INSTRUCTIONS FOR PREPARATION OF STATISTICAL REPORT FORMS

POST-CONVICTION RELIEF PETITIONS – DEATH PENALTY CASES

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. POST-CONVICTION RELIEF PETITIONS – DEATH PENALTY CASES

Each administrative judge of the court of common pleas responsible for the disposition of death penalty cases is required to complete a Post-Conviction Relief Petitions form in any month when a post-conviction relief petition or motion was pending for any part of the month. See Sup.R. 5.21.

The Post-Conviction Relief Petitions form shall be completed monthly when applicable and submitted by the administrative judge. The form must be emailed to the Case Management Section of the Supreme Court at *casemgmt@sc.ohio.gov*. The form must be received by the fifteenth day of the next month.

A. Report Columns – Definitions The following definitions describe the use of each column for reporting purposes.

1. **Case Name – Column A.** The defendant's name is reported in this column.
2. **Case Number – Column B.** The trial court case number shall be reported in this column.
3. **Date Petition Filed – Column C.** The date the post-conviction relief petition or motion was filed should be reported in this column including the month, date, and year. This date will be used to determine the age of the case.
4. **Date Terminated – Column D.** The date the petition or motion is terminated will be reported in this column including the month, date, and year. If the petition or motion has not been terminated "pending" should be reported.
5. **Number of Days Pending – Column E.** The number of days since the petition or motion was filed (Column C) should be reported in this column. Report the number of actual days including holidays and weekends. Include the number of days for all cases listed, even if terminated during the report period.
6. **Time Guidelines (Days) – Column F.** All post-conviction relief petitions must be terminated within 180 days pursuant to Sup.R. 5.21.

7. **Days Beyond Time Guideline – Column G.** Report the number of days a petition or motion was pending beyond 180 days. Include cases that have been terminated during the reporting period. If a case has not been pending beyond 180 days, then report “N/A” for not applicable.
8. **Status – Column H.** A brief description of the status of all cases shall be reported in this column. A hearing date, a decision release date, or other critical date can be reported.
9. **Judge assigned – Column I.** All cases listed must have the judge assigned reported in this column.