

Quick Guide to Statistical Reporting Forms

Form D (Common Pleas, Juvenile Division)

	A	B	C	D	E	F	G	H	I	J	K	T	V
Pending beginning of period													
New cases filed													
Cases transferred in, reactivated, or redesignated													
TOTAL (Add lines 1-3)													
TERMINATIONS BY:													
Trial by judge													
Trial by Magistrate													
Dismissal by party, judge, or prosecutor													
Admission to judge													
Admission to magistrate													
Certification/Waiver granted		X	X	X	X	X	X	X	X	X	X	X	
Unavailability of party for trial													
Transfer to another judge or court													
Referral to private judge	X	X	X	X	X	X							
Interlocutory appeal or order													
Other terminations													
TOTAL (Add lines 5-15)													
Pending end of period (Subtract line 16 from line 4)													
Time Guideline (months)	6	3	3	3	6	9	9	12	12	3	6	X	X
Cases pending beyond time guideline													
Number of months oldest case is beyond time guideline												X	
Number of informal cases (all case types)													

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 15)
- Total (Line 16)
- Line 16/Line 2 + 3 = *Clearance Rate*

Status of cases pending at the end of the month

- Pending cases (Line 17)
- Overage cases (Line 18)
- Line 18/Line 17 = *Overage Rate*
- Extent overage (Line 19)

Time guidelines

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

- **Clearance Rates** – Line 16 (total terminations) divided by Lines 2 + 3 (total incoming cases)
- **Overage Rates** – Line 18 (overage cases) divided by Line 17 (pending end of month)

Line 19 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.

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