

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.

	A	B	C	D	E	F			G	H	I	T
	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			Civil Appeals from Municipal and County	Administrative Appeals	Court of Claims (10th District Only)	TOTAL
						Dom.	Probate	Juvenis				
I. DISTRICT TOTALS												
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:												
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	210	210	210	180	210	210	210	210	200	210	X
Time guideline (days)		210	210	210	180	210	210	210	210	200	210	X
Number pending beyond time guideline	11											
III. STATUS OF PENDING CASES												
Number pending with no record filed	12				X							12
Time guideline (days)		40	40	40	X	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)		60	60	60	60	60	60	60	60	60	60	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	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	X
Cases pending beyond time guideline	21											21

Caseloads

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

Terminations

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

Overall status of cases pending at the end of the quarter

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

Detailed status of cases pending at the end of the quarter (by stage)

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?