

**Case Management Section**  
Recommended Data Quality Checks

*For instructions on the preparation of the statistical report forms and definitions contained in this document, see the [Instructions for the Preparation of Statistical Report Forms for Common Pleas Courts](#) or the [Instructions for the Preparation of Statistical Report Forms for Municipal and County Courts](#). Please note, Form A instructions have recently been revised to provide greater clarity. These revised instructions can be found as a separate document on the [Statistical Reporting](#) webpage.*

**VERIFYING OVERAGE CASES**

The number of cases pending past the time guidelines pursuant to Superintendence Rule 39 are reported at the bottom of each statistical report form. Reports generated through the [eStats portal](#) automatically calculate overage rates for the selected time period.<sup>1</sup> The following checks can help identify cases that are improperly being reported as overage. These checks are generally applicable to all case types.<sup>2</sup>

- 1. Verify the cases reported as “Pending End of Period” on the statistical report form are actually pending.**
  - a. Step 1: Using the court’s case management system, generate a list of all pending cases for each case type. If your case management system is able to generate a list of only those case pending beyond the time guidelines, you can skip Steps 2 and 3.
  - b. Step 2: Sort the list of pending cases from oldest to newest.
  - c. Step 3: For each case type, identify those cases that are pending beyond the time guideline. The time guidelines for each case type are indicated near the bottom of each report form.
  - d. Step 4: Review each case identified as pending beyond the time guidelines:
    - i. Are there cases listed as pending that should be closed because a final judgment has been entered?
    - ii. Are there cases listed as pending that should be placed on inactive status by temporarily closing the case under “Unavailability of a Party for Trial” because a capias or warrant has been issued for failure to appear?
    - iii. Are there cases listed as pending that should be placed on inactive status by temporarily closing the case under “Bankruptcy Stay” because a bankruptcy stay has been issued? (Forms A, B, AJ, and IJ only)
    - iv. Are there cases listed as pending that should be placed on inactive status by temporarily closing the case under “Interlocutory Appeal” because an interlocutory appeal has been filed? (Forms A, B, D, AJ and IJ only)

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<sup>1</sup> For information about accessing your statistical data through the eStats portal, click [here](#).

<sup>2</sup> The term “case type” used in this document means, at a minimum, the case types specified by the Supreme Court in its statistical reporting framework under Sup.R. 37.

- v. Are there cases listed as pending that should be placed on inactive status by temporarily closing the case under “Unavailability of a Party for Trial” because the person is completing a specialized docket program?
- vi. Are there cases listed as pending that should be placed on inactive status by temporarily closing the case under “Unavailability of a Party for Trial” because the person has been found not competent but restorable pursuant to R.C. 2945.38?
- vii. Are there cases listed as pending that should be placed on inactive status by temporarily closing the case as “Unavailability of a Party for Trial” because the court has received notice that a stay in a foreclosure case is required pursuant to federal or state law?
- viii. Are there cases listed as pending that should be placed on inactive status by temporarily closing the case as “Mediation or Conciliation” because the case has been referred to mediation or conciliation? (Form B only)

**2. Identify cases that are suitable for dismissal.** Pursuant to Superintendence Rule 40(A), each trial judge shall review, or cause to be reviewed, all cases assigned to the judge. Cases that have been on the docket for six months without any proceedings taken in the case, except cases awaiting trial assignment, shall be dismissed, after notice to counsel of record, for want of prosecution, unless good cause be shown to the contrary. Identifying, dismissing, and properly terminating cases that are suitable for dismissal will remove those cases from the list of pending cases.

**3. Verify the accuracy of the “Number of Months Oldest Case is Beyond Time Guideline.”** This line is used to report the number of months the oldest case reported under “Cases Pending Beyond Time Guideline” in each category is pending beyond the applicable time guideline. 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 guideline. For example, a felony case in which the defendant was arraigned on January 15, 2015 is 180 days (6 months) old on July 14, 2015. On July 31, if the case remains pending, the case will be 196 days (6 months and 16 days) old. The case shall be reported in the July report as pending beyond the six-month time guideline on Line 21 in Column I. Additionally, if this were the only felony case pending beyond the time guideline at the close of the July reporting period it would be the oldest felony case beyond the time guideline. Line 22 (Column I) would reflect a “1”, or one month, pending beyond the time guideline.

**4. Verify the accuracy of “Cases Submitted Awaiting Sentencing or Judgment Beyond Time Guideline” (Form A and Form IJ only).** This line is used to report the number of cases reported under “Cases Pending Beyond Time Guideline” that have been submitted to the reporting judge and are awaiting the final judgment or sentencing. Cases pending beyond the applicable time guideline for any other reason are not included on this line. Identifying and properly terminating cases where sentencing has occurred or a final

judgment has been entered will remove those cases from the list of pending cases awaiting sentencing.