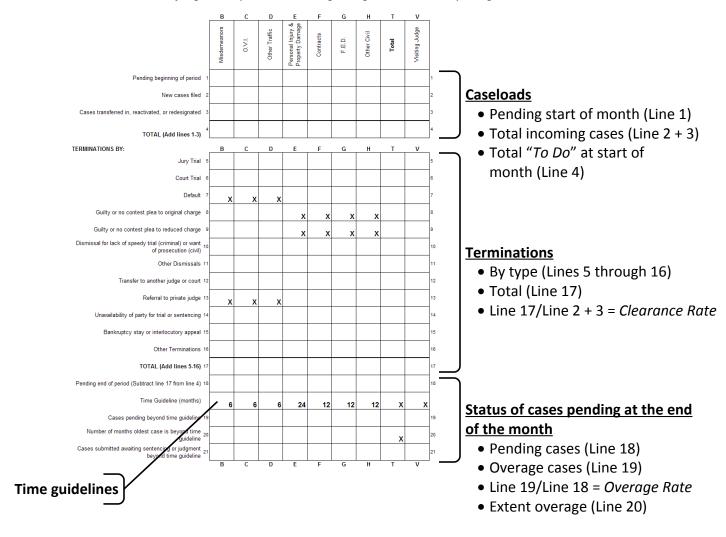
## **Quick Guide to Statistical Reporting Forms**

Form IJ (Municipal Court and County Court)

For the court's judges to report statistics regarding their individually-assigned casesloads.



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

- Clearance Rates Line 17 (total terminations) divided by Lines 2 + 3 (total incoming cases)
- Overage Rates Line 19 (overage cases) divided by Line 18 (pending end of month)

Line 20 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 misdemeanor and traffic cases dismissed for lack of speedy trial (Columns B through D, Line 10).

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