

ATTACHMENT A
SCOPE OF SERVICES

- A. General Description. All indigent criminal defendants, who are determined to be ineligible to pay for the attorney service and who are charged under ordinances of the applicable City, will be referred to the Public Defender. The public Defender will provide legal representation for each of these defendants from court appointment or screening through trial, sentencing, and post-conviction review. Such cases include criminal misdemeanor cases that occur within the City limits. The Public Defender will be available to talk and meet with indigent defendants in the City of Fernley or elsewhere.
- B. Standards for Public Defense Services. The Public Defender shall at all times comply with the Rules of Professional Conduct (NRPC) and all other applicable court rules. The Public Defender shall maintain the highest standards of conduct and behavior towards the Court, the prosecutor and all parties.
- C. The Public Defender will attempt to initiate contact with assigned clients within twenty-four (24) hours of assignment. The Public Defender will provide their clients with contact information for availability during office hours. The Public Defender will also return client phone calls or other attempts to contact the Public Defender within forty-eight (48) hours, excluding holidays and weekends.
- D. The Public Defender must commit to reviewing each case before the defendants first appearance in court post-arraignment, and/or discuss the case with each defendant prior to the first court appearance post-arraignment. It will also be expected the Public Defender may be required to staff arraignment and in-custody calendars.
- E. Screening. Determination of indigence for eligibility for appointed counsel for this Contract will be determined by the Fernley Municipal Judge. The Public Defender will not be responsible for screening potential clients. Should the Public Defender determine a defendant is not eligible for assigned counsel; the Public Defender will so inform the court and may move to withdraw from the case.
- F. The Public Defender shall have an office that accommodates confidential meetings with clients and receipt of mail, and adequate telephone services to ensure prompt response to client contact.
- G. Twenty-Four Hour Telephone Access. The Public Defender shall provide to the applicable City/County law enforcement the telephone number or numbers at which the Public Defender can be reached for critical stage advice to defendants during the course of police investigations and/or arrests twenty-four (24) hours each day.
- H. Support Services. The Public Defender warrants that adequate staff services and facilities will be established to enable the effective provision of legal services. This warranty shall continue through the term of the Contract.

- I. Reporting. The Public Defender shall file monthly reports with the City delineating clients who have been appointed to the Public Defender, including charge(s), case number(s), disposition, and whether an appeal was filed. The report shall designate whether the client was “conflicted” to another attorney for representation or the client hired another private attorney. The report is due on or before the tenth (10) day of the following month for services of the prior month.
- J. Associated Counsel. Any counsel associated with or employed by the Public Defender shall have the authority to perform the services called for herein, and the Public Defender may employ associated counsel to assist at the Public Defender’s expense. The Public Defender and all associated counsel hired pursuant to this section shall be admitted to practice pursuant to the rules of the Supreme Court of the State of Nevada. Sufficient counsel shall be provided to represent defendants during vacation and illnesses.
- K. Attorney Conflict. In the event the Public Defender must withdraw from a case because of a conflict of interest, the Public Defender shall inform the Court who will appoint a different attorney. The cost of conflict counsel shall be paid by the City and not by the Public Defender.
- L. Rules of Professional Conduct. The Public Defender will comply with Rules of Professional Conduct by expediting litigation consistent with the interests of the client. The Public Defender must establish reasonable office hours in which to meet with clients prior to the day of hearing or trial.
- M. Interpreters. The Public Defender shall be responsible for ensuring the Public Defender’s ability to properly communicate with clients. Many clients will speak English as a second language, or not at all. The City will reimburse Public Defender for reasonable interpreter fees.