

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 caseloads.

	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									
New cases filed									
Cases transferred in, reactivated, or redesignated									
TOTAL (Add lines 1-3)									
TERMINATIONS BY:									
Jury Trial									
Court Trial									
Default	X	X	X						
Guilty or no contest plea to original charge				X	X	X	X		
Guilty or no contest plea to reduced charge				X	X	X	X		
Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)									
Other Dismissals									
Transfer to another judge or court									
Referral to private judge	X	X	X						
Unavailability of party for trial or sentencing									
Bankruptcy stay or interlocutory appeal									
Other Terminations									
TOTAL (Add lines 5-16)									
Pending end of period (Subtract line 17 from line 4)									
Time Guideline (months)	6	6	6	24	12	12	12	X	X
Cases pending beyond time guideline									
Number of months oldest case is beyond time guideline								X	
Cases submitted awaiting sentencing or judgment beyond time guideline									

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)

Time guidelines

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 *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 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?