

Annual Data Reporting

ILS-195

Submission due by **April 1, 2025**

Each provider of mandated representation must file an annual report with the Office of Indigent Legal Services (ILS) pursuant to New York County Law §722-f. Providers will fulfill this requirement through submission of a form known as the ILS-195. There are three parts to this form.

A 'provider' of representation is a public defender office, conflict defender office, legal aid society, assigned counsel program, or any other office, firm, individual, or entity that provides representation to persons financially unable to afford counsel in criminal or Family Court cases as defined in NY County Law Article 18-B. We consider assigned counsel 'providers' to exist in counties even where no formal administration exists and judges assign counsel. Except in New York City, we consider providers to be specific to a county. Where a single organization supplies representation in multiple counties (sometimes called a 'regional' program), separate forms must be submitted for services provided by that organization in each county respectively. Where one person or entity oversees two or more providers according to this definition (as, for example, where public defender offices oversee assigned counsel systems) separate reports must be submitted for each provider.

All questions refer to the most recent calendar year (January 1 – December 31), and responses must be submitted prior to the reporting deadline (April 1 following the year in question).

[ILS-195 Form in PDF](#)

[ILS Employee Statistics Worksheet](#)

[ILS Employee Statistics Worksheet - Instructions](#)

[ILS-195 Glossary](#)

[Frequently Asked Questions - ILS 195, Part 1](#)

[Frequently Asked Questions - ILS 195, Part 2](#)

Development of the ILS 195

[Background and Purpose](#)

[A Determination of Caseload Standards Pursuant to section IV of the *Hurrell-Harring v The State of New York* Settlement](#)

[Definitions for Reporting Counts of Criminal Cases to the Office of Indigent Legal Services](#)

[Data Officers: Roles and Responsibilities](#)

[Study of Case Counting Practices Among Providers Of Mandated Criminal Defense](#)

ILS Provider Staffing Charts

The New York State Office of Indigent Legal Services has been responsible for collecting data from providers of mandated criminal defense representation and mandated parent representation in Family Court since the creation of our office in 2010. Over the years, ILS has received feedback from providers on these various data reporting requirements, indicating that some requirements are confusing or unclear and at times duplicative. To address these concerns, and improve clarity, ILS has created Provider Staffing Charts. The Provider Staffing Charts are intended to streamline data reporting by reducing the duplication of effort when reporting end of year staffing numbers for the ILS 195, the PMF, and the new PRR 195. The instructional video and the PowerPoint slides below provide guidance on how to complete the Provider Staffing Charts.

[ILS Provider Staffing Charts & Data Reporting Updates Instructional Video](#)

[ILS Provider Staffing Charts Video Slides](#)

[Instructional Video Staffing Charts Script](#)

[January 2025 Blank Copy ILS Provider Staffing Charts](#)

ILS Caseload Standards Implementation

[ILS Caseload Standards Implementation Quick Reference](#)

Training on the ILS 195

You can access previous trainings on Parts 1, 2, and 3 of the ILS 195 by following the links below:

[2018 Winter Training Video](#) (Overview of Part 1) Click [here](#) for additional information about this training.

[2019 Summer Training Video](#) (Part 2) Click [here](#) for additional information about this training.

[2020 Fall Training](#) (Part 3)

Annual Financial Report

Beginning in 2017, following passage of Chapter 337 of the Laws of 2016, this report is to be filed with the Office of Indigent Legal Services instead of the Office of the State Comptroller as had previously been the case.

Submission due by **March 3, 2025**

[MS Form for Submission](#)

[Annual Financial Report PDF](#)

[Annual Financial Report FAQ](#)

Statewide Implementation of the Hurrell-Harring Settlement Agreement - Performance Measures Progress Report

Submission is due by **April 1, 2025** for each criminal defense provider/program in each county (i.e., other than the five counties currently engaged in the Hurrell-Harring settlement agreement) and New York City.

ILS is required to gather and to report on information regarding efforts to implement the reforms adopted in the 2014 Hurrell-Harring (HH) Settlement and extended statewide by the enactment of Executive Law § 832(4). A Performance Measures Progress Report (Progress Report form) has been developed by ILS to assist each county, (i.e., other than the five counties currently engaged in the Hurrell-Harring settlement agreement) and New York City in reporting those activities supported by funding available to expand the implementation of reforms adopted in the Hurrell-Harring settlement agreement statewide. A Progress Report form must be completed for each mandated criminal defense provider/program using the unique link that has been sent to you by email in early October. The current Progress Report is due for submission by **April 1, 2025**. Subsequent Progress Report forms will be due for submission to ILS on a semi-annual basis (i.e., by October 30th and April 1st of each year). A PDF version of the Progress Report form is provided below to assist providers in gathering the necessary information that will be requested on the Progress Report form.

Any questions regarding this reporting process can be submitted to performance@ils.ny.gov

[Performance Measures Progress Report Form April 2025](#)

[Performance Measures FAQ](#)

[Performance Measures Quick-Check Sheet](#)

[A Step by Step Guide to Completing the Performance Measures Progress Report Checklist to Fill Out the Performance Measures Progress Report](#)

ILS Family Defense and Model Office Grantee Data Reporting

[Parent Representation Semi-Annual Report - January 2025](#)

[Part 1 Training Slides](#)

[Parent Representation Report, PRR-195, Part 1-Training on July 11, 2024 \(YouTube\)](#)

[Part 2 Training Slides](#)

[Parent Representation Report, PRR-195, Part 2-Training on July 25, 2024 \(YouTube\)](#)

Family Court Feasibility and Data Request Study

[ILS Parent Representation Employee Statistics Worksheet](#)

[ILS Parent Representation Employee Statistics Worksheet - Instructions](#)

ILS Discovery Reform Survey - December 2024

At the Office of Indigent Legal Services (ILS), we are committed to supporting quality public defense in New York State. We created this survey to learn about the impact of discovery reform on criminal defense practice for attorneys working in public defender offices and legal aid societies and those representing clients via an assigned counsel program and/or on a retained basis.

[ILS Discovery Reform Survey December 2024](#)

Case Management System Comparison Chart

[Chart comparing the capabilities of Case Management Systems commonly used throughout New York State 2023](#)

Last updated on January 21, 2025.

[Print](#)

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