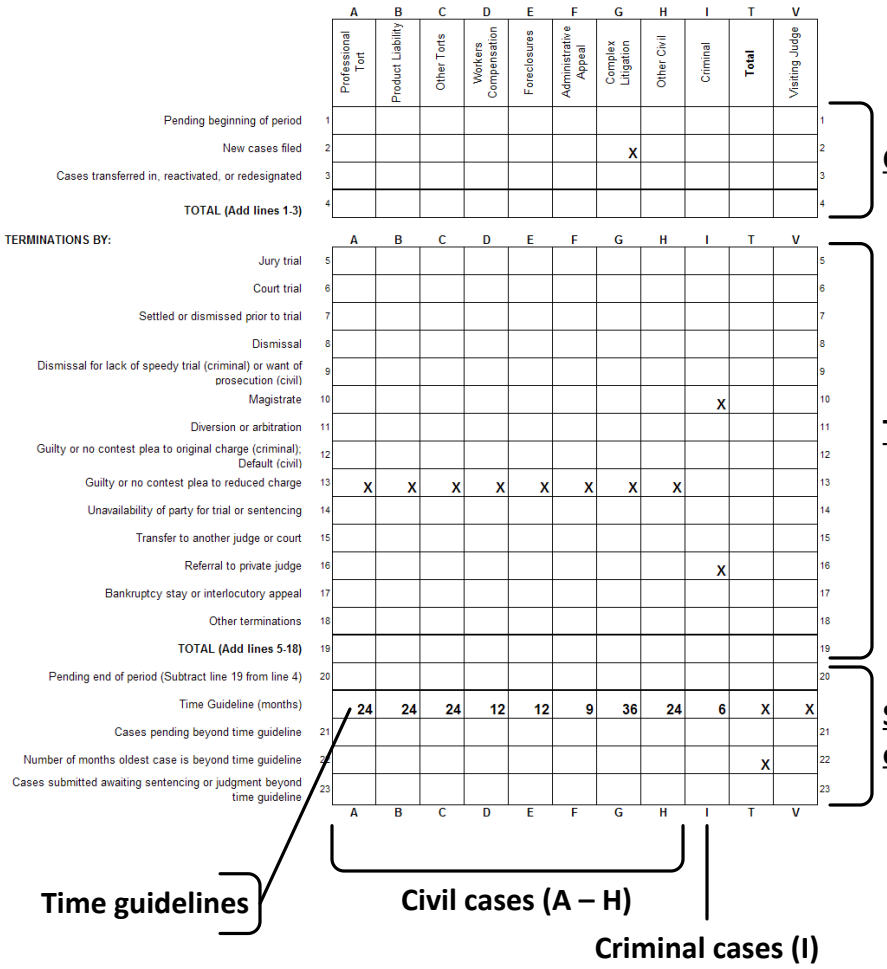
Quick Guide to Statistical Reporting Forms

Form A (Common Pleas, General Division)



Caseloads

- Pending start of month (Line 1)
- Total incoming cases (Line 2 + 3)
- Total "*To Do*" at start of month (Line 4)

Terminations

- By type (Lines 5 through 18)
- Total (Line 19)
- Line 19/Line 2 + 3 = *Clearance Rate*

Status of cases pending at the end of the month

- Pending cases (Line 20)
- Overage cases (Line 21)
- Line 21/Line 20 = *Overage Rate*
- Extent overage (Line 22)

The following **performance measures** can be obtained using Form A:

- **Clearance Rates** – Line 19 (total terminations) divided by Lines 2 + 3 (total incoming cases)
- **Overage Rates** – Line 21 (overage cases) divided by Line 20 (pending end of month)

Line 22 is a very useful simple statistic for measuring the *extent* of the overage nature of any given case type. It measures the number of months the s*ingle oldest case* has been pending beyond the applicable time guideline. If no cases are pending beyond time, the number will be zero.

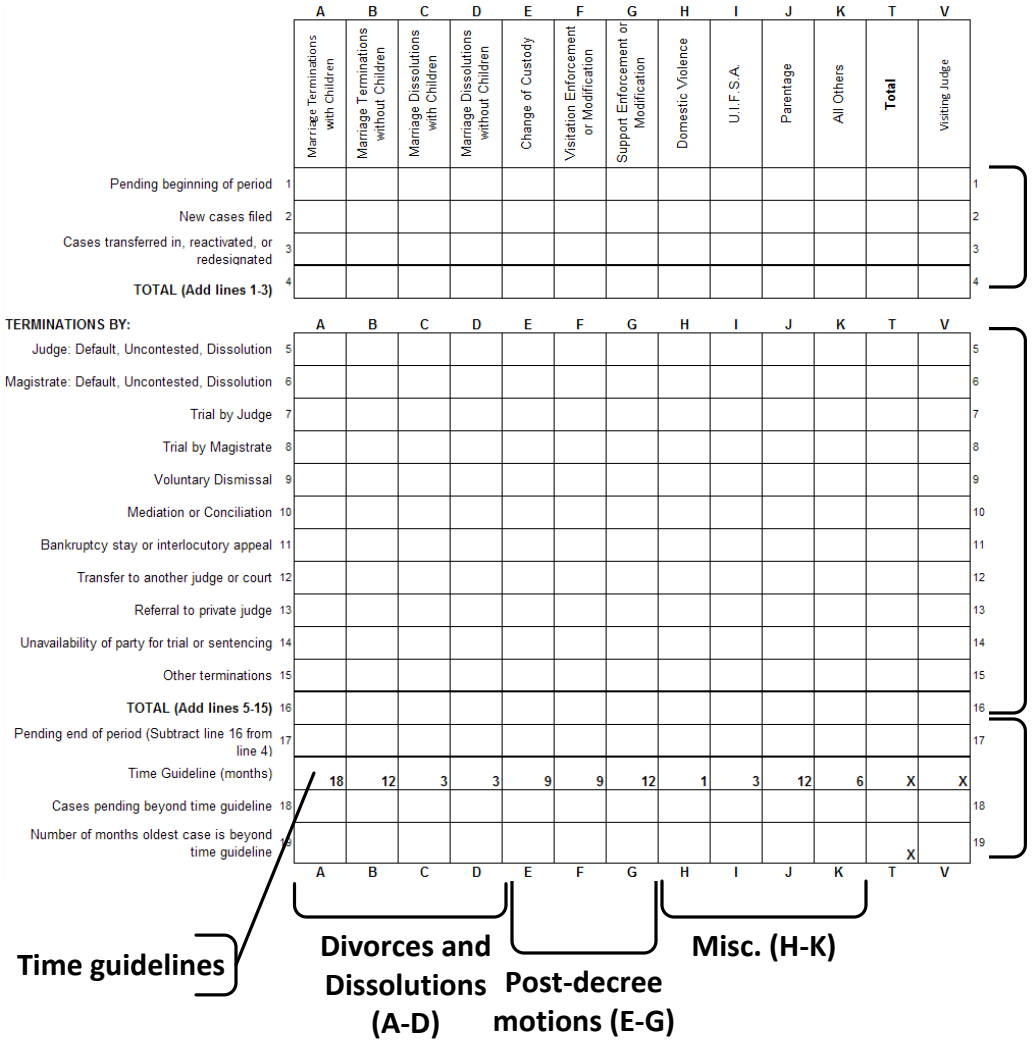
Another immediately useful statistic is the number of criminal cases dismissed for lack of speedy trial (Column I, Line 9).

Data quality "gut checks":

- Do the numbers make sense? Does anything look inaccurate?
- Check the pending caseload and the number of overage cases.
- Do the number of reported trials match your recollection for the month?
- Does it appear that criminal pleas were coded correctly?
- Eyeball the numbers that underlie your Clearance Rates. Are the number of terminations (Line 19) significantly fewer than the volume of incoming cases (Line 2 + Line 3)? Significantly greater?

Quick Guide to Statistical Reporting Forms

Form B (Common Pleas, Domestic Relations Division)



Caseloads

- Pending start of month (Line 1)
- Total incoming cases (Line 2 + 3)
- Total "*To Do*" at start of month (Line 4)

Terminations

- By type (Lines 5 through 15)
- Total (Line 16)
- Line 16/Line 2 + 3 = *Clearance Rate*

Status of cases pending at the end of the month

- Pending cases (Line 17)
- Overage cases (Line 18)
- Line 18/Line 17 = *Overage Rate*
- Extent overage (Line 19)

The following **performance measures** can be obtained using Form B:

- **Clearance Rates** – Line 16 (total terminations) divided by Lines 2 + 3 (total incoming cases)
- **Overage Rates** – Line 18 (overage cases) divided by Line 17 (pending end of month)

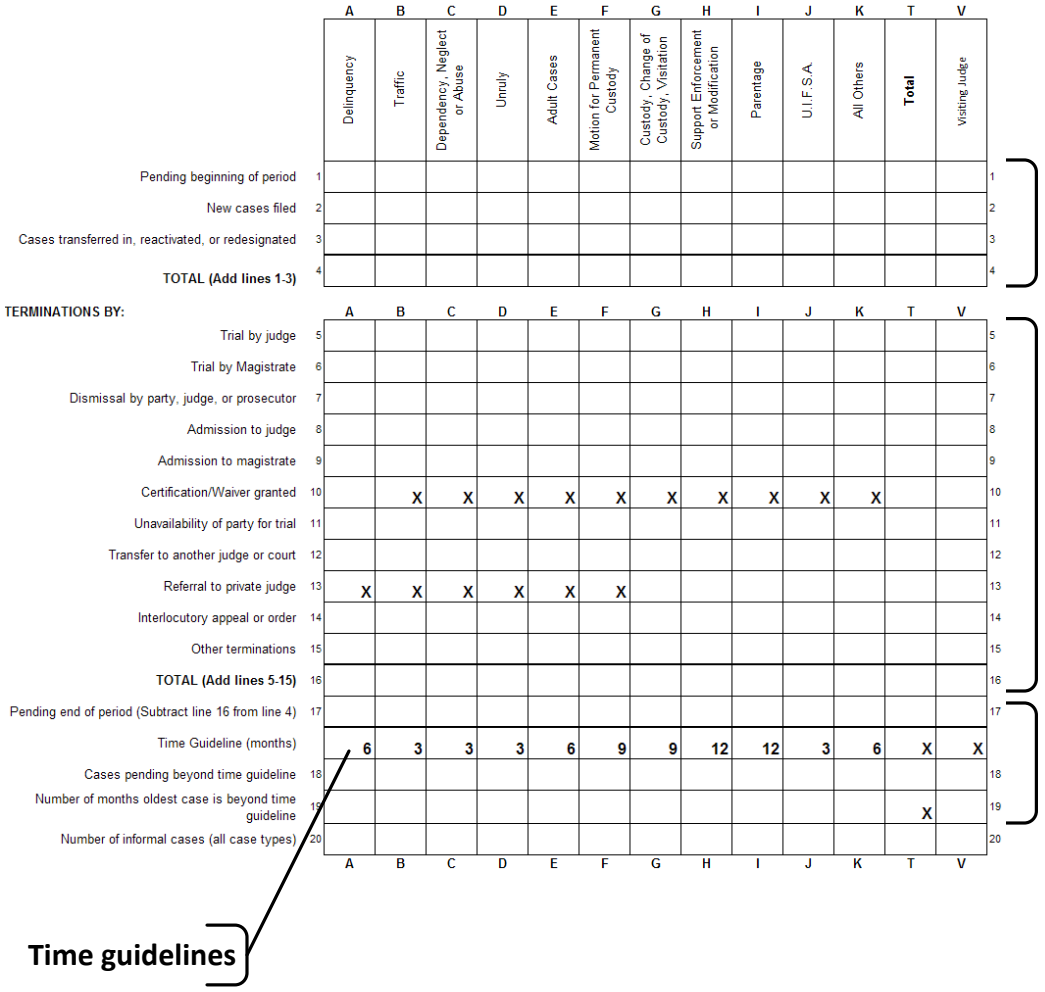
Line 19 is a very useful simple statistic for measuring the *extent* of the overage nature of any given case type. It measures the number of months the s*ingle oldest case* has been pending beyond the applicable time guideline. If no cases are pending beyond time, the number will be zero.

Data quality "gut checks":

- Do the numbers make sense? Does anything look inaccurate?
- Check the pending caseload and the number of overage cases.
- Do the numbers reflecting dispositions by judge and by magistrate look right?
- Eyeball the numbers that underlie your Clearance Rates. Are the number of terminations (Line 16) significantly fewer than the volume of incoming cases (Line 2 + Line 3)? Significantly greater?

Quick Guide to Statistical Reporting Forms

Form D (Common Pleas, Juvenile Division)



		A	B	C	D	E	F	G	H	I	J	K	T	V	
		Delinquency	Traffic	Dependency, Neglect or Abuse	Unruly	Adult Cases	Motion for Permanent Custody	Custody, Change of Custody, Visitation	Support Enforcement or Modification	Parentage	U.I.F.S.A.	All Others	**Total**	Visiting Judge	
Pending beginning of period	1														1
New cases filed	2														2
Cases transferred in, reactivated, or redesignated	3														3
TOTAL (Add lines 1-3)	4														4
TERMINATIONS BY:		A	B	C	D	E	F	G	H	I	J	K	T	V	
Trial by judge	5														5
Trial by Magistrate	6														6
Dismissal by party, judge, or prosecutor	7														7
Admission to judge	8														8
Admission to magistrate	9														9
Certification/Waiver granted	10		X	X	X	X	X	X	X	X	X	X			10
Unavailability of party for trial	11														11
Transfer to another judge or court	12														12
Referral to private judge	13	X	X	X	X	X	X								13
Interlocutory appeal or order	14														14
Other terminations	15														15
TOTAL (Add lines 5-15)	16														16
Pending end of period (Subtract line 16 from line 4)	17														17
Time Guideline (months)		6	3	3	3	6	9	9	12	12	3	6	X	X	
Cases pending beyond time guideline	18														18
Number of months oldest case is beyond time guideline	19												X		19
Number of informal cases (all case types)	20														20
		A	B	C	D	E	F	G	H	I	J	K	T	V	

Time guidelines

Caseloads

- Pending start of month (Line 1)
- Total incoming cases (Line 2 + 3)
- Total "*To Do*" at start of month (Line 4)

Terminations

- By type (Lines 5 through 15)
- Total (Line 16)
- Line 16/Line 2 + 3 = *Clearance Rate*

Status of cases pending at the end of the month

- Pending cases (Line 17)
- Overage cases (Line 18)
- Line 18/Line 17 = *Overage Rate*
- Extent overage (Line 19)

The following **performance measures** can be obtained using Form D:

- **Clearance Rates** – Line 16 (total terminations) divided by Lines 2 + 3 (total incoming cases)
- **Overage Rates** – Line 18 (overage cases) divided by Line 17 (pending end of month)

Line 19 is a very useful simple statistic for measuring the *extent* of the overage nature of any given case type. It measures the number of months the *single oldest case* has been pending beyond the applicable time guideline. If no cases are pending beyond time, the number will be zero.

Data quality "gut checks":

- Do the numbers make sense? Does anything look inaccurate?
- Check the pending caseload and the number of overage cases.
- Do the numbers reflecting dispositions by judge and by magistrate look right?
- Eyeball the numbers that underlie your Clearance Rates. Are the number of terminations (Line 16) significantly fewer than the volume of incoming cases (Line 2 + Line 3)? Significantly greater?

Quick Guide to Statistical Reporting Forms

Form AJ (Municipal Court and County Court)

Statistics reflecting all work on felonies and small claims cases and work on non-contested civil, misdemeanors, and traffic cases.

		A	B	C	D	E	F	G	H	I	T	
		Felonies	Misdemeanors	O.V.I.	Other Traffic	Personal Injury & Property Damage	Contracts	F.E.D.	Other Civil	Small Claims	**Total**	
Pending beginning of period	1											1
New cases filed	2											2
Cases transferred in, reactivated, or redesignated	3											3
TOTAL (Add lines 1-3)	4											4
TERMINATIONS BY:		A	B	C	D	E	F	G	H	I	T	
Trial/Hearing by Judge (include bindover by preliminary hearing, guilty or no contest pleas and defaults)	5											5
Hearing by Magistrate (include guilty or no contest pleas and defaults)	6	X										6
Transfer (include waivers of preliminary hearing and individual judge assignments)	7											7
Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)	8											8
Other Dismissals (include dismissals at preliminary hearing)	9											9
Violations Bureau	10	X		X		X	X	X	X	X		10
Unavailability of party for trial or sentencing	11											11
Bankruptcy stay or interlocutory appeal	12											12
Other Terminations	13											13
TOTAL (Add lines 5-13)	14											14
Pending end of period (Subtract line 14 from line 4)	15											15
Time Guideline (months)		1	6	6	6	24	12	12	12	6	X	
Cases pending beyond time guideline	16											16
Number of months oldest case is beyond time guideline	17										X	17
		A	B	C	D	E	F	G	H	I	T	

Time guidelines

Caseloads

- Pending start of month (Line 1)
- Total incoming cases (Line 2 + 3)
- Total "*To Do*" at start of month (Line 4)

Terminations

- By type (Lines 5 through 13)
- Total (Line 14)
- Line 14/Line 2 + 3 = *Clearance Rate*

Status of cases pending at the end of the month

- Pending cases (Line 15)
- Overage cases (Line 16)
- Line 16/Line 15 = *Overage Rate*
- Extent overage (Line 17)

The following **performance measures** can be obtained using Form AJ:

- **Clearance Rates** – Line 16 (total terminations) divided by Lines 2 + 3 (total incoming cases)
- **Overage Rates** – Line 18 (overage cases) divided by Line 17 (pending end of month)

Line 19 is a very useful simple statistic for measuring the *extent* of the overage nature of any given case type. It measures the number of months the *single oldest case* has been pending beyond the applicable time guideline. If no cases are pending beyond time, the number will be zero.

Another immediately useful statistic is the number of criminal and traffic cases dismissed for lack of speedy trial (Columns A through D, Line 8).

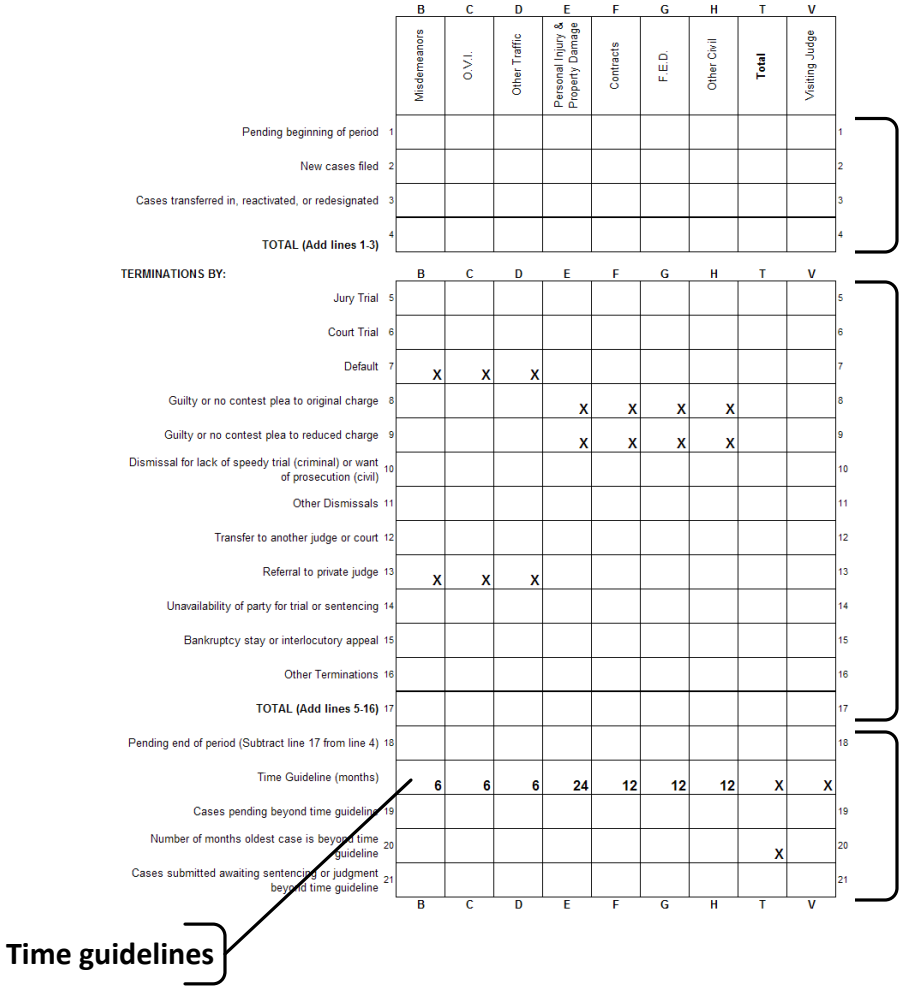
Data quality "gut checks":

- Do the numbers make sense? Does anything look inaccurate?
- Check the pending caseload and the number of overage cases.
- Do the numbers reflecting dispositions by judge and by magistrate look right?
- Eyeball the numbers that underlie your Clearance Rates. Are the number of terminations (Line 14) significantly fewer than the volume of incoming cases (Line 2 + Line 3)? Significantly greater?

Quick Guide to Statistical Reporting Forms

Form IJ (Municipal Court and County Court)

For the court's judges to report statistics regarding their individually-assigned casesloads.



	B	C	D	E	F	G	H	T	V	
	Misdemeanors	O.V.I.	Other Traffic	Personal Injury & Property Damage	Contracts	F.E.D.	Other Civil	**Total**	Visiting Judge	
Pending beginning of period	1									1
New cases filed	2									2
Cases transferred in, reactivated, or redesignated	3									3
TOTAL (Add lines 1-3)	4									4
TERMINATIONS BY:										
Jury Trial	5									5
Court Trial	6									6
Default	7	X	X	X						7
Guilty or no contest plea to original charge	8				X	X	X	X		8
Guilty or no contest plea to reduced charge	9				X	X	X	X		9
Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)	10									10
Other Dismissals	11									11
Transfer to another judge or court	12									12
Referral to private judge	13	X	X	X						13
Unavailability of party for trial or sentencing	14									14
Bankruptcy stay or interlocutory appeal	15									15
Other Terminations	16									16
TOTAL (Add lines 5-16)	17									17
Pending end of period (Subtract line 17 from line 4)	18									18
Time Guideline (months)		6	6	6	24	12	12	12	X	X
Cases pending beyond time guideline	19									19
Number of months oldest case is beyond time guideline	20								X	20
Cases submitted awaiting sentencing or judgment beyond time guideline	21									21
	B	C	D	E	F	G	H	T	V	

Time guidelines

Caseloads

- Pending start of month (Line 1)
- Total incoming cases (Line 2 + 3)
- Total "*To Do*" at start of month (Line 4)

Terminations

- By type (Lines 5 through 16)
- Total (Line 17)
- Line 17/Line 2 + 3 = *Clearance Rate*

Status of cases pending at the end of the month

- Pending cases (Line 18)
- Overage cases (Line 19)
- Line 19/Line 18 = *Overage Rate*
- Extent overage (Line 20)

The following **performance measures** can be obtained using Form IJ:

- **Clearance Rates** – Line 17 (total terminations) divided by Lines 2 + 3 (total incoming cases)
- **Overage Rates** – Line 19 (overage cases) divided by Line 18 (pending end of month)

Line 20 is a very useful simple statistic for measuring the *extent* of the overage nature of any given case type. It measures the number of months the s*ingle oldest case* has been pending beyond the applicable time guideline. If no cases are pending beyond time, the number will be zero.

Another immediately useful statistic is the number of misdemeanor and traffic cases dismissed for lack of speedy trial (Columns B through D, Line 10).

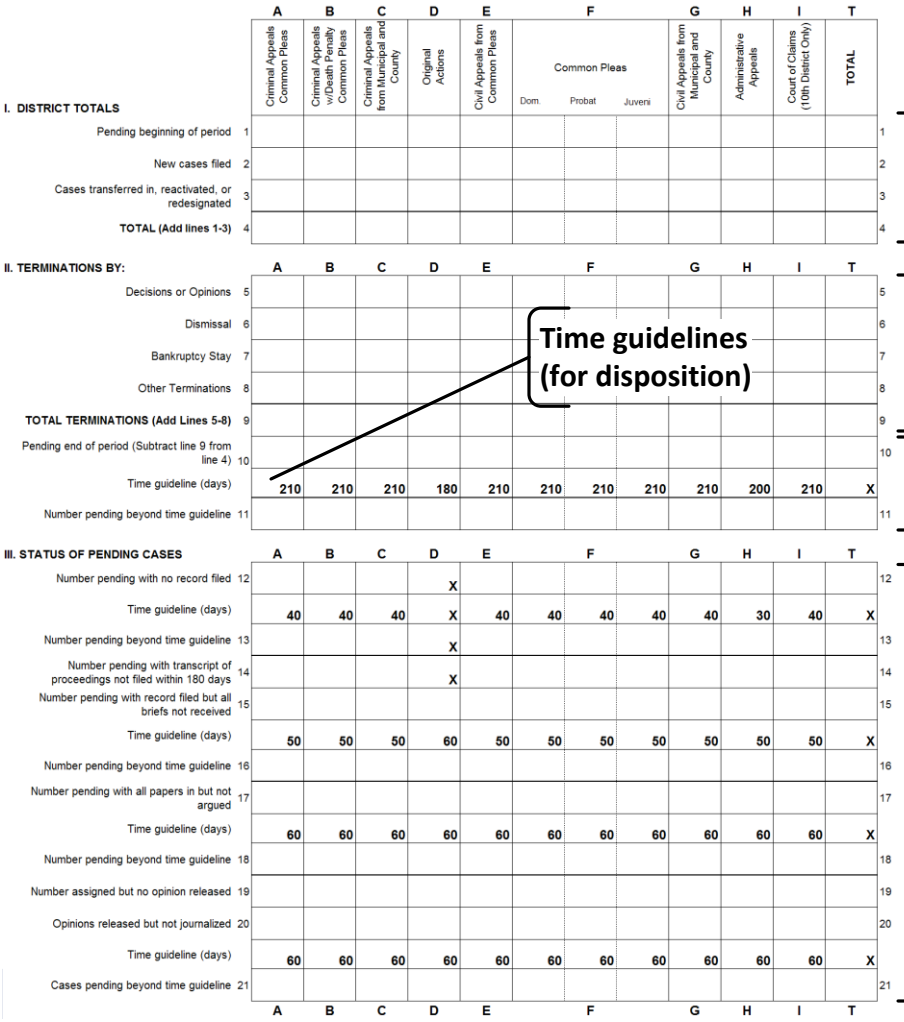
Data quality "gut checks":

- Do the numbers make sense? Does anything look inaccurate?
- Check the pending caseload and the number of overage cases.
- Do the number of reported trials match your recollection for the month?
- Does it appear that criminal pleas were coded correctly?
- Eyeball the numbers that underlie your Clearance Rates. Are the number of terminations (Line 17) significantly fewer than the volume of incoming cases (Line 2 + Line 3)? Significantly greater?

Quick Guide to Statistical Reporting Forms

Form PJ – Presiding Judge (Courts of Appeals)

For the court's presiding judge to report courtwide caseloads and performance measures.



I. DISTRICT TOTALS		A Criminal Appeals Common Pleas	B Criminal Appeals w/Death Penalty Common Pleas	C Criminal Appeals from Municipal and County	D Original Actions	E Civil Appeals from Common Pleas	F Common Pleas: Dom.	F Common Pleas: Probat	F Common Pleas: Juveni	G Civil Appeals from Municipal and County	H Administrative Appeals	I Court of Claims (10th District Only)	T TOTAL	
Pending beginning of period	1													1
New cases filed	2													2
Cases transferred in, reactivated, or redesignated	3													3
TOTAL (Add lines 1-3)	4													4

II. TERMINATIONS BY:		A	B	C	D	E	F			G	H	I	T	
Decisions or Opinions	5													5
Dismissal	6													6
Bankruptcy Stay	7													7
Other Terminations	8													8
TOTAL TERMINATIONS (Add Lines 5-8)	9													9
Pending end of period (Subtract line 9 from line 4)	10													10
Time guideline (days)		210	210	210	180	210	210	210	210	210	200	210	X	
Number pending beyond time guideline	11													11

Time guidelines (for disposition)

III. STATUS OF PENDING CASES		A	B	C	D	E	F			G	H	I	T	
Number pending with no record filed	12				X									12
Time guideline (days)		40	40	40	X	40	40	40	40	40	30	40	X	
Number pending beyond time guideline	13				X									13
Number pending with transcript of proceedings not filed within 180 days	14				X									14
Number pending with record filed but all briefs not received	15													15
Time guideline (days)		50	50	50	60	50	50	50	50	50	50	50	X	
Number pending beyond time guideline	16													16
Number pending with all papers in but not argued	17													17
Time guideline (days)		60	60	60	60	60	60	60	60	60	60	60	X	
Number pending beyond time guideline	18													18
Number assigned but no opinion released	19													19
Opinions released but not journalized	20													20
Time guideline (days)		60	60	60	60	60	60	60	60	60	60	60	X	
Cases pending beyond time guideline	21													21

<u>Caseloads</u>

- Pending start of quarter (Line 1)
- Total incoming cases (Line 2 + 3)
- Total "*To Do*" at start of quarter (Line 4)

<u>Terminations</u>

- By type (Lines 5 through 8)
- Total (Line 9)
- Line 9/Line 2 + 3 = *Clearance Rate*

<u>Overall status of cases pending at the end of the quarter</u>

- Pending cases (Line 10)
- Overage cases (Line 11)
- Line 11/Line 10 = *Overage Rate*

<u>Detailed status of cases pending at the end of the quarter (by stage)</u>

The following **performance measures** can be obtained using Form PJ:

- **Clearance Rates** – Line 9 (total terminations) divided by Lines 2 + 3 (total incoming cases)
- **Overage Rates** – Line 11 (overage cases) divided by Line 10 (pending end of month) (This would reflect the court's overall overage rates. Case management stage-related overage rates can be calculated within the detailed status section).

Particularly important for timely disposition is the routine monitoring of the time spent awaiting the lower court's record and transcript. Lines 12 and 13 (and the related 40-day stage time guideline) as well as Line 14 provide measures of potential delay in this area.

Line 19 reflects the number of opinions which have been assigned for writing but have not yet been released.

Data quality "gut checks":

- Do the numbers make sense? Does anything look inaccurate?
- Check the pending caseload and the overall number of overage cases (Line 11).
- Eyeball the numbers that underlie your Clearance Rates. Are the number of terminations (Line 9) significantly fewer than the volume of incoming cases (Line 2 + Line 3)? Significantly greater?

Quick Guide to Statistical Reporting Forms

Form IJ - Appellate Judge (Court of Appeals)

For each of the court's judges to report the status of their individually-assigned workload.

I. CASES PENDING, END OF PERIOD - Cases Assigned For Opinion And No Opinion Released (one case per line)

	A	B	C	D	E	F	G	H	I			
	Criminal Appeals Common Pleas	Criminal Appeals w/Death Penalty Common Pleas	Criminal Appeals from Municipal and County	Original Actions	Civil Appeals from Common Pleas	Common Pleas (DR, Juv, Prob)	Civil Appeals Municipal and County	Administrative Appeals	Court of Claims (10th District only)	Date Filed	Date Assigned	Number of Days Since Assignment
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
Total												
	A	B	C	D	E	F	G	H	I			

Status, at the close of the quarter, of *each case* assigned to the reporting judge

II. CASES TERMINATED DURING PERIOD

	A	B	C	D	E	F	G	H	I
	Criminal Appeals Common Pleas	Criminal Appeals w/Death Penalty Common Pleas	Criminal Appeals from Municipal and County	Original Actions	Civil Appeals from Common Pleas	Common Pleas (DR, Juv, Prob)	Civil Appeals Municipal and County	Administrative Appeals	Court of Claims (10th District only)
Terminated by:									
Decision or Opinion									
Other Termination									

Dispositions each quarter attributable to the reporting judge

This form is different from other reporting forms in that rather than showing summary statistics, the form details the status of each case assigned to the reporting judge.

Note that case numbers are not reported. Instead, data concerning pertinent caseflow management-related details on each case are reported: the date the appeal was filed, the date the case was assigned to the reporting judge, and the number of days elapsed between the date of the assignment and the last day of the report quarter.

The main grid of data is to be sorted from highest-to-lowest using the far-right column (the *Number of Days Since Assignment*).

Some judges include notations (in the form of asterisks next to the far-right column data) indicating which opinions have been drafted by the reporting judge but are circulating among their colleagues.

Data quality "gut checks":

- Do the numbers make sense? Does anything look inaccurate?
- Are cases showing as being pending for exceptional lengths of time? What are the causes of the delays? What can be done to reduce unnecessary delay?