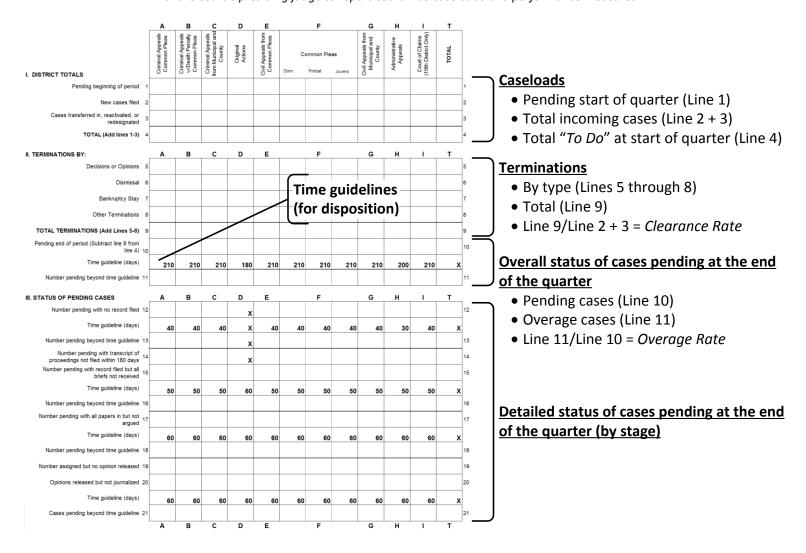
Quick Guide to Statistical Reporting Forms

Form PJ – Presiding Judge (Courts of Appeals)

For the court's presiding judge to report courtwide caseloads and performance measures.



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

- Clearance Rates Line 9 (total terminations) divided by Lines 2 + 3 (total incoming cases)
- Overage Rates Line 11 (overage cases) divided by Line 10 (pending end of month) (This would reflect the court's overall overage rates. Case management stage-related overage rates can be calculated within the detailed status section).

Particularly important for timely disposition is the routine monitoring of the time spent awaiting the lower court's record and transcript. Lines 12 and 13 (and the related 40-day stage time guideline) as well as Line 14 provide measures of potential delay in this area.

Line 19 reflects the number of opinions which have been assigned for writing but have not yet been released.

Data quality "gut checks":

- Do the numbers make sense? Does anything look inaccurate?
- Check the pending caseload and the overall number of overage cases (Line 11).
- Eyeball the numbers that underlie your Clearance Rates. Are the number of terminations (Line 9) significantly fewer than the volume of incoming cases (Line 2 + Line 3)? Significantly greater?