



The Oregon Judicial Department (OJD) Unrepresented Individuals Provider Dashboard User Guide

The OJD Unrepresented Individuals Provider Dashboard (Unrepresented – Provider Dashboard) is intended to help hourly attorneys identify unrepresented persons cases that are in need of counsel. This document explains a little bit about the Unrepresented – Provider Dashboard and how to use it. This dashboard does not include certain case types such as juvenile and civil commitment cases.

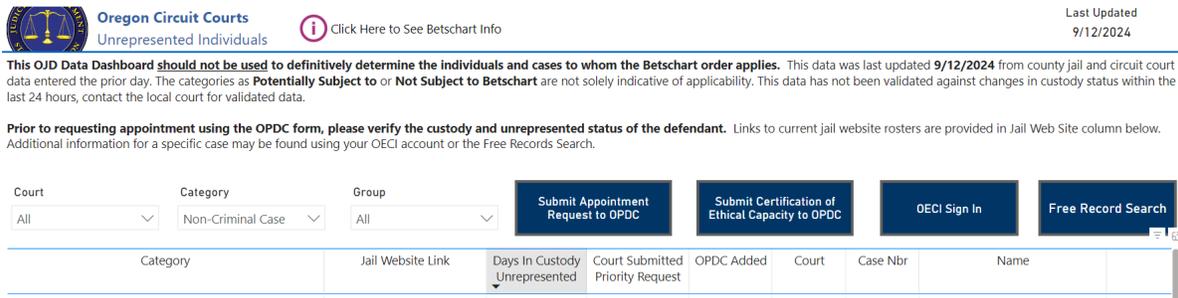
ACCESS

This dashboard may only be accessed via the link shared by OPDC or OJD. Please do not share the link. This link will be updated quarterly.

To request access: email: OPDS.Unrepresented.Persons@opds.state.or.us with the subject line: Request for Provider Dashboard Access.

INTERFACE

The Unrepresented – Provider Dashboard is a PowerBi Dashboard hosted by OJD. All information is taken from OECL and jail custody lists. The Unrepresented – Provider Dashboard functions similarly to a sortable table in an Excel spreadsheet. Below is an image of the top part of the dashboard.



A user may sort the list by any of the columns by clicking on them; to sort the opposite direction, click the column a second time. The following is a list of the columns and a short description of the information in them:

Category	custody status, DOC post-disposition cases, and non-criminal case
Jail Website Link	Live link to jail custody list, if available
Days in Custody Unrepresented	Days since OPDC was most recently added to the case
Court Submitted Priority	Indicates if court submitted this case to OPDC

Request	
OPDC Added	Date OPDC was originally added to case
Court	County of case
Case Nbr	Case Number
Name	Client last name, first name (from OECL)
Most Serious Offense	Highest charge/first charge (from OECL)
Group	Case type of highest charge
Next Hearing Category	Next hearing type
Next Hearing Date	Next scheduled court hearing

There are three category dropdown lists at the top that can be used to sort the list into the desired case types.

Court
Category
Group

All ▾
All ▾
All ▾

Court

Multiple selections ^

- Baker
- Benton
- Clackamas
- Clatsop
- Columbia
- Coos
- Crook
- Deschutes
- Douglas
- Hood River
- Jackson

You may select more than one of the drop down options by holding down CTRL.

NOTE – an individual may have multiple cases in more than one category. If you select a category, you may not see all of that client’s cases. For example if Mr. Smith has a Felony Class A case and a separate Misdemeanor Case, and you select Misdemeanor, you will only see Mr. Smith’s misdemeanor case.

To view the list full screen, click one of the cases and select the arrow box indicated below in the upper right corner:



There are four link buttons on the top of the list:



[Submit Appointment Request to OPDC](#): This link takes you to the OPDC Priority Unrepresented Persons Intake Form (Intake Form). Please submit this form if you are interested in taking a case. Enter the information as it appears in OECl. If an attorney fills out this form, OPDC will assume it means they are interested in taking the case unless otherwise noted in the form. Any other relevant information should be typed into the Additional Information box. Examples of relevant information are included at the end of this document. Please note that other parties may use this form to provide information to OPDC about a case, including the court. Information shared in this form is available to OPDC and OJD.

[Submit Certification of Ethical Capacity to OPDC](#): This form has been combined with the Intake Form. It will be removed from this dashboard.

[OECl Sign In](#): This link takes you to the OECl/OJIN homepage to login.

[Free Record Search](#): This link takes you the OJD Online Records public search page.

How do cases get on the list?

A case appears on this list if OPDC is “appointed” as a placeholder in OECl. The Unrepresented - Provider Dashboard is updated every business day, typically in the morning. This means if a case was “appointed” to OPDC mid-morning, it would not show on the list until the following day. The top right corner shows the date the dashboard was last updated.

What do I do if want to take a case?

Contract Attorney

- To take a case hourly, you must have met your monthly MAC. Talk to your contract administrator and/or your OPDC program analyst about how to evaluate and confirm that you have met your monthly MAC.
- Once confirmed that you can take the case hourly, fill out the Intake Form. This will notify OPDC that you are able to take a case. OPDC staff will then evaluate your contract caseload to confirm you have met your monthly pro-rated MAC. If you have not, they will request you take the case under contract. If you have, then they will confirm your qualifications and complete the necessary forms to inform you and the court that you may be assigned the case.

Hourly Attorney

Complete and submit the Intake Form for the case(s) you are interested in taking.

New Provider

Email OPDS.Unrepresented.Persons@opds.state.or.us to connect with OPDC staff about how to get set up to take public defense cases.

Helpful Information to include in the Intake Form

The most helpful information that can be included in the Intake Form is anything that affects a case rate or appointment that is either incorrect or not reflected on the Unrepresented – Provider Dashboard. These include the following:

- Custody Status If Incorrect – This includes if the individual is in custody in a place that the Provider Dashboard is not updated with, including but not limited to: federal prisons, Oregon Department of Corrections, Oregon State Hospital, or other similar locations.
- Highest Charge Rate Discrepancy – Some cases are eligible for higher THIP rate than the rate typically associated with the listed charge such as Jessica’s Law cases and mandatory life sentence cases.