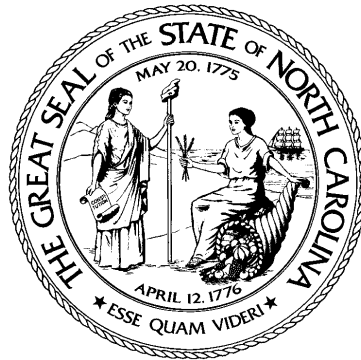


ORIENTATION PACKET
FOR
IDS CONTRACT ATTORNEYS



N.C. OFFICE OF INDIGENT DEFENSE SERVICES
123 WEST MAIN STREET, SUITE 400
DURHAM, NC 27701
WWW.NCIDS.ORG

REV. NOVEMBER 30, 2015

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I. Introduction:

On behalf of North Carolina's indigent clients and the Office of Indigent Defense Services ("IDS"), thank you for your time and dedication to defending people who cannot afford counsel. This contract system is a new system that has been mandated by the North Carolina General Assembly. As the trailblazers, you will have the challenge of participating in a system that is new and untested in your district. You also will have the opportunity to be part of building a system to provide the best representation for our clients.

This packet of information is designed to help contract attorneys in their new role. It contains a description of the positions of IDS Regional Defender and IDS Contracts Administrator, as well as their contact information, and links to contracting forms and policies, links to reference and training materials, and information about key contacts in the Legislature. In addition to reviewing this packet, please make sure you review the terms of your contract carefully.

Again, thank you in advance for the important work that you are undertaking.

II. Contract System Resources

A. IDS Regional Defenders

As part of the shift to a statewide contract system, IDS will be creating four new Regional Defender positions, with each covering two Judicial Divisions. The role of the Regional Defenders is to help ensure that all contractors provide quality representation by overseeing, assisting, and supporting the contract attorneys in their area. This includes:

- Assisting attorneys in the management and performance of their contract cases
- Finding and developing opportunities for relevant, as well as cost and time efficient, continuing legal education
- Recognizing the training and resource needs of a district or an individual, and assisting in providing training and other resources
- Conducting courtroom observations and taking other steps to ensure quality services
- Addressing client complaints
- Assisting in the resolution of local issues, such as attorney-client problems in the local jail
- Answering questions about IDS policies and procedures, and providing updates to contract attorneys about those policies and procedures
- Meeting with contract attorneys on a regular basis to address their concerns

Attorney Tucker Charns is the Regional Defender for Judicial Divisions I and III. Her contact information is:

Email: Tucker.Charns@nccourts.org

Direct office line: 919-354-7263

Mobile: 919-475-6957

Attorney Valerie Pearce is the Regional Defender for Judicial Divisions II and IV. Her contact information is:

Email: Valerie.E.Pearce@nccourts.org

Mobile: 919-667-3369

B. IDS Contracts Administrator

The role of the IDS Contracts Administrator is to manage the business end of the contracts. This includes:

- Drafting and executing contracts with individual attorneys and law firms
- Evaluating the cost-effectiveness of contractual services
- Monitoring contractors' data entry to ensure compliance with data reporting obligations
- Monitoring and approving monthly payments to contractors
- Assisting with resolving problems or disputes with contractors

Mario T. Richardson is the Contracts Administrator. His contact information is:

Email: Mario.T.Richardson@nccourts.org

Direct office line: 919-354-7212

C. Other IDS Staff

For a complete listing of other IDS staff, click on the following link:

<http://www.ncids.org/IDS%20Office/text.htm>

III. Contracts

A. Contract Prerequisites

1. Employer Identification Number (EIN)

This is also known as a Federal Tax Identification Number. If you do not currently have an EIN, it is mandatory that you obtain one before IDS will issue any contractual payments to you. This requirement is designed to protect you from the possibility of identity theft. It is free to obtain an EIN:

[http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

2. Malpractice Insurance

Section 4.2 of your contract requires you to maintain malpractice insurance with minimum liability limits of \$100,000 per claim and \$300,000 annual aggregate. Please make sure your policy is in place by the effective date of your contract and remains in effect throughout the term.

B. Contract Requirements

1. Key Personnel and Material Client Responsibilities

Section 3.3(a) of your contract states that, “[e]xcept as provided in Sections 3.3(c) and 4.8(b), Contractor shall not utilize substitute service providers who are not named in this contract and shall not subcontract or assign any material responsibilities required by this contract, including representation at critical stages of any contract case as provided in Rule 1.5(d) of the Rules of the IDS Commission, without the advance written approval of the IDS Director.”

Rule 1.5(d)(2) of the IDS Rules provides:

The attorney named in the appointment order shall not delegate to another attorney any material responsibilities to the client, including representation at critical stages

of the case, unless the court finds in open court that the substitute attorney practices in the same law firm as the appointed attorney and is on the list of attorneys who are eligible for appointment to the particular case, that the client and the substitute attorney both consent to the delegation, and that the delegation is in the best interests of the client.

The commentary to that rule further states:

Subsection (d)(2) was amended effective July 8, 2005 and again February 16, 2007 to clarify that an attorney appointed to a case may not delegate material responsibility for that case to another attorney who is not named in the appointment order. *See State v. Carter*, 66 N.C. App. 21, 23, 311 S.E.2d 5, 7 (1984); RPC 58 (1989). If an appointed attorney is unable to appear at a scheduled court appearance due to a conflict in another court, secured leave, illness, or a family emergency, subsection (d) does not prohibit the attorney from asking another lawyer to appear on his or her behalf and seek a continuance or argue a bond reduction motion for an incarcerated client. Subsection (d) also does not prohibit an appointed attorney who is unavailable from sending another lawyer to interview an incarcerated client. In exceptional cases where the appointed attorney is unavailable, the court may allow the appointed attorney to delegate client responsibilities at critical stages of a case if the court makes the specified findings.

Thus, your contract and the IDS Rules prohibit the delegation of material client responsibilities to another attorney, unless the court makes the required findings and the IDS Director or his or her designee gives advance written approval. In the case of a contractor who wants to delegate material responsibilities, the court would need to find that the substitute attorney practices in the same law firm as the contractor and also has a contract with IDS for the type of case involved, that the client and the substitute attorney both consent to the delegation, and that the delegation is in the best interests of the client. This rule is in place so IDS can ensure that attorneys who are handling material client responsibilities are qualified to do so.

On the other hand, nothing in your contract or the IDS Rules prohibits you from delegating non-material responsibilities if you are unable to fulfill them, such as answering calendar call, seeking a continuance, arguing a bond reduction motion, or allowing another lawyer or qualified support staff to conduct the first client interview. In addition, nothing prohibits you from allowing another member of your law firm who does not have a contract with IDS for the type of case involved to provide material services to a contract client if you are present and providing direct and active supervision to the other lawyer and the court finds that the client consents. If you want to allow another member of your law firm who does not have a contract for the type of case involved to provide material services to a contract client in superior court, you must also provide advance notification to the Regional Defender in your area. If you want to allow another member of your law firm who does not have a contract for the type of case involved to represent a contract client in a jury trial in superior court, in addition to the aforementioned requirements, you must obtain advance approval from the Regional Defender in your area. If you have questions about a specific task that you are considering delegating to another attorney, please contact the Regional Defender in your area to discuss the issue in advance.

2. Monthly Compensation

As a contractor, you will be paid the annual amount for caseload compensation that is set forth in Section 13.2 of your contract and/or the per session amount that is set forth in Section 13.3 of your contract, as applicable. Payment will issue on a monthly basis. Thus, if you are handling one or more caseload units, you will be paid the annual amount shown in twelve (12) monthly installments. If you are handling cases on a per session basis, you will be paid the per session compensation shown times the number of sessions handled during the prior month. Payment will not issue until you have certified that your data reporting obligations are complete.

3. Bar Grievances or IAC Claims

In the event that a contract attorney is the subject of a bar grievance or litigation from any client, the contract attorney must immediately notify the IDS Regional Defender in the area. See Section 4.7 of your contract for specifics.

4. Changes in Contact Information

In the event that there is a change in a contract attorney's contact information, the contract attorney should immediately notify the IDS Contracts Administrator, the Clerk of Court's Office, and, if applicable, the Public Defender Office. See Section 4.6 of your contract for specifics.

5. Unavailability for Contract Assignments

- *Caseload Unit Contractors:* Section 4.8(a) of your contract provides that, if you will be unavailable for new case assignments for more than four business days, you must submit written notification to the clerk's office and, if applicable, the public defender office not to assign you new contract cases during that time period. In addition, if you will be unavailable for new case assignments for a time period that is likely to impair your ability to meet the minimum number of annual dispositions, you must notify IDS in writing. Pursuant to the latter provision, IDS expects contractors to notify the Regional Defender in their area if they will be unavailable for new contract assignments for a time period in excess of two weeks. Whenever possible, IDS expects contractors to provide that notification at least two weeks in advance.

In addition, Section 7.1(a) of your contract provides that, if you reach the minimum number of dispositions during the term of your contract, you shall continue to accept new case assignments until you reach the maximum number of dispositions (if additional cases are available). IDS recognizes that certain life events may arise during the term of a contract, which could render a contractor unavailable to continue to accept new case assignments beyond the minimum number of dispositions. If a contractor who has reached his or her minimum number of dispositions but has not reached his or her maximum number of dispositions, or who IDS determines is on track to do so during the term of the contract, experiences one or more of the following life events and (for any life event other than a sudden serious illness) receives written approval from the applicable Regional Defender at least two weeks in advance, the contractor may stop taking additional available case assignments for no more than six weeks without any reduction in his or her annual compensation:

1. Required military leave;

2. Maternity or paternity leave;
 3. Serious and extended illness of the contractor or a member of the contractor's immediate family; or
 4. Other comparable situations in IDS' sole discretion.
- *Per Session Contractors:* Section 4.8(b) of your contract provides that, if you will be unable to cover a session, you must arrange for a suitable replacement attorney to cover that session. In that event, you should still report the session data to receive compensation from IDS and then directly compensate the replacement attorney. In addition, if you will be unable to cover more than one consecutive session, you must notify the Regional Defender in your area to make arrangements for alternative coverage. Whenever possible, IDS expects contractors to provide that notification at least two weeks in advance.

C. Forms

1. Electronic Deposit/Change Payee Form

This form should be completed by a contract attorney if the attorney would like to do any of the following:

- Add an electronic deposit account to the contract attorney's profile: The form directs IDS to pay the attorney electronically, rather than by check. Contract attorneys are required to receive payment electronically.
- Change information related to the electronic deposit account in the contract attorney's profile: In the event that a payee's name, tax identification number, or bank account changes, this form should be used to alert IDS to the change.
- Delete an electronic deposit account from the contract attorney's profile: The form can also be used to cancel the direction to pay the attorney electronically and, instead, direct IDS to pay the attorney by check. Again, contract attorneys are required to receive payment electronically, so this should not be done during the term of your contract.

Please note that these changes cannot be made by contractors directly in the online Contractor Case Reporting System, and can only be made by completing this form. Access this form here:

<http://www.ncids.org/Forms&Applications/DirectDeposit.pdf>

2. Extraordinary Case/Expense

- *Extraordinary Case/Expense Request from a Contractor Handling Criminal Cases, Other Than a High-Level Felony Contractor Seeking Advance Approval for Time Over 50 Hours, or Extraordinary Expense Request from a Contractor Handling Per Session Courts:* This form should be completed by a contract attorney if the attorney wants to request additional compensation or a reduction in the annual minimum and maximum number of dispositions for an extraordinary case pursuant to Section 7.6(a) of the contract or if the attorney would like to request reimbursement for extraordinary expenses pursuant to Section 7.8 of the contract. The form should be emailed or faxed to the IDS Regional Defender in your area. Please note that these requests will be reviewed on at least a quarterly basis. For cases disposed on or after September 22, 2015, any extraordinary case/expense request must be signed by the contract

attorney and submitted to IDS within no more than 120 days after the date on which the case was finally disposed at the trial level. For cases disposed before September 22, 2015, any extraordinary case/expense request must be signed by the contract attorney and submitted to IDS no later than January 22, 2016. Access this form here:

Form IDS-041: [http://www.ncids.org/RFP/Forms/\(ids041\)ExtraCaseExpense.pdf](http://www.ncids.org/RFP/Forms/(ids041)ExtraCaseExpense.pdf)

- *High-Level Felony Contractor Request for Consultation and Advance Approval of Time Over 50 Hours:* This form should be completed by a high-level felony contract attorney if the attorney believes he or she will spend more than 50 hours on one high-level felony contract case. The form allows the attorney to seek a consultation with the applicable Regional Defender, who may give advance approval for the contractor to be compensated for a reasonable amount of time in excess of 50 hours at \$60 per hour or for a caseload reduction pursuant to Section 7.6(a1) of the contract. The form should be emailed or faxed to the IDS Regional Defender in your area. Access this form here:

Form IDS-042:
[http://www.ncids.org/RFP/Forms/\(IDS42\)ContractorRequestConsultation.pdf](http://www.ncids.org/RFP/Forms/(IDS42)ContractorRequestConsultation.pdf)

- *High-Level Felony Contractor Application for Pre-Approved Hourly Compensation or Caseload Reduction:* This form should be completed by a high-level felony contractor who obtained prior approval (via Form IDS-042) from the Regional Defender in their area to be compensated for a reasonable amount of time in excess of 50 hours in one high-level felony case, or for a caseload reduction. The additional compensation or caseload reduction can only be claimed after the case is disposed, and the completed form must be submitted to the IDS Director no later than 120 days after the case has been finally disposed at the trial level. The form must be accompanied by itemized time sheets for all time in excess of 50 hours. Access this form here:

Form IDS-043:
[http://www.ncids.org/RFP/Forms/\(IDS43\)ContractorExtraPayClaimForm.pdf](http://www.ncids.org/RFP/Forms/(IDS43)ContractorExtraPayClaimForm.pdf)

D. Rules and Guidelines

1. IDS Rules for Non-Capital and Non-Criminal Cases at the Trial Level

Part 1 of the IDS Rules governs non-capital and non-criminal cases at the trial level. Please note that these rules were adopted before the Legislature directed IDS to shift to a contract system.

<http://www.ncids.org/Rules%20&%20Procedures/IDS%20Rules/IDS%20Rules%20Part%201.pdf>

2. Performance Guidelines

All contractors should familiarize themselves with the applicable performance guidelines that have been approved by the IDS Commission.

[Performance Guidelines for Non-Capital Criminal Cases at the Trial Level](#)

[Performance Guidelines for Attorneys Representing Juveniles in Delinquency Proceedings](#)

[Performance Guidelines for Attorneys Representing Parent Respondents in Abuse, Neglect, Dependency or TPR Proceedings](#)

3. Scope of Representation

Please familiarize yourself with IDS' policy on the scope of representation provided by contractors and public defenders, which is attached as an appendix to your contract and is available at the following link. Please note that the version of the policy that is available at the following link may have been updated since your contract was executed.

<http://www.ncids.org/Rules%20&%20Procedures/ScopeRepresentation.pdf>

4. Local Appointment Instructions

IDS will provide local court actors, including the Clerk's Office and, if applicable, the Public Defender Office, with appointment instructions for cases covered by contractors. Those instructions will also be posted on the "RFPs and Contracts" page of the IDS website. Depending on the caseload in each county, contractors will essentially serve on a roster with other contractors. As a practical matter, contractors covering a given contract category in a given area will be permitted to treat themselves as consortia and, with advance IDS approval, to specialize within contract categories. To the extent possible, IDS wants to accommodate local practices that work, such as appointing one contractor to all new cases that arise in a session. If you or other court system actors want to implement or maintain an appointment system other than a case-by-case rotation, please contact the IDS Regional Defender in your area.

5. Communication

Because most of the communication between contractors and IDS staff will be by email and the contractor listserv, contract attorneys are expected to review emails and the listserv on a regular basis.

IV. Providing Client Files After a Contract Case is Disposed

Rule 1.16(d) of the State Bar’s Revised Rules of Professional Conduct, as well as Comments [10] and [11] to Rule 1.16, obligate an attorney whose employment is terminated to surrender to the former client “all papers . . . to which the client is entitled.” With the exception of an attorney’s own notes and incomplete work product, the client is entitled to originals or copies of anything in the file that would be helpful to a successor attorney. Moreover, according to the State Bar, the attorney cannot charge the client if the attorney wants to keep a copy of the client’s file for his or her own records.

If a client requests his or her file during the pendency of a contract case or at the time of disposition, that expense is covered by Section 7.7 of IDS’ standard terms and conditions of contract (“Contractor’s Routine Costs and Expenses”), unless it meets the conditions set forth in Section 7.8 (“Extraordinary Expense”).

If an incarcerated client requests his or her file after a contract case is disposed, IDS generally will not compensate a contractor for time spent scanning or preparing copies of an original paper file or reimburse a contractor for scanning or copying expenses. However, if the contractor received documents in the client’s file in electronic format and never created a paper copy, IDS will reimburse a contractor for expenses associated with preparing a paper copy from the electronic media to provide to an incarcerated client who is requesting those documents. If a contractor received documents in the client’s file in paper format and wants to convert them to an electronic format for storage purposes, IDS recommends that the contractor offer the paper record to the client in writing at the conclusion of the representation. If the client declines the paper copy in writing or does not respond to the attorney’s offer (and the attorney is reasonably certain that the address for the client is correct and that the client can receive mail at that address), but subsequently requests a copy of the file, the State Bar staff has informed IDS that the contractor may satisfy his or her ethical obligations to the client by providing the file to the client or the client’s designee in electronic format, even if the client is incarcerated. Thus, IDS will not reimburse a contractor for expenses associated with preparing a paper copy from the electronic media under those circumstances.

Regardless of whether the client is incarcerated, IDS will compensate a contractor for time spent retrieving a former contract client’s file from storage and for other reasonable time spent responding to a former contract client’s request for his or her file, and will reimburse a contractor for postage expenses claimed in compliance with IDS’ billing policies.

If these activities are performed after a contract case is disposed, the contractor may submit a supplemental fee application to the court for reasonable allowed time and expenses (other than scanning or copying). In that instance, the contractor must write “Supplemental—Former Client Files” at the top of the fee application form. On that form, the contractor should indicate the most serious charge and then check “other” and write “providing files” in the disposition and judgment and sentencing columns. When a former contract client requests the file after the one-year deadline for the submission of fee applications has expired, that deadline shall not apply to supplemental fee applications for the allowed time and expenses associated with providing a former client with

copies of his or her file. Because of the State Bar's opinion that an attorney cannot charge the client if the attorney wants to keep a copy of a closed client file for his or her own records, IDS will not seek recoupment of these expenses.

V. Legal Resources

A. Experts

A description of the law regarding the use of experts at trial in North Carolina can be found at the following link:

http://www.ncids.org/Def%20Manual%20Info/Defender_Manual/DefManChpt05.pdf

To seek funding for an investigator or expert in a non-capital or non-criminal case at the trial level, you must submit form AOC-G-309 to the Court, along with a motion justifying the need for the investigator or expert.

[AOC-G-309 - Application and Order for Defense Expert Witness Funding in Non-Capital Criminal and Non-Criminal Cases at the Trial Level](#)

If you cannot locate an appropriate expert who will do the required work at the applicable hourly rate specified on form AOC-G-309, you must complete and submit form AOC-G-310 to the IDS Director before presenting the G-309 form to the Court.

[AOC-G-310 - Defense Petition For Expert Hourly Rate Deviation In Non-Capital Criminal And Non-Criminal Cases At The Trial Level And IDS Approval Or Denial](#)

To access IDS' billing policies for experts in a non-capital or non-criminal case at the trial level, click on the following link:

[Expert Fee and Expense Policies \(Non-Capital and Non-Criminal Cases at the Trial Level\)](#)

B. Forensic Resources

In 2010, IDS created the position of Forensic Resource Counsel to assist North Carolina public defenders, contractors, and private appointed counsel in understanding and, if appropriate, challenging the forensic science evidence in their cases. The Forensic Resource Counsel has created a website that contains an expert database, training materials and free online training programs, SBI procedures and protocols, scientific research, a forensic science blog, and other resources to support litigation in the area of forensic science evidence. To access the website, click on the following link:

<http://www.ncids.com/forensic/index.shtml?c=Training%20%20and%20%20Resources,%20Forensic%20Resources>

The Forensic Resource Counsel is also available to perform case consultations on request.

C. Collateral Consequences

North Carolina statutes and regulations require or authorize a wide array of collateral consequences and civil disabilities when a person is convicted of a crime. The Collateral Consequences Assessment Tool, or C-CAT, allows an attorney to quickly find the collateral consequences of a criminal conviction. It helps attorneys advise clients more accurately and completely about the consequences of certain convictions.

<http://ccat.sog.unc.edu/>

D. Foreign Language Resources

For foreign language resources, click the following link:

<http://www.ncids.org/ForeignLanguageResources/PolicyLinks.htm?c=Training%20%20and%20%20Resources,%20Foreign%20Language%20Resources>

E. Immigration

The United States Supreme Court has held that a trial counsel's failure to correctly advise a defendant of the deportation consequences of his guilty plea amounted to constitutionally deficient assistance under prevailing professional norms, because the consequences could easily have been determined from reading the removal statute.

[*Padilla v. Kentucky*, U.S. , 130 S. Ct. 1473, 176 L. Ed. 2d 284 \(2010\)](#)

The IDS Performance Guidelines for non-capital criminal cases also call for counsel to discuss with the client the possibility of deportation and other effects on immigration status. *See* IDS Performance Guidelines 6.2 and 8.2, above.

The School of Government also has a manual about immigration consequences:

[Immigration Consequences Manual](#)

F. Preserving the Record for Appeal

A simple trial checklist to prevent complicated problems on appeal can be accessed at the following link:

[Preserving the Record for Appeal: A Checklist](#)

G. Community Resources

IDS has a Community Treatment and Resource Provider Directory online for attorneys to find assistance for clients with needs related to developmental disability, domestic violence, dual diagnoses (mental illness and substance abuse), DWI, education, HIV/AIDS, homelessness, mental health, pregnancy, parenting, sex offenses, and substance abuse:

<http://www.ncids.com/cr/default.asp?c=Training%20%20and%20%20Resources,%20Community%20Resource%20Database>

If you believe the Directory is out of date, or are aware of a local program that is not contained in the Directory, please click on the “Help Update This Directory” link at the bottom of the page and complete and submit the form that appears.

H. Jail Credit

North Carolina Prisoner Legal Services, Inc. (NCPLS) has an online manual regarding jail credit:

http://www.ncpls.org/files/JC_issues_09.pdf

I. Jail Conditions

NCPLS has information on its website about identifying and treating people with mental illness in North Carolina jails:

<http://www.ncpls.org/files/mentalhealthmanual.pdf>

NCPLS can also help answer questions you or your client may have about conditions in the jail. The number in Raleigh is 919.856.2200. You should ask for the “on-call” or intake civil attorney for that day.

J. Brief and Motions Banks

The Office of the Appellate Defender maintains an online appellate brief bank that can be accessed at the following link:

<http://www.ncids.org/Brief%20Bank/Main%20Index.htm?c=Training%20%20and%20%20Resources,%20Brief%20Bank>

You can also click on the following School of Government link for easy access to the various motions and forms that are posted on the IDS website:

<http://www.sog.unc.edu/node/657>

Questions or suggestions should be directed to [Alyson Grine](#) for non-capital trial motions; [Robert Hurley](#) for capital trial motions; briefbank@nccourts.org for the criminal brief bank; [Eric Zogry](#)

for juvenile delinquency motions and forms; [Wendy Sotolongo](#) for parent representation forms and briefs; and [Dolly Whiteside](#) for civil commitment forms.

K. Helpful Blogs and List Servs

1. Blogs:

a. Criminal Law Blog

Jeff Welty is a Professor at the School of Government and his blog has postings about current criminal law issues, answers to recurrent questions that he receives from the field, and interesting theories about criminal law. Guest bloggers are invited to post articles, and anyone with an interest in the criminal justice system can join the conversation. It is also searchable and very user friendly:

<http://nccriminallaw.sog.unc.edu/>

b. Forensics Resources Blog

Sarah Rackley, IDS Forensics Resource Counsel, administers a blog and posts news and updates, analyses of current issues in forensic science, and links to other online resources for attorneys:

<http://ncforensics.wordpress.com/>

c. United States Supreme Court Blog

This is a blog with commentary and summaries of U.S. Supreme Court cases, links to opinions, petitions, and oral arguments with an engaging and approachable style:

<http://www.scotusblog.com/>

d. Fourth Circuit Blog

Case summaries and analyses of Fourth Circuit opinions from the Federal Defender Offices located in the Fourth Circuit (WV, VA, MD, NC, and SC) can be found at the following link:

<http://circuit4.blogspot.com/>

e. Families Against Mandatory Minimums

FAMM (Families Against Mandatory Minimums) is a nonprofit, nonpartisan organization working for fair and proportionate sentencing laws that allow judicial discretion while maintaining public safety. It advocates for state and federal sentencing reform and is a good resource for client families:

<http://www.famm.org/>

2. Recommended Listservs

Subscribers to this listserv receive summaries of new criminal appellate cases and new criminal legislation from the School of Government:

<http://www.sog.unc.edu/node/490>

The North Carolina Advocates for Justice has several members-only listservs that are very helpful and informative:

www.ncaj.com

IDS runs specialized listservs for attorneys handling abuse/neglect/dependency and termination of parental rights, juvenile delinquency, civil commitment, and child support contempt cases. If you would like to subscribe to any of those listservs in addition to the IDScontractors listserv, please contact IDS.

L. Reference Materials

Click on the applicable link below to access IDS' Defender Manual:

[Defender Manual Volume 1, Pretrial](#)
[Defender Manual Volume 2, Trial](#) (2d ed. 2012)

You can also access training materials by subject and by program on the IDS website:

[Training Materials](#) -- Indexed by Subject
[Training Materials](#) -- Listed by Training Program

VI. General Assembly

We encourage all of you to speak to your local legislators in support of adequate funding for indigent defense. During each legislative session, IDS posts a chart on its website containing contact information for legislators who serve on committees that address indigent defense funding. To access the most recent chart, go to www.ncids.org and click on "News & Updates," then "Updates & Announcements," and then "IDS Contacts in the General Assembly."