

**Washington State Office of Public Defense
Misdemeanor Time Study**

Example Activities in Different Time Categories

The Misdemeanor Time Study will require attorneys to track their time spent on specific cases using three broad categories: **client communication**, **case preparation**, and **court**. Attorneys need not specify which precise activities they do, but simply which of these three broad categories their time falls under. The below lists give examples of the types of activities that fall under these three categories. These lists are not intended to be completely exhaustive, but rather to give some guidance as to how to categorize work done for a client.

We welcome your feedback and suggestions as to these lists. Are there activities you'd recommend categorizing differently? Are there items you'd recommend adding?

Client Communication	Case Preparation	Court
<ul style="list-style-type: none"> • In-office meetings • Letters, email, texting to clients • Telephone conversations with clients • Discussions at court • Jail visits, travel time & wait time • Other institutional visits, travel time, and wait time • Time spent locating client • Time scheduling an interpreter for meeting with client • Responding to calls from families 	<ul style="list-style-type: none"> • Checking for conflicts • Pretrial release preparation • Discovery requests • Reviewing reports & other discovery • Working with investigator, reviewing investigation reports • Interviewing witnesses • Talking to family and friends • Visiting the crime scene • Legal research • Consulting with colleagues • Consulting with immigration attorney • Working with others: experts, social worker, family and reviewing any reports created • Exploring diversions and other alternatives to trial • Drafting motions & pleadings • Negotiating with prosecutor • Developing theory of case • Coordinating with witnesses for their trial appearances • Preparing witnesses for trial • Preparing jury instructions • Preparing sentencing materials 	<ul style="list-style-type: none"> • Hearings • Trial • Arguing motions • Conferences with judge and prosecution • Court wait time • Travel time to and from court • Filing documents with court • Calls and emails to schedule court time • Calls to and from court clerk's office regarding specific case • Checking court dates on the internet or JIS