



**ADMINISTRATIVE
OFFICE
OF THE COURTS**

**BAY AREA/NORTHERN COASTAL
REGIONAL OFFICE**

**Developing Effective Practices
in Criminal Caseflow Management**

Standard Criminal Caseflow Management Reports

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**Seventh Draft
June 28, 2007**

Background

On January 29, 2007, representatives of eight California trial courts – Fresno, Lake, Orange, San Mateo, San Joaquin, Santa Clara, Ventura and Yolo – the AOC Office of Court Research, the California Case Management System (CCMS), and its technical support contractor Deloitte Touche Tohmatsu, met in San Francisco to discuss a series of draft criminal caseflow management reports developed by the Developing Effective Practices in Criminal Caseflow Management project.

The group reached consensus on a series of reports suggested for CCMS V2 and CCMS V4 criminal applications (by the development of reports within the application or through Crystal Reports). The project consultant prepared 22 draft reports representing that consensus. Representatives of five of the six project pilot courts – Fresno, Lake, Orange, Santa Clara, and Ventura – plus representatives from San Luis Obispo reviewed the forms during a two-day follow up meeting on March 15 and 16 in San Francisco.

Five of the seven courts sent representatives to a further meeting on June 12, 2007 to review 26 revised management reports and Excel spreadsheets defining the elements of those reports. Lake, Orange, San Luis Obispo, Santa Clara, and Yolo counties were represented. Fresno and Ventura counties were not able to send attend.

This report contains thirty revised management reports – twenty-nine basic reports one of which appears in two alternative formats.

As with earlier drafts, the reports for infractions are very limited. It is the consensus of the group that further infraction reports should await further experience with the newest generation of traffic case management systems, including CCMS V2.

Underlying assumptions

Standard and collaborative justice statuses. These reports presume the use of two new case statuses which are not currently reflected in JBSIS – “standard” and “collaborative justice” cases. Collaborative justice cases include domestic violence court, Proposition 36, drug court, mental health court, deferred entry of judgment and other cases

transferred either pre- or post-disposition to specialized calendars for diversion or treatment purposes. Standard cases are all pending cases other than collaborative justice cases. Both collaborative justice and standard cases exclude cases outside court's control. A case is either in standard or in collaborative justice status; no case is in both statuses. The transfer to collaborative justice processing can take place either pre- or post-disposition. A collaborative justice case can, therefore, have been disposed in JBSIS but remain in collaborative justice status.

Calendar types. Some reports are designed for courts that assign cases vertically – assigning a case for all purposes to one bench officer. Other reports are designed for master calendar courts – in which cases are managed centrally until they are ready for trial. Many courts have hybrid types of calendar structures incorporating aspects of both approaches. These courts may have to adapt some of the reports to match their own processes.

Ability of a court to subdivide criminal case types. Every court will be able to subdivide criminal case types according to its own reporting needs, so long as their subdivisions can be rolled up into standard reporting categories. Consequently, these standard reports, with one exception, do not disaggregate felony and misdemeanor cases.

Multiple "views." A court may wish to view criminal caseflow information from multiple points of view. For instance, it may wish to review the timeliness of case disposition for each department within the court during the preceding month. Alternatively, it might wish to review that information for a particular department by month over the course of the last twelve months to see what progress that department has made. Or, it might wish to see the data for the court as a whole over the past twelve months – or, perhaps, for the same month for the past three years. The group decided not to show, for a particular report, how those different views might appear. Examples of alternative views are provided in the Appendix. However, the group decided not to include multiple views of the same report in the set of management reports themselves. The group requests that CCMS develop the forms with the functionality to alter report parameters to produce different "views" of the same report.

Additional functionality required. Courts desire the ability to drill down in a management report to investigate the details of the cases comprising any reported statistic. Courts also desire the ability to

create graphical representations of criminal management data so that trends and implications of data will be more apparent to users. Courts also seek the ability to have data for specific cases appear in bold or in a color on management reports if they meet defined criteria (such as age beyond a particular number of days).

In order to perform these manipulations, courts have to have access to their own databases to create (or to have the AOC provide for them) reporting databases that are mirror images of their operating databases. Courts will also need access to the programming syntax of the CCMS applications.

The standard management reports should be supported by standard graphics for displaying the data in the most effective manner. Courts also need to be able to export files and tables for their own further manipulation using their own graphics packages.

Purpose and content of each report

Each form has a set of detailed notes defining the intended meaning of terms used in that report. The purpose and content of the suggested reports can be summarized as follows:

Form 1. Composite Monthly Criminal Case Management Status Report. This is a summary report aggregating data by case type. All data in the report is based on defendants, not on cases. The report's purpose is to display on a single page data on incoming defendants, outgoing defendants, and pending defendants. Incoming defendants are divided into new filings, reopened cases (such as cases remanded by an appellate court for a new trial), and cases restored to court's control (for instance, when a fugitive is arrested on a bench warrant and returned to court to stand trial). Pending defendants are divided into three categories – standard case defendants, probation revocation petitions and persons in collaborative justice courts. The numbers of defendants and the percentage change from the previous month are shown for all columns in the report. The number of defendants older than the target disposition date is included for standard cases and for probation revocation petitions (employing an arbitrary standard of 90 days for the latter). No such figure is provided for persons in collaborative justice courts since the court's objective is to retain them in pending status as long as is necessary to achieve the program's treatment or diversion purpose.

The report is intended for presiding and supervising judges and court administrators. It gives them, on a single form, information concerning the current workload of the criminal division of the court and how current the criminal division is with its work overall. If the information shows that performance is not what it should be, they can obtain additional information that will identify the causes of inadequate performance and take steps to correct them. A first step in investigating problems would be to view other management reports that provide data on a department-by-department level to see whether problems are courtwide or pertain particularly to one or more departments.

The report currently contains rows for felonies, misdemeanors and miscellaneous petitions, including subdivisions of each of the first two categories. Special circumstances felonies are treated as a subcategory of felony cases because of their complexity.

Form 1A. This is an alternative presentation of the monthly composite management report, disaggregating felony and misdemeanor data by case type, using the JBSIS case type categories. The distinction between special circumstances felonies and all other felonies disappears because that distinction is not supported by JBSIS.

Forms 2, 3, 4, 5 and 6. Pending Standard Case Inventory. These forms are intended to be produced for each of the criminal calendar departments, listing every case pending in the department in order of their age, with the oldest cases first.

These reports contain information on cases and on defendants within multiple defendant cases. The report shows for each case the number of defendants, custody status, and time waiver status. In a multi-defendant case, the report shows the number of in-custody defendants and the number who have not waived time. The next scheduled event and its date and the number of appearances in the case are also set forth. Forms 2, 3 and 4 are for felonies, Form 5 is for miscellaneous petitions, and Form 6 is for misdemeanors. Form 5 will be particularly important for those counties that house state correctional and mental health institutions that generate most of the miscellaneous petitions. A separate report would be generated for each calendar department. A department that handles multiple case types, e.g., felony, misdemeanor, and miscellaneous petition cases, would receive multiple case inventory reports.

These forms also include information on the stage of the criminal process at which each defendant in each pending case currently resides. For felony cases, the reports use six stages; for misdemeanor cases they use three; for miscellaneous petitions they use three different stages appropriate to those sorts of cases. Because of the variety of different hearings set in different courts between a felony initial arraignment and a preliminary hearing, between an arraignment on the information or indictment and a felony trial, and between an initial arraignment and a trial in a misdemeanor case, all such intermediate hearings are combined for reporting purposes.

The category of "awaiting trial" is defined for these reports (and for all other reports recommended in this document) as including all defendants for whom a trial is scheduled and no other event is scheduled except for a hearing on motions in limine, a trial readiness hearing or conference, or a trial confirmation hearing or conference, provided that these hearings are set within two court days prior to the trial date. If one of these hearings is set farther in advance of the trial date, the case is in the "awaiting pretrial hearing" stage rather than the "awaiting trial" stage. While this is an arbitrary distinction, it is necessary in order to have a clear dividing line between the "awaiting pretrial hearing" and "awaiting trial" stages – a dividing line that a computer can recognize and apply correctly in all cases.

For single defendant cases, a "1" appears in the case's current stage – in one and only one stage. For multi-defendant cases, the report shows the number of defendants in each case processing stage. Defendants who are in bench warrant status are not shown on the report.

Numbers of appearances are based on the following definition of "appearance:"

any time the defendant or counsel in the case appear in court for any purpose, whether or not any issue in the case is decided or resolved

If a self-represented litigant does not appear for a scheduled court date, the event is nonetheless counted as an appearance because the prosecutor and court were present and prepared to proceed. If the sheriff's office brings a defendant to court by mistake, that does not constitute an appearance, unless the matter is added to the calendar. Walk-ins added to the court calendar do count as appearances. If the

date of a hearing result pre-dates the hearing date, for example, if charges are dismissed prior to a pre-preliminary hearing date, the event does not count as an appearance. These rules for counting appearances apply to all reports calling for this information.

At the bottom of the report, the judge will find the total number of felony or misdemeanor cases pending in her or his department as well as the total number of defendants that those cases represent. S/he will also find at the bottom of the report the total number of defendants at various stages of the criminal process in the cases pending in her or his department.

To reduce the length of these reports and to focus a judge's attention on older cases, a court might wish to limit the cases on the inventory report to those cases that have reached a certain age – for instance one month for preliminary felony calendars, two months for misdemeanors, and nine months for felonies bound over for trial. Doing so would, of course, reduce the utility of the summary data on the numbers of defendants pending at various case stages of cases assigned to a department.

These reports, as well as other reports in this series, show both the number of days since the arraignment on the complaint and the case age. The case age excludes time periods during which the case was not within the court's control. Both numbers are relevant for judge caseflow management decisions. Although the court may be accountable only for the case age, the total time since the arraignment is relevant to victims and witnesses, whose memories fade whether or not the defendant is a fugitive.

These reports are intended to be used by each calendar judge to see at a glance the oldest cases pending before him or her, their age, their next scheduled event and other relevant characteristics of the case. The report also shows the number of defendants whose cases are pending at each stage of the criminal process. This latter information will be useful to the judge to see where in the criminal justice "funnel" the defendants in his or her cases are pending. The judge will use the report to flag old cases as they appear on the calendars and take steps with the attorneys to speed them to disposition. This form of report is more reliable than placing aging information on a calendar, since cases can fall through the cracks and not appear on a calendar. The recommended inventory report will include all pending cases assigned

to a judge – both those with future calendar settings and those without.

Form 7. Standard Case Inventory Summary Report. This form compiles the inventory data from Forms 2 through 6 for the court as a whole. Data is reported for defendants, not for cases. The data can also be summarized for each location of a court with multiple courthouses. The report shows the total number of standard case defendants pending in each department, and the number and percentage that are beyond their target age. We have recommended target ages for felonies, misdemeanors, and miscellaneous petitions derived from the overall case disposition time standards set forth in the Standards of Judicial Administration. We suggest 90 days as the deadline for preliminary hearings, 100 days for the arraignment on the information (allowing ten days beyond the preliminary hearing), 180 days for a pretrial conference (90 days in misdemeanors) and 365 days for trial of felonies (120 days for misdemeanors). The only aging information included for miscellaneous petitions is the number of defendants awaiting trial for greater than 31 or 61 days, depending on the nature of the case and its statutory timeliness requirements.

This report is intended for use by the presiding judge and the supervising criminal judge to compare the status of all court departments and locations. Managing judges can tell whether there are unusually large numbers of cases, or cases too old, pending at different case stages and take steps to transfer judges or cases to address current or potential bottlenecks.

The information should also be provided to all calendar judges. Comparative data is a major motivator for judges. Managing judges could also use this data to identify the best performing judges and to learn from them useful techniques or approaches that other judges could adopt.

Forms 8 and 9. Pending Collaborative Justice Case Inventories. These reports parallel Forms 2 through 6 and Form 7 for collaborative justice cases.

Form 8 is intended to show every judge responsible for a collaborative justice calendar the persons pending in his or her department. Collaborative justice courts are, by their nature, focused on individuals. The report assumes there are no multiple defendant collaborative justice cases. Consequently, there is no distinction

between persons and cases for this report. The cases are ordered by age, so that the judge can see which cases have been pending in the court or calendar the longest. A single form has been provided for use by all types of collaborative justice courts.

A person enters a collaborative justice court at the time s/he is ordered into such a program.

Form 9 is intended to show presiding and supervising judges the total number of persons in collaborative justice courts, by department or calendar – providing a rough gauge of the impact of these cases on the court's resources and on the departments to which they are assigned. The report also divides cases leaving the department or calendar into those that have successfully completed the program, those that have failed to complete the program, and those that are transferred to a different program. While collaborative courts usually maintain a great deal of information about the progress and success of their participants, this report provides a way to display this basic information for the presiding judge, assistant presiding judge, court executive officer and other judges and court staff.

Forms 10 and 11. Pending Probation Revocation Petition Inventories. These reports parallel Forms 2 through 6 and Form 7 for probation revocation cases. The reports track the number of grants of probation for which written revocation petitions have been filed – limited to revocation petitions for which no criminal prosecution has been filed. There is no need to track revocation petitions that trail pending criminal cases. And it is generally not possible to track oral motions for revocation made in the courtroom.

Form 10 is designed to show the probation revocation cases pending in a particular court or calendar. Form 11 aggregates the data for all departments or calendars.

Form 10 is intended to show every judge responsible for probation revocation cases the cases pending in his or her department. The cases are ordered by age, so that the judge can see which pending petitions are oldest. The age of a case is calculated from the date of the arraignment on the oldest pending revocation petition related to a single grant of probation.

Multiple cases may appear on the report for the same defendant, if a defendant has multiple probation grants. Multiple revocation

proceedings related to a single probation grant are shown on the report by noting the number of pending petitions to revoke for a particular case. If a court enters a single grant of probation for multiple convictions, the court should enter the case number for the case with the highest charge of conviction.

Form 11 is intended to show presiding and supervising judges the total number of probation revocation cases pending in the court and the number that are older than 90 days.

The Standards of Judicial Administration do not include a time to disposition target for probation violation petitions. Ninety days is the suggested target for resolving these matters when no parallel criminal prosecution is pending.

Dispositions of probation revocations are grouped into five categories – instances in which the violation results in a jail or prison sentence, instances in which probation is reinstated, instances in which probation is deemed completed, instances in which the judge terminates probation without reinstatement, and instances in which the revocation petition is dismissed – at the instance of probation or prosecution, or by court order. Cases in which probation is terminated and reinstated are counted as reinstatements.

Form 12. Pending Cases Without Criminal Complaints. Numerous courts face a problem with criminal prosecutions that are in limbo because the prosecutor has not yet decided whether to prosecute the case or what charges to file. A typical example is a drug possession or drunk driving case in which a drug sample or blood sample has been sent to a forensics lab for analysis. The district attorney may prefer not to file a complaint until her or his office has received the lab report. In the meantime, the court may have created a file on the case – or scheduled an arraignment for the case – because the defendant has been noticed to appear in court on the arrest or citation. This report provides the court with an inventory of such cases. Cases are aged according to the most recent of the following events – arrest, filing of bond, or release on cash bail or surety. At the bottom of the report is the total current number of these cases.

Form 13. Defendants Whose Cases Have Been Removed from Court Control. It is important for the court to maintain awareness of the number of defendants whose cases that are in warrant status or are treated as outside the court's control for some other reason. The

report counts the number of defendants whose cases have been removed from the court's control during a specified period of time. If the same defendant is involved in more than one case, s/he is counted multiple times. This report categorizes all defendants currently outside the court's control by the applicable reason, disaggregated by type of felony or misdemeanor, using the JBSIS case types. Miscellaneous petitions are excluded from this report because the subjects of those petitions are invariably in custody. Courts can provide this information to the district attorney and local law enforcement agencies for their use in deciding the level of resources to devote to warrant enforcement. The court can also use this information to understand better the differences between its case filings and dispositions and to decide when to initiate discussions with the prosecutor to dismiss stale cases.

Courts may want to use the "drill down" functionality to obtain more information about particular cases that appear on this report.

Forms 14 and 15. Trial Settings Inventory Reports. These two reports show the number of cases with trial settings for particular departments and for the court as a whole.

Form 14 lists the cases scheduled for trial in the future for an individual department, including relevant information about each case. This form does not set forth the last day for trial nor information on where within the final ten days before trial the case is. That information is provided in Form 16.

The same form is used to show the number of future trial settings for felonies, misdemeanors and miscellaneous petitions. It is intended that different reports be generated for each of these three classifications of cases.

The court is able to set the period for which the report is run, so that the report can exclude cases with trial dates set far in the future.

Form 15 aggregates future trial settings data for the court as a whole. It also shows the numbers of cases set during each of the next four weeks, cases set from five to eight weeks in the future, and those set nine or more weeks in the future. Because of the high percentage of cases that settle on or near the trial date, this report will not be an accurate reflection of the number of trials that will actually take place in the future. However, it does show the number of trials currently set

for purposes of scheduling additional trials. And it shows the potential impact on the court if all scheduled trials were to take place. The court can also use this report to show variations in future trial settings over time. The court can use the information in Form 20 (showing the proportion of past trial settings that actually resulted in trials) to interpret more accurately the data included in Forms 14 and 15.

Forms 16 and 17. Cases with Last Dates for Trial Report. These two reports deal with cases for which time has not been waived or for which a waiver has expired and not been renewed. They do not include miscellaneous petitions, for which this information is not relevant.

Form 16 lists all cases pending in a particular department for which a last date for trial has been recorded in the case management system, together with relevant information about the case's complexity. The last day for trial is a date entered into the case management system following its determination by the judge with confirmation by counsel; the last day for trial is not a value automatically computed by the case management system. The report also shows which day of 10 the case is on. The cases are listed in order of proximity to the last day for trial. This report is intended for use by each trial judge for planning how to avoid having last day cases and how the court will accommodate them if they do occur.

Form 17 aggregates the data by "day of 10" for the court as a whole. This report is for presiding and supervising criminal judges and for court administrators to ensure that the court has the resources needed to try all cases approaching their statutory speedy trial date. The use of this report will vary from court to court, depending on its structure. In courts using a master calendar system, the report is relevant only to the master calendar judges; there is no need to run it for the trial departments. For courts with vertical calendars, each department will receive this report. The court may wish to report this information by court location in a court with multiple geographic units.

Forms 18 and 19. Caseflow disposition efficiency reports. These two reports provide retrospective information for both calendar and managing judges on the performance of the court, and of each of its departments, in disposing of criminal cases in the recent past. The Appendix shows multiple ways in which the information obtained for these reports could be displayed.

These forms are designed to show a judge how well her or his department's "funnel" is working – whether cases are resolving early or late in the criminal process – for felony and misdemeanor cases. To the extent that cases are resolved early in their life, the resources of the court and all other criminal justice entities are conserved. The report shows the percentage of defendants passing through a particular criminal case processing stage whose cases were disposed during that stage. For example, the first column on both reports shows the percentage of defendants going through the initial arraignment whose case was disposed at that stage. "Disposed" is defined – solely for purpose of these two reports – as resolved in terms of guilt or innocence, not as sentenced. For purposes of the operation of the funnel, this is the relevant action in the case.

Form 18 contains more columns than Form 19, because felony cases have more stages than misdemeanor cases.

Courts may wish to download and manipulate this data in different ways, perhaps choosing to disaggregate it by case type to learn more about how cases are disposed in the court and in its various departments.

Form 20. Trial Settings Efficiency Report. This report looks retrospectively at the court's or a department's trial settings for the past month or other period. It shows what percentage of those past trial settings actually resulted in a trial; alternatively, it shows how many pled guilty or otherwise resulted in a disposition without a trial. This information will be helpful to court leaders in determining the appropriate amount to "discount" pending jury or court trial demands.

This report will contain information on merits hearings and trials in miscellaneous petition cases.

Forms 21 and 22. Felony and Misdemeanor Type of Disposition Reports. These two reports also look retrospectively at the court's recent case disposition information. There are separate reports for felonies and for misdemeanors. Each report shows the stage at which a case resolved and the way in which it resolved (typically by a guilty plea or dismissal). The purpose of the report is to provide a different perspective on the court's case disposition process. Forms 18 and 19 show the proportion of cases proceeding through a case processing stage that are resolved at that stage. These forms show the proportion of all dispositions that occur at each stage.

Form 21 uses the same six felony case stages used in earlier reports. Form 22 uses the same three case stages used previously. These reports are not intended for miscellaneous petitions. Because of the variety of different hearings set in different courts between a felony initial arraignment and a preliminary hearing, between an arraignment on the information or indictment and a felony trial, and between an initial arraignment and a trial in a misdemeanor case, all such intermediate hearings are combined for reporting purposes into composite categories called prePX and pretrial hearings.

Courts may wish to download and manipulate this data in different ways, perhaps choosing to disaggregate it by case type to learn more about how cases are disposed in the court and in its various departments.

Form 23. Preliminary Hearing Held/Waived Report. This report looks retrospectively at the percentage of cases reaching the arraignment on the information based on waiver of the preliminary hearing or based on an order holding the defendant to answer. The purpose of the court is to give calendar and supervising judges an accurate estimate of the proportion of felony cases that will require a preliminary hearing.

Form 24. Preliminary Hearing Disposition Report. This report is similar to Report 20 but provides retrospective information of what happens to cases set for preliminary hearing rather than set for trial. The report is intended to answer these questions: What percentage of the cases set for preliminary hearing actually have a preliminary hearing? What is the result of those hearings? What are the reasons that cases set for preliminary hearing are not heard?

Forms 25, 26, 27 and 28. Time Interval Reports for Felony, Misdemeanor, Miscellaneous Petition and Infraction Cases. This report records the median time that it took to complete various aspects of the criminal process for each of these four case categories. It is premised on the development of an automated way to compute the data needed for the report; this data would be impossible to record manually.

Form 25 contains time interval data for felony cases. The first column shows the median number of days from filing of a complaint to arraignment on that complaint – for the court as a whole and for each department. The median is the number of days required for half the

defendants to reach this point. Half of the cases will have required this amount of time or less; half will have required this amount of time or more. To provide this report, CCMS will have to compute the number of defendants arraigned on the complaint during the period of the report, the number of days from filing to arraignment in each of those instances, and the median value for this data set.

The second category of columns for Form 25 is median time interval data for time from arraignment on the complaint to preliminary hearing, arraignment on the information, and trial. It will be computed in the same fashion outlined above, for all defendants whose case reached this event during the reporting period. Likewise, the third category of columns records the time from filing to disposition of typical types of criminal case motions. The only motions included in the report would be those filed in writing.

Forms 26, 27, and 28 are constructed, and the data would be computed, in the same fashion for misdemeanors, miscellaneous petitions, and infractions. There are fewer reporting categories for these forms because there are fewer significant stages in these cases.

The purpose of this report is to show the court how timely its hearings, trials, and motion hearings are.

Form 29. Infraction Disposition Report. This report shows how recently resolved traffic cases were disposed. Dispositions are divided into two major categories – those without and those with a hearing. The principal categories of traffic case dispositions are included in the report. All other dispositions should be included in the “other” category.

This report is intended to provide the court with minimal information on how traffic cases are disposed.

Other possible management reports. Several areas of criminal caseflow management are not covered by these reports:

- Jury management – We decided not to include jury management in the operational measures. Jury management reports are usually generated from the jury management, rather than the case management, application.

- Performance of criminal trial departments in a master calendar court. The group meeting on March 15-16 discussed various ways to construct a report on trials conducted by trial departments in master calendar courts. The purpose of such a report would be to provide supervising criminal judges with information on the productivity of criminal trial departments. The group concluded that data recorded would not necessarily show a trial judge's productivity. A comparison of trial time estimates and ultimate trial length might merely show the lack of reliability of the estimates rather than the reasonableness of the time taken to complete a trial. Even if data on the highest charge and the number of defendants were included on a report showing trial length, the variability of the challenges presented by particular trials would not necessarily be reflected. The group decided that this issue is more appropriately addressed at our current state of knowledge by the experimental efforts of individual courts than by creation of a standard report.

Form 1. Composite Monthly Criminal Case Management Status Report
As of _____, ____

Case Type	Incoming Defendants					Outgoing Defendants					Pending Standard Case Defendants			Pending Probation Revocation Proceedings			Persons in Collaborative Justice Courts			
	New filings	Restored to court's control	Re-opened	Total incoming cases	Change from last month	Dis-posed	Change from last month	Beyond time standard	Remov ed from court's control	Total out going cases	Num ber	Change from last month	Over time stan dard	Num ber	Change from last month	Over 90 days	Num ber	Change from last month		
Felony total					# %		# %					# %			# %			# %		
Special circumstance felony					# %		# %					# %		X	X	X	X	X	X	X
All other felony					# %		# %					# %			# %			# %		
Misdemeanor total					# %		# %					# %			# %			# %		
Non traffic misdemeanor					# %		# %					# %			# %			# %		
Traffic misdemeanor					# %		# %					# %			# %			# %		
Miscellaneous petitions total					# %		# %					# %			# %			# %		

Notes: Cases currently outside court's control are not included. All pending defendants within court control are categorized either as standard cases or collaborative justice cases. Persons in collaborative justice courts include DV court, Proposition 36, drug court, mental health court, deferred entry of judgment and other cases transferred either pre- or post-disposition to specialized calendars for diversion or treatment purposes. A case is either a standard case or a collaborative justice case. Restored to court's control, reopened, and removed from court's control are derived from JBSIS rows 800, 900, and 1000 respectively. Target age is based on Standards for Judicial Administration case disposition time goals – 120 days for misdemeanors and 365 days for felonies. An arbitrary value of 90 days has been assumed for probation violation petitions. Special circumstance felonies will have to be identified either from choice of such a case on a bail schedule or by entry of a unique statistical code for them. Miscellaneous petitions are derived from JBSIS row 700 and include habeas corpus, PC Sections 1551 and 2960 petitions, certificates of rehabilitation and pardon, and governor's warrants of extradition. Shaded rows represent major categories, summing the rows below them.

**Form 1A. Composite Monthly Criminal Case Management Status Report
Using Disaggregated Case Types
As of _____, ____**

Case Type	Incoming Defendants					Outgoing Defendants					Pending Standard Case Defendants			Pending Probation Revocation Proceedings			Persons in Collaborative Justice Courts		
	New filings	Restored to court's control	Re-opened	Total incoming cases	Change from last month	Dis-posed	Change from last month	Beyond time standard	Remov ed from court's control	Total out going cases	Num ber	Change from last month	Over time stan dard	Num ber	Change from last month	Over 90 days	Num ber	Change from last month	
Felony total				#	%		#	%				#	%		#	%		#	%
Homicide				#	%		#	%				#	%		#	%		#	%
Forcible rape				#	%		#	%				#	%		#	%		#	%
Kidnap				#	%		#	%				#	%		#	%		#	%
Assault				#	%		#	%				#	%		#	%		#	%
Robbery				#	%		#	%				#	%		#	%		#	%
Sexual offenses				#	%		#	%				#	%		#	%		#	%
Property offenses				#	%		#	%				#	%		#	%		#	%
Drug offenses				#	%		#	%				#	%		#	%		#	%
Other felony				#	%		#	%				#	%		#	%		#	%
Misdemeanor total				#	%		#	%				#	%		#	%		#	%
Non traffic misdemeanors				#	%		#	%				#	%		#	%		#	%
Assault and battery				#	%		#	%				#	%		#	%		#	%
Property offenses				#	%		#	%				#	%		#	%		#	%
Drug offenses				#	%		#	%				#	%		#	%		#	%
Sexual offenses				#	%		#	%				#	%		#	%		#	%
Other nontraffic misdemeanors				#	%		#	%				#	%		#	%		#	%
Traffic misdemeanor				#	%		#	%				#	%		#	%		#	%
DUI				#	%		#	%				#	%		#	%		#	%
Other traffic misdemeanors				#	%		#	%				#	%		#	%		#	%
Driving while license suspended				#	%		#	%				#	%		#	%		#	%
Miscellaneous petitions total				#	%		#	%				#	%		#	%		#	%

Notes to Form 1A: Cases currently outside court's control are not included. All pending defendants within court control are categorized either as standard cases or collaborative justice cases. Persons in collaborative justice courts include DV court, Proposition 36, drug court, mental health court, deferred entry of judgment and other cases transferred either pre- or post-disposition to specialized calendars for diversion or treatment purposes. A case is either a standard case or a collaborative justice case. Restored to court's control, reopened, and removed from court's control are derived from JBSIS rows 800, 900, and 1000 respectively. Target age is based on Standards for Judicial Administration case disposition time goals – 120 days for misdemeanors and 365 days for felonies. An arbitrary value of 90 days has been assumed for probation violation petitions. Special circumstance felonies will have to be identified either from choice of such a case on a bail schedule or by entry of a unique statistical code for them. Miscellaneous petitions are derived from JBSIS row 700 and include habeas corpus, PC Sections 1551 and 2960 petitions, certificates of rehabilitation and pardon, and governor's warrants of extradition. Shaded rows represent major categories, summing the rows below them.

Form 2. Active Criminal Case Processing Stage Inventory – Standard Cases Only
Vertical Felony Calendar Department _____
As of _____, ____

Case number	Highest charge	Defendant Information			Case Status (by number of defendants in each status)						Number of appearances	Days since arraignment on complaint	Age	Next Scheduled Event	Date of next event	
		Number of defendants	Number of defendants not waiving time	Number of defendants in custody	Awaiting arraignment on complaint	Awaiting prePX conf	Awaiting PX	Awaiting arraignment on information/ indictment	Awaiting Pretrial Conf	Awaiting Trial						
Total cases	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Total defendants	B	X	X	X							X	X	X	X	X	X

Notes:

This report contains only active standard cases; it excludes cases outside court's control and cases in collaborative justice status. It does not include miscellaneous petitions. It does include cases handled in a unified court for families if it otherwise falls within the criteria for this report.

The numbers of defendants in each case status are entered in the case status columns. For a single defendant case, the number "1" appears in one and only one case stage.

Law and motion matters are subsumed within the larger case status categories.

Age is number of days from first arraignment excluding days outside court's control.

Cases are ordered by age, with oldest case first, regardless of the stage at which it resides.

A is the total number of cases pending in this department at the time the report is run.

B is the total number of defendants in all cases pending in this department at the time the report is run.

The bottom row contains the total numbers of defendants at various stages of the cases assigned to this department.

Form 3. Criminal Case Processing Stage Inventory – Standard Cases Only
Felony Master Trial Calendar
As of _____, ____

Case number	Highest charge	Defendant Information			Case Status (by number of defendants in each status)			Number of appearances	Days since arraignment on complaint	Age	Next scheduled event	Date of next event
		Number of defendants	Number of defendants not waiving time	Number of defendants in custody	Awaiting arraignment on information/ indictment	Awaiting pretrial conf	Awaiting trial					
Total cases	A	X	X	X	X	X	X	X	X	X	X	X
Total defendants	B	X	X	X				X	X	X	X	X

Notes:

This report contains only active standard cases; it excludes cases outside court's control and cases in collaborative justice status. It does not include miscellaneous petitions. It does include cases handled in a unified court for families if it otherwise falls within the criteria for this report.

The numbers of defendants in each case status are entered in the case status columns. For a single defendant case, the number "1" appears in one and only one case stage.

Law and motion matters are subsumed within the larger case status categories.

Age is number of days from first arraignment excluding days outside court's control.

Cases are ordered by age, with oldest case first, regardless of the stage at which it resides.

A is the total number of cases pending in this department at the time the report is run.

B is the total number of defendants in all cases pending in this department at the time the report is run.

The bottom row contains the total numbers of defendants at various stages of the cases assigned to this department.

Form 4. Criminal Case Processing Stage Inventory – Standard Cases Only
Felony Arraignment/ Early Disposition Calendar Department _____
As of _____, _____

Case number	Highest charge	Defendant Information			Case Status			Number of appearances	Days since arraignment on complaint	Age	Next scheduled event	Date of next event
		Number of defendants	Number of defendants not waiving time	Number of defendants in custody	Awaiting arraignment on complaint	Awaiting prePX conf	Awaiting PX					
Total cases	A	X	X	X	X	X	X	X	X	X	X	X
Total defendants	B	X	X	X				X	X	X	X	X

Notes:

This report contains only active standard cases; it excludes cases outside court’s control and cases in collaborative justice status. It does not include miscellaneous petitions. It does include cases handled in a unified court for families if it otherwise falls within the criteria for this report.

The numbers of defendants in each case status are entered in the case status columns. For a single defendant case, the number “1” appears in one and only one case stage.

Law and motion matters are subsumed within the larger case status categories.

Age is number of days from first arraignment excluding days outside court’s control.

Cases are ordered by age, with oldest case first, regardless of the stage at which it resides.

A is the total number of cases pending in this department at the time the report is run.

B is the total number of defendants in all cases pending in this department at the time the report is run.

The bottom row contains the total numbers of defendants at various stages of the cases assigned to this department.

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Form 5. Criminal Case Processing Stage Inventory – Miscellaneous Petitions

Department ____

As of _____, ____

Case Number	Highest charge	Defendant Information			Case Status			Number of appearances	Days since arraignment on complaint	Age	Next scheduled event	Date of next event
		Number of defendants	Number of defendants not waiving time	Number of defendants in custody	Awaiting initial appearance	Awaiting pretrial conf	Awaiting trial					
Total cases	A	X	X	X	X	X	X	X	X	X	X	X
Total defendants	B	X	X	X				X	X	X	X	X

Notes:

This report contains only miscellaneous petitions.

The numbers of defendants in each case status are entered in the case status columns. For a single defendant case, the number “1” appears in one and only one case stage.

Law and motion matters are subsumed within the larger case status categories.

Age is number of days since filing of the petition excluding days outside court’s control.

Cases are ordered by age, with oldest case first, regardless of the stage at which it resides.

A is the total number of cases pending in this department at the time the report is run.

B is the total number of defendants in all cases pending in this department at the time the report is run.

The bottom row contains the total numbers of defendants at various stages of the cases assigned to this department.

Form 6. Criminal Case Processing Stage Inventory – Standard Cases Only
Misdemeanor Department ____
As of _____, ____

Case Number	Highest charge	Defendant Information			Case Status			Number of appearances	Days since arraignment on complaint	Age	Next scheduled event	Date of next event
		Number of defendants	Number of defendants not waiving time	Number of defendants in custody	Awaiting arraignment on complaint	Awaiting pretrial conf	Awaiting trial					
Total cases	A	X	X	X	X	X	X	X	X	X	X	X
Total defendants	B	X	X	X	X			X	X	X	X	X

Notes:

This report contains only active standard cases; it excludes cases outside court's control and cases in collaborative justice status, including deferred entry of judgment cases. It does include cases handled in a unified court for families if it otherwise falls within the criteria for this report.

Non traffic and traffic misdemeanors are not distinguished on this report.

The numbers of defendants in each case status are entered in the case status columns. For a single defendant case, the number "1" appears in one and only one case stage.

Law and motion matters are subsumed within the larger case status categories.

Citations for which no complaint has been filed are counted as awaiting arraignment on the complaint.

Age is number of days from first arraignment excluding days outside court's control.

Cases are ordered by age, with oldest case first, regardless of the stage at which it resides.

A is the total number of cases pending in this department at the time the report is run.

B is the total number of defendants in all cases pending in this department at the time the report is run.

The bottom row contains the total numbers of defendants at various stages of the cases assigned to this department.

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Form 7. Criminal Case Processing Stage Inventory Summary Report – Standard Case Defendants Only
As of _____, _____

Department	Defendants awaiting arraignment on complaint (initial appearance for misc petitions)	Defendants awaiting prePX hearing		Defendants awaiting preliminary hearing		Defendants awaiting arraignment on information /indictment		Defendants awaiting pretrial conference		Defendants awaiting trial	
		Number	Number GE 31 days	Number	Number GE 91 days	Number	Number GE 101 days	Number	Number GE 181 days (GE 91 days for misdemeanors)	Number	Number GE 366 days (GE 121 days for misdemeanors) (GE 31 or 61 days for misc petitions)
Courtwide											
Felonies											
Location 1											
Location 2											
Misdemeanors		X	X	X	X	X	X				
Location 1		X	X	X	X	X	X				
Location 2		X	X	X	X	X	X				
Miscellaneous petitions		X	X	X	X	X	X		X		

Notes:

This report is by defendants whose cases are pending at various stages of the criminal process.

Single defendant cases currently outside court's control do not appear on the list; defendants in multi-defendant cases who are outside court's control do not appear on the report.

This report contains only active standard cases and miscellaneous petitions; it excludes cases in collaborative justice courts.

The statutory time to commence a hearing or trial or to decide on a petition differs by type of miscellaneous petition. For instance, the requirement for habeas corpus and PC 2960 cases is 60 days, while the requirement for PC2970 cases is 30 days.

Form 8. Persons in Collaborative Justice Courts Inventory Report
 Court or Calendar _____ Department ____ As of _____, _____

Case number	Highest charge	Custody status	Number of appearances in current program	Days in current program	Next scheduled event	Date of next event
Total						

Notes:

This report contains only cases in collaborative justice courts; it excludes active standard cases. It does include cases handled in a unified court for families if it otherwise falls within the criteria for this report.

The report assumes that there are no multiple defendant cases in collaborative justice courts.

A separate report is generated for each collaborative justice court or calendar and department.

Cases are ordered by age, with oldest case first.

The total figure is the total number of persons in the collaborative justice court in this department on this calendar.

Form 9. Collaborative Justice Courts Summary Report

As of _____, _____

Court or calendar	Persons in the court at end of last month	Persons ordered into the court during the month	Persons who left the program				Persons in the court at end of this month
			Program completed successfully	No fault non completion	Failed to complete program	Transferred to different program	
Drug court							
Department 1							
Department 2							
Domestic violence court							
Department 3							
Department 4							

Notes:

This report contains only cases in collaborative justice courts; it excludes active standard cases.

The report assumes that there are no multiple defendant cases in collaborative justice courts.

Persons successfully completing a program are those who leave the court or calendar through successful completion of the requirements for the program, such as graduation from drug court.

Persons not completing a program are persons who are terminated for failure to make satisfactory progress towards program completion.

Persons transferred to different program are instances in which the transfer results from a mismatch of the person and the program.

Form 10. Pending Probation Revocation Inventory Report
 Department _____ As of _____, _____

Case number	Highest charge at conviction	Number of pending petitions to revoke	Custody status	Number of appearances	Days since arraignment on petition	Next scheduled event	Date of next event
Total	X		X	X	X	X	X

Notes:

This report tracks grants of probation for which one or more petitions to revoke have been filed. The report uses the term probation revocation petitions. In some courts, prosecutors and probation departments initiate these proceedings with documents referred to as motions, declarations or orders to show cause. The report does not track oral petitions to revoke made in open court.

This report contains only probation revocation petitions for which no criminal prosecution has been instituted arising from the same behavior or event. In those cases, probation revocation petitions are handled as matters trailing disposition upon completion of the criminal case.

This report does not include petitions to modify the conditions of probation, petitions to terminate probation, or review hearings on an existing grant of probation.

A separate report is generated for each criminal department handling probation revocation petitions.

A defendant may be on numerous grants of probation simultaneously. Each grant is listed separately. Separate entries are not made for multiple pending probation revocation petitions for a single grant of probation. Courts entering a single grant of probation for multiple cases should use the case number of the case with the highest charge at the time of conviction to identify the probation grant.

Age is number of days since arraignment on the oldest outstanding probation revocation petition, motion or declaration for a defendant on a particular grant of probation.

Cases are ordered by age, with oldest case first, except that cases involving the same defendant are grouped together.

The total figure is the total number of probation revocation cases pending in this department, excluding cases in which a criminal prosecution has been instituted.

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Form 11. Probation Revocations Summary Report

As of _____, _____

Department	Pending at end of last month	New cases in which a violation is alleged	Violations disposed					Pending at end of this month	Number GE 91 days
			By jail or prison sentence	By reinstatement of probation	By completion of probation	By judge-ordered termination without reinstatement	By dismissal		
Courtwide total									
Department 1									
Department 2									

Notes:

This report aggregates information on pending probation revocation proceedings throughout a court. It tracks the number of grants of probation for which one or more revocation petitions have been filed. It uses the term probation revocation petitions. In some courts, prosecutors and probation departments initiate these proceedings with documents referred to as motions, declarations or orders to show cause.

This report contains only probation revocation petitions for which no criminal prosecution has been instituted. In those cases, probation revocation petitions are handled as matters trailing disposition upon completion of the criminal case.

This report does not include petitions to modify the conditions of probation, petitions to terminate probation, or review hearings on an existing grant of probation.

A defendant may be on numerous grants of probation simultaneously. Each grant for which a violation is alleged is counted separately. Filing of an additional allegation in the same probation grant is not counted as a new case in which a violation is alleged.

Dispositions of probation revocations are grouped into four categories – instances in which the probation violation results in a jail or prison sentence, instances in which it is reinstated, instances in which it is ended satisfactorily, and dismissals of probation revocation petitions – at the instance of probation or prosecution or by court order. Cases in which probation is terminated and reinstated are counted as reinstatements.

Form 12. Pending Cases Without Criminal Complaints Inventory
As of _____, _____

Defendant last name	Agency case number	Highest charge	Number of appearances	Days since appearance date	Days since arrest, filing of bond, or release on cash bail or surety (whichever is most recent)	Next scheduled event	Date of next scheduled event
Total		X	X	X	X	X	X

Notes:

This report lists the cases in which a defendant was arrested and released with a promise to appear for which the defendant has not been exonerated, no complaint has been filed, and for which the appearance date has passed.

Cases are ordered by type of offense, with felonies listed first, followed by non-traffic misdemeanors, followed by traffic misdemeanors. Within each type of offense, cases are listed by number of days since the arrest, filing of bond, or release on cash bail or surety (whichever is most recent), with the highest number listed first.

Highest charge is based on the information available to the court and may not reflect the charge that is eventually filed.

The total figure is the total number of pending cases in which a complaint has not been filed.

Form 13. Pending Felony and Misdemeanor Defendants Whose Cases Are Removed from the Court's Control
For cases filed between _____, _____ and _____, _____

Case Type	Outstanding arrest warrant	Outstanding bench warrant	Deferred entry of judgment (PC 1000)	Mental competency or narcotics addict diagnosis or 90-day treatment program	Stay by a higher court	Stay for active military duty or incarceration	Pending securing of private counsel
Felony total							
Homicide							
Forcible rape							
Kidnap							
Assault							
Robbery							
Sexual offenses							
Property offenses							
Drug offenses							
Other felony							
Misdemeanor total							
Non traffic misdemeanors							
Assault and battery							
Property offenses							
Drug offenses							
Sexual offenses							
Other nontraffic misdemeanors							
Traffic misdemeanor							
DUI							
Other traffic misdemeanors							
Driving while license suspended							
Total							

Notes for Form 13:

This report accounts for the number of defendants whose felony and misdemeanor cases are removed from the court's control. Infractions and miscellaneous petitions are not included.

An individual defendant is counted multiple times if s/he has multiple pending cases that have been removed from the court's control. For instance, if one defendant in a multi-defendant felony case is a fugitive and that same person is a fugitive in two misdemeanor cases, the report counts the defendant three times – once for a felony and twice for a misdemeanor.

A defendant is counted in only one category for a particular case.

The categories are those recognized by the Judicial Council in section 2.2(n)(2) of the Standards of Judicial Administration.

Form 14. Trial Settings Inventory Report

Department _____ For the period _____, _____ through _____, _____

Case number	Highest charge	Number of defendants	Number of defendants not waiving time	Number of defendants in custody	Number of appearances	Days since arraignment on complaint	Age	Type of trial	Scheduled trial date	Estimated trial length
Total		X	X	X	Median	Median	Median	X	X	Median

Notes:

This report contains only cases for which a trial date has been set.

A separate report is generated for each department.

Separate reports are generated for pending felony trials, pending misdemeanor trials, and pending merits hearings and trials of miscellaneous petitions. Estimated trial length is provided in days.

Age is number of days from arraignment on the complaint for the first arraigned defendant, excluding days outside court's control.

Type of trial is either "court" or "jury."

Cases currently outside the court's control do not appear on the list.

Cases are ordered by trial date, with the earliest setting appearing at the top of the list. For cases set for trial on the same date, cases are arranged by age, with the oldest case first.

The total figure is the total number of trial settings for this department. Medians are shown for number of appearances, number of days since arraignment on the complaint, case age, and estimated trial length.

Form 15. Trial Settings Summary Report
As of _____, _____

Court or calendar	Number of trials on the calendar one month ago	Number currently set								Change from previous month		Total days of estimated trial time
		Cases set for trial within the coming week	Cases set for trial within the second week	Cases set for trial within the third week	Cases set for trial within the fourth week	Cases set for trial within the fifth through eighth weeks	Cases set for trial beyond eight weeks	Total cases currently on the trial calendar				
Felony total										#	%	
Department __										#	%	
Department __										#	%	
Department __										#	%	
Misdemeanor total										#	%	
Department __										#	%	
Department __										#	%	
Department __										#	%	
Miscellaneous petitions total										#	%	
Department __										#	%	
Department __										#	%	
Department __										#	%	

Notes:

This report contains only cases for which a trial date has been set.

Estimated trial length is provided in days.

A court may choose to have the report show actual dates – for instance, the date of the Monday of each week – rather than “coming,” “second,” “third,” etc.

Form 16. Cases with Last Dates for Trial Report

Department _____

As of _____, _____

Case number	First-named defendant's last name	Case Type	Highest charge	Number of defendants	Number of defendants in custody	Last day for trial	Trial date set	Estimated days for trial	Defense counsel last name

Notes:

This report contains all cases for a department in which there is no time waiver or a time waiver has expired and not been renewed. It contains whatever types of cases are heard in that department, including miscellaneous petitions.

The last name (of the first-named defendant in a multiple defendant case) is added for quick recognition of a case by a bench officer reading the report.

Case type is either F for felony or M for misdemeanor.

The last day for trial is a date field, MMDDYYYY, in which MM is a two digit value for the month, DD is a two digit value for the day of the month, and YYYY is a four digit year. This date is entered into the case management system after it has been determined by the judge and confirmed by counsel; it is not a calculated value.

X of 10 is a number between 1 and 10 representing how close in court days the last day for trial is to the date as of which the report is run. 10 of 10 means that a case must be tried on the date of the report. 9 of 10 means that the case must be tried on the next court day.

Cases are ordered by the last day for trial, with the earliest date first. When multiple cases have the same last day for trial, they are ordered by case age, with the oldest case first.

Form 17. Cases with Last Dates for Trial Summary Report
As of _____, _____

Case Type and Department	10 of 10	9 of 10	8 of 10	7 of 10	6 of 10	5 of 10	4 of 10	3 of 10	2 of 10	1 of 10	Total
Felony											
Department 1											
Department 2											
Department 3											
Misdemeanor											
Department 4											
Department 5											
Department 6											

Notes:

This report contains all cases for the court as a whole in which there is no time waiver or a time waiver has expired or been withdrawn and which are within 10 court days of the last day for trial. This report does not include miscellaneous petitions.

The last day for trial is date is entered into the case management system after it has been determined by the judge and confirmed by counsel; it is not a calculated value.

The data presented is discrete rather than cumulative. For instance, 5 of 10 includes only the cases for which five more trial days remain before the speedy trial statute runs. It does not include all cases with that amount of time or more remaining. Only the final column cumulates all of the cases included in all of the other columns.

Form 18. Felony Case Disposition Efficiency Report
 For the period from _____, ____ to _____, _____

Case type, period of time or department	Percentage of Events Held that Resulted in Dispositions															Trial dispositions
	Arraignment on the complaint			PrePX hearing			Preliminary hearing			Arraignment on the information/indictment			Pretrial hearing			
	Number disposed	Number transited this stage	%	Number disposed	Number transited this stage	%	Number disposed	Number transited this stage	%	Number disposed	Number transited this stage	%	Number disposed	Number transited this stage	%	Number

Notes:

This report is based on defendants, not on cases.

For each case stage, count the number of defendants disposed at that stage and divide it by the total number of defendants passing through that stage.

Disposition, for purposes of this report, is limited to dismissal, guilty plea, conviction, and acquittal. The date of disposition, again for purposes of this report, is the date of one of these events, not the date of imposition of sentence.

Arraignment on the complaint – Numerator = Defendants dismissed or discharged prior to arraignment plus defendants who pled guilty or were dismissed or discharged at the arraignment. Denominator = Numerator plus defendants who pled not guilty at the arraignment.

PrePX hearing – Numerator = Defendants who pled not guilty at arraignment with a change of plea or dismissal with no PX and no waiver of PX. Denominator = Numerator plus defendants who pled not guilty at arraignment with a PX or waiver of PX.

Preliminary hearing – Numerator = Defendants with guilty plea or dismissal at PX. Denominator = Numerator plus defendants held to answer at PX and defendants who waived PX.

Arraignment on the information or indictment – Numerator = Defendants pleading guilty or dismissed at the arraignment on the information or indictment. Denominator = Numerator plus defendants entering not guilty plea at arraignment on the information or indictment.

Pretrial hearing – Numerator = Defendants who pled not guilty at the arraignment on the information or indictment with a change of plea or dismissal with no trial commencement. Denominator = Numerator plus defendants who pled not guilty at arraignment on the information or indictment with a trial commencement.

Trial dispositions – The number of defendants convicted, acquitted, dismissed, or pled guilty at trial, using the JBSIS definition of trial – taking of first evidence in a court trial and swearing of the jury in a jury trial.

Form 19. Misdemeanor Case Disposition Efficiency Report
 For the period from _____, ____ to _____, _____

Case type, period of time or department	Percentage of Events Held that Resulted in Dispositions						Trial dispositions Number
	Arraignment			Pretrial hearing			
	Number disposed	Number transited this stage	%	Number disposed	Number transited this stage	%	

Notes:

This report is based on defendants, not on cases.

For each case stage, count the number of defendants disposed at that stage and divide it by the total number of defendants passing through that stage.

Disposition, for purposes of this report, is limited to dismissal, guilty plea, conviction, and acquittal. The date of disposition, again for purposes of this report, is the date of one of these events, not the date of imposition of sentence.

Arraignment on the complaint – Numerator = Defendants dismissed or discharged prior to arraignment plus defendants who pled guilty or were dismissed or discharged at the arraignment. Denominator = Numerator plus defendants who pled not guilty at the arraignment.

Pretrial hearing – Numerator = Defendants who pled not guilty at the arraignment on the complaint with a change of plea or dismissal with no trial commencement. Denominator = Numerator plus defendants who pled not guilty at arraignment on the information or indictment with a trial commencement.

Trial dispositions – The number of defendants convicted, acquitted, dismissed, or pled guilty at trial, using the JBSIS definition of trial – taking of first evidence in a court trial and swearing of the jury in a jury trial.

Form 20. Trial Settings Efficiency Report
 For the period from _____, ____ to _____, _____

Department	Number of trials scheduled to commence during the period of the report	Trials continued		Cases tried to verdict				Guilty pleas		Dismissals		Mistrials		Still in trial		Removed from court's control		Other	
				Court		Jury													
	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%

Notes:

This report is of all trials (including hearings and trials on miscellaneous petitions) scheduled to commence during the period of the report. Every trial scheduled to commence during the period of the report is categorized into one, and only one, of the columns to the right of the number of trials scheduled to commence column.

If a trial is continued and disposed in some other fashion during the reporting period, report only the other disposition.

Miscellaneous petitions will contain no information in the columns marked "guilty plea" and "removed from court's control."

Form 21. Felony Case Type of Disposition Report
 For the period from _____, ____ to _____, _____

Department	Stage at which defendant was disposed														Other dispositions	
	Arraignment on the complaint		PrePX hearing		Preliminary hearing		Arraignment on the information/ indictment		Pretrial hearing		Trial					
	Plea	Dismiss	Plea	Dismiss	Plea	Dismiss	Plea	Dismiss	Plea	Dismiss	Convict	Acquit	Plea	Dismiss		
Total																

Notes:

This report is based on defendants, not on cases.

This report does not include cases removed from court control.

For this report, the JBSIS definition of disposition (occurring at the time of sentencing) is appropriate.

Cases that plead guilty or are dismissed at a preliminary hearing before a witness is sworn or evidence introduced are treated as disposed at PrePX hearing.

Other dispositions include transfers to other courts and other miscellaneous ways in which a case can be disposed.

All columns are totaled.

Form 22. Misdemeanor Case Type of Disposition Report
 For the period from _____, ____ to _____, _____

Department	Stage at which defendant was disposed								Other dispositions
	Arraignment on the complaint		Pretrial hearing		Trial				
	Plea	Dismiss	Plea	Dismiss	Convict	Acquit	Plea	Dismiss	
Total									

Notes:

This report is based on defendants, not on cases.

This report does not include cases removed from court control.

For this report, the JBSIS definition of disposition (occurring at the time of sentencing) is appropriate.

Other dispositions include transfers to other courts and other miscellaneous ways in which a case can be disposed.

Form 23. Preliminary Hearing Held/Waived Report
 For the period _____, _____

Department	Defendants waiving preliminary hearing		Defendants held to answer following preliminary hearing		Defendants arraigned on the information	
	#	%	#	%	#	%

Notes:

A preliminary hearing based solely on the police report counts as a defendant held to answer following a preliminary hearing.

Form 24. Preliminary Hearing Disposition Report
Preliminary Hearings Set (and not Vacated) during the period from _____, _____ to _____, _____

Department	Preliminary Hearings Held											Preliminary Hearings Not Held										Other				
	Total		Held to answer		Charges dismissed		Plea		Reduced to misd for misd trial		PX in progress at end of reporting period		Total		Hearing waived		Plea before hearing		Charges dismissed before hearing		Failure to appear		Continued			
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#		%	#	%	#
Courtwide total																										
Department 1																										
Department 2																										
Department 3																										

Notes:

This report includes all preliminary hearing settings that were not vacated because a case settled prior to the date set for the hearing.

A preliminary hearing is deemed to have occurred when the police report or other evidence was submitted or the first witness sworn.

Other includes cases transferred to another court or other miscellaneous reasons why a preliminary hearing was not held.

A case is not considered "continued" if a preliminary hearing is not completed on the date it commences and requires an additional day or days to be completed. A case is considered "continued" when it is rescheduled for a later date.

If a preliminary hearing is continued and disposed in some other fashion during the reporting period, report only the other disposition, not the continuance.

Form 25. Felony Hearing/Trial Time Interval Report
 For the period from _____, _____ to _____, _____

Court Unit	Median number of days from filing of complaint to arraignment on the complaint	Median number of days from arraignment on the complaint to			Median number of days from filing to resolution of		
		Preliminary hearing	Arraignment on the information	Trial	Evidentiary motion	Motion to dismiss	Motion in limine
Courtwide							
Department 1							
Department 2							
Etc.							

Notes:

This report includes interval data for felony defendants for a given reporting period. It does not include defendants whose cases are commenced by indictment or by miscellaneous petition.

Data on time from filing of complaint to arraignment on the complaint is based on all defendants arraigned during the reporting period.

Data on time from arraignment on the complaint to preliminary hearing is based on all defendants whose preliminary hearings commenced during the reporting period.

Data on time from arraignment on the complaint to arraignment on the information is based on all defendants who were arraigned on the complaint during the reporting period.

Data on time from arraignment on the complaint to trial is based on all defendants whose trial commenced during the reporting period.

Data on time to resolve motions is based on all written motions resolved during the reporting period.

Form 26. Misdemeanor Hearing/Trial Time Interval Report
 For the period from _____, _____ to _____, _____

Court Unit	Median number of days from filing of complaint to arraignment on the complaint	Median number of days from arraignment on the complaint to trial	Median number of days from filing to resolution of		
			Evidentiary motion	Motion to dismiss	Motion in limine
Courtwide					
Department 1					
Department 2					
Etc.					

Notes:

This report includes interval data for misdemeanor defendants for a given reporting period.
 Data on time from filing of complaint to arraignment on the complaint is based on all defendants arraigned during the reporting period.
 Data on time from arraignment on the complaint to trial is based on all defendants whose trial commenced during the reporting period.
 Data on time to resolve motions is based on all written motions resolved during the reporting period.

Form 27. Miscellaneous Petition Hearing/Trial Time Interval Report
 For the period from _____, _____ to _____, _____

Court Unit	Median number of days from filing of petition to initial appearance	Median number of days from filing of petition to hearing/trial	Median number of days from filing to resolution of		
			Evidentiary motion	Motion to dismiss	Motion in limine
Courtwide					
Department 1					
Department 2					
Etc.					

Notes:

This report includes interval data for miscellaneous petitions for a given reporting period.

Data on time from filing of petition to initial appearance is based on all defendants with an initial appearance during the reporting period.

Data on time from filing of the petition to hearing/trial is based on all defendants whose hearing on the merits or trial commenced during the reporting period.

Data on time to resolve motions is based on all written motions resolved during the reporting period.

Form 28. Infraction Hearing Time Interval Report
 For the period _____, _____

Court Unit	Median number of days from filing of written declaration to decision	Median number of days from request for trial to commencement of trial
Courtwide		
Department 1		
Department 2		
Etc.		

Notes:

This report includes interval data for infractions for a given reporting period.

Data on time from filing of written declaration to decision is based on all defendants with decisions on their written declarations during the reporting period.

Data on time from request for trial to commencement of trial is based on all defendants whose trial (including trial de novo) commenced during the reporting period.

Form 29. Infraction Disposition Report
 For the period from _____, ____ to _____, _____

Department	Dispositions without a hearing								Dispositions with a hearing								Total dispositions				
	Forfeiture of bail		Traffic school		Proof of correction		Other		Dismissed		Not guilty		Proof of correction		Traffic school		Fine (including forfeiture of bail)		Other		
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#

Notes:

All infraction dispositions for a reporting period should be categorized into one of the eight sub-columns of this report. Each disposition should be in one and only one category. Other includes all dispositions that do not fall within one of the other disposition categories. Hearings include both trials and trials de novo.

Appendix

Example of Multiple Views of the Data from a Single Report

Form 18 provides judges and court staff with retrospective information about how misdemeanor cases were disposed in the past. Here are five alternative ways in which this information could be displayed. Each "view" is appropriate for a particular use of the data. The first view enables an individual misdemeanor calendar judge to view the data for the most recently completed month.

View One
Form 18. Misdemeanor Case Disposition Efficiency Report
Department 113
For the period March 2007

Case type, period of time or department	Percentage of Events Held that Resulted in Dispositions		Trial
	Arraignment	Pretrial hearing	
Department 113			

The second view is designed to enable the same judge to view her or his progress over the past six months. Has the judge made progress in getting more cases resolved early in the process?

View Two
Form 18. Misdemeanor Case Disposition Efficiency Report
Department 113
For the period October 2006 through March 2007

Case type, period of time or department	Percentage of Events Held that Resulted in Dispositions		Trial
	Arrest	Pretrial hearing	
October 2006			
November 2006			
December 2006			
January 2007			
February 2007			
March 2007			

The third view shows the data for the most recent month for all three misdemeanor departments, allowing the supervising criminal judge to compare the performance of the three misdemeanor judges.

View Three
Form 18. Misdemeanor Case Disposition Efficiency Report
All Departments
For the period March 2007

Case type, period of time or department	Percentage of Events Held that Resulted in Dispositions		Trial
	Arrest	Pretrial hearing	
Department 113			
Department 116			
Department 204			

The fourth view shows the same data for the court as a whole over the past six months. How much progress has the court as a whole made in resolving misdemeanor cases earlier in their lives?

View Four
Form 18. Misdemeanor Case Disposition Efficiency Report
Courtwide
For the period October 2006 through March 2007

Case type, period of time or department	Percentage of Events Held that Resulted in Dispositions		Trial
	Arrestment	Pretrial hearing	
October 2006			
November 2006			
December 2006			
January 2007			
February 2007			
March 2007			

Finally, the fifth view combines the fourth and fifth views into a single table.

View Five
Form 18. Misdemeanor Case Disposition Efficiency Report
Courtwide
For the period January 2007 through March 2007

Case type, period of time or department	Percentage of Events Held that Resulted in Dispositions		Trial
	Arraignment	Pretrial hearing	
January 2007			
Department 113			
Department 116			
Department 204			
Courtwide			
February 2007			
Department 113			
Department 116			
Department 204			
Courtwide			
March 2007			
Department 113			
Department 116			
Department 204			
Courtwide			