

OFFICE OF COURT SERVICES, CASE MANAGEMENT SECTION
INSTRUCTIONS FOR THE PREPARATION OF STATISTICAL REPORT FORMS
COURT OF COMMON PLEAS – JUVENILE DIVISION – FORM D

I. MATHEMATICAL ACCURACY AND CONSISTENCY

1. Month to Month Consistency. The number of cases reported as pending at the end of any reporting period must equal the number of cases reported as pending at the beginning of the next reporting period.

2. Correction of Reporting Errors. Errors may be corrected using the eStats process but only for the most recently-submitted report. To submit an amendment to a previously-submitted report, email the completed Excel template to the Case Management Section at casemgmt@sc.ohio.gov.

Where an error cannot be traced to a specific report period, adjustments shall be made on the current report form.

II. CALCULATION OF TIME

Each judge of the court of common pleas responsible for the disposition of cases in the juvenile division is required to complete Form D. Form D shall be completed monthly and submitted via eStats to the Case Management Section. The form must be received by the fifteenth day of the next month.

For purposes of calculating the time a case has been pending use the chart below. Refer to Form D for each case type's time standard. The time standard is located on Form D above Line 18. If a case is placed on inactive status (using Line 11, Unavailability of Party or Line 14, Interlocutory Appeal) the time will stop until the tolling event is concluded. Upon the conclusion of the tolling event, the case is reactivated on Line 3 and time resumes again.

To compute the length of time a case which has been redesignated has been pending, the starting date should be the date on which the still-pending motion was originally filed (See: Case Type Categories – Definitions, below for instances where cases may be redesignated).

Form D Case Type	Time Starts	Time Ends*
Dependency, Neglect, Abuse, Motion for Permanent Custody, Custody, Change of Custody, Visitation, Support Enforcement or Modification, Parentage, UIFSA, All Others	Upon the filing of the complaint or other initial pleading	Upon the journalization of the disposition or judgment entry or transfer to another court or referral to private judge
Delinquency, Traffic, Unruly, and Adult Cases	Upon arraignment or waiver of arraignment	Upon the journalization of, disposition, sentencing entry or transfer to

* When is a case is closed following a magistrate's decisions, the case must not be reported as terminated until the 14-day objection period has elapsed. Even if parties have waived their right to object, the 14-day period is required for statistical reporting. See citations [Civ.R. 53\(D\)\(4\)](#), [Crim.R. 19\(D\)\(4\)](#), and [Juv.R. 40 \(D\)\(3\)](#).

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III. EXPLANATIONS AND DEFINITIONS

A. Case Type Categories – Definitions

When a civil case may be reported in more than one category, it shall be reported only in the category that represents the principal issue in controversy. When a complaint is drafted in the alternative, the case may be entered only once. Court personnel will be required to use their best judgment as to categorization. Since it is not always possible to determine the principal issue, there will be instances in which decisions will have to be made when deciding the proper column for reporting a particular case. This decision should be made based upon information from the attorney or party filing the complaint along with the experience of the court personnel in dealing with similar facts.

If subsequent pleadings or case activity indicate that an incorrect classification initially was made, the case should be terminated on Line 15, Other Terminations, and redesignated on Line 3 in the proper column.

1. Delinquency – Column A. (Time Standard: 180 days/6 months) This category is used to report cases concerning a delinquent child, as defined by [R.C. 2152.02\(E\)](#). For further clarification, see [Sup.R. 2 and 37](#). Contempt motions filed in delinquency cases (against the parent) for violating an order of probation, probation violations filed against a juvenile offender, and other post-dispositional actions do not constitute a new delinquency case nor cause the reopening of the original delinquency case.

a. Delinquency and Unruly Charges. If a juvenile is alleged to be both a delinquent and unruly child, and such allegations arise out of the same act, transaction, or series of acts or transactions, both the delinquency and unruly charges shall be grouped together as a single “case” and classified under the Delinquency case type.

b. Delinquency, Unruly, and Traffic Charges. If a juvenile is charged with any combination of delinquency, unruly, and traffic offenses, and such allegations arise out of the same act, transaction, or series of acts or transactions, the traffic offenses shall constitute a single “case” and be classified under the Traffic case type category, and the remaining offenses shall be classified using the framework described above.

2. Traffic – Column B. (Time Standard: 90 days/3 months) This category is used to report cases concerning a juvenile traffic offender, as defined by [R.C. 2152.02\(N\)](#).

a. Delinquency, Unruly, and Traffic Charges. If a juvenile is charged with any combination of delinquency, unruly, and traffic offenses, and such allegations arise out of the same act, transaction, or series of acts or transactions, the traffic offenses shall constitute a single “case” and be classi-

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fied under the Traffic case type category, and the remaining offenses shall be classified using the framework described above.

3. Dependency, Neglect, or Abuse – Column C. (Time Standard: 90 days/3 months plus 45 days for good cause shown) This category is used to report cases concerning a neglected child, as defined by [R.C. 2151.03](#), a dependent child, as defined by [R.C. 2151.04](#), and an abused child, as defined by [R.C. 2151.031](#).

Unit of Count. As a best practice, concerning Dependency, Neglect, or Abuse complaints, and motions for Permanent Custody, the court should assign one child per case. If there are multiple children in one family, then multiple case numbers should be assigned. For example, if an older sibling is in the custody of children services and a younger sibling is returned home, then it is a best practice to have two different case numbers to track the divergent dispositions.

a. Motions filed for Permanent Custody. If a motion seeking the termination of parental rights is filed after a case was originally classified as under Column C, Dependency, Neglect, or Abuse, the case shall be redesignated under the Motion for Permanent Custody case type following the termination of the underlying Dependency, Neglect, or Abuse case.

b. Post-Dispositional Motions. As a best practice, motions filed after the disposition of the underlying Dependency, Neglect, or Abuse case, including motions for permanent custody or a motion for custody filed by kin and foster parents, should be reopened and redesignated under the applicable case category and retain the original case number.

Post-dispositional motions filed by a Children’s Services Board (i.e., post-dispositional activity such as a Semi-Annual Review, case plan reviews, or other periodic review of the case) will not reopen the case nor be reported on the statistical report.

c. Dismissed and Refiled Dependency, Neglect, or Abuse Cases. As a best practice, concerning dismissed and refiled Dependency, Neglect, or Abuse cases, the case should be reopened on Line 3 and the starting date should be the date the first case was originally filed.

Note: R. C. 2151.35(B)(1) Procedure for hearings in juvenile court. Permits a dispositional hearing to be continued for a reasonable time beyond 90 days, up to 45 days, for good cause shown. Rarely should a court have cases of this type dismissed and refiled.

d. Bridges Program. For Supreme Court reporting purposes, entry into the Bridges program for emancipated foster youth does not constitute a new Dependency, Neglect, or Abuse case nor cause the reopening of the original Dependency, Neglect, or Abuse or permanent custody case. Although these cases do not need to be reported on Statistical Report Form D, these cases should be monitored through the court’s case management system to ensure administrative timelines are met.

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4. Unruly (and Tobacco Law Offender Cases) – Column D. (Time Standard: 90 days/3 months) This category is used to report cases concerning an unruly child, as defined by [R.C. 2151.022](#).

a. Delinquency and Unruly Charges. If a juvenile is alleged to be both a delinquent and unruly child, and such allegations arise out of the same act, transaction, or series of acts or transactions, both the delinquency and unruly charges shall be grouped together as a single “case” and classified under the Delinquency case type.

b. Delinquency, Unruly, and Traffic Charges. If a juvenile is charged with any combination of delinquency, unruly, and traffic offenses, and such allegations arise out of the same act, transaction, or series of acts or transactions, the traffic offenses shall constitute a single “case” and be classified under the Traffic case type category, and the remaining offenses shall be classified using the framework described above.

5. Adult Cases – Column E. (Time Standard: 180 days/6 months) This category is used to report cases in which an adult is the defendant in a case brought pursuant to [R.C. 2151](#), Juvenile Court, [R.C. 2919](#), Offenses Against the Family, and [R.C. 3321](#), School Attendance. When a show cause motion for contempt is filed after the case has been closed for reporting purposes, the case is reopened under the existing case number in this category on Line 3.

6. Motion for Permanent Custody – Column F. (Time Standard: 200 days/6.7 months) This category is used to report cases in which a complaint or motion for permanent custody has been filed pursuant to [R.C. 2151.413](#) and [R.C. 2151.414](#). Permanent custody denotes the termination of all parental rights in the parent-child relationship. This category is used when custody is contested or voluntarily surrendered.

7. Custody, Change of Custody, Visitation – Column G. (Time Standard: 270 days/9 months) This category is used to report cases in which a motion for change of custody, other than permanent custody as defined above for Column F, is filed. An application for a **writ of habeas corpus** involving the custody of a child also should be reported in this category. This category includes **Private Custody** cases involving non-married parents who initiate a shared parenting or visitation agreement in the juvenile court.

When a **show cause motion for contempt** is filed by a party after the case has been closed for reporting purposes, the case is reopened under the existing case number in this column on Line 3.

Reporting Period. The starting date for calculating the age of this case begins on the filing date of the contempt motion. The case shall be closed for reporting purposes upon the finding of contempt or dismissal of the motion. Although a party may be provided an opportunity to purge the contempt, the case does not remain open on the Supreme Court Report during this time.

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8. Support Enforcement/Modification – Column H. (Time Standard: 365 days/1 year) This category is used to report the filing of motions for support, modification of support, objections to support orders, and enforcement of support involving action by the court pursuant to [R.C. 3125.58](#).

CSEA Filings. Support matters handled entirely by outside agencies (i.e., Administrative Orders and other non-contested orders submitted solely for a judge’s signature) shall not be reported in this category or anywhere else on this report form.

9. Parentage – Column I. (Time Standard: 365 days/1 year) This category is used to report cases in which an action to establish parentage has been filed. Once paternity is established, the case shall be terminated on the appropriate line. If custody, support, or visitation matters remain pending, the case shall be redesignated on Line 3 in the applicable category. To calculate the length of time the redesignated case has been pending, the starting date should be the date on which the custody, support, or visitation motion was originally filed.

10. UIFSA – Column J. (Time Standard: 90 days/3 months) This category is used to report the Registration of a Foreign Support Order filed pursuant to [R.C. 3115](#), in those courts where UIFSA (Uniform Interstate Family Support Act) matters are docketed in the Juvenile Division. Do not use this column if UIFSA actions are docketed in the Domestic Relations Division.

Include cases initiated in Ohio and cases in which Ohio is the responding state. Cases initiated in Ohio shall be reported as terminated when an acknowledgement of receipt from the receiving state is filed with the court or after a reasonable amount of time has passed to allow for acknowledgment. Cases in which Ohio is the responding state shall be reported as terminated once residency is verified.

UIFSA cases shall be terminated on Line 15, Other Terminations, unless another termination line applies.

Cases filed pursuant to R.C. 3115, in which a petition to establish paternity has been filed shall only be reported in Column I, Parentage. Cases filed pursuant to R.C. 3115, in which a petition to establish support has been filed shall only be filed in Column H, Support Enforcement or Modification.

11. All Others – Column K. (Time Standard: 180 days/6 months) This category is used to report all other cases that are not appropriately reported in the specific categories for Columns A through J. This category is used for reporting:

- (1) juvenile protection orders,
- (2) petitions under [R.C. 2919.121](#) (abortion bypass),
- (3) applications for consent to marry, and
- (4) [grandparent power of attorney, R.C. 3109.52](#)/caretaker authoriza-

Helpful Tip:

Show Cause Motion for Contempt

When a **show cause motion for contempt** is filed by a party after the case has been closed for reporting purposes, the case is reopened under the existing case number in this category on line 3. The starting date for calculating the length of time the case has been pending is the date the contempt motion was filed. The case shall be closed for reporting purposes upon the finding of contempt or dismissal of the motion. Although a party may be provided an opportunity to purge the contempt, the case does not remain open on the Supreme Court Report during this time.

For more information about reopening and redesignating cases, see page 9.

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tions, [R.C. 3109.65](#) cases may also be reported in this category, and shall be terminated under line 15, Other Terminations.

Probation violations, motions for contempt, and filings for expungement or sealing shall not be reported as a new filing nor in this category.

12. Total – Column T. This category shows the sum of cases in Columns A through K that are on any horizontal line of the form. An entry should appear on each line of this column except line 19, Number of Months Oldest Case is Beyond Time Guideline. If no activity is reported in any column on a line, a zero should appear in the Total column for that line.

13. Visiting Judge – Column V. This category is used to report the activity of retired assigned judges, or judges assigned from another division of the court, or from another court, who have presided during the reporting period over cases originally assigned to the reporting judge.

a. Visiting Judges Assigned by Chief Justice (Recusal): Where the originally-assigned judge has recused from a case and the Chief Justice has assigned a visiting judge to preside over it, the case shall be terminated on Line 12, Transfer to Another Judge or Court, and redesignated on Line 3 in Column V. The case is disposed of in Column V, only. To calculate the length of time the redesignated case has been pending, the starting date should be the date the case was originally filed or the juvenile offender was arraigned.

b. Visiting Judge Assisting: When a judge, other than the originally-assigned judge has assisted in cases on the docket of the originally-assigned judge, those cases in which the visiting judge assisted shall be reported on the originally-assigned judge's statistical report both in the appropriate Columns A – K and in Column V. This is sometimes referred to as a "blanket" assignment. An example where cases would be reported in this manner is when a judge is on vacation and a visiting judge has been assigned for a period of time or where a court uses a visiting judge to assist with an overburdened docket.

The statistical report filed with the Case Management Section would thus include all of the activity of the originally-assigned judge, as well as all activity performed by the visiting judges who assisted the originally-assigned judge during the reporting period. In these situations, no related entries may appear in Column V for Lines 1 through 4 and 17 through 20, because the cases were never assigned to the visiting judges. Therefore, the visiting judge's only reportable statistics would be counts of cases terminated by them during the time they provided assistance with management of the originally-assigned judge's docket.

B. Report Lines – Definitions

Each line on Form D is marked with a numeric designator. These numbers, when used with the vertical column letters, may be used to identify any entry.

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The following definitions describe the types of case activity that should be reported on each line.

For reporting purposes, cases are considered terminated when a judgment entry is filed with the clerk for journalization.

1. Pending Beginning of Period – Line 1. All cases pending at the beginning of the reporting period must be reported in the appropriate column on this line. Line 1 must be the same as Line 17, Pending End of Period, of the Form D filed for the preceding month.

2. New Cases Filed – Line 2. All new cases filed and assigned to the reporting judge during the month must be reported in the appropriate column on this line.

3. Cases Transferred In, Reactivated, or Redesignated – Line 3.

a. Transferred in: A case previously assigned to another judge and transferred to the reporting judge is reported in the appropriate column on Line 3. For example, Line 3 is used when the reporting judge receives a case because of the recusal or disqualification of the originally-assigned judge. To calculate the length of time the transferred case has been pending see below:

i. Transfers in from Another Court: If a case is transferred in from another court, the calculation of time begins upon that transfer in the same manner as an ordinary new filing in the transferee court, per [Juv.R. 11](#)

ii. Transfers in from Another Judge of the Court: If a case is transferred from one judge to another within the same court or division of the court – regardless of whether or not the two judges are within separate divisions of the court – the transfer does not impact the continued aging of that case. The starting date for the calculation of time is the date the case was originally filed or the juvenile offender was arraigned.

b. Reactivated: All cases previously terminated other than on the merits of the case (i.e., place on inactive reporting status) are reported in the appropriate column on Line 3 during any month in which they are reactivated for further proceedings. See below for special instructions concerning the calculation of case age.

i. Reactivation (following remand): If a case previously disposed is reactivated because the Supreme Court or a court of appeals has remanded the case back to the trial court for further proceedings, the calculation of time following that remand starts over as if the case was a new filing in that court.

ii. Previous Unavailability of Party: A case previously terminated on Line 11, Unavailability of Party, is reactivated when the person subsequently becomes available. The indicated time period for termination

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is suspended for the period of time in which the person is unavailable for a hearing.

iii. Interlocutory Appeal or Order: A case previously placed on inactive reporting status on Line 14 after the filing of an interlocutory appeal or order is reactivated on Line 3 when the case is remanded. The indicated time period for termination is suspended for the period of time in which the appeal is pending.

c. Reopened Cases (Custody and Support Matters): If a previously disposed Custody or Support case is reopened following the filing of post-disposition motion to enforce or modify any element of the original decision, the case is reopened under the case type related to the post-dispositional motion and the starting date for calculating the length of time the case has been pending should be the date the post-disposition motion was filed.

d. Reopened Cases (Dependency, Neglect, or Abuse): If a previously filed and dismissed Dependency, Neglect, or Abuse case is refiled, the case should be reopened on Line 3 and the starting date for calculating the length of time the case has been pending should be the date the first case was originally filed.

e. Redesignated:

i. Wrong Case Type Initially Identified: A case may initially be reported in a particular column and it later may become apparent that the case should be classified in a different category. In that event, the case should be reported as terminated on Line 15, Other Terminations, and reported as a redesignated case in the appropriate column on Line 3. To calculate the length of time the redesignated case has been pending, the starting date should be the date the case was originally filed or the juvenile offender was arraigned.

For example, a case may erroneously be filed in Column A as a Delinquency case. Subsequently, it may become apparent that the case should have been filed in Column B, Traffic. In that situation, the case would be reported as terminated on Line 15, Other Terminations, in Column A, and entered as a redesignated case in Column B on Line 3.

ii. Multiple Motions Filed: Where multiple motions are filed, the case shall be terminated on the appropriate line when the first-filed motion is resolved (e.g. Line 8, Trial by Magistrate) and redesignated on Line 3 in the column applicable to the next-filed, still-pending motion. To calculate the length of time the redesignated case has been pending, the starting date should be the date on which the still-pending motion was originally filed.

Where a motion is filed in a case already being reported in a given column, the motion will not be reported separately. If upon termination of the case in a given column, a motion remains pending, then the case should be redesignated on Line 3 in the appropriate column.

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iii. Subsequent Motions Filed: Where a motion is filed on a terminated case, causing the case to be reopened, the court may also redesignate the case type to accurately reflect the type of motion filed.

For example, when a parentage case is closed with a finding of paternity (Column I) and a subsequent motion for a change of visitation is filed (Column G) would cause the case to be reopened and redesignated as Custody, Change of Custody, Visitation (Column G) case.

4. Total – Line 4. The sum of Lines 1, 2, and 3 in each column should be reported on Line 4. When added horizontally, the sum of the entries on Line 4 in Columns A through K must equal the sum of Lines 1, 2, and 3 in Column T.

5. Trial by Judge – Line 5. This line is used to report cases that are terminated as a result of a trial by a judge. A case is considered terminated by a judge if judgment is rendered after the first witness is sworn or in which contested evidence is presented and the judge hears and determines the case.

Cases that are dismissed pursuant to [Juv.R. 29\(F\)\(1\)](#) (not proven) or [Juv.R. 29\(F\)\(2\)\(d\)](#) (best interest) are reported on this line.

6. Trial by Magistrate – Line 6. This line is used to report cases that are terminated as a result of trial by a magistrate. A case is considered terminated by a magistrate if judgment is rendered after the first witness is sworn or in which contested evidence is presented and a magistrate hears the case and submits a decision for review by the judge.

If, after review, the judge ultimately hears additional contested evidence and decides the case, it should be reported on Line 5, Trial by Judge.

Although [Civ.R. 53](#) permits a judge to immediately adopt a magistrate's decision, the case shall not be reported as disposed until either the 14-day objection period has elapsed or the parties have waived their right to object. If an objection is timely filed, the case remains open until a final judgment entry is journalized.

Juv.R. 29 Dismissals. Cases that are dismissed pursuant to [Juv.R. 29\(F\)\(1\)](#) (not proven) or [Juv.R. 29\(F\)\(2\)\(d\)](#) (best interest) are reported on this line.

7. Dismissal by Party, Judge or Prosecutor – Line 7. This line is used to report cases that are terminated by the judge, prosecutor, or the party bringing the complaint.

8. Admission to Judge – Line 8. This line is used to report cases that were terminated as a result of an admission or plea to a judge. This includes agreements by parties or stipulations to facts that terminate the case.

A Delinquency or Traffic case in which the accused admits by waiver of their right to appear and contest the alleged offense or by way of stipulation may be properly reported on this line. For example, waiver of admission in a traffic case is reported here.

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9. Admission to Magistrate – Line 9. This line is used to report cases that were terminated as a result of an admission to a magistrate. This includes agreements by parties or stipulations to facts that terminate the case.

A Delinquency or Traffic case in which the accused admits by waiver their right to appear and contest the alleged offense_ may be properly reported on this line. For example, waiver of admission in a traffic case.

10. Certification/Waiver Granted – Line 10. This line is used exclusively in Column A, Delinquency, to report cases transferred for criminal prosecution to the appropriate court having jurisdiction of the offense in accordance with [R.C. 2152.12](#), Transfer of Cases. These cases are commonly referred to as “bindovers” and will include discretionary as well as mandatory bindovers.

This line is not used to report those cases in which a motion to transfer has been denied. Cases in which a motion to transfer is denied should be disposed of in due courts using one of the applicable termination lines on Form D.

11. Unavailability of Party – Line 11.

This line is used to report cases that are terminated for reporting purposes because of the unavailability of a party for a hearing. [Courts must still comply with statutory time requirements, such as R.C. 2151.35\(B\).](#)

For example, a party may be unavailable because of mental status, incarceration on other charges, or flight from prosecution or custody. The failure of the party to appear at the time the case is set for trial or hearing does not, in itself, warrant termination by reason of unavailability. A case should be placed on inactive status on Line 11 only when the judge, in the exercise of discretion, determines that there is little likelihood that a party will be available for a hearing within a reasonable period of time.

The case is reactivated on Line 3 when the court receives notice that the party is available to appear. The indicated time period for termination is suspended for the time the party is unavailable.

Further examples of situations or conditions permitting the placement of a case on inactive status on Line 11 include the following:

a. Capias or Warrant Issued: Cases in which a capias or warrant has been issued for failure to appear. This includes license forfeitures and suspensions.

b. Juvenile Rule 29 (Hold Open): Cases in which the court postpones adjudication or disposition pursuant to [Juv.R. 29\(F\)\(2\)\(b\) and \(c\)](#) may be placed on inactive status using Line 11 for no more than six months. Upon the conclusion of the six-month period, the case shall be reactivated on Line 3 and time calculation resumes.

c. Cases Transferred to Certified Specialized Docket: Cases which have been transferred to a certified specialized docket may be terminated for

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reporting purposes on Line 11, Unavailability of Party, during the completion of the specialized docket program if the person has not been sentenced. Upon the completion or termination of such program, the case is reactivated on Line 3 and time calculation resumes until the final disposition is reported.

To calculate the length of time a case has been pending where a juvenile offender enters a specialized docket program, the starting date should be the date the juvenile offender or parent was arraigned, less the time the case was placed on inactive status for completion of such program.

d. Cases Referred to Diversion: Formal cases in which the juvenile offender enters a diversion program (i.e., Carteens , shoplifting course) or where a juvenile is eligible for diversion under the Safe Harbor Act pursuant to [R.C. 2152.021 \(F\)](#), Complaint of Delinquency or Juvenile Traffic Offender, may be reported on Line 11, Unavailability of Party, while diversion is taking place. Upon the completion or termination of such program, the case is reactivated on Line 3 and time calculation resumes until the final disposition is reported.

To calculate the length of time a case has been pending where a juvenile offender enters a diversion program, the starting date is the date the juvenile offender was arraigned, less the time the case was placed on inactive status for completion of such program.

Adults ordered to diversion under [R.C. 2935.36\(B\)](#) may also be on Line 11, Unavailability of Party, while diversion is taking place.

e. Cases Pending Restoration to Competency: Cases in which a juvenile offender is found not competent but likely to attain competency pursuant to [R.C. 2152.59](#) may be placed on inactive status on Line 11, Unavailability of Party, upon the order for restoration. Cases are reactivated on Line 3 upon the court's receipt of the determination the juvenile offender has attained competency or has failed to attain competency and time calculation resumes. Typically restoration programs take 6-12 months to complete; the court should regularly review the list of cases placed on Line 11, Unavailability of Party to ensure accurate reporting.

f. Military Service: Cases in which a person has been called to active military service in the uniformed services, as defined in [R.C. 3119.77](#), may be placed on inactive status during the time of active duty. Cases are reactivated upon the court's receipt of notice of the conclusion of active service.

g. Cases Referred to Dispute Resolution: Cases in which the parties are court ordered to engage in a dispute resolution process or upon notice that the parties are voluntarily mediating their dispute pursuant to the [Uniform Mediation Act](#) and [Sup.R. 16](#) may be placed on inactive status on Line 11, Unavailability of Party. Time may toll for dispute resolution processes, no more than 180 days.

Helpful Tip:
Pre-Filing Diversion

Report instances of pre-filing activities on Line 20, Information Cases.

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The following cases are permitted to toll time for purposes of calculating the time standard when engaged in the dispute resolution process: Custody, Change of Custody, Visitation (Column G), Support Enforcement or Modification (Column H), and Parentage (Column I). Cases are to be reactivated immediately upon the court receiving notice of the conclusion of the dispute resolution process and time calculation resumes.

h. Outcome of Current Case Dependent on Another Case: Cases that cannot be resolved due to a related pending case or cases may be placed on inactive status on Line 14, Unavailability of Party. The inactivated case must be directly affected by the other pending case(s). Upon the conclusion of the tolling event, the case is reactivated on Line 3 and time calculation resumes.

Examples:

Co-Defendants. A case may be placed on inactive status when a co-defendant has agreed to testify in a pending trial of another case. Upon the conclusion of the tolling event, the case is reactivated on Line 3 and time calculation resumes.

Multiple Cases. Where a defendant has both a criminal and civil case arising out of the same incident and both are pending in a trial court, the court may place the civil case on inactive status until the criminal case is resolved. Upon the conclusion of the tolling event, the case is reactivated on Line 3 and time calculation resumes.

Note: Cases shall not be placed on inactive status pending the outcome of an unrelated case in a court of appeals.

Failure of Services. The placement of a case on inactive status on Line 11 is *not* permitted in cases where service has failed. See [Sup.R. 40\(A\)\(1\)](#) and [Civ.R.4\(E\)](#).

12. Transfer to Another Judge or Court – Line 12. This line is used to report cases transferred from the originally-assigned judge to another judge in the same or another court or to a judge in another division of the court or to a visiting.

a. Visiting Judge Assigned by Chief Justice: Where a judge, other than the originally-assigned judge has been assigned by the Chief Justice to preside over an individual case, the case shall be terminated on Line 12, Transfer to Another Judge or Court, and redesignated on Line 3 in Column V. The case is disposed of in Column V only. For example, a case where all the judges of a particular court have recused and a request has been made to the Chief Justice for a visiting judge would be reported in this manner.

To calculate the length of time the redesignated case has been pending, the starting date is the date the case was originally filed or the juvenile offender was arraigned.

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b. Internal Transfer: Where a case is reassigned to another judge of the court, the case shall be terminated on Line 12, Transfer to Another Judge or Court, on the originally-assigned judge's statistical report. The case is then redesignated on Line 3 in the appropriate column on the newly assigned judge's statistical report.

To calculate the length of time the newly assigned case has been pending, the starting date is the date the case was originally filed or the juvenile offender was arraigned.

13. Referral to Private Judge – Line 13. This line is used to report cases transferred from the reporting judge to a private judge in accordance with the provisions of [R.C. 2701.10](#) and [Gov.Jud.R. VI](#). Cases transferred to a visiting judge are not reported on Line 13.

14. Interlocutory Appeal – Line 14. This line is used to report cases that have been appealed prior to final disposition. If the case is remanded, the case is reactivated on Line 3. The indicated time period for termination is suspended during the period of time in which the stay is effective.

15. Other Terminations – Line 15. This line is used to report cases terminated in any manner not specifically required to be reported on Lines 5 through 14.

The use of this termination line is rare, however it is permitted in the following instances:

a. Special Circumstances: Applications for consent to marry and grandparent power of attorney/caretaker authorizations, if reported, shall be terminated under line 15, Other Terminations.

b. Clerical Adjustment: This line is used as a means to decrease, as needed, the court's count of active cases going forward.

c. Consolidation: When the court consolidates two or more cases, the surviving case shall be the earliest filed case unless otherwise required by law and the other case(s) shall be terminated for statistical reporting purposes only. The terminated case is reported on Line 15.

16. Total – Line 16. The sum of Lines 5 through 15 is reported on Line 16. When added horizontally, the sum of Columns A through K reported in Column T on this line must equal the sum of Lines 5 through 15 in Column T.

17. Pending End of Period – Line 17. This line is used to report the number of cases pending at the close of business on the last day of the reporting period. This figure is obtained by subtracting Line 16, Total terminations from Line 4, Total cases.

18. Cases Pending Beyond Time Guideline – Line 18. This line is used to report the number of cases pending for a period of time in excess of the applicable time standard. If at least one case is reported on Line 18 as pending beyond the time standard, a number indicating the length of time the oldest case has been pending must be reported on Line 19, Number of Months

Helpful Tip:
Interlocutory Appeal

An example of an interlocutory appeal is a question about media access in the courtroom.

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Oldest Case is Beyond Time Guideline. The time standard for each category of case is indicated on the line immediately above Line 18. To calculate the length of time a case has been pending, the starting date is the date the case was originally filed, arraignment, or waiver of arraignment.

As a best practice concerning dismissed and refiled Dependency, Neglect, or Abuse cases, the case should be reopened on Line 3 and the starting date should be the date the first case was originally filed.

19. Number of Months Oldest Case is Beyond Time Guideline – Line 19.

This line is used to report the number of months that the oldest case reported on Line 18, above, in each category is pending beyond the applicable time standard. This is the only line on the report that does not contain a number of cases; instead, this line contains the number of months a given case has been pending beyond the applicable time standard. To calculate the length of time a case has been pending, the starting date is the date the case was originally filed (civil), arraignment, or waiver of arraignment (delinquency, unruly, traffic, and adult).

For example, an Adult Case, category E, filed on January 15, 2015 is 180 days old on July 14, 2015. On July 31, if the case remains pending, it shall be reported in the July report as pending beyond the six-month time standard. Thus, if this were the only case pending beyond the time standard at the close of the July reporting period, Line 22 would reflect a “1”, or one month, pending beyond the time standard.

20. Number of Informal Cases – Line 20. This line is used to report the number of informal cases initiated during the reporting period. These cases may also be referred to as “unofficial” cases and should include cases where no case number was assigned.

Following the passage of HB 410, [R.C. 2151.18\(B\)](#) was amended to require juvenile division court to report the number of prefiling diversion cases for truancy issues.