

IDS

Appointed Advocate

APRIL 2025



Welcome to our quarterly bulletin!

The **IDS Appointed Advocate** newsletter will be sent to private attorneys--both MAC and PAC--who do court appointed work, once per quarter. Through its content, IDS will keep you informed about resources, best practices, fiscal and payment issues, Tech Tips, and other ways we offer assistance to appointed counsel. *"You never have to fight alone."*

Be sure to check out the Quick Links section. We placed our most popular resources for you in one location for ease of access.

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**IDS FORENSIC SCIENCE
EDUCATION SERIES**

2025



In collaboration with the Mecklenburg County Public Defender's Office, IDS offers a full year of FREE, regular continuing education to criminal defense attorneys, investigators and mitigation specialists across North Carolina. **Click on the banner for details!**

2025 OASIS Rollout Schedule is Set

If you haven't already heard... IDS has built a simple website for PAC (Private Assigned Counsel) to electronically invoice IDS promptly after their fee apps are loaded into the eCourts File & Serve platform and are accepted by the clerk.



OASIS, the new **Online Attorney State Invoice System**, is designed to modernize operations and speed up payments. It allows IDS to pay PAC attorneys faster than before. OASIS is up and running for PAC in 8 Judicial Districts, and IDS is continuing a phased rollout in the existing eCourts counties, to expand the use of OASIS statewide by the end of the current calendar year.

For more information and to see when OASIS is coming to your area, [click here](#).

Internships Matter

IDS Recruitment and Training Coordinator Carla Huff encourages PAC attorneys who do court appointed work to consider hosting a law school student intern. Student interns learn new skills and gain invaluable experience while they help to support the work you do. Hosting is also a great way to recruit new talent, especially if you are in a rural area where there are too few attorneys to meet local court demands.

IDS can connect you to law school students who are looking for opportunities this summer or next. If you are interested, please email Carla Huff with your contact information and the location of your practice. Carla.Huff@nccourts.org

Coming Soon...

Looking for guidance on opening and running your own law office? Then, you won't want to miss the upcoming series of information sessions provided by Mark Atkinson, Executive Director of **The Incubator for Legal Practice and Innovation (ILPI)**.

With support from an NC IOLTA grant, Mark Atkinson will offer a series of six videos on the "business" of running a private law firm. Access is free of charge and will be provided via this quarterly e-newsletter.

Look for the first video when we publish again in August.



Using Office 365 to Create Transcripts

Reviewing hours of jail call or bodycam recordings is time-consuming and can be accomplished more effectively and efficiently using transcription. For **Microsoft Office 365** subscribers, there is a built-in transcription tool that



provides 5 hours of transcription per month at no additional cost.

Using Microsoft Word's Transcription Feature

1. Open Word Online

- Go to [Microsoft Word Online](#) and sign in to your Office 365 account.
- Create a new document.

2. Access the Transcription Tool

- Click on **Home > Dictate > Transcribe** (this feature is available in Word for the web).

3. Upload Your Audio or Video File

- Select **Upload audio** and choose a recording in **.mp3, .wav, .m4a, or .mp4**. Microsoft will process the file and generate a transcript.

4. Edit and Review the Transcript

- The text is automatically time-stamped and separated by speakers.
- You can edit names and correct any inaccuracies.

How This is Useful

- **Saves Time:** While the accuracy is not sufficient to create an official transcript, this tool creates a helpful outline to allow the attorney to pinpoint where more time and attention is needed.
- **Organizes Notes:** Time-stamped transcripts help locate important information that needs further attention.
- **Secure and Confidential:** Data remains within Office 365's secure environment, ensuring client confidentiality.

With Office 365's transcription capabilities, attorneys can efficiently convert recordings into text, improving workflow and documentation accuracy. If you frequently deal with bodycam videos, jail calls, or other recordings, this tool is a game-changer.

Quick Links



[Fee App Payment Dates](#)



[PAC Fund Updates](#)



[New Payment System](#)



[Experts Database](#)



[Investigator Directory](#)



[Forensic Resources](#)



[Training](#)



[Trial Resources](#)



[UNC SOG Feature](#)

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This email was sent to amanda.j.bunch@nccourts.org as you provide services to the N.C. Office of Indigent Defense Services or have indicated you wish to receive these messages.

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