

**BEFORE THE 2005 JUDICIAL COUNCIL OF GUAM**  
**RESOLUTION NO. JC 05-003**  
**RELATIVE TO THE APPROVAL OF THE**  
**FISCAL YEAR 2006**  
**ALTERNATE PUBLIC DEFENDER**  
**BUDGET REQUEST**

**WHEREAS**, on April 30, 2004, the Judicial Council of Guam adopted Resolution No. JC04-009, thereby accepting the Public Defender Service Corporation's proposal for the establishment of the Office of the Alternate Public Defender; and

**WHEREAS**, an Agreement To Provide Attorney Services for Indigent Defendants was entered into between the Judicial Council of Guam and the Public Defender Service Corporation on June 15, 2004 for the term beginning October 1, 2004 through September 30, 2005; and

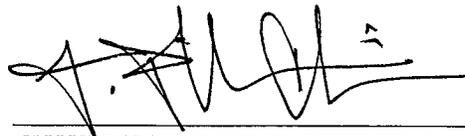
**WHEREAS**, the above-described Agreement provided for a renewal prior to the expiration date, subject to the written consent of both parties; and

**WHEREAS**, the Alternate Public Defender submitted a proposed Fiscal Year 2006 Budget Request, a copy of which is attached hereto as Exhibit "A"; and

**WHEREAS**, with the condition that adequate funding is received through legislative appropriation to the Client Services Fund under the stewardship of the Judicial Council of Guam, and the source of revenue for the Office of the Alternative Public Defender; now therefore be it

**RESOLVED**, that the Judicial Council hereby approves the Fiscal Year 2006 Budget Request for the Alternate Public Defender, in the amount of \$579,550 (Five Hundred Seventy Nine Thousand Five Hundred Fifty Dollars) as delineated in Exhibit "A" of this document.

**DULY ADOPTED** on the 16<sup>th</sup> day of June, 2005 at a duly noticed meeting of the Judicial Council of Guam.



**CHIEF JUSTICE F. PHILIP CARBULLIDO**  
Chairman

Date: \_\_\_\_\_

8/10/05

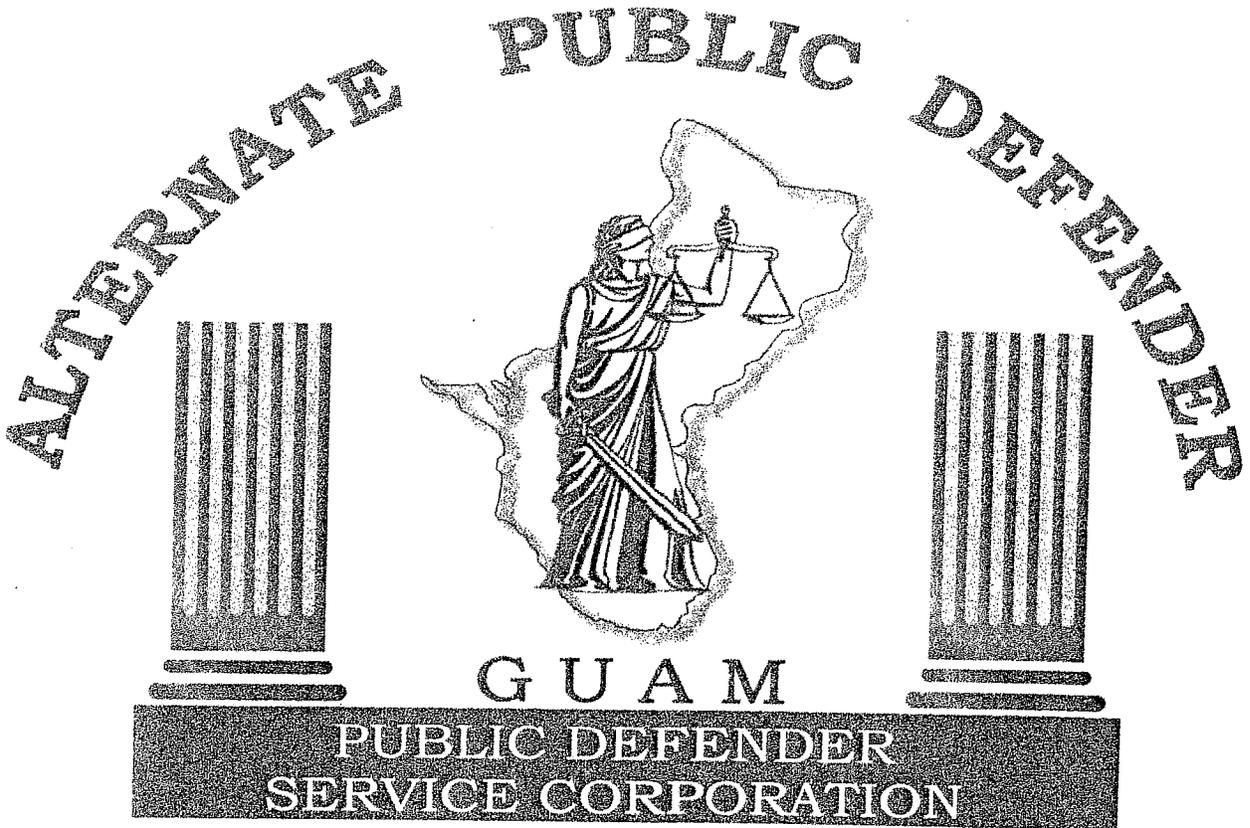
ATTEST:



**JULIE M. LUJAN-TORRES,**  
Secretary

Date: \_\_\_\_\_

8/10/05



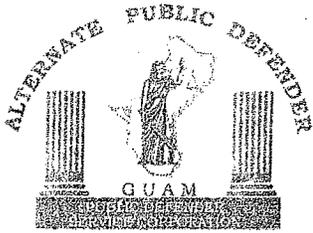
**FISCAL YEAR 2006  
BUDGET REQUEST**

**ALTERNATE PUBLIC DEFENDER**  
**(A division of the Public Defender Service Corporation)**

**FISCAL YEAR 2006**  
**BUDGET REQUEST**

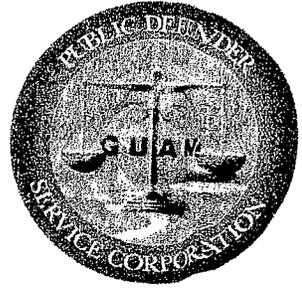
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**ALTERNATE PUBLIC DEFENDER**  
**Public Defender Service Corporation**  
**GOVERNMENT OF GUAM**

Suite 902, PNB  
238 AFC Flores Street  
Hagåtña, Guam 96910  
Tel: (671) 475-3234 ♦ Fax: (671) 475-3238



**BOARD OF TRUSTEES**

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Chairman  
Hon. Alberto C. Lamorena, III  
Vice-Chairman  
Attorney Rodney J. Jacob  
Member  
Fr. Robert Phelps, O.F.M. Cap.  
Member  
Donna Muna Quinata  
Member

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Director  
Bernadette S.N. Chargualaf  
Administrative Director

**ALTERNATE PUBLIC DEFENDER**

Phillip J. Tydingco  
Supervisor  
Ana Maria C. Gayle  
Staff Attorney  
Hannah M.T. Gutierrez  
Staff Attorney  
George N.P. Valdes  
Staff Attorney

June 9, 2005

Honorable F. Philip Carbullido  
Chief Justice,  
Supreme Court of Guam and  
Chairman,  
Guam Judicial Council  
120 West O'Brien Drive  
Hagatna, Guam 96910

Dear Chief Justice Carbullido:

Submitted herewith for your review is the Alternate Public Defender's (APD) Fiscal Year 2006 Budget Request.

As you know, the office of the APD was established in October 2004 as a subsidiary of the Public Defender Service Corporation in response to various concerns regarding the rapidly climbing costs of indigent defense. Since our inception, our focus has remained on providing quality legal services to eligible clients while simultaneously containing the costs of doing so.

The following is a summary of our budget request:

<u>Object Category:</u>	<u>Request:</u>
Personnel Services	\$ 500,224
Travel (Local Mileage Reimbursement)	1,500
Contractual Services	14,778
Office Space Rental	48,000
Supplies & Materials	6,500
Equipment	-0-
Miscellaneous	1,800
Utilities (Telephone/Toll/Pagers)	4,248
Capital Outlay	<u>2,500</u>

**TOTAL REQUEST:**

**\$ 579,550**

Please note that in keeping with our goal of reducing the previous costs of indigent defense experienced by the courts of Guam, and as we had assured this body when we presented our Fiscal Year 2005 Budget Request, we have reduced our request from \$612,070 this fiscal period to the proposed \$579,550 for 2006.

Staffing levels will remain as they are now. However, increases in the object category of personnel services are due to salary increments that will become due in FY2006, and the accrual of lump sum annual leave payments which must be recorded pursuant to Generally Accepted Accounting Principles and GASB 34.

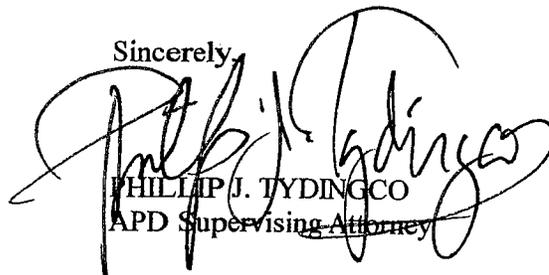
The cost of operations remains minimal, with the absence of start-up expenses that we experienced during the implementation of this program. Any increases can be attributed to the inflationary/increasing costs of goods and supplies.

Please note that the government's share for retirement contributions, life, health and dental insurances are based on percentages currently in effect. Should enabling legislation for Fiscal Year 2006 mandate increases in these areas, we ask that these adjustments be reflected in our approved budget for this period.

**This Fiscal Year 2006 Budget Request was approved by the PDSC Board of Trustees at a duly-noticed meeting on April 5, 2005.**

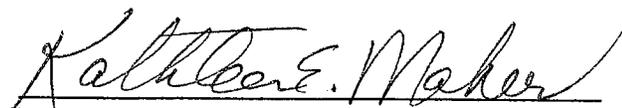
Should you have any questions or desire further information, please feel free to contact Mrs. Bernadette S.N. Chargualaf, PDSC Administrative Director or Mrs. Cecilia A.T. Lizama, PDSC Chief Fiscal Officer at 475-3100.

Sincerely,



PHILIP J. TYDINGCO  
APD Supervising Attorney

CONCURRED:



KATHLEEN E. MAHER  
PDSC Director

**BEFORE THE BOARD OF TRUSTEES  
OF THE  
PUBLIC DEFENDER SERVICE CORPORATION  
RELATIVE TO THE APPROVAL OF THE  
Alternate Public Defender  
Fiscal Year 2006 Budget Request**

**RESOLUTION NO. 03-05**

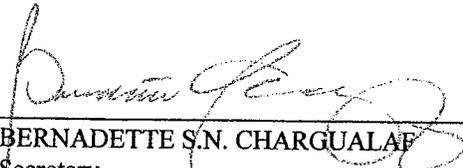
- WHEREAS,** Public Defender Service Corporation Board of Trustees Resolution No. 08-04 established the office of the Alternate Public Defender as a separate section/division of the PDSC, answerable to the PDSC Board of Trustees and subject to funding by the Judicial Client Services Fund under the stewardship of the Judicial Council; and
- WHEREAS,** On June 15, 2004 an Agreement to Provide Attorney Services For Indigent Defendants was executed by and between the PDSC and the Judicial Council of Guam through the Administrator of the courts, which, among others, provided for the funding of this program from October 1, 2004 through September 30, 2005; and
- WHEREAS,** Section Four of the above-described Agreement also allowed for renewals prior to the expiration date subject to the written consent of both parties; and
- WHEREAS,** In order to extend the services rendered by the APD into the next fiscal year, and to allow for the renewal of the Agreement to Provide Attorney Services For Indigent Defendants, a budget plan must be submitted for consideration and approval by the PDSC Board of Trustees; and
- WHEREAS,** The Alternate Public Defender, by and through its Supervising Attorney and the Director of the Public Defender Service Corporation, presented the APD's Fiscal Year 2006 Budget Request of \$579,550 to the PDSC Board of Trustees; and
- WHEREAS,** The Board of Trustees finds this budget request appropriate and adequate to carry out the APD's mission in Fiscal Year 2006; now therefore be it
- RESOLVED,** The Board of Trustees of the Public Defender Service Corporation, at its meeting of April 5, 2005, hereby approves the APD Fiscal Year 2006 Budget Request of \$579,550, with all provisions contained therein being attached hereto and made a part of this resolution.

**DULY AND REGULARLY ADOPTED** this 5<sup>th</sup> day of April, 2005.

  
\_\_\_\_\_  
DONNA MUNA QUINATA  
Acting Chairman

(Upon Recusal and Appointment By  
Chief Justice F. Philip Carbullido, Chairman)

**ATTEST:**

  
\_\_\_\_\_  
BERNADETTE S.N. CHARGUALAF  
Secretary

# ALTERNATE PUBLIC DEFENDER

A Division of the  
**PUBLIC DEFENDER SERVICE CORPORATION**

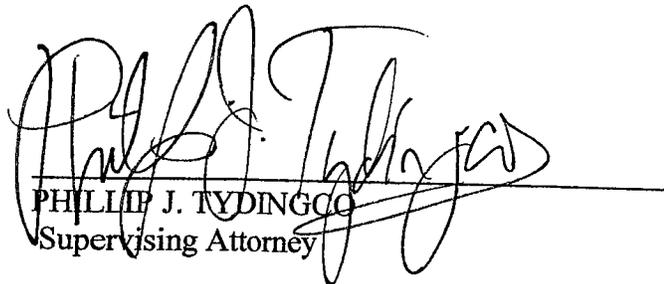
Government of Guam  
Pacific News Building, Suite 902  
238 Archbishop F. C. Flores Street  
Hagatna, Guam 96910

## Fiscal Year 2006 Budget

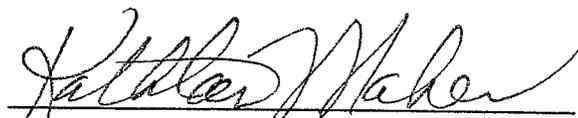
### Division/Program Performance-Based Budget Certification

This is to certify that I have carefully reviewed the attached budget documents and find the amounts requested therein to be sufficient to execute the mission, goals, and objectives of the office of the Alternate Public Defender for Fiscal Year 2006. I further certify the accuracy of the information contained in this document.

Dated this 5<sup>th</sup> day of April, 2005.

  
PHILLIP J. TYDINGCO  
Supervising Attorney

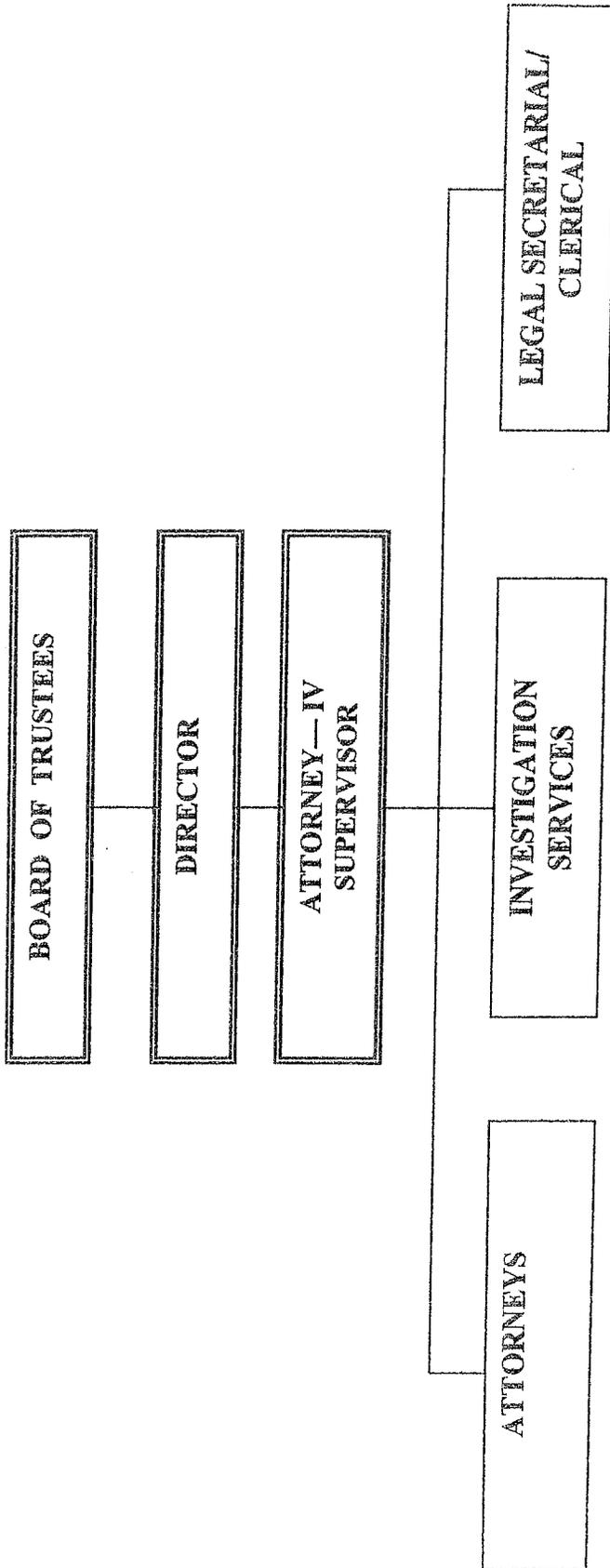
**CONCURRENCE:**

  
KATHLEEN E. MAHER  
PDSC Director

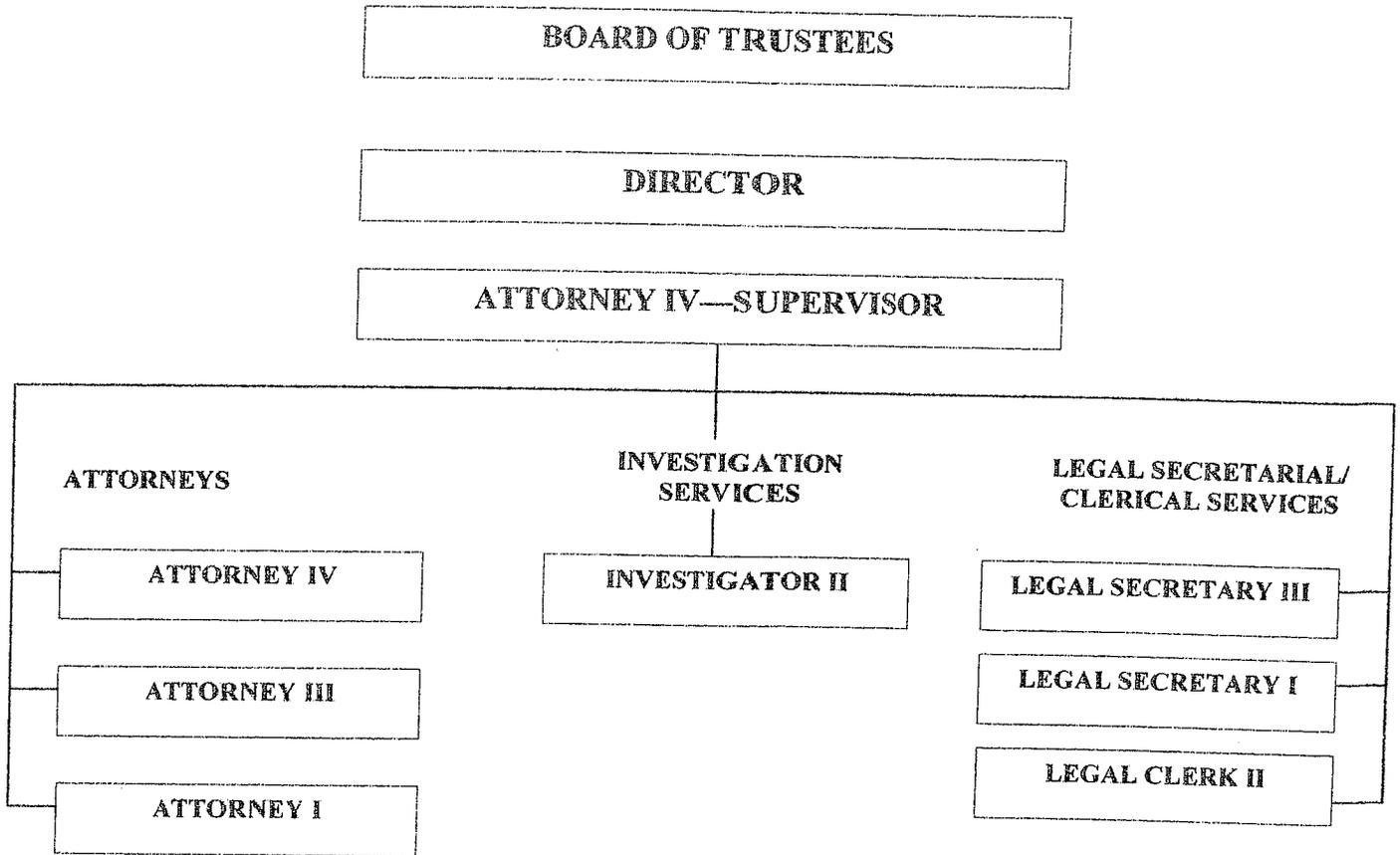
**ALTERNATE PUBLIC DEFENDER  
FY 2006 Program Performance Based Budget  
Document Checklist**

	Department/Division	
	Yes	No
<b>GENERAL:</b>		
Memorandum of Submittal to the Judicial Council of Guam	<u>✓</u>	<u>    </u>
Budget Certification	<u>✓</u>	<u>    </u>
Budget Checklist	<u>✓</u>	<u>    </u>
Organizational Chart	<u>✓</u>	<u>    </u>
<b>AGENCY REQUIREMENTS:</b>		
Agency Narrative Form (BBMR AN-N1)	<u>✓</u>	<u>    </u>
Agency Fiscal Summary Form (BBMR AFS-1)	<u>✓</u>	<u>    </u>
<b>PROGRAM REQUIREMENTS:</b>		
Program Narrative Form(s) (BBMR PG-N1)	<u>✓</u>	<u>    </u>
Program Fiscal Summary Form(s) (BBMR PFS-1)	<u>✓</u>	<u>    </u>
Program Budget Digest Form(s) (BBMR BD-1)	<u>✓</u>	<u>    </u>
Program Staffing Pattern Form (BBMR SP-1)	<u>✓</u>	<u>    </u>
Program Staffing Pattern Form (BBMR SP-2)	<u>✓</u>	<u>    </u>
Equipment/Capital Listing and Space Requirement Form (BBMR EL-1)	<u>✓</u>	<u>    </u>

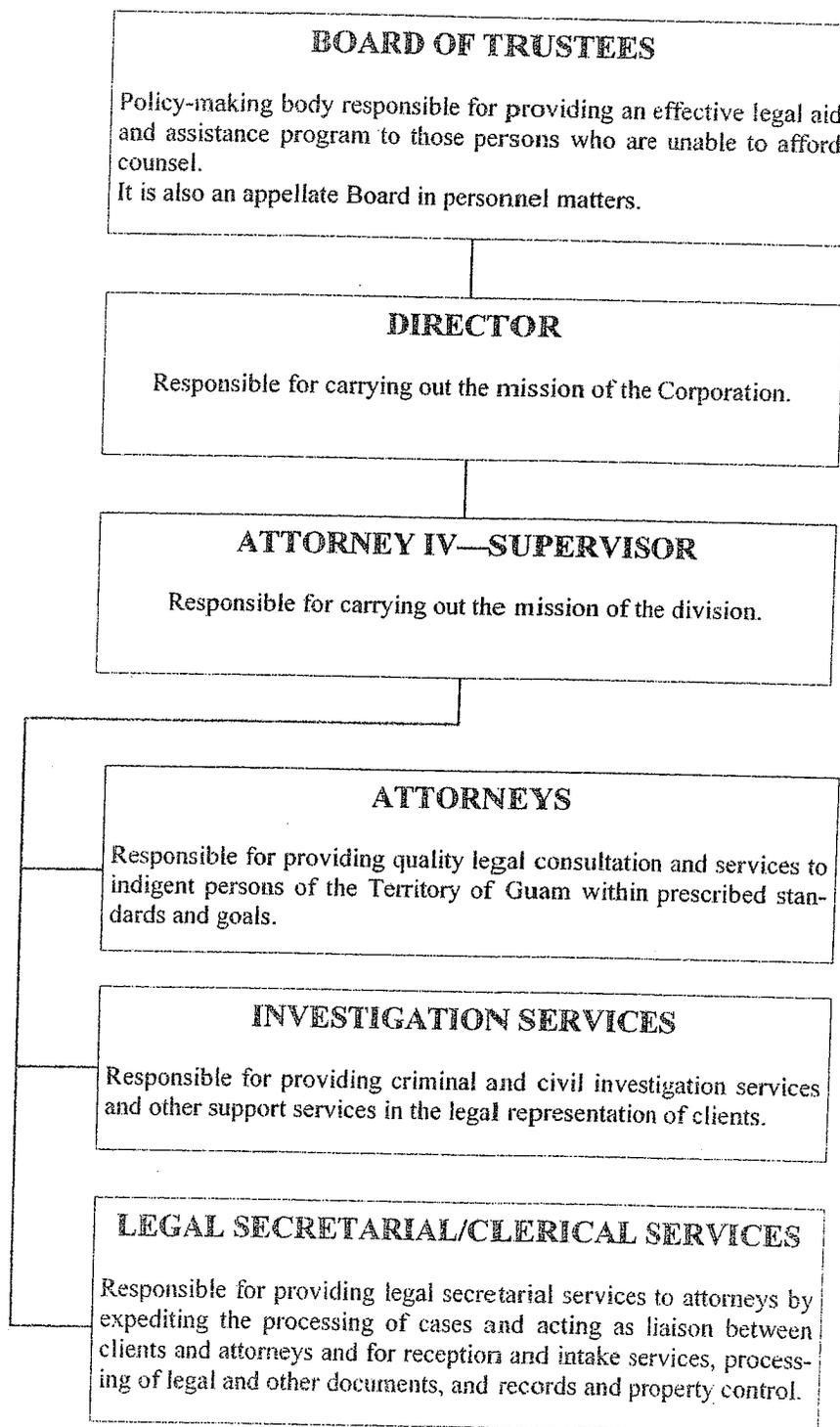
PUBLIC DEFENDER SERVICE CORPORATION  
ALTERNATE PUBLIC DEFENDER  
ORGANIZATION CHART — FY 2006



**PUBLIC DEFENDER SERVICE CORPORATION  
ALTERNATE PUBLIC DEFENDER DIVISION  
STAFFING CHART—FY 2006**



**PUBLIC DEFENDER SERVICE CORPORATION  
ALTERNATE PUBLIC DEFENDER DIVISION  
FUNCTIONAL STATEMENT—FY 2006**



**FISCAL YEAR 2006 BUDGET**  
**Agency Narrative**

**FUNCTION:**           **Judiciary/Legal Defense**

**AGENCY:**           **Alternate Public Defender**  
                          **(A Division of the Public Defender Service Corporation)**

**MISSION STATEMENT:**

The Alternate Public Defender (APD) exists to provide effective legal assistance to those unable to afford private counsel, thereby ensuring equal protection of their lawful rights, in accordance with prescribed ethics, laws, rules and regulations, who have been refused services by the Public Defender Service Corporation (PDSC) due to conflicts of interest, or have had the APD appointed as their legal counsel by the courts of Guam.

**GOALS AND OBJECTIVES:**

The office of the Alternate Public Defender was established upon the recommendation of the Subcommittee on Indigent Defense, under the chairmanship of Associate Justice Frances Tydingco-Gatewood, as a means of improving, while simultaneously decreasing the costs of indigent defense. The financial burden of providing constitutionally mandated legal representation in criminal cases surfaced when costs associated with this service began to exceed \$1,000,000 at a time when the island of Guam was in economic turmoil due to decreasing revenues. After conducting research and developing a proposal in this matter, on April 21, 2004 the Board of Trustees of the Public Defender Service Corporation approved the establishment of the Alternate Public Defender as a division of the PDSC.

As such, the APD seeks to provide quality legal services to its clients in cases which the PDSC must withdraw from due to conflicts of interest. As Guam continues to experience economic hardships, many of the island's residents become desperate in their attempts to provide for their family's basic needs, and unfortunately resort to illegal measures for survival.

Statistical reports for the first six months of operation for the APD indicate a total of 273 cases received. Based on this number, the division averages approximately 46 new cases per month, and is projected to have a caseload of 552 cases by the end of this fiscal year. All this at a cost of \$612,070 for Fiscal Year 2005, as compared to an amount of over \$1,000,000 transmitted to Associated Defense Advocates for this purpose during a twelve-month period.

For FY2006, the APD will continue to provide efficient and cost-effective services in the realm of legal assistance/services.

**IMPACT STATEMENT:**

It is imperative that the requested amount of \$579,550 for Fiscal Year 2006 be approved and released as scheduled, so that the division can carry out its mission of providing legal services to qualified clients. The success of this program and our concerted efforts to reduce the cost of providing counsel for indigent defense is incumbent upon the financial support of the Judicial Council of Guam through the Client Services Fund which is under their stewardship.

Any reduction in the budgetary request for FY2006 will require corresponding reductions in the level of services provided.

**AGENCY BUDGET PLAN:**

For Fiscal Year 2006, the APD seeks to retain its current staffing level. All the "start-up costs" associated with the establishment and opening of its office ( new equipment, furniture, etc.), are removed for FY2006. The rental agreement for APD's current facilities provides for an annual renewal at the present rate. Therefore, the budgetary needs for next fiscal year have decreased, in line with the program's goals of providing indigent defense at lower costs to the people of Guam.

BRANCH: JUDICIARY

AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: ALTERNATE PUBLIC DEFENDER

PROGRAM DESCRIPTION	FUND	FY 2005		FY 2005 Actual Expenditures	FY 2006 Agency Proposal
		Authorized Appropriation	Percent of Program		
<b>AGENCY PROGRAMS</b>					
ATTORNEYS	100	453,680	74.1%	453,680	424,325
INVESTIGATIVE SERVICES	100	58,334	9.5%	58,334	53,601
LEGAL SECRETARIAL/CLERICAL SERVICES	100	100,056	16.3%	100,056	101,624
<b>TOTAL AGENCY APPROPRIATIONS</b>	-----	<b>612,070</b>	<b>100%</b>	<b>612,070</b>	<b>579,550</b>

**SOURCE OF FINANCING:**

JUDICIAL CLIENT SERVICE FUND	100	612,070	100.0%	612,070	579,550
<b>TOTAL FINANCING</b>	-----	<b>612,070</b>	<b>100%</b>	<b>612,070</b>	<b>579,550</b>

**FTE POSITIONS:**

ATTORNEYS	100	4.00	50.0%	4.00	4.00
INVESTIGATIVE SERVICES	100	1.00	12.5%	1.00	1.00
LEGAL SECRETARIAL/CLERICAL SERVICES	100	3.00	37.5%	3.00	3.00
<b>TOTAL FTEs / PROGRAMS</b>	-----	<b>8.00</b>	<b>100%</b>	<b>8.00</b>	<b>8.00</b>

**FTEs / FUND:**

JUDICIAL CLIENT SERVICE FUND		8.00	100.0%	8.00	8.00
<b>TOTAL FTEs / FUNDS</b>	-----	<b>8.00</b>	<b>100%</b>	<b>8.00</b>	<b>8.00</b>

**FISCAL YEAR 2006 BUDGET  
Program Narrative**

**FUNCTION:** Judiciary

**AGENCY:** Alternate Public Defender (APD)  
(A division of the Public Defender Service Corporation)

**PROGRAM:** ATTORNEYS  
(Professional Legal Services/Representation)

**PROGRAM PURPOSE:**

To provide effective legal services to the indigent people of Guam as set forth in the Agreement To Provide Attorney Services For Indigent Defendants executed on June 15, 2004 between the Public Defender Service Corporation and the Judicial Council of Guam.

**IMPACT STATEMENT:**

Alternate Public Defenders provide effective legal consultation and services to indigent persons of the island of Guam within prescribed ethics, standards and goals.

In order to carry out the mission of the APD in providing these services, and to comply with the guidelines set forth in the Guam Rules of Professional Conduct and Goals relative to the recommended caseload per attorney, per year, adequate staffing levels and support services are imperative.

Continued compliance with Public Law 27-106 which implemented the current Attorneys' Salary Scale requires additional funding, which was neither requested nor appropriated in Fiscal Year 2005, for this purpose. Should the Judicial Council fail to appropriate funds for this provision, the APD will not be able to meet this mandate.

**PROGRAM BUDGET PLAN:**

Alternate Public Defenders are responsible for providing professional, legal services to the indigent people of Guam, who have been refused services by the Public Defender Service Corporation due to conflicts of interest, as defined by law and the above-referenced Agreement. These services must comply with ethical standards established for legal professionals in terms of caseload and/or the number of clients represented at a given time.

In order to meet the needs of our clientele, and to provide an ethical level of service, the retention of all current attorney positions is essential. In addition, the APD must continue to compensate its

attorneys at the current salary schedule provided for in Public Law 27-106.

**GOALS:**

- A. To defend indigent persons charged in criminal cases before the courts of Guam. (The determination as to whether a defendant is indigent and whether the case is to be referred to the APD shall be at the discretion of the judge before whom such defendant is appearing and/or the PDSC.)
- B. To render legal aid and assistance to those persons in Guam who, under rules and procedures established by the Agreement To Provide Attorney Services, are in need of legal assistance and representation and who are unable to afford an attorney in private practice. (The APD shall not compete with attorneys engaged in the private practice of law in Guam and shall give legal assistance in civil matters only to those who have been appointed to the APD by a judge before whom the individual(s) is appearing.)

**OBJECTIVES:**

**A. In Criminal Matters:**

As set forth in 8 G.C.A. Sections 45.30 and 45.40, if the Court finds that a person is financially unable to employ counsel, and the Public Defender Service Corporation declines the court appointment due to a conflict or other appropriate reason, the APD will be appointed for the defendant. The same rule applies to appointment for juveniles or other individuals in juvenile matters. Upon being appointed counsel in a criminal matter, an Alternate Public Defender will ensure that the defendant's right to due process and other constitutional, statutory and/or procedural guarantees are afforded.

This same rule applies to appointments for juveniles or other individuals in juvenile matters.

**B. In Civil and Domestic Matters:**

The Court also has the power to appoint the APD in certain civil and domestic matters such as assigning counsel as Guardian Ad Litem in child or adult abuse cases, child custody situations and guardianships and counsel who may be appointed for persons charged with criminal contempt in civil and domestic matters. (This court discretion also applies to the United States District Court of Guam.) The APD is obligated to appear in such matters without regard to its own rules and regulations. Therefore, the APD is obligated to appear by order of the appointing court, with the objective of obeying the orders of the court as long as they do not place the APD in unethical situations, and then to seek withdrawal from

representation by motion to the respective court.

**C. Other Legal Matters:**

Except for those civil matters noted above, those that the APD can handle are essentially at the discretion of the Public Defender Service Corporation Board of Trustees under 12 G.C.A. Section 11105, as long as the Board follows the restrictions stated above with regard to the person being unable to afford an attorney in private practice and that legal assistance is not available otherwise.

**MEASURES:**

- **Number of New Cases Received and Assigned**
- **Number of Lawyer-Client Contacts**
- **Number of Cases Resolved (especially in categories of drug court, diversion for family violence, and by dismissal or reduced charges)**

**FISCAL YEAR 2006 Budget  
Program Narrative**

**FUNCTION:**            **Judiciary**

**AGENCY:**            **Alternate Public Defender  
(A division of the Public Defender Service corporation)**

**PROGRAM:**           **Investigative Services**

**PROGRAM PURPOSE:**

To provide technical assistance to attorneys in the preparation of client cases by conducting research and investigative activities.

To fulfill statutory and procedural requirements of the legal process by serving and notifying all parties involved in the representation of a client.

**IMPACT STATEMENT:**

Investigative services provide the attorneys with critical information to serve as the basis for the appropriate course of action in the representation of clients. In addition, the investigator is primarily responsible for process services required by the APD.

In order to provide this technical support service to the attorneys, staffing levels and minimal fiscal support such as office supplies, communication equipment, and local travel/mileage reimbursement are vital in accomplishing investigative services.

In carrying out the functions and responsibilities of process servers, the investigative services section ensures the efficient and effective processing of APD client cases within prescribed statutory and procedural guidelines.

**PROGRAM BUDGET PLAN:**

This section is responsible for providing the necessary information (evidence, witness statements, sketches, photos, drawings, etc.), to be used in court by attorneys for respective cases. In order to meet the demands involved in case preparation, witness interviews, and the collection of evidential data, the current number of staff investigators must remain consistent.

**GOALS:**

The primary goal of this section is to provide substantive information to attorneys in the management of a case. In criminal cases, the investigator's work provides insight for the attorney on the strength of the government's case, the validity of the charges and any

defenses the client may have to the charges. Additionally, to ensure current information in a client's case file, all investigative activities are inputted into the agency's case management program.

The process of legal representation also involves the appropriate servicing of legal documents on respective parties. At this time, the investigative division is responsible for this function, and must ensure that all parties concerned are served in a timely manner consistent with procedural mandates, and that all notification documents in public establishments are posted in a proper and timely manner.

**OBJECTIVES:**

- Conduct interviews with clients, witnesses, victims and third party custodians
- Research, obtain and secure evidence
- Testify in court
- Serve subpoenas
- Obtain victim waivers
- Refer clients to appropriate agencies/organizations according to their needs
- Serve all legal notifications to clients as requested
- Personally serve legal documents to all parties concerned in a case within prescribed time requirements
- Post legal documents in public buildings within the prescribed time requirement

**MEASURES:**

- Number of cases investigated as requested by the attorney assigned to the case
- Number of interviews conducted with relevant information obtained
- Number of appearances in court
- Number of subpoenas served
- Number of victim's waivers obtained
- Number of referrals made
- Number of documents served on respective parties
- Number of good faith attempts on services
- Number of legal documents properly posted

**Fiscal Year 2006 Budget  
PROGRAM NARRATIVE**

FUNCTION:           Judicial

AGENCY:            Alternate Public Defender

PROGRAM:           **Legal Secretarial Services**

**PROGRAM PURPOSE:**

This division provides legal secretarial services to attorneys, expedites the processing of cases and is the liaison between the clients and attorneys.

**IMPACT STATEMENT:**

The Legal Secretarial Services Division provides clerical and secretarial support to the attorneys, ensuring efficient secretarial services to the attorneys and the general clientele.

In order to maintain efficient clerical and secretarial services, staffing levels are critical to accomplishing the goals and objectives of the APD. The continuous operation of the computer system and other office equipments (copier machine, telephone system) is vital to accomplishing the goals and objectives of this division.

**PROGRAM BUDGET PLAN:**

The Legal Secretarial Services Division is responsible for providing legal secretarial services to attorneys in areas of case management and processing, coordinating and handling communications between the attorneys, the general clientele and other divisions within the agency.

**GOALS:**

- To provide clerical and secretarial support to the attorneys in an efficient and professional manner
- To provide constant effective communications with the attorneys, clients, other personnel and the general public

**OBJECTIVES:**

- To provide direct clerical and secretarial support to the attorneys
- To provide effective communications between the attorneys, the general clientele and other divisions within the agency
- To provide efficient services to the general clientele
- To provide an effective means of case facilitation, particularly with optimal usage of the ABACUS system of case management

**MEASURES:**

- Number of cases received and referred to attorneys
- Number of documents typed
- Number of telephonic contacts made
- Number of personal contacts made
- Number of clients' appointments scheduled with the attorneys
- Number of documents received
- Number of case files closed/completed
- Number of documents sent out for services
- Number of cases sent to investigations

**Fiscal Year 2006 Budget  
PROGRAM NARRATIVE**

FUNCTION:            Judiciary

AGENCY:            Alternate Public Defender

PROGRAM:           **Legal Clerical Services**

**PROGRAM PURPOSE:**

This division provides initial determination of potential clients as mandated by law for legal representation and performs administrative support services such as reception, telephone operation, and receipt and delivery of documents.

**IMPACT STATEMENT:**

This section is critical in order to provide efficient services to the public and administrative services to the overall mission of the APD. Without this section, professional, technical and administrative support staff would be barraged with unrelated time-consuming tasks.

**PROGRAM BUDGET PLAN:**

This section is responsible for controlling and managing the daily reception of those seeking the services of the APD, coordination of telephone communication, and incoming and outgoing documents.

**GOALS:**

- Implement efficient and effective public reception procedures
- Establish client case file system
- Ensure those seeking APD assistance meet the mandated eligibility requirements
- Establish an efficient telephone communication system
- Establish and maintain an effective document receipt and delivery system.

**OBJECTIVES:**

- To receive the public and respond to inquiries or refer them to appropriate personnel or establishments

- To conduct interviews to determine the nature of a case, eligibility for services and any potential conflict of interest
- To prepare new case files and enter client information in the case management system.
- To receive and acknowledge all incoming documents through personal delivery or the mail system; distribute documents to appropriate personnel; file legal documents in court.

**MEASURES:**

- Number of persons seeking information or legal assistance, and appearing for appointments
- Number of persons interviewed to determined eligibility
- Number of new cases received
- Number of phone calls received by APD
- Number of documents received and distributed
- Number of legal documents filed in court

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JUDICIARY

Agency: PUBLIC DEFENDER SERVICE CORPORATION

Program: ALTERNATE PUBLIC DEFENDER - COMBINED BUDGET DIGEST

Budget Account Code	Appropriation Classification	A	B	C
		FY 2005 Approved Budget	FY 2005 Expenditures	FY 2006 Proposed Budget
<b>PERSONNEL SERVICES</b>				
111	Regular Salaries/Increments	\$380,703	\$380,703	\$387,407
112	Overtime/Special Pay	0	\$0	0
113	Benefits	101,592	101,592	112,817
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$482,295</b>	<b>\$482,295</b>	<b>\$500,224</b>
<b>OPERATIONS</b>				
220	TRAVEL - Local Mileage Reimburs.	\$1,500	\$1,500	\$1,500
230	CONTRACTUAL SERVICES:	18,856	18,856	14,778
233	OFFICE SPACE RENTAL:	48,000	48,000	48,000
240	SUPPLIES & MATERIALS:	5,000	5,000	6,500
250	EQUIPMENT: <\$500	13,097	13,097	0
	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	3,133	3,133	1,800
	<b>TOTAL OPERATIONS</b>	<b>\$89,586</b>	<b>\$89,586</b>	<b>\$72,578</b>
<b>UTILITIES</b>				
	Power	\$0	\$0	\$0
	Water/ Sewer	0	0	0
363	Telephone/ Toll	4,278	4,278	4,248
	<b>TOTAL UTILITIES</b>	<b>\$4,278</b>	<b>\$4,278</b>	<b>\$4,248</b>
		\$0	\$0	\$0
450	<b>CAPITAL OUTLAY &gt;\$500</b>	<b>\$35,911</b>	<b>\$35,911</b>	<b>\$2,500</b>
	<b>TOTAL APPROPRIATIONS</b>	<b>\$612,070</b>	<b>\$612,070</b>	<b>\$579,550</b>
1/ Specify Fund Source				
<b>FULL-TIME EQUIVALENCIES (FTEs)</b>				
	UNCLASSIFIED	0.00	0.00	0.00
	CLASSIFIED	8.00	8.00	8.00
	<b>TOTAL FTEs</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

Note 1: For Fiscal Year 2006, funding for the Alternate Public Defender will come from the Judicial Client Services Fund under the stewardship of the Judicial Council.

Note 2: Generally Accepted Accounting Principles and GASB 34 require full accrual accounting at year end, in the event that an employee resigns or separates from government service. The amount of \$26,272 was included in FY 2005 expenditures under Regular Salaries for year end annual leave accrual adjustment. Anticipated lapses from the various categories were transferred to this category to cover the shortfall.

Note 3: Increases in personnel services can be attributed to the implementation of the new Attorney's Salary Schedule mandated by PL 27-106, as well as projected salary increments due in FY 2006 for eligible attorneys and staff. A year end annual leave accrual adjustment (estimated at \$13,454) is also proposed to reflect leave balances at the close of the fiscal year.

BRANCH: JUDICIARY

AGENCY: PUBLIC DEFENDER SERVICE CORPORATION

PROGRAM: ALTERNATE PUBLIC DEFENDER

PROGRAM DESCRIPTION	FUND	FY 2005		FY 2005 Actual Expenditures	FY 2006 Agency Proposal
		Authorized Appropriation	Percent of Program		
<b>AGENCY PROGRAMS</b>					
ATTORNEYS					
INVESTIGATIVE SERVICES	100	453,680	74.1%	453,680	424,325
LEGAL SECRETARIAL SERVICES	100	58,334	9.5%	58,334	53,601
LEGAL CLERICAL SERVICES	100	68,999	11.3%	68,999	72,100
	100	31,057	5.1%	31,057	29,524
<b>TOTAL AGENCY APPROPRIATIONS</b>	-----	<b>612,070</b>	<b>100%</b>	<b>612,070</b>	<b>579,550</b>
<b>SOURCE OF FINANCING:</b>					
JUDICIAL CLIENT SERVICE FUND	100	612,070	100.0%	612,070	579,550
<b>TOTAL FINANCING</b>	-----	<b>612,070</b>	<b>100%</b>	<b>612,070</b>	<b>579,550</b>
<b>FTE POSITIONS:</b>					
ATTORNEYS					
INVESTIGATIVE SERVICES	100	4.00	50.0%	4.00	4.00
LEGAL SECRETARIAL SERVICES	100	1.00	12.5%	1.00	1.00
LEGAL CLERICAL SERVICES	100	2.00	25.0%	2.00	2.00
	100	1.00	12.5%	1.00	1.00
<b>TOTAL FTEs / PROGRAMS</b>	-----	<b>8.00</b>	<b>100%</b>	<b>8.00</b>	<b>8.00</b>
<b>FTEs / FUND:</b>					
JUDICIAL CLIENT SERVICE FUND		8.00	100.0%	8.00	8.00
<b>TOTAL FTEs / FUNDS</b>	-----	<b>8.00</b>	<b>100%</b>	<b>8.00</b>	<b>8.00</b>

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**JUDICIARY**

Agency: PUBLIC DEFENDER SERVICE CORPORATION  
Program: ALTERNATE PUBLIC DEFENDER - ATTORNEYS

Budget Account Code	Appropriation Classification	A	B	C
		FY 2005 Approved Budget	FY 2005 Expenditures	FY 2006 Proposed Budget
<b>PERSONNEL SERVICES</b>				
111	Regular Salaries/Increments	\$262,065	\$262,065	\$274,118
112	Overtime/Special Pay	0	0	0
113	Benefits	63,340	63,340	72,381
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$325,405</b>	<b>\$325,405</b>	<b>\$346,499</b>
<b>OPERATIONS</b>				
220	TRAVEL - Local Mileage Reimburs.	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	18,856	18,856	14,778
233	OFFICE SPACE RENTAL:	48,000	48,000	48,000
240	SUPPLIES & MATERIALS:	5,000	5,000	6,500
250	EQUIPMENT: <\$500	13,097	13,097	0
	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	3,133	3,133	1,800
	<b>TOTAL OPERATIONS</b>	<b>\$88,086</b>	<b>\$88,086</b>	<b>\$71,078</b>
<b>UTILITIES</b>				
	Power	\$0	\$0	\$0
	Water/ Sewer	0	0	0
363	Telephone/ Toll	4,278	4,278	4,248
	<b>TOTAL UTILITIES</b>	<b>\$4,278</b>	<b>\$4,278</b>	<b>\$4,248</b>
		\$0	\$0	\$0
450	<b>CAPITAL OUTLAY &gt;\$500</b>	<b>\$35,911</b>	<b>\$35,911</b>	<b>\$2,500</b>
	<b>TOTAL APPROPRIATIONS</b>	<b>\$453,680</b>	<b>\$453,680</b>	<b>\$424,325</b>
1/ Specify Fund Source				
<b>FULL TIME EQUIVALENCIES (FTEs)</b>				
	UNCLASSIFIED	0.00	0.00	0.00
	CLASSIFIED	4.00	4.00	4.00
	<b>TOTAL FTEs</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

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BRANCH: JUDICIARY  
 AGENCY: PUBLIC DEFENDER SERVICE CORP.  
 PROGRAM: ALTERNATE PUBLIC DEFENDER/ATTORNEYS

BUDGET ACCOUNT ALLOCATION	FUND	FY 2005	FY 2005	FY 2006
		Authorized Funding	Expenditures	Proposed Budget
JUDICIAL CLIENT SERVICES FUND	100%	453,680	453,680	424,325
<b>TOTAL PROGRAM APPROPRIATIONS</b>	<b>100%</b>	<b>453,680</b>	<b>453,680</b>	<b>424,325</b>

FTE POSITIONS	-----	4.00	4.00	4.00
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**PERFORMANCE INDICATORS:**

	Type		
LAWYER - CLIENT CONTACT	WKLD	552	580
NEW CASES RECEIVED	WKLD	468	491

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**JUDICIARY**

Agency: PUBLIC DEFENDER SERVICE CORPORATION  
Program: ALTERNATE PUBLIC DEFENDER - INVESTIGATIVE SERVICES

Budget Account Code	Appropriation Classification	A	B	C
		FY 2005 Approved Budget	FY 2005 Expenditures	FY 2006 Proposed Budget

PERSONNEL SERVICES				
111	Regular Salaries/Increments	\$43,845	\$43,845	\$38,937
112	Overtime/Special Pay	0	0	0
113	Benefits	12,989	12,989	13,164
TOTAL PERSONNEL SERVICES		\$56,834	\$56,834	\$52,101

OPERATIONS				
220	TRAVEL - Local Mileage Reimburs.	\$1,500	\$1,500	\$1,500
230	CONTRACTUAL SERVICES:	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0
250	EQUIPMENT: <\$500	0	0	0
	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
TOTAL OPERATIONS		\$1,500	\$1,500	\$1,500

UTILITIES				
	Power	\$0	\$0	\$0
	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
TOTAL UTILITIES		\$0	\$0	\$0
		\$0	\$0	\$0

450	CAPITAL OUTLAY >\$500	\$0	\$0	\$0
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TOTAL APPROPRIATIONS		\$58,334	\$58,334	\$53,601
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1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)				
	UNCLASSIFIED	0.00	0.00	0.00
	CLASSIFIED	1.00	1.00	1.00
TOTAL FTEs		1.00	1.00	1.00

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**BRANCH: JUDICIARY**

**AGENCY: PUBLIC DEFENDER SERVICE CORP.**

**PROGRAM: ALTERNATE PUBLIC DEFENDER/INVESTIGATIVE SERVICES**

BUDGET ACCOUNT ALLOCATION	FUND	FY 2005	FY 2005	FY 2006
		Authorized Funding	Expenditures	Proposed Budget

**FUND TITLE:**

JUDICIAL CLIENT SERVICES FUND	100%	58,334	58,334	53,601
<b>TOTAL PROGRAM APPROPRIATIONS</b>	<b>100%</b>	<b>58,334</b>	<b>58,334</b>	<b>53,601</b>

**FTE POSITIONS**

	----	1.00	1.00	1.00
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**PERFORMANCE INDICATORS:**

	Type		
Number of investigations made		144	151
Number of interviews conducted		276	290
Number of appearances in court		96	101
Number of victim's waivers obtained		12	15
Number of referrals made		36	38

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**JUDICIARY**

Agency: PUBLIC DEFENDER SERVICE CORPORATION  
Program: ALTERNATE PUBLIC DEFENDER - LEGAL SECRETARIAL SERVICES

Budget Account Code	Appropriation Classification	A	B	C
		FY 2005 Approved Budget	FY 2005 Expenditures	FY 2006 Proposed Budget
<b>PERSONNEL SERVICES</b>				
111	Regular Salaries/Increments	\$50,313	\$50,313	\$51,689
112	Overtime/Special Pay	0	0	0
113	Benefits	18,686	18,686	20,411
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$68,999</b>	<b>\$68,999</b>	<b>\$72,100</b>
<b>OPERATIONS</b>				
220	TRAVEL - Local Mileage Reimburs.	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0
250	EQUIPMENT: <\$500	0	0	0
	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>UTILITIES</b>				
	Power	\$0	\$0	\$0
	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	<b>TOTAL UTILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
		\$0	\$0	\$0
450	<b>CAPITAL OUTLAY &gt;\$500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL APPROPRIATIONS</b>		<b>\$68,999</b>	<b>\$68,999</b>	<b>\$72,100</b>
1/ Specify Fund Source				
<b>FULL TIME EQUIVALENCIES (FTEs)</b>				
	UNCLASSIFIED	0.00	0.00	0.00
	CLASSIFIED	2.00	2.00	2.00
	<b>TOTAL FTEs</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

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BRANCH: JUDICIARY

AGENCY: PUBLIC DEFENDER SERVICE CORP.

PROGRAM: ALTERNATE PUBLIC DEFENDER/LEGAL SECRETARIAL SERVICES

BUDGET ACCOUNT ALLOCATION	FUND	FY 2005	FY 2005	FY 2006
		Authorized Funding	Expenditures	Proposed Budget
JUDICIAL CLIENT SERVICES FUND	100%	68,999	68,999	72,100
<b>TOTAL PROGRAM APPROPRIATIONS</b>	<b>100%</b>	<b>68,999</b>	<b>68,999</b>	<b>72,100</b>

FUND TITLE:

JUDICIAL CLIENT SERVICES FUND	100%	68,999	68,999	72,100
<b>TOTAL PROGRAM APPROPRIATIONS</b>	<b>100%</b>	<b>68,999</b>	<b>68,999</b>	<b>72,100</b>

FTE POSITIONS

	----	2.00	2.00	2.00
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PERFORMANCE INDICATORS:

	Type		
Number of cases/files received and distributed		564	592
Number of documents typed		996	1046
Number of telephonic contacts		996	1046
Number of personal contacts		504	529
Number of documents received for filing		2604	2734
Number of case files closed/completed		96	1152
Number of documents sent out for service		1704	1789
Number of cases sent to investigations		36	432

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**JUDICIARY**

Agency: PUBLIC DEFENDER SERVICE CORPORATION  
Program: ALTERNATE PUBLIC DEFENDER - LEGAL CLERICAL SERVICES

Budget Account Code	Appropriation Classification	A	B	C
		FY 2005 Approved Budget	FY 2005 Expenditures	FY 2006 Proposed Budget
<b>PERSONNEL SERVICES</b>				
111	Regular Salaries/Increments	\$24,480	\$24,480	\$22,663
112	Overtime/Special Pay	0	0	0
113	Benefits	6,577	6,577	6,861
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$31,057</b>	<b>\$31,057</b>	<b>\$29,524</b>
<b>OPERATIONS</b>				
220	TRAVEL - Local Mileage Reimburs.	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0
250	EQUIPMENT: <\$500	0	0	0
	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>UTILITIES</b>				
	Power	\$0	\$0	\$0
	Water/ Sewer	0	0	0
363	Telephone/ Toll	0	0	0
	<b>TOTAL UTILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
		\$0	\$0	\$0
450	<b>CAPITAL OUTLAY &gt;\$500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>TOTAL APPROPRIATIONS</b>	<b>\$31,057</b>	<b>\$31,057</b>	<b>\$29,524</b>
1/ Specify Fund Source				
<b>FULL TIME EQUIVALENCIES (FTEs)</b>				
	UNCLASSIFIED	0.00	0.00	0.00
	CLASSIFIED	1.00	1.00	1.00
	<b>TOTAL FTEs</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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 Program Fiscal Summary

BRANCH: JUDICIARY

AGENCY: PUBLIC DEFENDER SERVICE CORP.

PROGRAM: ALTERNATE PUBLIC DEFENDER/LEGAL CLERICAL SERVICES

BUDGET ACCOUNT ALLOCATION	FUND	FY 2005	FY 2005	FY 2006
		Authorized Funding	Expenditures	Proposed Budget
JUDICIAL CLIENT SERVICES FUND	100%	31,057	31,057	29,524
<b>TOTAL PROGRAM APPROPRIATIONS</b>	<b>100%</b>	<b>31,057</b>	<b>31,057</b>	<b>29,524</b>

FUND TITLE:

JUDICIAL CLIENT SERVICES FUND	100%	31,057	31,057	29,524
<b>TOTAL PROGRAM APPROPRIATIONS</b>	<b>100%</b>	<b>31,057</b>	<b>31,057</b>	<b>29,524</b>

FTE POSITIONS

	----	1.00	1.00	1.00
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PERFORMANCE INDICATORS:

	Type		
Number of persons assisted			353
Number of persons interviewed for eligibility		336	
New cases received/files opened		60	120
Number of documents received/distributed		564	592
Number of legal documents filed		2604	2734
		1584	3326

**PUBLIC DEFENDER SERVICE CORPORATION  
ALTERNATE PUBLIC DEFENDER DIVISION  
STAFFING PATTERN - FISCAL YEAR 2005**

(A) Position Number	(B) Position Title	(C) Name of Unsubmitt	(D) Grade/ Serp	(E) Salary	(F) Increment		(H) (1045) Subtotal	(I) Ret (DDI)	(K) Benefits				(M) Med (Preem)	(N) Den (Preem)	(O) Total Benefits (E+I+N)	(P) (E+O) TOTAL
					Defc	Am			Med (DDI)	Life (Preem)	Den (Preem)					
APD-100	ATTORNEY IV-SUPERVISOR	PHILLIP J. TYDINGCO	IV/8(1X)	83,400	9/3/06	0	363,400	17,356	0	1,209	153	3,947	446	23,111	106,511	
APD-101	ATTORNEY IV	ANA MARIA C. GAYLE	VI/4	75,208	9/27/03	103	75,311	15,672	189	1,092	153	3,102	288	20,508	85,817	
APD-102	ATTORNEY III	GEORGE NEIL P. VALDES	III/2	54,765	12/13/05	0	54,765	11,397	189	794	153	3,102	288	15,933	70,688	
APD-103	ATTORNEY I	HANNAH M.T. GUTIERREZ	VI	40,352	11/1/05	0	40,352	6,397	189	565	153	1,388	149	10,841	51,193	
APD-104	INVESTIGATOR II	NORMA L. SALAS	M-6	37,292	9/27/07	120	37,402	7,793	0	542	153	3,947	446	12,871	50,273	
APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	J-4	27,244	9/20/06	120	27,364	5,694	0	397	153	3,947	446	10,637	38,001	
APD-106	LEGAL SECRETARY I	NAIDINE T. GOGUE	H-1	19,974	10/8/05	0	19,974	4,157	189	290	153	3,947	446	9,182	29,156	
APD-107	LEGAL CLERK II	MICHAEL S. BORRETA	H-2	21,223	10/1/05	0	21,223	4,417	188	308	153	1,388	149	6,584	27,807	
GRAND TOTAL				359,448		343	359,791	74,873	945	5,217	1,224	24,728	2,678	109,685	469,456	

**PUBLIC DEFENDER SERVICE CORPORATION  
ALTERNATE PUBLIC DEFENDER DIVISION  
STAFFING PATTERN - FISCAL YEAR 2005  
ATTORNEYS**

(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary		(F) Increment		(G) Aut.	(H) (E+G) Subtotal	(I) Fes	(J) Res (DD)	(K) Benefit Rate		(L) Life (Prem)	(M) Med (Prem)	(N) Dis (Prem)	(O) Total Benefit (Life+M+D)	(P) (E+O) TOTAL
				Base	Step	Rate	Rate											
APD-100	ATTORNEY IV-SUPERVISOR	PHILLIP J. TYDINGCO	N/R(1X)	83,400	0	9206			83,400	17,356	0	1,209	153	3,947	446		23,111	106,511
APD-101	ATTORNEY IV	ANA MARIA C. GAYLE	V/4	75,208	103	92708			75,311	15,672	189	1,092	153	3,102	298		20,506	95,817
APD-102	ATTORNEY III	GEORGE NEIL P. VALDES	III2	54,765	0	127305			54,765	11,397	189	784	153	3,102	298		15,533	70,598
APD-103	ATTORNEY I	HANNAH M.T. GUTIERREZ	V1	40,352	0	117105			40,352	6,397	189	565	153	1,366	149		10,841	51,193
	TOTAL ATTORNEYS			253,725	103				253,828	52,822	567	3,680	612	11,519	1,191		70,991	324,219

PUBLIC DEFENDER SERVICE CORPORATION  
 ALTERNATE PUBLIC DEFENDER DIVISION  
 STAFFING PATTERN - FISCAL YEAR 2005  
 INVESTIGATIVE SERVICES

(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Increment		(G) Subsidiary	(H) Net (DDI)	(I) Ret (DDI)	(K) Benefits				(M) Med (Prem)	(N) Dent (Prem)	(O) Total Benefits (H+O+N)	(P) TOTAL
					Date	Amount				Medi- care	Life (Prem)	Life (Prem)	Life (Prem)				
APD-104	INVESTIGATOR II	NORMA L. SALAS	M-6	37,282	9/27/07	120	37,402	7,763	0	542	153	3,947	446	12,871	50,273		
TOTAL INVESTIGATIVE SERVICES				37,282		120	37,402	7,763	0	542	153	3,947	446	12,871	50,273		

PUBLIC DEFENDER SERVICE CORPORATION  
 ALTERNATE PUBLIC DEFENDER DIVISION  
 STAFFING PATTERN - FISCAL YEAR 2005  
 LEGAL SECRETARIAL SERVICES

(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Increment		(H) (P+G) Subtotal	(I) Ret. (DBI)	(K) Benefits				(M) Med. (Prem)	(N) Dent. (Prem)	(O) Total Benefits (B+M+N)	(P) (B+O) TOTAL
					Date	Amt.			Ret. (DBI)	Med. cont.	Life (Prem)					
APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	J-4	27,244	9/20/06	120	27,364	5,664	0	397	153	153	3,947	446	10,637	38,001
APD-106	LEGAL SECRETARY I	NADINE T. GOGUE	H-1	19,974	10/8/05	0	19,974	4,157	189	290	153	153	3,947	446	9,182	29,156
TOTAL LEGAL SECRETARIAL SERVICES				47,218		120	47,338	9,851	189	687	306	306	7,894	892	19,819	67,157

**PUBLIC DEFENDER SERVICE CORPORATION**  
**ALTERNATE PUBLIC DEFENDER DIVISION**  
**STAFFING PATTERN - FISCAL YEAR 2005**  
**LEGAL CLERICAL SERVICES**

(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Increment		(H) (EAC) Subtotal	(I) Ret	(J) Ret (DDI)	(K) Benefits					(O) Total Benefits (EAC/EN)	(P) (E+O) TOTAL
					Date	Amount				Med save	Life (Frem)	Med (Frem)	Den (Frem)			
APD-107	LEGAL CLERICAL SERVICES			21,223		10/05	0	21,223	4,417	189	308	153	1,368	148	6,584	27,807
	LEGAL CLERK II	MICHAEL S. BORRETA	H-2													
	TOTAL LEGAL CLERICAL SERVICES			21,223			0	21,223	4,417	189	308	153	1,368	148	6,584	27,807

**PUBLIC DEFENDER SERVICE CORPORATION  
ALTERNATE PUBLIC DEFENDER DIVISION  
STAFFING PATTERN - FISCAL YEAR 2006**

(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/Step	(E) Increment		(F) Date	(G) Ann	(H) (E+G) Subtotal	(I) M <sup>1</sup>	(J) Benefits					(M) Med (Prem)	(N) Dent (Prem)	(O) Total Benefits (Others N)	(P) (H+O) TOTAL
				Salary	Rate					Ret (DDI)	Life (Prem)	Med (Prem)	Dent (Prem)					
APD-100	ATTORNEY IV-SUPERVISOR	PHILLIP J. TYDINGCO	IV/8(1X)	83,400	9/2/06	9/2/06	243	\$83,643	17,406	0	1,213	153	3,947	446	23,165	106,808		
APD-101	ATTORNEY IV	ANA MARIA C. GAYLE	V/5	77,894	9/27/08	9/27/08	0	77,894	16,210	189	1,129	153	3,102	288	21,081	98,975		
APD-102	ATTORNEY III	GEORGE NEIL P. VALDES	III/2	54,765	12/19/05	12/19/05	3,803	58,568	12,188	189	849	153	3,102	288	16,779	75,947		
APD-103	ATTORNEY I	HANNAH M.T. GUTIERREZ	I/1	40,352	11/1/05	11/1/05	2,312	42,664	8,878	189	619	153	1,368	149	11,356	54,020		
APD-104	INVESTIGATOR II	NORMA L. SALAS	M-7	38,716	9/27/07	9/27/07	0	38,716	8,057	0	581	153	3,947	446	13,164	51,880		
APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	J-5	28,678	9/20/06	9/20/06	96	28,774	5,988	0	417	153	3,947	446	10,951	39,725		
APD-106	LEGAL SECRETARY I	NADINE T. GOGUE	H-1	19,974	10/2/05	10/2/05	1,249	21,223	4,417	189	308	153	3,947	446	9,480	30,683		
APD-107	LEGAL CLERK II	MICHAEL S. BORRETA	H-2	21,223	10/1/05	10/1/05	1,248	22,471	4,676	189	326	153	1,368	149	6,881	29,332		
GRAND TOTAL				365,002			8,951	373,953	77,820	845	5,422	1,224	24,728	2,678	112,817	486,770		

**PUBLIC DEFENDER SERVICE CORPORATION  
ALTERNATE PUBLIC DEFENDER DIVISION  
STAFFING PATTERN - FISCAL YEAR 2006  
ATTORNEYS**

(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/Step	(E) Salary	(F) Increment		(G) Aut.	(H) Subtotal	(I) Ret.	(J) Net (DDJ)	(K) Benefits			(L) Life (Pann)	(M) Med (Pann)	(N) Den (Pann)	(O) Total Benefits (F thru N)	(P) HI+O TOTAL
					Date	Rate					Med rate	Den						
APD-100	ATTORNEY IV-SUPERVISOR	PHILLIP J. TYDRINGCO	IV/6(IX)	83,400		9/3/06	243	\$83,643	17,406	0	1,213					446	23,165	106,808
APD-101	ATTORNEY IV	JANA MARIA C. GAYLE	V/5	77,834		9/27/08	0	77,834	16,210	189	1,129					288	21,081	98,975
APD-102	ATTORNEY III	GEORGE NEIL P. VALDES	III/2	54,765		12/13/05	3,803	58,568	12,188	189	849					288	16,779	75,347
APD-103	ATTORNEY I	HANNAH M.T. GUTIERREZ	I/1	40,352		11/7/05	2,312	42,664	8,978	189	619					149	11,356	54,020
	TOTAL ATTORNEYS			256,411			6,358	262,769	54,682	567	3,810					1,191	72,381	335,150

PUBLIC DEFENDER SERVICE CORPORATION  
 ALTERNATE PUBLIC DEFENDER DIVISION  
 STAFFING PATTERN - FISCAL YEAR 2006  
 INVESTIGATIVE SERVICES

(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade Step	(E) Salary	(F) Date	(G) Increment Amt.	(H) (EAC) Subtotal	(I) Ret.	(J) Ret. (DDI)	(K) Benefits				(M) Med. (Prem)	(N) Den. (Prem)	(O) Total Benefits (Thru N.)	(P) (H + O) TOTAL
										Med. (Prem)	Life (Prem)	Life (Prem)	Den. (Prem)				
APD-104	INVESTIGATOR II	NORMA L. SALAS	M-7	38,716	9/27/07	0	38,716	8,057	0	561	153	3,947	446	13,164	51,880		
TOTAL INVESTIGATIVE SERVICES							0	38,716	8,057	0	561	153	3,947	446	13,164	51,880	

**PUBLIC DEFENDER SERVICE CORPORATION  
ALTERNATE PUBLIC DEFENDER DIVISION  
STAFFING PATTERN - FISCAL YEAR 2006  
LEGAL SECRETARIAL SERVICES**

(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Increment		(H) (P+G) Subtotal	(I) Ret.	(J) Ret. (DD)	(K) Benefits				(M) Med. (Prem)	(N) Dent. (Prem)	(O) Total Benefits (Libra.N)	(P) (H+O) TOTAL
					Date	Amnt.				Med. serv.	Life (Prem)	Life (Prem)					
APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	J-5	28,678	9/20/06	96	28,774	5,988	0	417	153	3,947	446	10,951	39,725		
APD-106	LEGAL SECRETARY I	NADINE T. GOGUE	H-1	19,974	10/8/05	1,249	21,223	4,417	189	308	153	3,947	446	9,460	30,663		
TOTAL LEGAL SECRETARIAL SERVICES				48,652		1,345	49,997	10,405	189	725	306	7,894	892	20,411	70,408		

PUBLIC DEFENDER SERVICE CORPORATION  
 ALTERNATE PUBLIC DEFENDER DIVISION  
 STAFFING PATTERN - FISCAL YEAR 2006  
 LEGAL CLERICAL SERVICES

(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Increment		(H) (E+G) Subtotal	(I) Ret	(J) Ret (DDI)	(K) Benefits				(M) Med (Prem)	(N) Den (Prem)	(O) Total Benefits (H+O) (M+N)	(P) TOTAL
					Date	Am't				Med share	Life (Prem)	Life (Prem)					
APD-107	LEGAL CLERK II	MICHAEL S. BORRETA	H-2	21,223	10/1/05	1,248	22,471	4,576	189		326	153	1,368	149	6,861	29,332	
	TOTAL LEGAL CLERICAL SERVICES			21,223		1,248	22,471	4,876	189		326	153	1,368	149	6,861	29,332	

ALTERNATE PUBLIC DEFENDER  
 SCHEDULE OF FIXED ASSETS INVENTORY  
 AS OF 05/31/05

TAG #	FAC#	DESCRIPTION	DATE OF RECEIPT	PURCHASE AMOUNT
APD-05	100	CONFERENCE TABLE	09/17/04	599.00
APD-34	300	NETWORK SERVER INFRASTRUCTURE	10/01/04	3,222.08
APD-35	300	COMPUTER WORKSTATION 24WKQ51	10/05/04	1,775.23
APD-36	300	COMPUTER WORKSTATION 44WKQ51	10/05/04	1,775.23
APD-37	300	COMPUTER WORKSTATION 54WKQ51	10/05/04	1,775.23
APD-38	300	COMPUTER WORKSTATION 74WKQ51	10/05/04	1,775.23
APD-39	300	COMPUTER WORKSTATION 94WKQ51	10/05/04	1,775.23
APD-40	300	COMPUTER WORKSTATION B4WKQ51	10/05/04	1,775.23
APD-41	300	COMPUTER WORKSTATION D4WKQ51	10/05/04	1,775.23
APD-42	300	COMPUTER WORKSTATION H3WKQ51	10/05/04	1,775.23
APD-69	300	POWER SUPPLY BPA SUCA-02-C-0050	10/14/04	521.96
APD-70	300	NETWORK SERVER	10/25/04	6,592.14
APD-87	300	DELL 5100CN COLOR PRINTER	04/25/05	1,391.17
2004-APDFA-01	300	ABACUS SOFTWARE	09/22/04	3,422.00
2005-APDFA-01	300	ABACUS CLASSIC UPDATE VERSION 2005C	04/18/05	1,017.38

TOTAL FIXED ASSETS AS OF 05/31/05

30,967.57

ALTERNATE PUBLIC DEFENDER  
 SCHEDULE OF SMALL EQUIPMENT INVENTORY  
 AS OF 05/31/05

TAG #	FAC#	DESCRIPTION	DATE OF RECEIPT	PURCHASE AMOUNT
APD-01	400	OFFICE CHAIR MID BACK BLACK 6078XA	09/16/04	239.00
APD-02	400	OFFICE CHAIR MID BACK BLACK 6078XA	09/16/04	239.00
APD-03	400	OFFICE CHAIR MID BACK BLACK 6078XA	09/16/04	239.00
APD-04	400	DESK SD-BN10753PAY	09/17/04	369.00
APD-06	400	L-TYPE DESK NBK160/NBK1269S/NBK22DN	09/17/04	489.00
APD-07	400	L-TYPE DESK NBK160/NBK1269S/NBK22DN	09/17/04	489.00
APD-08	400	PIGEON HOLE STORAGE CABINET NB8254N/N88253S	09/17/04	299.00
APD-09	400	BENCH CN-30	09/17/04	359.00
APD-10	400	BENCH CN-30	09/17/04	359.00
APD-11	400	COMPUTER STAND WR 30	09/17/04	165.00
APD-12	400	OFFICE EXECUTIVE HIGH BACK CHAIR 2101A	09/17/04	249.00
APD-13	400	OFFICE EXECUTIVE HIGH BACK CHAIR 2101A	09/17/04	249.00
APD-14	400	OFFICE EXECUTIVE HIGH BACK CHAIR 2101A	09/17/04	249.00
APD-15	400	OFFICE EXECUTIVE HIGH BACK CHAIR 2101A	09/17/04	249.00
APD-16	400	MID BACK CHAIR NL-2	09/17/04	149.00
APD-17	400	EXECUTIVE DESK ROSEWOOD COL #2744	09/20/04	385.00
APD-18	400	EXECUTIVE DESK ROSEWOOD COL #2744	09/20/04	385.00
APD-19	400	EXECUTIVE DESK ROSEWOOD COL #2744	09/20/04	385.00
APD-20	400	EXECUTIVE DESK ROSEWOOD COL #2744	09/20/04	385.00
APD-21	400	4-DRAWER FILE CABINET BLACK LEGAL B4-4	09/21/04	195.00
APD-22	400	4-DRAWER FILE CABINET BLACK LEGAL B4-4	09/21/04	195.00
APD-23	400	4-DRAWER FILE CABINET BLACK LEGAL B4-4	09/21/04	195.00
APD-24	400	4-DRAWER FILE CABINET BLACK LEGAL B4-4	09/21/04	195.00
APD-25	400	4-DRAWER FILE CABINET BLACK LEGAL B4-4	09/21/04	195.00
APD-26	400	4-DRAWER FILE CABINET BLACK LEGAL B4-4	09/21/04	195.00
APD-27	400	MID BACK CHAIR NL-2	09/21/04	149.00
APD-28	400	COMPUTER WORKSTATION WHITE TOP/BLK LEGS 9117	09/23/04	125.00
APD-29	400	WRITING TABLE NBKNB160-W2	09/28/04	199.00
APD-30	400	PEDESTAL MOBILE NBKNB22DM-W2	09/28/04	169.00
APD-31	400	WOODEN BOOK SHELF 2695	09/29/04	175.00
APD-32	400	WOODEN BOOK SHELF 2695	09/29/04	140.00
APD-33	400	MODEM	10/05/04	90.00
APD-43	400	INTERNET SECURITY APPLIANCE SONIC WALL SOH03	10/07/04	454.00
APD-44	400	METAL SHELVES SS301	10/11/04	69.00
APD-45	400	COMPUTER DESK CO7367	10/11/04	129.00
APD-46	400	COMPUTER DESK CO7367	10/11/04	129.00
APD-47	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-48	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-49	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-50	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-51	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-52	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-53	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-54	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-55	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-56	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-57	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-58	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-59	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-60	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-61	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-62	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00

ALTERNATE PUBLIC DEFENDER  
 SCHEDULE OF SMALL EQUIPMENT INVENTORY  
 AS OF 05/31/05

TAG #	FAC#	DESCRIPTION	DATE OF RECEIPT	PURCHASE AMOUNT
APD-63	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-64	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-65	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-66	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-67	400	REFURBISHED OFFICE CHAIR	10/12/04	80.00
APD-68	400	WATER DISPENSER	10/14/04	119.99
APD-71	400	APC BATTERY BACKUPS BE 500 U JB0429004065	11/01/04	109.00
APD-72	400	APC BATTERY BACKUPS BE 500 U JB0429004207	11/01/04	109.00
APD-73	400	APC BATTERY BACKUPS BE 500 U JB0429003972	11/01/04	109.00
APD-74	400	APC BATTERY BACKUPS BE 500 U JB0429003996	11/01/04	109.00
APD-75	400	APC BATTERY BACKUPS BE 500 U JB0429004031	11/01/04	109.00
APD-76	400	APOLLO 777 NUMERIC PAGER BLK	11/05/04	19.99
APD-77	400	APOLLO 777 NUMERIC PAGER BLK	11/05/04	19.99
APD-78	400	APC BATTERY BACKUPS BE 500 BB0423013364	11/16/04	109.00
APD-79	400	APC BATTERY BACKUPS BE 500 BB0423013375	11/16/04	109.00
APD-80	400	APC BATTERY BACKUPS BE 500 BB0423013229	11/16/04	109.00
APD-81	400	COMPUTER WORKSTATION CO#7367	11/30/04	209.00
APD-82	400	COMPUTER WORKSTATION CO#7367	11/30/04	209.00
APD-83	400	CREDENZA	12/01/04	199.00
APD-84	400	DESK KOKBN107S3PAY	12/09/04	349.00
APD-85	400	CHAIR	12/09/04	79.00
APD-86	400	CROSSCUT PAPER SHREDDER AS 89 MXP	03/29/05	58.49

12,744.46

Judiciary  
 Public Defender Service Corporation  
 Alternate Public Defender  
 FY 2006 Allotment Schedule

	Appropriation	Reserve	Release																
111 Regular Salaries	387,407																		
				Oct	31,291	Jan	32,781	Apr	29,800	Jul	31,291								
				Nov	32,781	Feb	29,800	May	34,271	Aug	34,271								
				Dec	32,781	Mar	34,271	Jun	32,781	Sep	31,288								
112 Overtime	0			Oct	0	Jan	0	Apr	0	Jul	0								
				Nov	0	Feb	0	May	0	Aug	0								
				Dec	0	Mar	0	Jun	0	Sep	0								
113 Benefits	112,817			Oct	9,112	Jan	9,546	Apr	8,678	Jul	9,112								
				Nov	9,546	Feb	8,678	May	9,980	Aug	9,980								
				Dec	9,546	Mar	9,980	Jun	9,546	Sep	9,113								
Sub-Total Personnel	500,224				125,057		125,056		125,056		125,056								
220 Local Mileage Reimburs.	1,500			Oct	125	Jan	125	Apr	125	Jul	125								
				Nov	125	Feb	125	May	125	Aug	125								
				Dec	125	Mar	125	Jun	125	Sep	125								
230 Contractual	14,778			Oct	6,928	Jan	400	Apr	400	Jul	400								
				Nov	400	Feb	400	May	2,400	Aug	650								
				Dec	1,600	Mar	400	Jun	400	Sep	400								
240 Supplies	6,500			Oct	2,500	Jan	2,000	Apr	2,000	Jul	0								
				Nov	0	Feb	0	May	0	Aug	0								
				Dec	0	Mar	0	Jun	0	Sep	0								
250 Equipment-\$500	0			Oct	0	Jan	0	Apr	0	Jul	0								
				Nov	0	Feb	0	May	0	Aug	0								
				Dec	0	Mar	0	Jun	0	Sep	0								
290 Misc	1,800			Oct	1,300	Jan	500	Apr	0	Jul	0								
				Nov	0	Feb	0	May	0	Aug	0								
				Dec	0	Mar	0	Jun	0	Sep	0								
Sub-Total Operating Exp	24,578				13,103		4,075		5,575		1,825								

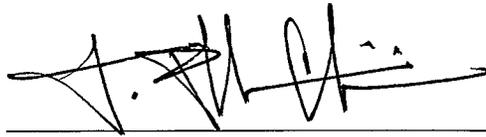
Judiciary  
 Public Defender Service Corporation  
 Alternate Public Defender  
 FY 2006 Allotment Schedule

233 Rental	48,000	Oct	4,000	Jan	4,000	Apr	4,000	Jul	4,000
		Nov	4,000	Feb	4,000	May	4,000	Aug	4,000
		Dec	4,000	Mar	4,000	Jun	4,000	Sep	4,000
Sub-Total Rental	48,000		12,000		12,000		12,000		12,000
361 Power	0	Oct	0	Jan	0	Apr	0	Jul	0
		Nov	0	Feb	0	May	0	Aug	0
		Dec	0	Mar	0	Jun	0	Sep	0
362 Water	0	Oct	0	Jan	0	Apr	0	Jul	0
		Nov	0	Feb	0	May	0	Aug	0
		Dec	0	Mar	0	Jun	0	Sep	0
363 Telephone/Toll	4,248	Oct	630	Jan	330	Apr	330	Jul	330
		Nov	330	Feb	330	May	330	Aug	330
		Dec	330	Mar	330	Jun	330	Sep	318
Sub-Total Utilities	4,248		1,290		990		990		978
450 Capital Outlay>\$500	2,500	Oct	2,500	Jan	0	Apr	0	Jul	0
		Nov	0	Feb	0	May	0	Aug	0
		Dec	0	Mar	0	Jun	0	Sep	0
Sub-Total Capital Outlay	2,500		2,500		0		0		0
Grand Total	579,550		153,950		142,121		143,621		139,858

Oct	58,386	Jan	49,682	Apr	45,333	Jul	45,258
Nov	47,182	Feb	43,333	May	51,106	Aug	49,356
Dec	48,382	Mar	49,106	Jun	47,182	Sep	45,244
	153,950		142,121		143,621		139,858

Conduct violation from Perez's personnel record and to pay Perez, through his attorney of record, \$10,000.00 within thirty (30) days of the agreement being signed by all parties as the sole financial distribution to be made to Perez in this matter. Further, upon such payment being made, a Stipulation and Order for Dismissal With Prejudice shall be executed by the parties and filed in Perez's appeal case, Superior Court of Guam Special Proceedings case No. SP 0206-02.

**DULY ADOPTED** this 22<sup>nd</sup> day of April, 2005 at a duly noticed meeting of the Judicial Council of Guam.



**CHIEF JUSTICE F. PHILIP CARBULLIDO**  
Chairman

Date: \_\_\_\_\_

8 | 10 | 05

ATTEST:

\_\_\_\_\_  
**JULIE M. LUJAN-TORRES,**  
Secretary