

Using the Attorney Qualification Database

1. Navigate to the Attorney Qualification Database:

<https://ingov.sharepoint.com/:x:/s/PDComPortal/ER1iozuRrEtPk0JBfKkDjCQBFgb09TCvsOsa5u7yotyDow>

OR

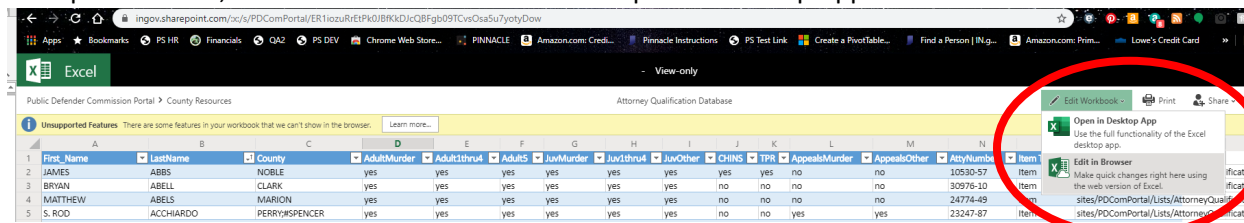
<https://tinyurl.com/AttyQual>

2. The database will open in your browser

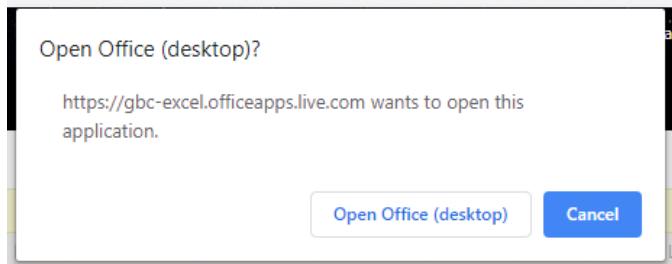
1	First Name	Last Name	County	AdultMurder	Adult1thru4	Adult5	JuvMurder	Juv1thru4	JuvOther	CHNS	TPR	AppealsMurder	AppealsOther	AttyNumber	Item Type	path
2	JAMES	ABBS	NOBLE	yes	yes	yes	yes	yes	yes	yes	yes	no	no	10530-57	Item	sites/PDComPortal/Lists/AttorneyQualific
3	BRYAN	ABELL	CLARK	yes	yes	yes	yes	yes	yes	no	no	no	no	30976-10	Item	sites/PDComPortal/Lists/AttorneyQualific
4	MATTHEW	ABELS	MARION	yes	yes	yes	yes	yes	yes	no	no	no	no	24774-49	Item	sites/PDComPortal/Lists/AttorneyQualific
5	S. ROD	ACCIARDO	PERRY/SPENCER	yes	yes	yes	yes	yes	yes	no	no	yes	yes	23247-87	Item	sites/PDComPortal/Lists/AttorneyQualific
6	Paul	Acciardo	MARION/SPERRY	no	no	no	no	no	no	no	no	no	no	35493-49	Item	sites/PDComPortal/Lists/AttorneyQualific
7	Andrew	ACHEY	CASS/PLASKI/MIAMI/EF	yes	yes	yes	yes	yes	yes	yes	yes	no	no	29604-09	Item	sites/PDComPortal/Lists/AttorneyQualific
8	JILL	ACKLIN	MARION/HAMILTON/BLAC	no	no	yes	no	no	no	no	no	yes	yes	23484-29	Item	sites/PDComPortal/Lists/AttorneyQualific
9	Joshua	Adair	HENDRICKS	no	yes	yes	no	yes	yes	no	no	no	no	31864-32	Item	sites/PDComPortal/Lists/AttorneyQualific
10	MICHAEL	ALLEN	ALLEN	no	no	yes	no	no	yes	yes	yes	yes	yes	24813-64	Item	sites/PDComPortal/Lists/AttorneyQualific

You may view the qualifications in the browser or you can open the database in Excel to use the sort and filter options.

To export to Excel, click on “Edit Workbook” then “Open in Desktop App”.

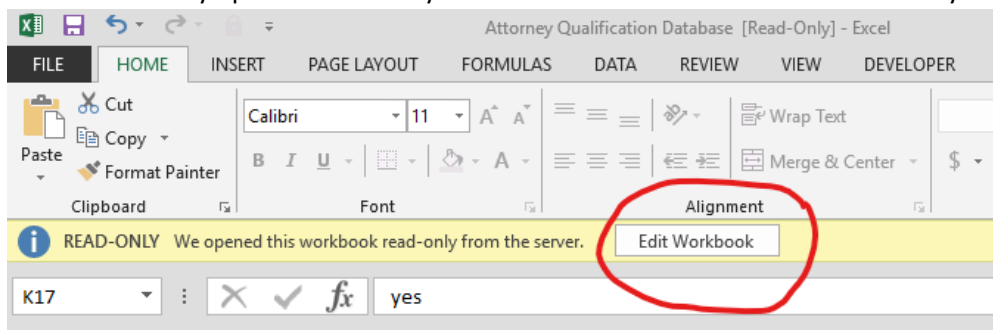


You might get a pop-up asking you to verify you want to open Excel. It may look like this:

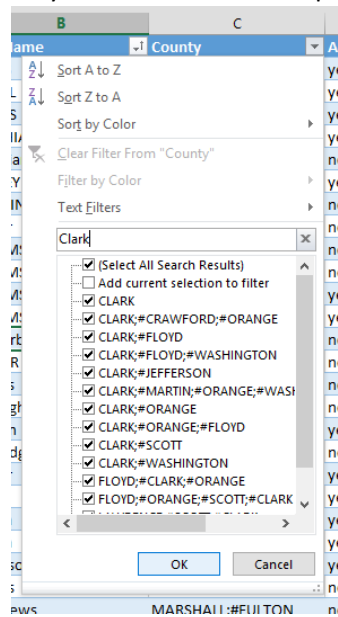


Click “Open Office (desktop)”

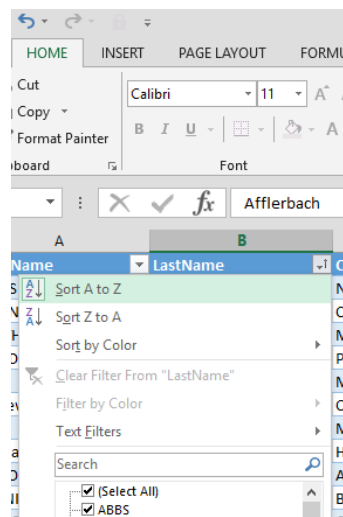
The file will likely open in Read-Only view. You will need to click the box that says “Edit Workbook”



You should now be able to use the sort and filter functions. To look at the attorneys we have listed for your county, click on the arrow in column C (County) filter and a box will appear. Type your county name in the search box and click OK. This will show the attorneys we have listed for your county and their qualifications. You may use this same filter option for first or last name as well.



To sort the list, click on the arrow next to the criteria by which you would like to sort (such as Last Name) and click "A to Z"



This list likely contains information on attorneys that no longer work in your county. We do keep this information for historical purposes. At some point, we will likely archive this list. For now, it's ok to have additional information. Occasionally, you may find an attorney listed in your county that is no longer practicing for various reasons. Again, this is ok as we keep this information for historical purposes.

Frequently Asked Questions

Q. There's an attorney listed that no longer practices in my county. How do I remove them?

A. This list likely contains information on attorneys that no longer work in your county or are no longer practicing in general. We do keep this information for historical purposes. At some point, we will likely archive this list. For now, it's ok to have additional information.

Q. Why aren't all of my county's attorneys listed?

A. The Commission currently does not have any requirements for adult level 6 felonies, adult criminal misdemeanors or mental health cases. If the attorneys only take these types of cases, they may not be included on this list. You may have the attorney complete a Standards E and F form and we can add them to the database, but it is not required if they only handle the case types listed above.

If there are attorneys handling other case types and they are not listed, please have the attorney complete the Standards E and F form and submit it to information@pdc.com.

Q. An attorney is listed with qualifications for case types that they are never assigned. Is this a mistake?

A. No, attorneys are listed with all the qualifications they are eligible for, even if they do not regularly perform that case type in a particular county. This prevents future non-reimbursement in the event of case assignment changes and allows for counties to make informed decisions when considering making these changes.

Q. The qualifications listed for an attorney are incorrect. How do I fix it?

A. If you believe the qualifications listed for an attorney are incorrect, please have the attorney complete an updated Standards E and F form and submit it to information@pdc.com. Please note we do audit the forms for accuracy. Incomplete or illegible forms may be rejected. We make every attempt to reach out to the county contact and the attorney to rectify, but sometimes we are unable to identify whom to contact or how to reach that person. Please allow up to two weeks for us to review incoming forms and update the online database.

Q. I found the attorney I was looking for, but they are not listed for my county. How do I fix that?

A. Please send us an email at information@pdc.com and provide the attorney name and which county needs to be added.

Q. The attorney's name is spelled wrong. How do I fix that?

A. Please send us an email at information@pdc.com and provide the correct spelling.