

Dear OFR Trial Attorney Contractor,

LegalServer has been available for use since October 2024 and you were asked to have all of your cases input by November 15, 2024. Since then, many of you have received emails from your Managing Attorneys with a list of updates needed for your current caseload in LegalServer. With the arrival of 2025, inputting new cases and updating your cases in LegalServer have only increased in importance.

As a vendor of the Administrative Office of the Courts, OFR is required to provide reports on contractor caseloads and other performance information to AOC. Acknowledging your workload, OFR has identified only 18 required fields contract trial attorneys must enter for each of their OFR cases.

Required Fields			
Region	Client Type	Initial Client Meeting Date	DHS KK#
Docket Number	Party	Initial Client Meeting Type	(IDT) Initial Attorney Led Staffing
Judge	Date of Birth	Latest Client Meeting Date	(IDT) Latest Attorney Led Staffing
County	Date Proceeding Initiated	ICWA	
Client Name	Notice of Court Appointment	Tribe	

The LegalServer location of these fields can be found on Exhibit A.

In further effort to reduce the impact this data entry has on you, four of these fields (highlighted in green above) are only needed for court appointments occurring on or after January 1, 2025 (if they have not already been entered): Notice of Court Appointment, Initial Client Meeting Date, Initial Client Meeting Type, and (IDT) Initial Attorney Led Staffing. Additionally, (IDT) Initial Attorney Led Staffing and (IDT) Latest Attorney Led Staffing are only required for cases in which you have an Interdisciplinary Team assigned.

Please remember that each of your monthly invoices includes an attestation that your caseload count is accurate. This means you should update LegalServer at least monthly prior to submission of your monthly invoice. Failure to update your caseload and enter the required data above may lead to a reduction in the contract value to match your recorded caseload, withholding pay on monthly invoices until LegalServer is updated, or potentially, termination of your contract.

Any questions may be directed to your managing attorney.

**Sign and return this letter with your attestation to your Managing Attorney by February 15, 2025.**

I, \_\_\_\_\_, hereby attest that I have read the above letter and I understand the requirements and the potential consequences for failure to comply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Exhibit A

## General Information Tab:

GENERAL INFORMATION CONTACT INFORMATION CASE SPECIFICS I.D.T. APPELLATE INFORMATION TIMESLIPS

### Client Information

Name, Docket Number	Test Purple tulsa-2024-0001
Cause Number	tulsa-2024-0001
Alias	N/A
Client Type	Child
Party	Child
Gender	Male
Race	Black
Does the Client speak English?	No
Primary Language	English
Date of Birth	N/A
Age	N/A

The following fields are required.

Initial Client Meeting Date	N/A
Initial Client Meeting Type	N/A
Latest Client Contact Date	N/A

### Case Information

Docket Number	tulsa-2024-0001
Notice of Court Appointment	N/A
Region	5 - Region 5
County	Tulsa
Judge	C. Kevin Morrison
Docket (Tulsa County Only)	D
ICWA	No
Tribe	None
Companion Case(s)	N/A
Prior Case(s)	N/A

The following field is required.

DHS KK #	N/A
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## Litigation Block:

Litigation					
Viewing Only Result		Bundle = This Case Only			
Court Name	Judge Name	Docket Number	Date Proceeding Initialed	Date Proceeding Concluded	Edit
Tulsa County Courthouse - Juvenile	C. Kevin Morrison	tulsa-2024-0001	08/21/2024	N/A	
No Other Pages					

## I.D.T. Tab:

GENERAL INFORMATION CONTACT INFORMATION CASE SPECIFICS I.D.T. APPELLATE INFORMATION TIMESLIPS

### Attorney

Initial Attorney Led Staffing	N/A
Latest Attorney Led Staffing	N/A