
Case specific research and writing	ABA Model Act § 7(b)(1)	Research law and/or placement or service options	Case specific research 1 hr	1.00	1.00		
			Consultation with supervisor or colleagues:	0.50	0.50		
<i>subtotal: LEGAL RESEARCH AND WRITING</i>			1.50	1.50	0.00	0.00	
<b>TOTALS:</b>			47.00	41.25	0.00	0.00	

Parent Representation: One Child

DUTY	SOURCE	SPECIFIC TASKS	RECOMMENDED TIME REQUIREMENTS			YOUR COUNTY	
			TIME REQUIREMENTS: "Typical -- what it should be, tempered by what is"	Intake Thru 12 months	Year 2 & per year to Case discharge	Intake Thru 12 months	Year 2 & per year to Case discharge
<b>CLIENT CONTACT AND COMMUNICATION</b>							
Communicate with client as soon as possible after appointment and on a regular basis thereafter.	ABA Parent Rep Standards 7-18, 20	Have a significant initial client meeting. Communicate with clients outside of court and regularly -- at a minimum, prior to each hearing with sufficient time to prepare. Explain role as the client's legal representative and expectations.	Significant initial client interview/visit:	2.00	0.00		
		Explain in an accessible manner the child welfare process, allegations, what will happen in court etc.	Time for subsequent substantive communication with client & documentation: (minimum 2 communications at 15 min time per hearing--may be pre & post). (meetings, calls, texts, prepping client for hearings and letters)	2.50	2.50		
		Establish a system that promotes regular client-attorney contact, provide the client with contact information and be appropriately responsive.	Average travel time for meetings with client:	0.00	0.00		
		Conduct diligent search and communicate with Incarcerated and hard to locate parents					
<i>subtotal: CLIENT CONTACT AND COMMUNICATION</i>				4.50	2.50	0.00	0.00
<b>CASE PREP: DOCUMENT &amp; RECORDS REVIEW</b>							
Request and review relevant court and county agency records.	ABA Parent Rep 19, 21, 22, 23	Request and review CYS file as needed, especially early in the case and again prior to TPR. Review pleadings	Time to review CYS file and related documents:	1.50	0.00		
Request and review client related reports, evaluations and other relevant records		Request and review parent-related provider reports, reports of examinations (including drug and alcohol reports, psychological reports, interactional evaluations) anything else relevant prior to each hearing.	Time to request and review parent-related records (incl. time to obtain/provide consents or court orders):	2.00	2.00		
Request and review each child's medical, psychological and school records etc prior to each hearing as relevant.		Request and review each child's medical, psychological and school records etc prior to each hearing as relevant.	Time to review child's records/reports:	1.50	1.50		
		Obtain consent or court orders for release of records and send to records holders as needed	Travel time to review CYS or other records:	0.50			
<i>subtotal: CASE PREP--RECORDS REVIEW</i>				5.50	3.50	0.00	0.00
<b>CASE PREP: INVESTIGATION, WITNESS &amp; EXHIBIT PREPARATION, ETC</b>							
Conduct a thorough and independent investigation at every stage.	ABA Parent Rep 20-31	In advance of hearing, address with client knowledge of witnesses and anticipated testimony; obtain records, reports or statements of other parties' witnesses	Contact & interview witnesses, document contact: 0.5 hr per potential witness X 5 potential witnesses per hearing = 2.5 hours per hearing X 4 hearings ; Prep witnesses for hearing: 1.5 hours for adj., 1 hour per reviews; Time to subpoena witnesses	12.00	11.00		
Prepare case for hearings.		Contact and interview potential lay witnesses and expert witnesses including: medical and mental health professionals, teachers or daycare providers, service providers, etc.					
		Prepare and secure attendance of witnesses, including expert witnesses.					
		Thoroughly prepare client for testimony; Plan effective organization of testimony based upon the theory of the case; Prepare evidence, including exhibits:	Time to gather documentary evidence and prep exhibits:	1.00	1.00		
		File objections and motions, including motion for reconsideration if appropriate.	Time to prepare and file motions, objections, etc:	1.00	1.00		

Parent Representation: One Child

DUTY	SOURCE	SPECIFIC TASKS	TIME REQUIREMENTS: "Typical -- what it should be, tempered by what is"	Intake Thru 12 months	Year 2 & per year to Case discharge	Intake Thru 12 months	Year 2 & per year to Case discharge
<i>subtotal: CASE PREP: INVESTIGATION, WITNESS &amp; EXHIBIT PREPARATION</i>				14.00	13.00	0.00	0.00
<b>ADVOCACY: HEARINGS</b>							
Participate in all court proceedings.  Participate in all pre-hearing conferences and hearings on motions	ABA Parent Rep 25-28, 32, 34	Prepare for and attend all hearings. Advocate to the court about key issues like: removal, adjudication, permanency, placement, services, visitation.	Time for Adjudicatory hearing: 1 hr.	1.00	0.00		
			Time for shelter hearings: .5	0.50	0.00		
		Prepare for and attend prehearing conferences	Time for Permanency hearings: .5 hr, 4 hearings per year	1.50	2.00		
			Hearings on motions: .25 if just presenting or responding, .75 if contested hearing	0.50	0.50		
		Identify legal or evidentiary issues which require advance ruling by the court.	Pre-hearing conferences: .5 hr before adj. hearing	0.50	0.00		
		Where possible, reach stipulations as to legal or evidentiary issues. File objections and motions for reconsideration if appropriate.					
			Average travel time to court: .25 hr	1.00	1.00		
	Average time to prepare notes for file: .25 hr	1.00	1.00				
<i>subtotal: ADVOCACY--HEARINGS</i>				6.00	4.50	0.00	0.00
<b>ADVOCACY: OUT OF COURT</b>							
Attend and advocate at meetings held out of court which are important and relevant to the client's case.  Maintain collateral contacts, communicate and collaborate where possible with other counsel, parties, providers, etc.	ABA Parent Rep 6, 7, 11, 26 -28	Attend and advocate at meetings held out of court which are important and relevant to the client's case, including, but not limited to meetings related to placement, treatment, family services, permanency, visitation, transition planning, and educational or school meetings. If needed, apprise clients promptly of the scheduling of any of these significant meetings. Provide a thorough explanation of the relevance of the meeting in the progression of the case. Secure attendance of necessary participants. Meet with clients and obtain necessary documents in advance.	Average time FSP meetings per year ([#] meetings at x minutes per meeting) :	1.50	1.50		
			Other case meetings per year (of other case meetings at x minutes per meeting): 2-4 at .75	2.00	3.00		
		Maintain communication with other counsel, caseworkers; Work with other parties to reach stipulations and joint recommendations for placement, services, visitation, etc.;	Average travel time for meetings ([x] minutes per meeting): 1 hr	3.00	3.00		
		follow up with CYS and providers to ensure court orders are implemented; provide collateral information to providers for purposes of evaluation and the preparation of various plans (e.g., ISP, treatment, etc).	Average time to prepare notes for file: .25 hr	0.75	0.75		
			Average time for communication with collateral contacts:	1.00	1.00		
<i>subtotal: ADVOCACY--OUT OF COURT</i>				8.25	9.25	0.00	0.00
<b>EXPERTISE AND KNOWLEDGE</b>							
Develop and maintain expertise and knowledge	ABA Parent Rep 1, 2	Engage in training and continuing education specific to child welfare representation.	Case specific research 1 hr	1.00	1.00		
Case-specific research and writing		Case-specific research on law and/or placement or service options.	Consultation with supervisor or colleagues:	0.50	0.50		
<i>subtotal: EXPERTISE AND KNOWLEDGE</i>				1.50	1.50	0.00	0.00
<b>TOTALS</b>				<b>39.75</b>	<b>34.25</b>	<b>0.00</b>	<b>0.00</b>

**CHILD AND PARENT REPRESENTATION:  
ONE ADDED SIBLING**

DUTY	SOURCE	SPECIFIC TASKS	RECOMMENDED TIME REQUIREMENTS				YOUR COUNTY		
			TIME REQUIREMENTS: "Typical -- what it should be, tempered by what is"	Intake Thru 12 months	Year 2 & per year to Case discharge	PARENT REP FOR ADDED SIB CASE	Intake Thru 12 months	Year 2 & per year to Case discharge	PARENT REP FOR ADDED SIB CASE
<b>CLIENT CONTACT AND COMMUNICATION</b>									
GAL and counsel for children: Visit/meet with minor client as soon as possible after appointment and on a regular basis thereafter.  Parent lawyer: Visit/meet with parent about additional child.	42 PaCSA § 6311(B)(1), (8); Pa.R.J.C.P. Rule 1154(1), (8); ABA Model Act § 7(b)(5) and (8)	Have a significant initial client visit with the child in their living environment. Visit with the child client in their living environment at least once every six months thereafter. Meet with the client as needed including before and/or after a hearing and before and/or after a client-related meeting that the client attends. Explain role as the client's legal representative and expectations. Explain in a developmentally and language appropriate manner the child welfare process, allegations, what will happen in court etc. Establish a system that promotes regular contact, provide the client with contact information, be appropriately responsive and communicate regularly.	Time for initial visit: 1 hour (diff. pl.), .25 (same pl.)	0.67	0.00	0.25			
			Time for subsequent visits: 1 hr (diff. pl.) .25 (same pl.) minimum 2 visits a year at 0.67 hr. per visit)	1.34	1.34	0.00			
			Travel time for visits: 1.25-1.5 hr per visit (diff. pl.), 0 (same pl.)	1.87	1.87	0.00			
			Time to document a visit: 0.5 hr (diff. pl.), 0 (same pl.)	0.25	0.25	0.00			
			Time meeting with client one-to-one outside of visits (at court, meetings, office, etc.) + calls/emails/texts	0.50	0.50	0.25			
<i>subtotal: CLIENT CONTACT AND COMMUNICATION</i>				4.63	3.96	0.50			0.00
<b>CASE PREP: DOCUMENT &amp; RECORDS REVIEW</b>									
Request and review relevant court and county agency records.  Request and review relevant records, evaluations, reports concerning the parent/legal custodian.  Request and review relevant records, evaluations, reports concerning the child.	42 PaCSA §6311(B)(2);  Rule 1154(2) ; ABA Model Act § 7(b)(1) and (7)	As needed request and review CYS file; obtain copies of relevant documents in CYS file; review pleadings  Request and Review parent/legal custodian records/reports pertaining to court ordered services and evaluations (including drug and alcohol treatment and screens, psychological evaluations, domestic violence counseling, parenting instruction, visitation, etc.).  Request and review child's records and evaluations including school, medical, psychological records for each hearing. Obtain consent or court orders for release of records and send to records holders.	Time to review CYS file & related docs: .25 hour	0.25	0.00	0.25			
			Time to request and review parent-related records:	0.00	0.00	0.00			
			Time to request and review child-related records:	3.50	3.50	1.00			
			Average travel time to access records: 0 hr	0.00	0.00	0.00			
<i>subtotal: CASE PREP--RECORDS REVIEW</i>				3.75	3.50	1.25			0.00
<b>CASE PREP: INVESTIGATION, WITNESS &amp; EXHIBIT PREPARATION, ETC</b>									

**CHILD AND PARENT REPRESENTATION:  
ONE ADDED SIBLING**

DUTY	SOURCE	SPECIFIC TASKS	RECOMMENDED TIME REQUIREMENTS				YOUR COUNTY		
			TIME REQUIREMENTS: "Typical -- what it should be, tempered by what is"	Intake Thru 12 months	Year 2 & per year to Case discharge	PARENT REP FOR ADDED SIB CASE	Intake Thru 12 months	Year 2 & per year to Case discharge	PARENT REP FOR ADDED SIB CASE
Conduct such further investigation necessary to ascertain the facts. Interview potential witnesses, caretakers and foster parents). Prepare witnesses and evidence.  Take steps to ensure that child client appears in court at least once every six months.  File motions as needed	42 PaCSA § 6311(B)(4),(5); Rule 1154(4), (5); ABA Model Act § 7(b)(1) and (7)	Contact and interview individuals for case investigation and to determine potential witnesses, i.e., caseworker, therapist, teachers or daycare providers, service providers, foster parents or group home, etc. Prepare witnesses to testify. Subpoena witnesses. Gather and prepare documentary evidence. Document investigation and interviews in file as needed for case and hearing prep.	Contact and interview witnesses: 0.5 hr per potential witness X 4 potential witnesses per hearing = 2.0 hours per hearing X 4 hearings per year; time to subpoena witness: prep witnesses for hearing: .25-.5 hours for adj., .25-.5 hour per reviews. Adjusted for parents.	7.50	7.50	3.00			
		Make contact with client and client's foster parents and/or service providers to arrange and/or coordinate youth's appearance.							
		Draft and file motions as needed							
		Prepare documentary evidence:	0.25	0.25	0.25				
		Time to arrange youth's appearance:	0.38	0.38	0.00				
		Time to prepare and file motions, objections:	0.38	0.38	0.38				
<i>subtotal: CASE PREP--INVESTIGATION, WITNESS &amp; EXHIBIT</i>				8.50	8.50	3.63			0.00
<b>ADVOCACY: HEARINGS</b>									
Participate in all court proceedings.  Including Pre-hearing conferences and hearings on motions to change placement and other motions.  Advise the court of the child's wishes and present whatever evidence exists to support the child's wishes.	42 PaCSA § 6311(B)(3),(7),(9); Rule 1154(3),(7),(9); ABA Model Act § 7(b)(7, 9, 10)	Attend and advocate at all hearings. Advocate to the court on key issues, for example : removal, adjudication, visitation, permanency, placement, and services, etc.	Time for Adjudicatory hearing: 1 hr.	0.25	0.00	0.25			
		Prepare for and advocate at pre-hearing conferences	Time for shelter hearings: 0	0.00	0.00	0.00			
		Identify legal or evidentiary issues which require advance ruling by the court. Where possible, reach stipulations as to legal or evidentiary issues. File motions, objections, including for reconsideration if appropriate.	Time for Permanency hearings: 4 hearings per year	0.75	0.75	0.75			
		Make specific recommendations or argument relating to the safety and appropriateness of the child's placement and services necessary to address the child's needs and safety. Make specific recommendations or argument regarding: appropriateness/ stability of educational placement, If needed, appointment of education decision-maker, service plan to meet client's health care and disability needs.	Pre-hearing conferences: 0 hr before adj. hearing	0.00	0.00	0.00			
Make specific recommendations or argument relating to the safety and appropriateness of the child's placement and services necessary to address the child's needs and safety.		Make specific recommendations or argument relating to the safety and appropriateness of the child's placement and services necessary to address the child's needs and safety. Make specific recommendations or argument regarding: appropriateness/ stability of educational placement, If needed, appointment of education decision-maker, service plan to meet client's health care and disability needs.	Hearings on motions:	0.25	0.25	0.25			
		Travel time to court: 0 hr	0.00	0.00	0.00				
		Time to prepare notes for file: 0 hr	0.00	0.00	0.00				
<i>subtotal: ADVOCACY--HEARINGS</i>				1.25	1.00	1.25			0.00
<b>ADVOCACY: OUT OF COURT</b>									

**CHILD AND PARENT REPRESENTATION:  
ONE ADDED SIBLING**

DUTY	SOURCE	SPECIFIC TASKS	RECOMMENDED TIME REQUIREMENTS			YOUR COUNTY			
			TIME REQUIREMENTS: "Typical -- what it should be, tempered by what is"	Intake Thru 12 months	Year 2 & per year to Case discharge	PARENT REP FOR ADDED SIB CASE	Intake Thru 12 months	Year 2 & per year to Case discharge	PARENT REP FOR ADDED SIB CASE
Attend and advocate at meetings held out of court which are important and relevant to the client's case.  Maintain collateral contacts, communicate and collaborate where possible with other counsel, parties, providers, etc.		Attend and advocate at meetings held out of court which are important and relevant to the client's case, including, but not limited to meetings related to placement, treatment, family services, permanency, visitation, transition planning, and educational or school meetings. If needed, apprise clients promptly of the scheduling of any of these significant meetings. Provide a thorough explanation of the relevance of the meeting in the progression of the case. Secure attendance of necessary participants. Meet with clients and obtain necessary documents in advance.  Maintain communication with other counsel, caseworkers; Work with other parties to reach stipulations and joint recommendations for placement, Follow up with CYS and providers to ensure court orders are implemented;  Provide collateral information to providers for purposes of evaluation and	Time FSP meetings per year ([#] meetings at x minutes per meeting): .25 hr, 2 mtgs per year	0.50	0.50	0.50			
			Other case meetings per year (of other case meetings at x minutes per meeting): 2 at .75, 1 at .25	1.75	1.75	1.75			
			Average travel time for meetings: 1 hr per mtg	2.00	2.00	2.00			
			Time to prepare notes for file: .25 hr per	0.50	0.50	0.50			
			Time for communication with collateral contacts:	0.50	0.50	0.50			
<i>subtotal: ADVOCACY: OUT OF COURT</i>			5.25	5.25	5.25			0.00	
<b>LEGAL RESEARCH AND WRITING</b>									
Case specific research and writing		Research law and/or placement or service options	Case specific research .5 hr	0.50	0.50	0.50			0.50
			Consultation with supervisor or colleagues:	0.25	0.25	0.25			0.25
<i>subtotal: LEGAL RESEARCH AND WRITING</i>			0.75	0.75	0.75			0.75	
<b>TOTALS:</b>			<b>24.13</b>	<b>22.96</b>	<b>12.63</b>			<b>0.75</b>	

### Appendix 3

### TIME CHARTS

### Contested Termination of Parent Rights and Appeal

CONTESTED TERMINATION CASE TASK	RECOMMENDED TIME REQUIREMENTS		YOUR COUNTY	
	TIME ESTIMATE-- CHILD	TIME ESTIMATE -- PARENT	TIME ESTIMATE-- CHILD	TIME ESTIMATE -- PARENT
Prepare/file entry of appearance	0.5	0.5		
Review file, records	6	6		
Communicate & prep client		2.5		
Contact with/prep potential witness(es)	3	3		
Contact with other counsel	0.5	0.5		
Prepare and serve subpoena(s)	0.5	1		
Conduct legal research	2	2		
Prepare/file pre-trial statement	1.5	1.5		
Prepare for hearing/case prep/exhibits	6	6		
Attend termination hearing(s), including travel	4	4		
Write proposed findings of fact/conclusions of law, closing argument – (6 hours but doesn't happen in all cases; adjusted to 2 hours)	2	2		
TOTAL: CONTESTED TERMINATION CASE	26	29		0

### TPR (OR OTHER) APPEAL

TASK	RECOMMENDED TIME REQUIREMENTS		YOUR COUNTY	
	TIME ESTIMATE-- CHILD	TIME ESTIMATE -- PARENT	TIME ESTIMATE-- CHILD	TIME ESTIMATE -- PARENT
Client consultation		1.5		
Notice of appeal, Rule 1925(b) Statement & related docs		1.5		
Review transcript(s), trial court opinion, briefs	5	5		
Review appellate record, including travel	1	1		
Conduct legal research	4	4		
Write appeal brief	25	30		
Prepare brief for filing	4	4		
File brief, including travel	0.5	0.5		
Prepare for oral argument	10	10		
Attend oral argument, including travel and down time in court	4	4		
TOTAL: APPEAL	53.5	61.5		

1. A core responsibility of those overseeing the appointed or contracted attorneys is to examine individual attorney caseloads so that attorneys are not being assigned such a high volume of cases that they could not possibly adhere to the Standards of Practice.
2. The combination of Time Chart data, assumptions about first versus second year, and about sibling versus no-sibling, allow for computation of reasonable caseloads for child and parent lawyers. This data has been compiled in two “Caseload Calculation” Charts, separately presenting total annual adjusted caseloads for full-time children's and parents attorneys.<sup>2</sup> According to these estimates (adjusting for turnover and complexity but not including TPRs and appeals), a child attorney can handle 44.74 clients at any given time (i.e., “static caseload”), however, because cases open and close throughout the year, a child attorney can handle 71.59 clients during the course of the year, assuming a 60% turnover rate (“dynamic caseload”). Similarly, based on the Time Charts, a parent attorney can handle 61.13 clients at any given time and will handle 98.13 clients during the course of the year, without additional time invested in TPRs or appeals. **Thus, we conclude that the total annual adjusted caseload per full-time attorney, assuming a turnover rate of 60% close during year and**

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<sup>2</sup> Assumptions on sibling groups, time of service and rate of TPRs and appeals are based on preliminary data supplied by KidsVoice, Allegheny County Bar Foundation Juvenile Court Project and the Allegheny County DHS Office of Data Analysis, Research & Evaluation (DARE).

A caseload of a full-time child or parent attorney can be characterized as follows:

- *Approximately 45% of cases involve only one child, with 55% cases involving siblings.*
- *Approximately 60% of cases are in their first year and 40% are in their second or later year.*
- The majority of dependency cases are viewed as presenting a moderate level of complexity, and yet each case is different. One challenge of this initiative was to decide how to account for the range of complexities and requisite time demands of a diverse practice, and the diverse levels of performance or zeal among the many attorneys providing representation services. For purposes of estimation, the Time Charts present the time requirements for a so-called “typical” case, that is, “typical -- what it should be, tempered by what is”. The Caseload Calculation projects 90% of cases as typical.
- Therefore the typical case, and not an average or mean of all types of cases, is represented in the two main charts. A typical case involves one child, where parents are known and involved, the issues are serious, but not requiring special hearings, extensive motion practice nor expert witnesses, and the goal is family stabilization or reunification and the case does not require a contested TPR or appeal. A much smaller percentage, approximately 10% of cases are very complex prior to a TPR. This small percentage of cases involve an estimated 12 additional hours of work in mostly the case preparation and research categories (See “Time Study for Complex Cases”). These are cases where there are allegations of sexual abuse, serious physical abuse, alleged aggravated circumstances, or significant cognitive or other disabilities that are alleged to affect parenting capacity or the child has very high medical or other needs. These cases are more time-intensive as they involve significant medical or other types of records and evaluations, specialized treatment services, locating, communication and preparation of expert and other non-typical witnesses, the need for expert reports, the potential for concurrent law enforcement or criminal investigations. Consequently in calculating the caseload for both parent and child representation, we added 12 additional hours to 10% of cases.

**APPENDIX 4 – Caseload Calculation Analysis**

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**including time for complexity, TPRs and appeals is or should be 66 (65.83) child clients or 87 (86.59) parent clients.**<sup>3</sup>

3. The configurable Caseload Calculation sheets (see Appendix 5) are meant to provide a framework from which each county can enter their hours-estimates from the Time Charts as well their county-specific data for: hours available to work per year, percentage of clients in their first year and second year, percentage of clients who have no siblings, percentage of cases that are complex, percentage of annual cases with contested TPRs, etc. Configurable Caseload Calculation Sheets are also available at The tasks and time involved in representing a parent in a one child dependency case;
4. The tasks and additional time involved in representing a child and parent when there is an added sibling; and
5. The tasks and time involved in representing children or parents in a contested termination of parental rights and an appeal hearing.
6. The purpose of disseminating these Time Charts with the Standards is to facilitate discussion in each county regarding how much time per case it will take to implement the Standards. The Workgroup recognizes that there could be county-level differences in key assumptions (e.g., number of hearings per year) or differences in activity numbers (e.g. travel time) such that the time necessary to implement the Standards could vary by County and by Attorney, depending on any private practice or other work commitments. To that end, configurable time charts are available at (<http://www.ocfpcourts.us/childrens-roundtable-initiative/state-roundtable-workgroups/legal-representation>).
7. Similarly, the Caseload Calculation sheets are meant to provide a framework from which each County and Attorney can plug in their estimated hours from the time charts, as well their County-specific data, to determine the number of hours available to work per year, percentage of clients in their first year and second year, percentage of clients who have no siblings, percentage of cases that are complex, percentage of annual cases with contested Termination of Parental Rights, etc. Configurable Caseload Calculation Sheets are also available at (<http://www.ocfpcourts.us/childrens-roundtable-initiative/state-roundtable-workgroups/legal-representation>).

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<sup>3</sup> Based on data provided by one county, we have projected that approximately 7% of cases involve a contested Termination of Parental Rights hearing, and an additional 2% of cases involve an uncontested Termination of Parental Rights hearing which requires some additional tasks and additional time allotment Actual data from AOPC or a broader sampling of counties may lead to adjustment of this assigned rate. To reflect the reduced the number of hours required in voluntary relinquishment or uncontested involuntary TPR cases, we deducted 10 hours from the sum total of hours calculated in involuntary cases. We have projected that approximately 2% of cases involve appeals as either appellant or appellee, and which may arise following involuntary termination or to challenge rulings in the dependency case itself. Appellate practice requires substantial additional time in research, writing and argument, etc. for those lawyers who litigate their own appeals (See “Caseload Calculation” Chart). Actual data from AOPC or a broader sampling of counties may lead to adjustment of this assigned rate.

**CASELOAD CALCULATION  
REPRESENTATION OF CHILDREN**

**Appendix 5**

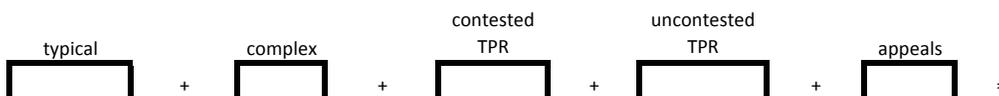
- 1536 hours = hours available to work per year (i.e., 32 hours/week x 48 weeks)
- 47 # hours per year for One Child representation in the first year (See "One Child" Chart)
- 41.25 # hours per year for One Child representation in the second year (See "One Child" Chart)
- 24.13 # hours per year for One Added Sibling representation in the first year (See "Added Sibling" Chart)
- 22.96 # hours per year for One Added Sibling representation in the second year (See "Added Sibling" Chart)
- 60% Assume 60% of clients are in their first year and 40% are in the second year
- 40% Assume 40% are in the second year
- 45% % of clients have no sibs (assumption) and 55% have sibs
- 55% % of clients have sibs (assumption)
- 44.70 hours = average hours per year for clients with no sibs (i.e., combination new and 2d year cases)
- 23.66 hours = average hours per year for clients with sibs (i.e., combination new and 2d year cases)
- 33.13 hours = average hours per year per client for all "typical" clients  
*rate: 90% of caseload is typical*
- 45.13 hours = average hours per year per client for "complex" cases (i.e., 33.54 + 12 hours per complex case; See Complexity Chart)  
*rate: 10% of caseload is complex*

34.33	hours = average hours per year per client for all cases (90% typical + 10% complex case)
44.74	CLIENTS PER YEAR (i.e. total hrs per yr/average hrs per yr per client for all clients; <u>static caseload</u> -- assumes all cases are open the whole year)(90% "typical", 10% complex)
71.59	<b>TOTAL ANNUAL CASELOAD PER FULL-TIME LAWYER</b> (i.e., clients per yr x 1.6; <u>dynamic caseload</u> -- assumes turnover rate of 60% close during year; <u>not</u> including TPRs or appeals)

**ADDITIONAL CALCULATIONS:**

- 26 hours = **contested TPR** (See TPR & Appeal Chart): 7% of caseload is contested TPR [104/1467]= 0.0709  
1.843 = total hours per case for contested TPRs
- 18 hours = **uncontested TPR** (See TPR & Appeal Chart): 2% of caseload is uncontested TPR [26/1467]= 0.0177  
0.319 = total hours per case for uncontested TPRs
- 53.5 hours = **appeals** (See TPR & Appeal Chart): 2% of caseload is appeals [23/1467]= 0.0157  
0.839 = total hours per case for appeals
- 3.00 = total hours for all TPRs and appeals (to be applied for all cases)**
- 37.33** hours = average hours per year per client for all cases (including TPRs and appeals)

<b>65.83</b>	<b>TOTAL ANNUAL ADJUSTED CASELOAD PER FULL-TIME CHILDREN'S LAWYER (dynamic caseload-- assumes turnover rate of 60% close during year; including time for complexity, TPRs, appeals)</b>
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\*\* Assumptions on sibling groups, time of service and rate of TPRs and appeals based on preliminary data supplied by KidsVoice, Allegheny County Bar Foundation Juvenile Court Project and Allegheny County DHS Office of Data Analysis, Research & Evaluation (DARE).

**CASELOAD CALCULATION**

**Appendix 5**

**REPRESENTATION OF**

**PARENTS**

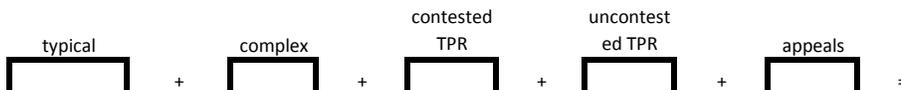
- 1536 hours = hours available to work per year (i.e., 32 hours/week x 48 weeks)
- 39.75 # hours per year for One Child representation of parent in the first year (See "One Child" Chart)
- 34.25 # hours per year for One Child representation of parent in the second year (See "One Child" Chart)
- 12.63 # hours per year for One Added Sibling representation of parent in the first year (See "Added Sibling" Chart)
- 12.63 # hours per year for One Added Sibling representation of parent in the second year (See "Added Sibling" Chart)
- 60% Assume 60% of clients are in their first year and 40% are in the second year
- 40% Assume 40% are in the second year
- 45% % of clients have one child (assumption)
- 55% % of clients have more than one child (assumption)
- 37.55 hours = average hours per year for parents of children with no sibs (i.e., combination new and 2d year cases)
- 12.63 hours = average hours per year for parents of children with sibs (i.e., combination new and 2d year cases)
- 23.84 hours = average hours per year per client for all "typical" clients  
*rate: 90% of caseload is typical*
- 35.84 hours = average hours per year per client for "complex" cases (i.e., 23.84 + 12 hours per complex case; See Complexity Chart)  
*rate: 10% of caseload is complex*

25.04	hours = average hours per yr per client for all clients (90% "typical", 10% complex)
61.33	CLIENTS PER YEAR (i.e. total hrs per yr/average hrs per yr per client for all clients; <u>static caseload</u> -- assumes all cases are open the whole year)(90% "typical", 10% complex)
98.13	TOTAL ANNUAL CASELOAD PER FULL-TIME LAWYER (i.e., clients per yr x 1.6; <u>dynamic caseload</u> -- assumes turnover rate of 60% close during year; <u>not</u> including TPRs or appeals)

**ADDITIONAL CALCULATIONS:**

- 29 hours = **contested TPR** (See TPR & Appeal Chart): 7% of caseload is contested TPR [104/1467]= 0.0709  
2.06 = total hours per case for contested TPRs
- 18 hours = **uncontested TPR** (See TPR & Appeal Chart): 2% of caseload is uncontested TPR [26/1467]= 0.0177  
0.319 = total hours per case for uncontested TPRs
- 61.5 hours = **appeals** (See TPR & Appeal Chart): 2% of caseload is appeals [23/1467]= 0.0157  
0.964 = total hours per case for appeals  
**3.34 = total hours for all TPRs and appeals (to be applied for all cases)**
- 28.38** hours = average hours per year per client for all cases (including TPRs and appeals)

<b>86.59</b>	<b>TOTAL ANNUAL ADJUSTED CASELOAD PER FULL-TIME PARENT LAWYER (dynamic caseload-- assumes turnover rate of 60% close during year; including time for complexity, TPR, appeals)</b>
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\*\* Assumptions on sibling groups, time of service and rate of TPRs and appeals based on preliminary data supplied by KidsVoice, Allegheny County Bar Foundation Juvenile Court Project and Allegheny County DHS Office of Data Analysis, Research & Evaluation (DARE).