

CASELOAD RELIEF CONTRACTOR INSTRUCTIONS FOR HANDLING STAFF PUBLIC DEFENDER OFFICE CASES

The ODG is moving to a totally online case management system effective 7/5/23 for primary public defender offices. Some offices may continue to use physical paper files while their cases are open, but for cases closed after 7/1/23 no paper files will be stored in the State of Vermont's Records Administration System. All of your documents in your file folders will be scanned and uploaded to the case management system and the physical files will be shredded. Discovery will be stored on servers and thumb drives. It is extremely important that we stay aware of pending caseloads, and the only way we can do that is if the Staff Public Defender (PD) offices receive your closed files and discovery in a timely manner.

Here are the steps you need to follow:

1. Case is assigned to you by a Staff PD Office or by Central Office for a Staff PD Office.
2. Keep a list of your Staff PD Office caseload relief cases by Staff PD Office separate from any caseload relief cases not affiliated with a staff office.
3. On that list for each Criminal Division case include defendant, docket number, date case was received, and date case was closed..
4. On that list for each Family Division case include juvenile name, who you represent (name and relationship to juvenile), docket number, date case was received, and date case was closed.
5. Keep all of the discovery in your Staff PD Office cases on thumb drives so that the thumb drives can be returned to the Staff PD Office along with any paper case files after the cases are closed. The Staff PD Office can provide you with one thumb drive per case if needed.
6. At the end of every month, email your list (2, 3 & 4 above) to the Staff PD Office Legal Assistant.
7. At least once every six months (more frequently if possible) return all closed case files and their respective thumb drives to the Staff PD Office so the Legal Assistants can get those cases closed out in the ODG case management system and shred the files.

If you have any questions about this process, please contact the Legal Assistant in the respective Staff Public Defender Office or email me at Mary.Deaett@vermont.gov or Matt Valerio at Matthew.Valerio@vermont.gov.