



New York State Office of
Indigent Legal Services

Parent Representation Semi-Annual Report (PRR-195)

Please refer to the Instructions and Definitions when completing this form. Throughout, 'reporting period' refers to the period from the date your ILS Model Office or Family Defense Grant contract was signed by ILS to June 30, 2024. The reporting deadline is August 30, 2024.

Reporting Period Start Date: _____

Name of the Provider Office: _____

Submitted by:

First Name:
Last Name:
Phone:
Email Address:

1. Which ILS Parent Representation grant(s) has/have your provider office received? (Select all that apply)

1. First Upstate Model Office
2. Second Upstate Model Office
3. Third Upstate Model Office
4. First Upstate Family Defense (Child Welfare) Quality Improvement & Caseload Reduction Grant
5. Second Upstate Family Defense (Child Welfare) Quality Improvement & Caseload Reduction Grant
6. Third Family Defense (Child Welfare) Quality Improvement & Caseload Reduction Grant

2. Is your office a(n) (select one)

1. Assigned Counsel Program
2. Institutional provider

3. What case management system do you use?

Investigation Representation (IR)

Instructions and Definitions	
Investigation Representation (IR)	IR occurs when a provider advises a client of their rights, gives legal advice or takes legal action on behalf of a client during a CPS investigation prior to court intervention.
Beginning of Investigation Representation	An IR is opened and must be counted when a provider advises a client of their rights, gives legal advice, or takes legal action on behalf of a client who is facing a CPS investigation.
End of Investigation Representation	For ILS reporting purposes, an IR is closed when: <ul style="list-style-type: none"> a) CPS does not file a petition and affirmatively notifies the client or the provider that they will not be pursuing court action at the conclusion of the investigation, OR b) CPS does not file a petition within 60 days of commencing the investigation, OR c) CPS does file a petition. In this instance, the provider should close the IR, and open a new neglect or abuse petition in their case management system.

Screener question [This question facilitates skip patterns]

4. Under the above ILS grant(s) does your office provide representation during a CPS investigation (IR)?
1. Yes [If yes, proceed to questions #5 through #17]
 2. No [If no, skip to question #18]

5. Please report the total number of IRs opened during the reporting period. Please do not leave blanks - enter '0' (zero) where applicable.

IRs Opened	Unable to Report
	<input type="checkbox"/>

6. Please report the total number of IRs closed during the reporting period. Please do not leave blanks - enter '0' (zero) where applicable.

IRs Closed	Unable to Report
	<input type="checkbox"/>

7. Please report the total number of IRs pending on June 30, 2024. Please do not leave blanks - enter '0' (zero) where applicable.

IRs Pending	Unable to Report
	<input type="checkbox"/>

Investigation Representation (IR)

8. If you are unable to report the number of opened, closed, and pending IR cases, please provide any relevant data that you currently collect in the comment section below.

9. In how many IRs closed in the reporting period were the following true? Please do not leave blanks - enter '0' (zero) where applicable.

	Number of IRs	Unable to Report
Petition Filed - Abuse		<input type="checkbox"/>
Petition Filed - Neglect		<input type="checkbox"/>
Article 10 Petition Not Filed - Indicated Allegations		<input type="checkbox"/>
Article 10 Petition Not Filed - Unfounded Allegations		<input type="checkbox"/>

10. In how many IRs that resulted in the filing of an Article 10 petition did the IR attorney continue to represent the client in the Article 10 proceedings (i.e., vertical representation)? Please do not leave blanks - enter '0' (zero) where applicable.

	Total	Not Applicable - None of the IRs Resulted in a Finding	Unable to Report
Number of IRs		<input type="checkbox"/>	<input type="checkbox"/>

11. Of the IRs closed during the reporting period, please report the total number of: Please do not leave blanks - enter '0' (zero) where applicable.

	Total	Unable to Report
Clients Represented		<input type="checkbox"/>
Children who were subjects of CPS investigation		<input type="checkbox"/>

Investigation Representation (IR)

12. For IRs that have been closed during this reporting period, please report the number of removals that occurred during the CPS investigation pursuant to Family Court Act §§ 1021, 1022, or 1024. After the IR, how many children were returned to their parent(s)? Please do not leave blanks - enter '0' (zero) where applicable.

	Total Number of Children Removed	Total Number of Children Returned to Parent	Not Applicable – No Removals Occurred	Unable to Report
§ 1021			<input type="checkbox"/>	<input type="checkbox"/>
§ 1022			<input type="checkbox"/>	<input type="checkbox"/>
§ 1024			<input type="checkbox"/>	<input type="checkbox"/>
§ Unknown			<input type="checkbox"/>	<input type="checkbox"/>

13. For IRs closed during the reporting period, please indicate how many of the other petition types listed below were pending for the same client at the same time that the IR was occurring. For example, if an investigation representation client was also the respondent in a paternity petition and a custody/visitation petition, a “1” should be recorded in both “Paternity” and “Custody/Visitation.” Please do not leave blanks - enter '0' (zero) where applicable.

	Number of Petition Types Pending	Unable to Report
Custody/Visitation		<input type="checkbox"/>
Family Offense		<input type="checkbox"/>
Guardianship		<input type="checkbox"/>
Modification of a Prior Final Order		<input type="checkbox"/>
Paternity		<input type="checkbox"/>
Willful Violation of Child Support		<input type="checkbox"/>
Willful Violation (Other)		<input type="checkbox"/>
Other (please specify)		<input type="checkbox"/>

Investigation Representation (IR)

14. Of the clients with IRs closed during the reporting period, how many clients were also charged with a criminal offense related or unrelated to the CPS investigation? Please do not leave blanks - enter '0' (zero) where applicable.

	Number of Clients	Unable to Report
Violent Felony		<input type="checkbox"/>
Non-Violent Felony		<input type="checkbox"/>
Misdemeanor/Violation		<input type="checkbox"/>
Post-Disposition		<input type="checkbox"/>
Parole Violation		<input type="checkbox"/>
Yes, but the specific charge is unknown		<input type="checkbox"/>
Unknown		<input type="checkbox"/>

15. Please report the number of IRs closed during the reporting period in which any of the following specialized services were utilized. Please do not leave blanks - enter '0' (zero) where applicable.

Instructions and Definitions

Specialized Service

is a broad characterization of interdisciplinary representation wherein another discipline is part of the defense/representation team (e.g., **staff or contracted** social workers who facilitate access to services and who can support a client during events such as out-of-court meetings).
It can also describe contracted expert services obtained to advance the client's legal goals, (e.g., investigators, interpreters, experts, and social workers/forensic experts who formally assess the parent's strengths and needs and may, upon the attorney's request, produce a report for the court).

	Number of IRs	Position Type (Personnel or Contract)	Unable to Report
Social Worker/Case Manager			<input type="checkbox"/>
Parent Advocate/Mentor			<input type="checkbox"/>
Paralegal			<input type="checkbox"/>
Investigator			<input type="checkbox"/>
Interpreter			<input type="checkbox"/>
Expert			<input type="checkbox"/>
Other			<input type="checkbox"/>

Investigation Representation (IR)

16(a). Please provide a summary of your office's use of **specialized service personnel** in IRs. In your response, please describe how specialized service personnel are assigned and ways in which the utilization of specialized service personnel positively impacted representation.

16(b). Please provide a summary of how your office worked with **contracted specialized service** professionals in IRs. In your response, please describe how contracted specialized service professionals are assigned and ways in which the utilization of contracted specialized services positively impacted representation.

17. Please provide a brief description of any barriers to providing IR in the comment box below.

Public Outreach Campaign Tasks & Initiatives

Screening question [This question facilitates skip patterns]

18. Do(es) the grant contract(s) for your office include funding for public outreach campaigns and initiatives? Please see Attachment B-1 of your contract if you are unsure.

1. Yes [If yes, proceed to questions #19 through #22]
2. No [If no, skip to question #23]

19. Summarize your office's efforts to inform the community regarding the availability of public defense representation during a CPS investigation.

20. Please provide the total number of IRs received from each referral source. Please do not leave blanks - enter '0' (zero) where applicable.

Instructions and Definitions	
Investigation Representation (IR)	IR occurs when a provider advises a client of their rights, gives legal advice, or takes legal action on behalf of a client during a CPS investigation prior to court intervention.

	Total	Unable to Report
DSS		<input type="checkbox"/>
Community Organizations		<input type="checkbox"/>
Other Attorneys (Within or from outside of your program)		<input type="checkbox"/>
Self-Referral (e.g., community outreach campaign, flyers, social media, etc.)		<input type="checkbox"/>

21. If you were unable to provide the total number of IRs received from each referral source, please provide any relevant information in the comment box below.

Public Outreach Campaign Tasks & Initiatives

Screening question [This question facilitates skip patterns]

22. Did your program create an "on-call" phone line/procedure to monitor intake of the IRs?

1. Yes [If yes, proceed to questions #22(a) through #22(c)]
2. No [If no, skip to question #23]

22(a). How was the "on-call" initiative implemented?

22(b). How many calls were received during the reporting period?

22(c). Please provide a summary of successes and challenges related to the on-call initiative.

Officewide Family Court Caseloads

23. Please report the total number of petitions opened during the reporting period. Please do not leave blanks - enter '0' (zero) where applicable. If you are unable to report the total numbers by petition type, select "UR" and then provide any data you currently collect and an explanation in Question 26.

	Petitions Opened	Unable to Report
Abuse		<input type="checkbox"/>
Neglect		<input type="checkbox"/>
Termination of Parental Rights		<input type="checkbox"/>
Paternity		<input type="checkbox"/>
Willful Violation of Support		<input type="checkbox"/>
Willful Violation Other (Contempt)		<input type="checkbox"/>
Family Offense		<input type="checkbox"/>
Guardianship		<input type="checkbox"/>
Violation of Conditional Surrender		<input type="checkbox"/>
Adoption		<input type="checkbox"/>
Modification of Prior Order		<input type="checkbox"/>
Custody/Visitation		<input type="checkbox"/>
Conditional Surrender		<input type="checkbox"/>

24. Please report the total number of petitions closed during the reporting period. Please do not leave blanks - enter '0' (zero) where applicable. If you are unable to report the total numbers by petition type, select "UR" and then provide any data you currently collect and an explanation in Question 26.

	Petitions Closed	Unable to Report
Abuse		<input type="checkbox"/>
Neglect		<input type="checkbox"/>
Termination of Parental Rights		<input type="checkbox"/>
Paternity		<input type="checkbox"/>
Willful Violation of Support		<input type="checkbox"/>
Willful Violation Other (Contempt)		<input type="checkbox"/>
Family Offense		<input type="checkbox"/>
Guardianship		<input type="checkbox"/>
Violation of Conditional Surrender		<input type="checkbox"/>
Adoption		<input type="checkbox"/>
Modification of Prior Order		<input type="checkbox"/>
Custody/Visitation		<input type="checkbox"/>
Conditional Surrender		<input type="checkbox"/>

Officewide Family Court Caseloads

24(a). Of the petitions closed during the reporting period, how many clients were represented? Please do not leave blanks - enter '0' (zero) where applicable. If you are unable to report the total numbers by petition type, select "UR" and then provide any data you currently collect and an explanation in Question 26.

	Number of Clients Represented	Not Applicable – Type of Petition Not Closed	Unable to Report
Abuse		<input type="checkbox"/>	<input type="checkbox"/>
Neglect		<input type="checkbox"/>	<input type="checkbox"/>
Termination of Parental Rights		<input type="checkbox"/>	<input type="checkbox"/>
Paternity		<input type="checkbox"/>	<input type="checkbox"/>
Willful Violation of Support		<input type="checkbox"/>	<input type="checkbox"/>
Willful Violation Other (Contempt)		<input type="checkbox"/>	<input type="checkbox"/>
Family Offense		<input type="checkbox"/>	<input type="checkbox"/>
Guardianship		<input type="checkbox"/>	<input type="checkbox"/>
Violation of Conditional Surrender		<input type="checkbox"/>	<input type="checkbox"/>
Adoption		<input type="checkbox"/>	<input type="checkbox"/>
Modification of Prior Order		<input type="checkbox"/>	<input type="checkbox"/>
Custody/Visitation		<input type="checkbox"/>	<input type="checkbox"/>
Conditional Surrender		<input type="checkbox"/>	<input type="checkbox"/>

25. Please report the total number of petitions pending on June 30, 2024. Please do not leave blanks - enter '0' (zero) where applicable. If you are unable to report the total numbers by petition type, select "UR" and then provide any data you currently collect and an explanation in Question 26.

	Petitions Pending	Unable to Report
Abuse		<input type="checkbox"/>
Neglect		<input type="checkbox"/>
Termination of Parental Rights		<input type="checkbox"/>
Paternity		<input type="checkbox"/>
Willful Violation of Support		<input type="checkbox"/>
Willful Violation Other (Contempt)		<input type="checkbox"/>
Family Offense		<input type="checkbox"/>
Guardianship		<input type="checkbox"/>
Violation of Conditional Surrender		<input type="checkbox"/>
Adoption		<input type="checkbox"/>
Modification of Prior Order		<input type="checkbox"/>
Custody/Visitation		<input type="checkbox"/>
Conditional Surrender		<input type="checkbox"/>

Officewide Family Court Caseloads

26. If you were unable to report the total numbers above by petition type, please provide any data that you currently collect and an explanation in the comment section below.

27. [For Institutional Providers only] Please report the following staffing information as of June 30, 2024. Please do not leave blanks - enter '0' (zero) where applicable.

Instructions and Definitions	
Full-time equivalent (FTE)	Counting 'staff in full-time equivalent' terms is done as follows. One staff-person who works full-time in your program is counted as '1', whereas a staff member who works less than full-time is counted according to the proportion of a full-time position that they work (e.g. a staff person working 50% of full-time is counted as '0.5'). A program with one full-time and one 50% part-time attorney, for example, would therefore have '1.5 full-time equivalent' attorney staff. This same approach should be taken with each category of staff.

	Total Number of FTE Attorneys
Total Number of FTE Attorneys who Provide Family Court Representation	
Of the FTE Attorneys, how many provide Article 10 Representation (in FTE)?	

28. [For Assigned Counsel Providers only] Please report the total number of attorneys on the Assigned Counsel Panel who provide representation in Family Court matters as of June 30, 2024. Please do not leave blanks - enter '0' (zero) where applicable.

Total Number of Attorneys

Article 10 and Termination of Parental Rights Representation

29. For Article 10 and Termination of Parental Rights petitions opened during the reporting period, in how many of those petitions was an attorney present/not present at the first court appearance? Please do not leave blanks - enter '0' (zero) where applicable. If your program did not open an Article 10 or Termination of Parental Rights petition, please enter 'N/A'.

	Number of First Appearances Where Attorneys were Present	Number of First Appearances where Attorneys were NOT Present	Unable to Report
Abuse			<input type="checkbox"/>
Neglect			<input type="checkbox"/>
Termination of Parental Rights			<input type="checkbox"/>

30. For Article 10 and Termination of Parental Rights petitions closed during the reporting period, how many began as IRs? Please do not leave blanks - enter '0' (zero) where applicable. If your program did not open an Article 10 or Termination of Parental Rights petition, please enter 'N/A'.

Instructions and Definitions

Investigation Representation (IR)

IR occurs when a provider advises a client of their rights, gives legal advice or takes legal action on behalf of a client during a CPS investigation prior to court intervention.

	Total that began as IR	Unable to Report
Abuse		<input type="checkbox"/>
Neglect		<input type="checkbox"/>
Termination of Parental Rights		<input type="checkbox"/>

31. For Article 10 and Termination of Parental Rights petitions closed during the reporting period, please report the total number of children who were subjects of the petitions. Please do not leave blanks - enter '0' (zero) where applicable. If your program did not open an Article 10 or Termination of Parental Rights petition, please enter 'N/A'.

	Total Number of Children	Unable to Report
Abuse		<input type="checkbox"/>
Neglect		<input type="checkbox"/>
Termination of Parental Rights		<input type="checkbox"/>

Article 10 and Termination of Parental Rights Representation

32. For Article 10 petitions closed during the reporting period, please report the total number of children who were removed at any time during the Article 10 proceeding. Please do not leave blanks - enter '0' (zero) where applicable.

	Total	Unable to Report
Total Number of Children Removed		<input type="checkbox"/>

32(a). Please report the total number of children removed during the Article 10 proceeding who were placed into the following initial placement options. Please do not leave blanks - enter '0' (zero) where applicable.

	Number of Children Placed	Unable to Report
Kinship Custody		<input type="checkbox"/>
Kinship Foster Care		<input type="checkbox"/>
Non-Kinship Foster Care		<input type="checkbox"/>
Institutional Setting		<input type="checkbox"/>
Non-Respondent Parent		<input type="checkbox"/>
Other/Placement Unknown		<input type="checkbox"/>

32(b). Please report the following. Please do not leave blanks - enter '0' (zero) where applicable.

	Total	Unable to Report
I) Of the children removed, how many experienced at least one change in placement?		<input type="checkbox"/>
II) Of the children removed, how many were returned to your client's custody by the close of the petition?		<input type="checkbox"/>
III) Of all children who were returned to parent, what was the average number of days that they were out of your client's custody?		<input type="checkbox"/>
IV) Of children who were not returned, how many remained in placement at the close of the petition?		<input type="checkbox"/>

33. For Article 10 and Termination of Parental Rights petitions closed during the reporting period, how many contested **Fact-Finding Hearings** took place? This includes hearings which commenced but were settled before conclusion of the Fact-Finding Hearing. Please do not leave blanks - enter '0' (zero) where applicable. If neither Article 10 nor Termination of Parental Rights petitions were closed during the reporting period, please select Not Applicable.

	Total	Not Applicable – Petitions Not Closed	Unable to Report
Number of Fact-Finding Hearings		<input type="checkbox"/>	<input type="checkbox"/>

Article 10 and Termination of Parental Rights Representation

33(a). Of the Fact-Finding Hearings that took place for **Article 10** petitions, please report the number of Fact-Finding Hearing outcomes for all children who were the subjects of the closed Article 10 petitions. Please do not leave blanks - enter '0' (zero) where applicable. If there weren't any Article 10 Fact-Finding Hearings that occurred during the reporting period, please enter 'N/A'.

	Number of Outcomes for All Children Who Were Subjects of the Closed Petitions	Unable to Report
Dismissed		<input type="checkbox"/>
Adjournment in Contemplation of Dismissal		<input type="checkbox"/>
Withdrawal		<input type="checkbox"/>
Finding After Hearing		<input type="checkbox"/>
Finding: Consent (No admission)		<input type="checkbox"/>
Finding: Consent (Admission)		<input type="checkbox"/>
Other: (Please specify)		<input type="checkbox"/>

33(b). Of the Fact-Finding Hearings that took place for **Termination of Parental Rights (TPR)** petitions, please report the number of outcomes for all children who were the subjects of the closed Article TPR petitions. Please do not leave blanks - enter '0' (zero) where applicable. If there weren't any TPR Fact-Finding Hearings that occurred during the reporting period, please enter 'N/A'.

	Number of Outcomes for All Children Who Were Subjects of the Closed Petitions	Unable to Report
Dismissed		<input type="checkbox"/>
Finding		<input type="checkbox"/>
Conditional Surrender		<input type="checkbox"/>
Other: (Please specify)		<input type="checkbox"/>

34. For all Article 10 and Termination of Parental Rights petitions closed, how many contested **Dispositional Hearings** took place? This includes hearings which commenced but were settled before conclusion of the Dispositional Hearing. Please do not leave blanks - enter '0' (zero) where applicable. If neither Article 10 nor Termination of Parental Rights petitions were closed during the reporting period, please select Not Applicable.

	Total	Not Applicable – Petitions Not Closed	Unable to Report
Number of Dispositional Hearings		<input type="checkbox"/>	<input type="checkbox"/>

Article 10 and Termination of Parental Rights Representation

34(a). Of the contested Dispositional Hearings that took place for **Article 10** petitions, please report the number of Dispositional Hearing outcomes for all children who were the subjects of the closed Article 10 petitions. Please do not leave blanks - enter '0' (zero) where applicable. If there weren't any Article 10 Dispositional Hearings that occurred during the reporting period, please enter 'N/A'.

	Total	Unable to Report
Suspended Judgement		<input type="checkbox"/>
Order of Protection		<input type="checkbox"/>
Child Released to Client		<input type="checkbox"/>
Child Release to Non-Respondent Parent		<input type="checkbox"/>
Foster Care		<input type="checkbox"/>
Custody/Guardianship Granted to Client		<input type="checkbox"/>
Custody/Guardianship Granted to Other (Please Specify)		<input type="checkbox"/>
Other: (Please specify)		<input type="checkbox"/>

34(b). Of the contested Dispositional Hearings that took place for **Termination of Parental Rights (TPR)** petitions, please report the number of Dispositional Hearing outcomes for all children who were the subjects of the closed TPR petitions. Please do not leave blanks - enter '0' (zero) where applicable. If there weren't any TPR Dispositional Hearings that occurred during the reporting period, please enter 'N/A'.

	Total	Unable to Report
Suspended Judgement		<input type="checkbox"/>
Termination of Parental Rights		<input type="checkbox"/>
Other: (Please specify)		<input type="checkbox"/>

Article 10 and Termination of Parental Rights Representation

35. For Article 10 and Termination of Parental Rights petitions closed, report total number of motions filed (specifying by type of motion). Please do not leave blanks - enter '0' (zero) where applicable.

	Total	Unable to Report
§ 722-C Ex Parte Application for Services Other than Counsel		<input type="checkbox"/>
FCA § 1028 Hearing		<input type="checkbox"/>
Discovery Motions		<input type="checkbox"/>
Enter/Modify/Enforce Visitation Order		<input type="checkbox"/>
Dismiss Petition		<input type="checkbox"/>
Return/Release of Child/Trial Discharge		<input type="checkbox"/>
Vacate or Modify Any Order		<input type="checkbox"/>
Contempt		<input type="checkbox"/>
Motion/OTSC Reply/Responses		<input type="checkbox"/>

36. Please report the number of Article 10 and Termination of Parental Rights petitions closed during the reporting period in which any of the following specialized services were utilized. Please do not leave blanks - enter '0' (zero) where applicable.

Instructions and Definitions

Specialized Service

is a broad characterization of interdisciplinary representation wherein another discipline is part of the defense/representation team (e.g., **staff or contracted** social workers who facilitate access to services and who can support a client during events such as out-of-court meetings). It can also describe contracted expert services obtained to advance the client's legal goals, (e.g., investigators, interpreters, experts, and social workers/forensic experts who formally assess the parent's strengths and needs and may, upon the attorney's request, produce a report for the court).

	Abuse	Neglect	Termination of Parental Rights	Position Type (Personnel or Contract)	Unable to Report
Social Worker/Case Manager					<input type="checkbox"/>
Parent Advocate/Mentor					<input type="checkbox"/>
Paralegal					<input type="checkbox"/>
Investigator					<input type="checkbox"/>
Interpreter					<input type="checkbox"/>
Expert					<input type="checkbox"/>
Other					<input type="checkbox"/>

Article 10 and Termination of Parental Rights Representation

37(a). Please provide a summary of your office's use of grant-funded **specialized service personnel** in Article 10 petitions. In your response, please describe how specialized service personnel are assigned and ways in which the utilization of specialized service personnel positively impacted representation.

37(b). Please provide a summary of how your office worked with contracted specialized service professionals in Article 10 petitions. In your response, please describe how **contracted specialized service professionals** are assigned and ways in which the utilization of contracted specialized services positively impacted representation.

Family Court Attorney and Specialized Service Position Information

38. Please report the number of **Article 10 attorney** positions that are funded by the above ILS grant(s) as of June 30, 2024. For each attorney position, please provide the **type, starting date**, indicate if it was a **new hire, an upgrade of an existing hire** (i.e., an increase in hours), or an attorney position placed **on contract**, and select if the attorney provides **supervision and/or mentorship** to other staff in the office. Then, **enter the total number of Article 10 petitions assigned** during the reporting period. **If your office provides IR, please also include the total number of IRs assigned during the reporting period.**

Instructions and Definitions	
General Instructions	As this question tries to get a cumulative overview of attorney positions since the implementation of one or multiple ILS Family Defense Grant(s) (i.e., Model Office 1, 2, 3; Upstate Family Defense Grants 1 & 2; Family Defense Grant 3), answers to this question should include all attorney positions that were funded through the ILS Family Defense Grant Contract(s) on the last business day of the reporting period (i.e., June 30 th , 2024)
Type of Position:	
New Hire	refers to any new attorney position, part- or full-time, that was filled on the last business day of the reporting period (i.e., June 30 th , 2024), including, but not limited to, ACP attorney-administrators and other ACP attorney staff.
Upgrade of Existing Hire	refers to any attorney position that existed prior to the reporting period, and for which the number of hours worked was increased as of the last business day of the reporting period (i.e., June 30 th , 2024). For example, an existing attorney whose position changed from part- to full-time would be included in this category. Salary increases that are not accompanied by an increase in the number of hours worked should not be included.
On Contract	refers to any individual attorney who occupies a position through a contract to provide services under this funding, and who was working under that contract on the last business day of the reporting period (i.e., June 30 th , 2024). It excludes contractors who did not occupy a position, such as those who received stipends, were paid as assigned counsel pursuant to NY County Law § 722-b-1, or who received funding for mentoring programs, second-chair programs, or litigation support

	Type of Position	Starting Date (mm/yyyy)	New Hire, Upgrade of Existing Hire, or On Contract	Provides Investigation Representation (Y/N)	Total number of Article 10 petitions assigned through June 30, 2024	Total number of IRs assigned through June 30, 2024?
Attorney Position 1						
Attorney Position 2						
Attorney Position 3						
Attorney Position 4						
Attorney Position 5						

Family Court Attorney and Specialized Service Position Information

39. Please report the number of specialized services positions that are funded by the above ILS grant(s) as of June 30, 2024. For each non-attorney position, please provide the **type, starting date**, indicate if it was a **new hire, an upgrade of an existing hire** (i.e., an increase in hours), or a non-attorney position placed **on contract**, and select if the specialized service professional **provides supervision and/or mentorship** to other staff in the office. Then, enter the total number of **closed Article 10 petitions** where the non-attorney positions were used during the reporting period. If your program provides IR, please also include the total number of **closed IRs** where the specialized service(s) were used during the reporting period.

	Type of Position	Starting Date (mm/yyyy)	New Hire, Upgrade of Existing Hire, or On Contract	Provides Investigation Representation (Y/N)	Total number of Closed Article 10 Petitions through June 30, 2024	Total number of closed IRs through June 30, 2024?
Specialized Service Position 1						
Specialized Service Position 2						
Specialized Service Position 3						
Specialized Service Position 4						
Specialized Service Position 5						

Attorney-Client Communication

Screening question [This question facilitates skip patterns]

40. Are you able to report the number of days that elapsed before an attorney had an in-person meeting outside of court with their client after the client was accepted for representation?

1. Yes [If yes, proceed to question #41]
2. No [If no, skip to question #41(b)]

41(a). For each category below, please report the total number of petitions closed that correspond to the number of days that elapsed before an attorney had an in-person meeting outside of court with their client after the client was accepted for representation.

	Total Number of Petitions
< 1 Day	
1 - 2 Days	
3 - 5 Days	
6 - 10 Days	
11 - 20 Days	
21 Days or More	

41(b). Please provide a brief description of how your office manages attorney-client communication in **IRs** and **Article 10 petitions**. Please include any relevant policies or practices, for instance, if a program policy exists that requires the attorney to contact the client within a specified time frame after notification that the client is being investigated.

Trainings & Continuing Legal Education

Screener question [This question facilitates skip patterns]

42. Do(es) the grant contract(s) include funding for trainings and continuing legal education (CLE) under the ILS grant? Please see Attachment B-1 of your contract if you are unsure.

1. Yes [If yes, proceed to question #43]
2. No [If no, skip to question #45]

43. Did you fund, co-sponsor, or host any ILS grant-funded trainings during the reporting period?


1. Yes [If yes, please describe the training] _____
2. No

44. Please report the total number of attorneys and specialized service professionals who utilized ILS grant funding to attend any type of training.

	Total	Unable to Report
Attorneys		<input type="checkbox"/>
Specialized Service Professionals		<input type="checkbox"/>

45. If you have not yet submitted your Implementation Memo, please upload it here.


File 0 of 1 Max file size: 50.0 MB



Drag your file here
or [Browse](#)

46. Please upload any documents that you prepared or utilized as part of the grant funding (e.g., CLE training flyers, job descriptions, intake sheet, case closing form, etc.).

File 0 of 1 Max file size: 50.0 MB



Drag your file here
or [Browse](#)