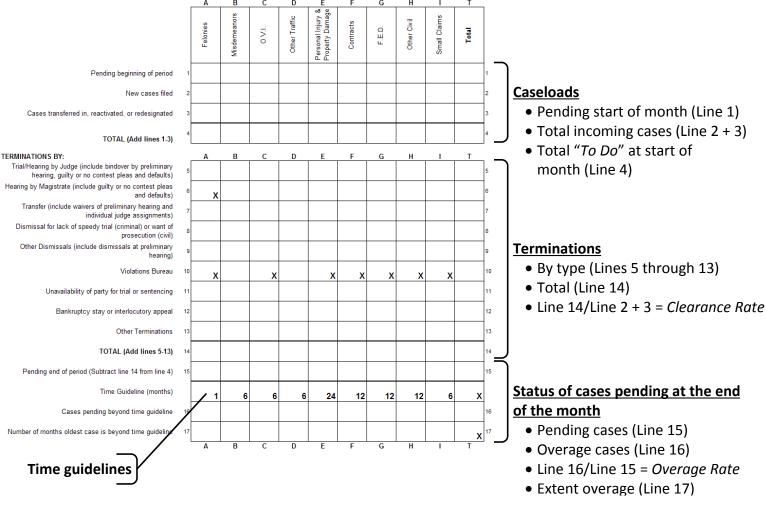
Quick Guide to Statistical Reporting Forms

Form AJ (Municipal Court and County Court)

Statistics reflecting all work on felonies and small claims cases and work on non-contested civil, misdemeanors, and traffic cases.



The following performance measures can be obtained using Form AJ:

- Clearance Rates Line 14 (total terminations) divided by Lines 2 + 3 (total incoming cases)
- Overage Rates Line 16 (overage cases) divided by Line 15 (pending end of month)

Line 17 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 and traffic cases dismissed for lack of speedy trial (Columns A through D, Line 8).

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 numbers reflecting dispositions by judge and by magistrate look right?
- Eyeball the numbers that underlie your Clearance Rates. Are the number of terminations (Line 14) significantly fewer than the volume of incoming cases (Line 2 + Line 3)? Significantly greater?