

# Quick Guide to Statistical Reporting Forms

## Form A (Common Pleas, General Division)

	A	B	C	D	E	F	G	H	I	T	V
	Professional Tort	Product Liability	Other Torts	Workers Compensation	Foreclosures	Administrative Appeal	Complex Litigation	Other Civil	Criminal	Total	Visiting Judge
Pending beginning of period											
New cases filed							X				
Cases transferred in, reactivated, or redesignated											
<b>TOTAL (Add lines 1-3)</b>											
<b>TERMINATIONS BY:</b>											
Jury trial											
Court trial											
Settled or dismissed prior to trial											
Dismissal											
Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)											
Magistrate									X		
Diversion or arbitration											
Guilty or no contest plea to original charge (criminal); Default (civil)	X	X	X	X	X	X	X	X			
Guilty or no contest plea to reduced charge											
Unavailability of party for trial or sentencing											
Transfer to another judge or court											
Referral to private judge									X		
Bankruptcy stay or interlocutory appeal											
Other terminations											
<b>TOTAL (Add lines 5-18)</b>											
Pending end of period (Subtract line 19 from line 4)											
Time Guideline (months)	24	24	24	12	12	9	36	24	6	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											

**Time guidelines**

**Civil cases (A – H)**

**Criminal cases (I)**

**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 18)
- Total (Line 19)
- Line 19/Line 2 + 3 = *Clearance Rate*

**Status of cases pending at the end of the month**

- Pending cases (Line 20)
- Overage cases (Line 21)
- Line 21/Line 20 = *Overage Rate*
- Extent overage (Line 22)

The following **performance measures** can be obtained using Form A:

- **Clearance Rates** – Line 19 (total terminations) divided by Lines 2 + 3 (total incoming cases)
- **Overage Rates** – Line 21 (overage cases) divided by Line 20 (pending end of month)

Line 22 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 criminal cases dismissed for lack of speedy trial (Column I, Line 9).

### 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 19) significantly fewer than the volume of incoming cases (Line 2 + Line 3)? Significantly greater?