

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.

	A	B	C	D	E	F	G	H	I	T	
	Felonies	Misdemeanors	O.V.I.	Other Traffic	Personal Injury & Property Damage	Contracts	F.E.D.	Other Civil	Small Claims	Total	
Pending beginning of period	1									1	
New cases filed	2									2	
Cases transferred in, reactivated, or redesignated	3									3	
TOTAL (Add lines 1-3)	4									4	
TERMINATIONS BY:											
Trial/Hearing by Judge (include bindover by preliminary hearing, guilty or no contest pleas and defaults)	5									5	
Hearing by Magistrate (include guilty or no contest pleas and defaults)	6	X								6	
Transfer (include waivers of preliminary hearing and individual judge assignments)	7									7	
Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)	8									8	
Other Dismissals (include dismissals at preliminary hearing)	9									9	
Violations Bureau	10	X		X		X	X	X	X	10	
Unavailability of party for trial or sentencing	11									11	
Bankruptcy stay or interlocutory appeal	12									12	
Other Terminations	13									13	
TOTAL (Add lines 5-13)	14									14	
Pending end of period (Subtract line 14 from line 4)	15									15	
Time Guideline (months)	16	1	6	6	6	24	12	12	12	6	X
Cases pending beyond time guideline	17										X
Number of months oldest case is beyond time guideline	17										X

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 13)
- Total (Line 14)
- Line 14/Line 2 + 3 = *Clearance Rate*

Status of cases pending at the end of the month

- Pending cases (Line 15)
- Overage cases (Line 16)
- Line 16/Line 15 = *Overage Rate*
- Extent overage (Line 17)

Time guidelines

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?