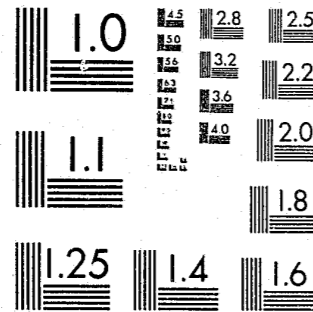


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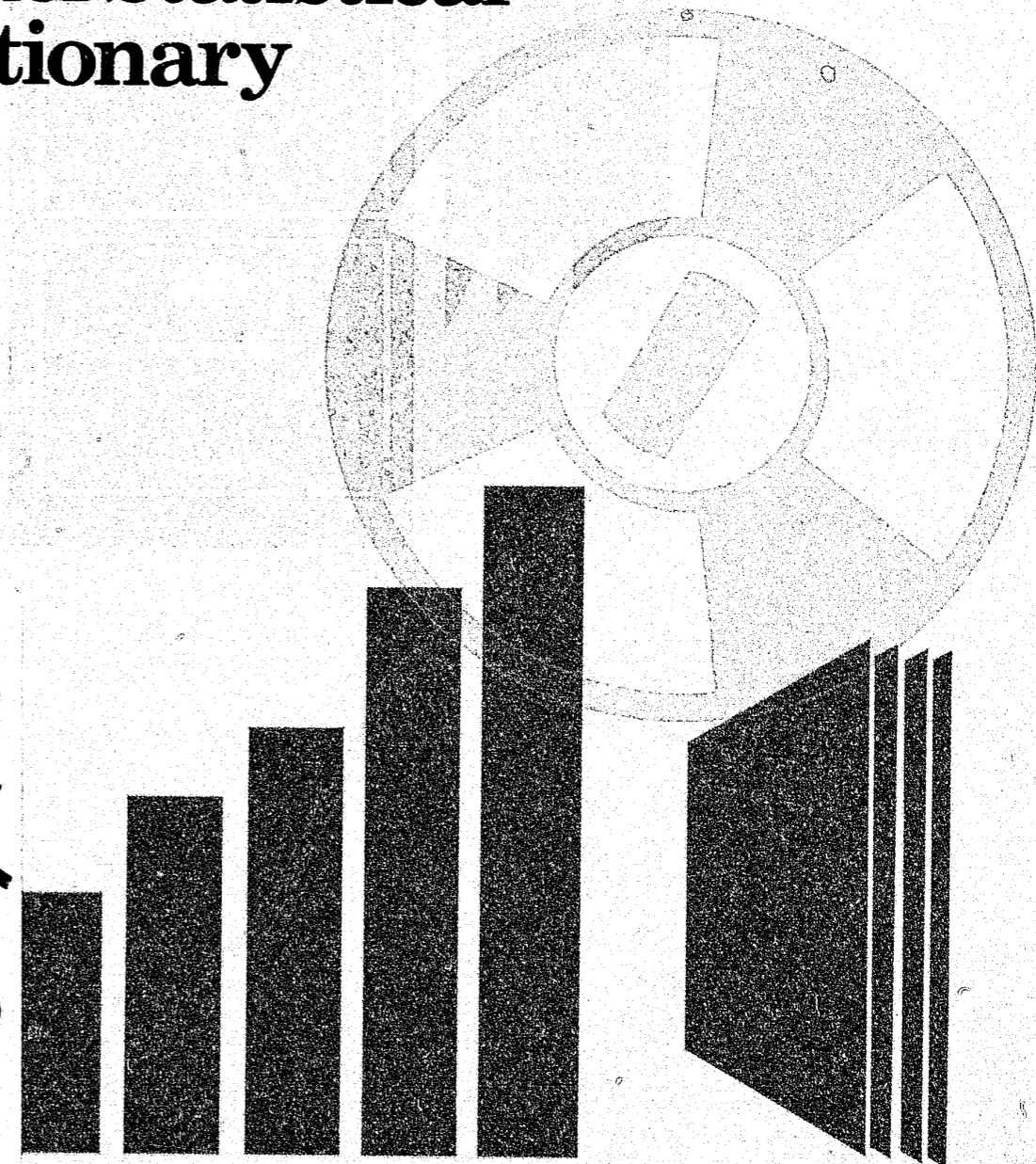
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Supplement to the State Court Model Statistical Dictionary

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Supplement to the State Court Model Statistical Dictionary

*A joint effort of
Conference of State Court Administrators
and
National Center for State Courts*

Courts Statistics and Information Project
300 Newport Avenue
Williamsburg, Virginia 23185

1984

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Conference of State Court Administrators Court Statistics and Information Systems Committee

Elizabeth D. Belshaw
State Court Administrator
Oregon (through 1983)

William G. Bohn
State Court Administrator
North Dakota

Hugh M. Collins
Deputy Judicial Administrator
Louisiana

Sue K. Dosal
State Court Administrator
Minnesota
(Dictionary Subcommittee)

Honorable Roy O. Gulley
Director, Administrative Office
of the Courts
Illinois
(Dictionary Subcommittee Chairman)

L. M. "Pat" Jacobs, IV
Circuit Court Administrator
Detroit, Michigan (through Feb. 1984)
(Dictionary Subcommittee)

Walter J. Kane
State Court Administrator
Rhode Island
(CHAIRMAN)

J. Denis Moran
Director of State Courts
Wisconsin

Larry P. Polansky
Executive Officer
Courts of the District of Columbia

Professor Richard J. Richardson
University of North Carolina
(Dictionary Subcommittee)

Francis J. Taillefer
Administrator, Information Service
Division, Administrative Office
of the Courts, North Carolina

Abraham J. Gafni
Court Administrator
Supreme Court of Pennsylvania
(Dictionary Subcommittee)

Court Statistics and Information Management Project Staff

Victor E. Flango, Project Director
Mary Louise Clifford, Staff Associate
Mary E. Elsner, Staff Associate
Robert T. Roper, Staff Associate
Brenda W. Jones, Administrative Secretary

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ACQUISITIONS

Contents

This supplement to the State Court Model Statistical Dictionary provides four kinds of data terminology that should be integrated into the first edition:

- Revisions to entries in the first edition of the dictionary, which subsequent use has indicated are more appropriate than the earlier classifications;
- Data sets for juvenile petition types and juvenile adjudication outcomes, which were not included in the first edition of the dictionary;
- Classification schemes for events in court case processing, which were not included in the first edition and have evolved as the result of publication by the National Court Statistics Project and the State Judicial Information Systems Project of the Court Case Management Information Systems Manual¹;
- New entries for additional related terms, needed to explain terms used in the new definitions.

In order that the reader can see what has been added to the original dictionary, the entire index from the State Court Model Statistical Dictionary is published at the end of this document, with the new entries that are included in this Supplement inserted and indicated with a Supplement page number. The page numbers of unchanged entries in the first edition remain the same. The entire dictionary should, of course, be used in conjunction with this Supplement, and this index will tell which volume and page to consult for the correct entry.

The revisions to the first edition affect only the caseload inventory scheme for trial court cases and manner of disposition, trial court cases--specifically changes in traffic case types and juvenile case types and the addition of juvenile petition adjudication outcomes to the manner of disposition classification scheme. In addition, the "other" case type categories have been changed to miscellaneous to avoid confusion with data that states are reporting as "other."

The revised classification schemes for trial court case types and the corresponding manners of disposition are as follows, with the revisions boldfaced to draw attention to them. These boldfaced terms are all defined in this supplement.

¹Clifford, Mary Louise, and Lynn A. Jensen, Court Case Management Information Systems Manual (Williamsburg: National Center for State Courts, 1983)

Trial court case types	Trial court manner of disposition
Civil case types	Civil case manner of disposition
Tort case	Jury trial
Auto tort case	Non-jury trial
Professional tort case	Uncontested/default
Product liability tort case	Dismissed/withdrawn/settled
Miscellaneous tort case	(before trial)
Contract case	Transferred (before/during
Real property rights case	trial)
Small claims case	Arbitration
Domestic relations case	Other manner of disposition
Marriage dissolution case	
Support/custody case	
Adoption case	
Paternity or bastardy case	
Miscellaneous domestic	
relations case	
Mental health case	
Estate case	
Probate/wills/intestate case	
Guardianship/conservatorship/	
trusteeship case	
Miscellaneous estate case	
Appeal case	
Appeal of administrative agency case	
Appeal of trial court case	
Extraordinary writ case	
Postconviction remedy case	
Miscellaneous civil case	
Criminal case types	Criminal case manner of disposition
Felony case	Jury trial
Misdemeanor case	Conviction
DWI/DUI case	Guilty plea
Preliminary hearing	Acquittal
(limited jurisdiction	Dismissed
court only)	Non-jury trial
Ordinance (non-traffic)	Conviction
violation case	Guilty plea
Appeal of trial court case	Acquittal
Extraordinary writ case	Dismissed
Postconviction remedy case	Dismissed (before trial)
Sentence review only case	Nolle prosequi
Miscellaneous criminal case	Bound over
	Transferred (before/during trial)
	Diverted
	Guilty plea (before trial)
	Bail forfeiture
	Other manner of disposition

Traffic case types	Traffic case manner of disposition
Moving traffic violation	Jury trial
(contested, uncontested)	Conviction
Parking violation case	Acquittal
(contested, uncontested)	Non-jury trial
Miscellaneous traffic violation	Conviction
(contested, uncontested)	Acquittal
	Transferred (before, during trial)
	Guilty plea (before trial)
	Bail forfeiture
	Dismissed (before trial)
	Nolle prosequi
	Diverted
	Parking fine
	Other manner of disposition
Juvenile petition types	Juvenile adjudication outcomes
Criminal-type juvenile	Dismissed prior to fact finding
petition	Dismissed after fact finding begun
Status petition	Waiver/certification/transfer for
Child victim petition	criminal prosecution
Miscellaneous juvenile	Transfer to other jurisdiction
petition	(not judicial waiver)
	Petition granted

In this Supplement, classification schemes for events in court case processing are added to the model statistical dictionary, along with a number of new unrelated term entries that help to explain how these sets of events can be used by court managers to assess the pace of litigation, as well as to set standards for case processing and to monitor court adherence to those standards.

The classification scheme below includes the maximum set of data elements that was presented in the Court Case Management Information Systems Manual. For those courts that are in the early stages of developing an information system, the minimum data elements--the first events that should be recorded--are indicated with a double asterisk (**) while the additional data elements needed by a court in a transition stage are indicated with a single asterisk (*). For a discussion of data elements, the reader is referred to Chapter III of the Manual. Part II of the Manual shows how these data elements are used to produce output reports for case management purposes.

The classification schemes for events in court case processing follow:

Events in appellate court case processing:

Appeals cases:

- Date of first filing in trial court
- **Date of filing of notice of appeal
- Date case went on alternate track
- Date of appellate alternate disposition conference
- Date court reporter's transcript ordered
- Extensions granted to court reporters
- *Date court reporter's transcript received
- *Date record received
- *Date appellant's brief first received
- *Date respondent's brief first received
- Date ready to be scheduled for oral argument
- *Date under advisement (date of oral argument or submission)
- **Date of decision (disposition)
- Request for en banc hearing or rehearing

Requests to appeal and sentence review only cases:

- Date of first filing in trial court
- **Date petition filed
- **Date of decision (disposition)

Original proceeding cases:

- **Date of filing
- **Date of decision (disposition)

Events in trial court case processing

Events in civil case processing:

- **Date of filing
- Date of service of summons
- *Date first answer filed
- Date civil case put on alternate track (mediation, arbitration)
- Date of completion of discovery
- Date case is ready for trial (certificate of readiness, note of issue, or certain pretrial orders)
- Date of first pretrial conference
- *First scheduled trial date (number of continuances)
- *Date trial commenced
- Date trial concluded
- **Date of adjudication
- Date of hearing on a post-disposition motion
- Date of decision on a post-disposition motion
- Date judgment entered
- Date of order for stay of proceedings

Events in criminal case processing:

- **Date of filing of complaint
- Date of arrest
- Date of initial appearance
- Date of diversion
- Date of preliminary hearing
- *Date of indictment or information
- Date of arraignment
- Date of conference
- *First scheduled trial date (number of continuances)
- *Date trial commenced
- Date trial concluded
- *Date of adjudication
- Date of hearing on a post-trial motion
- Date of decision on a post-trial motion
- Date judgment entered
- **Date of sentencing or charges disposed
- Date of order for stay of proceedings
- Date of petition for reconsideration of sentence

Events in contested traffic case processing:

- **Date of filing of complaint
- Date of diversion
- *First scheduled trial date (number of continuances)
- *Date trial commenced
- Date trial concluded
- *Date of adjudication
- Date of hearing on a post-trial motion
- Date of decision on a post-trial motion
- Date judgment entered
- **Date of sentencing or charges disposed
- Date of order for stay of proceedings
- Date of petition for reconsideration of sentence

Events in juvenile petition processing:

- **Date petition filed
- *Date of hearings (first, second hearing, etc.)
- **Date of adjudication outcome (juvenile petition)

Format

The terms defined in the dictionary are in boldface type. When these terms appear within other entries in the dictionary, they also are in boldface whenever appropriate to indicate that the definition of that term will be found in its alphabetical position in the dictionary. This permits an already defined term to be used in other definitions without redefining the term.

Each entry in the dictionary will be arranged as follows, and will include part or all of the following segments:

1. Indication of kind of term:
 - # indicates a court statistical term.
 - A related, nonstatistical term has no symbol.
2. The **term** itself in boldface.
3. The definition of the term.
4. An instruction to see other, closely related terms.
5. Synonyms, if any
6. Court Statistical Usage.
7. Annotation.

Two kinds of terms are defined--court statistical and related terms. Court statistical terms are words or phrases representing quantitative concepts or basic reporting units in court usage. They should be sufficiently clear and uniformly defined to be used in the collection and analysis of statistics within and among states. Related terms are those that are needed to clarify the definitions of the statistical terms.

Each statistical term is explained for court reporting purposes. It may have synonyms listed after the definition, as well as an annotation containing supplementary material that helps explain a term, a variant of a term, or a closely related term.

All statistical term entries as well as some related terms contain a subheading, court statistical usage, where instructions will be found that permit consistent and unambiguous usage of the term in data reporting systems. These instructions have been made complete for every court statistical term, so that it is not necessary to look elsewhere in the dictionary for reporting instructions. This repetition of instructions for terms in the same categories may seem redundant, but the assumption is that this dictionary will be used primarily by data suppliers (e.g., clerks) rather than for general reading.

A distinction in meaning is made in all dictionary entries when the terms "classify," "count," and "report" are used:

1. Classify: for statistical reporting purposes, an instruction to classify indicates where a term belongs in the model classification schemes.
2. Count: for statistical reporting purposes, an instruction to count indicates that a tally should be kept by the court for internal purposes and in order to report related statistics. (Count is also used as a noun in the general sense throughout this dictionary.)
3. Report: for statistical reporting purposes, an instruction to report indicates that the data being discussed should be published in the state's annual report and will be used for nationwide statistics.

Also included in the dictionary are cross-referenced terms that are not defined and are not in boldface. These terms are not synonyms. They are contained in the entries to terms that are defined, and these entries provide sufficient information to classify the undefined cross-referenced terms.

Wherever possible, definitions from the Dictionary of Criminal Justice Data Terminology, second edition (compiled by SEARCH Group, Inc., of Sacramento, California, 1981), have been used and cited in this dictionary.

Entries

ADJUDICATION A finding, verdict, or other resolution in a trial court case.

Court Statistical Usage:

- For statistical reporting purposes, the date of adjudication is recommended as the point at which a disposition should be counted in a civil case for caseload inventory purposes. (See date of adjudication.)
- For statistical reporting purposes, it is recommended that a disposition in a criminal case should be counted at date of sentencing or charges disposed for caseload inventory purposes. (See date of sentencing or charges disposed.)

ARRAIGNMENT The hearing before a court having jurisdiction at that stage in a criminal case, in which the identity of the defendant is established, the defendant is informed of the charge(s) and of his or her rights, and the defendant is required to enter a plea.

Court Statistical Usage:

- Record the date of arraignment as one of the events in criminal case processing. (See date of arraignment.)

ARREST Taking an adult or juvenile into physical custody by authority of law, for the purpose of charging the person with a criminal offense or a delinquent act or status offense, terminating with the recording of a specific offense. (from the Dictionary of Criminal Justice Data Terminology, second edition)

Court Statistical Usage:

- Record the date of arrest as one of the events in criminal case processing.

AWAITING ADJUDICATION OUTCOME For statistical reporting purposes, the status of the juvenile petitions in the pending caseload when the petition has been filed but an adjudication outcome has not yet been decided.

Court Statistical Usage:

- In reporting status of pending caseload for juvenile petitions, the following points in case processing should be indicated:
 - Awaiting juvenile hearing
 - Awaiting adjudication outcome

- See age of pending caseload (trial courts) for a suggested time scale for measuring processing time.

Awaiting Commencement of Trial For statistical reporting purposes, the status of those civil, criminal, or contested traffic cases in the pending caseload when the trial date has been scheduled but the trial has not yet begun.

Court Statistical Usage:

- In reporting status of pending caseload data for civil cases, the following points in case processing should be indicated:
 - Awaiting filing of first answer
 - Awaiting scheduled date for completion of discovery
 - Awaiting the date the case is ready for trial
 - Awaiting first pretrial conference
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
- In reporting status of pending caseload data for criminal cases, the following points in case processing should be indicated:
 - Awaiting initial appearance or arraignment
 - Awaiting preliminary hearing
 - Awaiting indictment (or information)
 - Awaiting conference
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
 - Awaiting sentencing
- In reporting status of pending caseload data for contested traffic cases, the following points in case processing should be indicated:
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
 - Awaiting sentencing
- See age of pending caseload (trial courts) for a suggested time scale for measuring processing time.

Awaiting Conference For statistical reporting purposes, the status of the criminal cases in the pending caseload when an indictment (or information) has been handed down but no pretrial conference has yet been held.

Court Statistical Usage:

- In reporting status of pending caseload data for criminal cases, the following points in case processing should be indicated:

- Awaiting initial appearance or arraignment
- Awaiting preliminary hearing
- Awaiting indictment (or information)
- Awaiting conference
- Awaiting first scheduled trial date
- Awaiting commencement of trial
- Awaiting conclusion of trial
- Awaiting sentencing
- See age of pending caseload (trial courts) for a suggested time scale for measuring processing time.

Awaiting Conclusion of Trial For statistical reporting purposes, the status of those civil, criminal, or contested traffic cases in the pending caseload when the trial has begun but has not yet been completed.

Court Statistical Usage:

- In reporting status of pending caseload data for civil cases, the following points in case processing should be indicated:
 - Awaiting filing of first answer
 - Awaiting scheduled date for completion of discovery
 - Awaiting the date the case is ready for trial
 - Awaiting first pretrial conference
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
- In reporting status of pending caseload data for criminal cases, the following points in case processing should be indicated:
 - Awaiting initial appearance or arraignment
 - Awaiting preliminary hearing
 - Awaiting indictment (or information)
 - Awaiting conference
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
 - Awaiting sentencing
- In reporting status of pending caseload data for contested traffic cases, the following points in case processing should be indicated:
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
 - Awaiting sentencing
- See age of pending caseload (trial courts) for a suggested time scale for measuring processing time.

AWAITING FILING OF FIRST ANSWER For statistical reporting purposes the status of those civil cases in the pending caseload that have been filed but the attorney for the respondent has not filed his answer with the clerk of the trial court.

Court Statistical Usage:

- In reporting status of pending caseload data for civil cases, the following points in case processing should be indicated:
 - Awaiting filing of first answer
 - Awaiting scheduled date for completion of discovery
 - Awaiting the date the case is ready for trial
 - Awaiting first pretrial conference
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
- See age of pending caseload (trial courts) for a suggested time scale for measuring processing time.

AWAITING FIRST PRETRIAL CONFERENCE For statistical reporting purposes the status of those civil cases in the pending caseload where the first answer has been filed but the first pretrial conference has not yet been held.

Court Statistical Usage:

- In reporting status of pending caseload data for civil cases, the following points in case processing should be indicated:
 - Awaiting filing of first answer
 - Awaiting scheduled date for completion of discovery
 - Awaiting the date the case is ready for trial
 - Awaiting first pretrial conference
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
- See age of pending caseload (trial courts) for a suggested time scale for measuring processing time.

AWAITING FIRST SCHEDULED TRIAL DATE For statistical reporting purposes, the status of those civil, criminal, or contested traffic cases in the pending caseload when issues for trial have been agreed on but the trial date has not yet been scheduled.

Court Statistical Usage:

- In reporting status of pending caseload data for civil cases, the following points in case processing should be indicated:

- Awaiting filing of first answer
- Awaiting scheduled date for completion of discovery
- Awaiting the date the case is ready for trial
- Awaiting first pretrial conference
- Awaiting first scheduled trial date
- Awaiting commencement of trial
- Awaiting conclusion of trial
- In reporting status of pending caseload data for criminal cases, the following points in case processing should be indicated:
 - Awaiting initial appearance or arraignment
 - Awaiting preliminary hearing
 - Awaiting indictment (or information)
 - Awaiting conference
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
 - Awaiting sentencing
- In reporting status of pending caseload data for contested traffic cases, the following points in case processing should be indicated:
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
 - Awaiting sentencing
- See age of pending caseload (trial courts) for a suggested time scale for measuring processing time.

AWAITING INDICTMENT (OR INFORMATION) For statistical reporting purposes, the status of the criminal cases in the pending caseload when a preliminary hearing has been held but an indictment (or information) has not yet been handed down.

Court Statistical Usage:

- In reporting status of pending caseload data for criminal cases, the following points in case processing should be indicated:
 - Awaiting initial appearance or arraignment
 - Awaiting preliminary hearing
 - Awaiting indictment (or information)
 - Awaiting conference
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
 - Awaiting sentencing
- See age of pending caseload (trial courts) for a suggested time scale for measuring processing time.

AWAITING INITIAL APPEARANCE OR ARRAIGNMENT For statistical reporting purposes, the status of criminal cases in pending caseload when an arrest has been made but the accused has not yet appeared before a judicial officer.

Court Statistical Usage:

- In reporting status of pending caseload data for criminal cases, the following points in case processing should be indicated:
 - Awaiting initial appearance or arraignment
 - Awaiting preliminary hearing
 - Awaiting indictment (or information)
 - Awaiting conference
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
 - Awaiting sentencing
- See age of pending caseload (trial courts) for a suggested time scale for measuring processing time.

AWAITING JUVENILE HEARING (first, second hearing, etc.) For statistical reporting purposes, the status of the juvenile petitions in the pending caseload when the petition has been filed but an adjudication hearing has not yet been held.

Court Statistical Usage:

- In reporting status of pending caseload for juvenile petitions, the following points in case processing should be indicated:
 - Awaiting juvenile hearing
 - Awaiting adjudication outcome
- See age of pending caseload (trial courts) for a suggested time scale for measuring processing time.

AWAITING PRELIMINARY HEARING For statistical reporting purposes, the status of the criminal cases in the pending caseload when an initial appearance has been completed but the preliminary hearing has not yet been held.

Court Statistical Usage:

- In reporting status of pending caseload data for criminal cases, the following points in case processing should be indicated:
 - Awaiting initial appearance or arraignment
 - Awaiting preliminary hearing
 - Awaiting indictment (or information)

- Awaiting conference
- Awaiting first scheduled trial date
- Awaiting commencement of trial
- Awaiting conclusion of trial
- Awaiting sentencing
- See age of pending caseload (trial courts) for a suggested time scale for measuring processing time.

AWAITING SCHEDULED DATE FOR COMPLETION OF DISCOVERY For statistical reporting purposes, the status of those civil cases in the pending caseload which have been filed but activities such as depositions and interrogatories have not yet been completed.

Court Statistical Usage:

- In reporting status of pending caseload data for civil cases, the following points in case processing should be indicated:
 - Awaiting filing of first answer
 - Awaiting scheduled date for completion of discovery
 - Awaiting the date the case is ready for trial
 - Awaiting first pretrial conference
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting completion of trial
- See age of pending caseload (trial courts) for a suggested time scale for measuring processing time.

AWAITING SENTENCING For statistical reporting purposes, the status of the criminal cases and contested traffic cases in the pending caseload when a trial has been concluded or a guilty plea entered but the penalty has not yet been imposed on the accused.

Court Statistical Usage:

- In reporting status of pending caseload data for criminal cases, the following points in case processing should be indicated:
 - Awaiting initial appearance or arraignment
 - Awaiting preliminary hearing
 - Awaiting indictment (or information)
 - Awaiting conference
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
 - Awaiting sentencing
- See age of pending caseload (trial courts) for a suggested time scale for measuring processing time.

AWAITING THE DATE THE CASE IS READY FOR TRIAL For statistical reporting purposes, the status of those **civil cases** in the pending caseload when discovery has been completed but the certificate of readiness, note of issue, or pretrial order has not yet been issued.

Court Statistical Usage:

- In reporting status of pending caseload data for civil cases, the following points in case processing should be indicated:
 - Awaiting filing of first answer
 - Awaiting date scheduled for completion of discovery
 - Awaiting the date the case is ready for trial
 - Awaiting first pretrial conference
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
- See age of pending caseload (trial courts) for a suggested time scale for measuring processing time.

CASE-BY-CASE DATA Operational output reports that display data from each individual case file, such as status of pending cases.

Court Statistical Usage:

- Operational reports deal with court cases on a case-by-case basis. They make possible the calculation of time intervals between events in court case processing and exception reports for management purposes.

Annotation: Output reports on a case-by-case basis (such as status of pending cases), unless the caseload is very small, require automation to be cost-effective because they require extensive data manipulation.

CASEFLOW MANAGEMENT DATA For statistical reporting purposes, data collected and analyzed to indicate what kinds of cases are being processed by a court, how long it takes to process the cases, and at what stage of processing each pending case may be found.

Court Statistical Usage:

- Caseflow management data can include both **summary statistics** (age of pending caseload) and **case-by-case data** (age of pending cases on a case-by-case basis).
- Caseflow management data include **age of cases** (pending and disposed), **status of cases**, **exception reports**, **time intervals between events in court case processing**, and **next scheduled event in court case processing**.

CASELOAD MANAGEMENT DATA For statistical reporting purposes, data collected and analyzed to tell how many cases were processed by a court during a specified period and how these cases were disposed.

Court Statistical Usage:

- Caseload management data are **summary statistics**, and include **caseload inventory**, **manner of disposition**, **trend analysis of caseload inventory** and **manner of disposition**, and **projections based on trend analyses**.

CASE PROCESSING For statistical reporting purposes, the transactions involved in moving a case through the court from filing until court jurisdiction is terminated.

CHILD VICTIM PETITION A juvenile petition category involving a juvenile where the behavior of someone other than the juvenile causes the court to concern itself with the well-being of the juvenile.

Synonym: dependency and neglect

Court Statistical Usage:

- **Child victim petition** is a subcategory of the broad trial court classification **juvenile petition**.
- Report the **caseload inventory** of juvenile petitions according to the following subcategories:
 - **Criminal-type juvenile petition**
 - **Status petition**
 - **Child victim petition**
 - **Miscellaneous juvenile petition**
- See **unit of count** for instructions on counting cases.
- Report under **child victim petitions** all matters that have previously been classified under dependency or neglect. Guardianship petitions involving juveniles should be reported separately to permit comparable **guardianship/conservatorship/trusteeship caseload nationwide**.
- Court actions that are directed against adults as the result of adult relationships to juveniles should not be classified as juvenile petitions. (**Support/custody cases** and **termination of parental rights** are examples.)
- See pages 2-3 for case category classifications and manner of disposition.

Annotation: This petition category is adapted from the classifications for juvenile cases adopted by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) of the Department of Justice and is recommended by the National Juvenile Information Systems Task Force of the National Council of Juvenile and Family Court Judges.

Dependency and neglect actions on behalf of a child allege that the parent, guardian, or person with whom the child lives failed to give proper care; or that the juvenile has suffered from unlawful holding out from school, inadequate medical care, lack of proper supervision, or the like.

Note that child abuse, abandonment, and contributing to delinquency or to dependency and neglect are classified as criminal actions on the part of the adult involved and charged, and should be reported as part of criminal caseload. Such actions are often grounds as well for juvenile petitions on behalf of the child.

COURT CASE MANAGEMENT For statistical reporting purposes, a conceptual framework for increasing the efficiency of case processing by organizing the court's information needs into three analytical levels: caseload management, caseflow management, and workload management.

CRIMINAL CASE A broad classification category for trial court caseload that includes cases in which a defendant(s) is charged with the violation of a state law(s) or a local ordinance(s) other than a traffic law or ordinance.

Court Statistical Usage:

- The other broad trial court case classifications are civil case, traffic case, and juvenile petition.
- Report caseload inventory for criminal cases according to the subject matter at issue, as follows:
 - Felony case
 - Misdemeanor case
 - DWI/DUI case
 - Preliminary hearing (limited jurisdiction court only)
 - Ordinance (non-traffic) violation case
 - Appeal of trial court case
 - Extraordinary writ case
 - Postconviction remedy case
 - Sentence review only case
 - Miscellaneous criminal case

- The placement of DWI/DUI cases as a separate category under criminal cases is a temporary classification until such time as it becomes clear in each state whether DWI/DUI is classed as a felony or a misdemeanor.
- Count each original charging document filed (complaint, information, or indictment) as one criminal case (see unit of count). If the charging document contains multiple defendants, then also count the defendants for internal purposes. Report both case and defendant dispositions in caseload inventory.
- Count multiple charges against one defendant as one case.
- In addition to the reporting of filings, dispositions, and pending cases in caseload inventory, the number and type of trials and the disposition of the defendants should be reported in the appropriate category under criminal case manner of disposition.
- See pages 2-3 for case category classifications and manner of disposition.

Annotation: Criminal cases are concerned with public wrongs, while civil cases are concerned with private rights.

Included in criminal cases will be such actions as criminal nonsupport, contributing to delinquency, and contributing to dependency and neglect. State statutes will determine the subcategory of criminal case in which to classify them.

CRIMINAL-TYPE JUVENILE PETITION A juvenile petition category that includes behavior of a juvenile that would be a crime if committed by an adult.

Court Statistical Usage:

- Criminal-type juvenile petition is a subcategory of the broad trial court classification juvenile petition.
- Report the caseload inventory of juvenile petitions according to the following categories:
 - Criminal-type juvenile petition
 - Status petition
 - Child victim petition
 - Miscellaneous juvenile petition
- See unit of count for instructions on counting cases.
- Classify any delinquent behavior subject to court hearing as a criminal-type juvenile petition.
- See pages 2-3 for case category classifications and manner of disposition.

Annotation: This petition category is adapted from the classifications for juvenile cases used by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) of the Department of Justice.

These petition classifications are recommended by the National Juvenile Information Systems Task Force of the National Council of Juvenile and Family Court Judges.

DATA ANALYSIS The organization, aggregation, arrangement, and sorting of data so that they can be subjected to mathematical calculations and statistical interpretation to produce **output reports** that can be used for court operational and management purposes.

DATA COLLECTION The recording by the court of essential information on all its activities (case processing, finances, personnel, facilities, etc.) so that these data can be organized for analysis and the production of **output reports** that will be used as a basis for decision making, both in day-to-day operations and for longer-term case management.

DATE APPELLATE CASE WENT ON ALTERNATE TRACK The date on which an appellate case is submitted to a summary process whereby settlement is attempted by shortening some of the steps (such as briefs or arguments) in full appellate case processing.

Court Statistical Usage:

- Record this date to maintain an inventory of those cases handled this way and the length of time this alternate processing method takes.

DATE APPELLATE PETITION FILED (appellate case) For statistical reporting purposes, the date on which the petition in an appellate case (request to appeal case, sentence review only case, or original proceeding case) is filed in the appellate court.

Court Statistical Usage:

- This date should be recorded as the first event in appellate court case processing of request to appeal cases, sentence review only cases, and original proceeding cases.

Annotation: The recording of this date makes it possible for the court manager to analyze age of pending cases.

Request to appeal cases are generally initiated by a petition for a writ of certiorari or a writ of error. Sentence review only cases and original jurisdiction cases are also initiated by a petition.

DATE CASE IS READY FOR TRIAL (certificate of readiness, note of issue, or certain pretrial orders) The date on which the issues of fact in a civil case are completely drawn, so that the case can come before a trier of fact, whether court or jury.

Court Statistical Usage:

- Record this date to determine the pace of litigation in civil case processing.

Annotation: The pretrial order that is the equivalent to a note of issue or certificate of readiness should not be confused with other pretrial orders.

The recording of the date of filing and dates of subsequent events in civil case processing permits the court manager to determine the time intervals that are elapsing in a civil case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE CIVIL CASE PUT ON ALTERNATE TRACK (mediation, arbitration) The date on which a civil case is submitted by the contending parties to one or more persons selected for that purpose for decision and award, in lieu of or as an interim step in a judicial proceeding.

Court Statistical Usage:

- For statistical reporting purposes, this date is a disposition date in those courts for which mediation or arbitration is binding, and should be so recorded.
- Report the manner of disposition of these cases as arbitration.

Annotation: Arbitration is not used in all courts, nor is it always binding in those that do use it.

The recording of this date makes it possible for the trial court manager to analyze age of disposed cases as well as time intervals between events in civil case processing in order to set standards for the timely completion of civil cases and to measure performance against standards already set.

DATE COURT RECORD RECEIVED For statistical reporting purposes, the date on which the trial court clerk submits to the appellate court the record of a trial court case being appealed.

Court Statistical Usage:

- This date should be recorded so that the court can determine whether the trial court record in a case being appealed is submitted to the appellate court within a reasonable length of time.

Annotation: This date is the third of several events in an appellate case that must be completed before the appellate court can take the appellate case under advisement. A record of the dates of these events is necessary for the appellate court manager to determine whether unnecessary delay is being caused by the individuals responsible for preparing the materials that the appellate court will review in considering the appeal.

DATE COURT REPORTER'S TRANSCRIPT ORDERED For statistical reporting purposes, the date that the appellant's attorney officially requests the court reporter to prepare a verbatim transcript of the proceedings in a trial court case being appealed.

Court Statistical Usage:

- This date should be recorded so that the court can determine whether the court reporter's transcript is submitted within the time limit required by the appellate court.

Annotation: This date is the first of several events in an appellate case which must be completed before the appellate court can take the appellate case under advisement. A record of the dates of these events is necessary for the appellate court manager to determine whether unnecessary delay is being caused by the individuals responsible for preparing the materials that the appellate court will review in considering the appeal.

DATE COURT REPORTER'S TRANSCRIPT RECEIVED For statistical reporting purposes, the date on which the court reporter submitted the verbatim transcript of a trial court case, ordered by a party's attorney for review by an appellate court.

Court Statistical Usage:

- This date should be recorded so that the court can determine whether the court reporter's transcript is submitted within the time limit required by the appellate court.

Annotation: This date is the second of several events in an appellate case that must be completed before the appellate court can take the appellate case under advisement. A record of the dates of these events is necessary for the appellate court manager to determine whether unnecessary delay is being caused by the individuals responsible for preparing the materials that the appellate court will review in considering the appeal.

DATE FIRST ANSWER FILED For statistical reporting purposes, the date in a civil case on which the court receives the pleading in response to a complaint, which either denies the allegations of the complaint or interposes affirmative matter intended to defeat the action or delay it.

Court Statistical Usage:

- Record this date to determine the pace of litigation in civil case processing.

Annotation: The recording of the date of filing and dates of subsequent events in civil case processing permits the court manager to determine the time intervals that are elapsing in a civil case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE FIRST APPELLANT'S BRIEF RECEIVED For statistical reporting purposes, the date on which the appellant's attorney submits to an appellate court a formal presentation of the points and questions involved in an appeal, together with the authorities relied upon, for the assistance of the appellate court in arriving at a just and proper decision in the case.

Court Statistical Usage:

- This date should be recorded so that the court can determine whether the appellant's brief in a case being appealed is submitted to the appellate court within a reasonable length of time.

Annotation: This date is the fourth of several events in an appellate case that must be completed before the appellate court can take the appellate case under advisement. A record

of the dates of these events is necessary for the appellate court manager to determine whether unnecessary delay is being caused by the individuals responsible for preparing the materials that the appellate court will review in considering the appeal.

DATE FIRST RESPONDENT'S BRIEF RECEIVED For statistical reporting purposes, the date on which the respondent's attorney submits to an appellate court a formal refutation of the points and questions involved in an appeal, together with the authorities relied upon, for the assistance of the appellate court in arriving at a just and proper decision in the case.

Court Statistical Usage:

- This date should be recorded so that the court can determine whether the respondent's brief in a case being appealed is submitted to the appellate court within a reasonable length of time.

Annotation: This date is the fifth of several events in an appellate case that must be completed before the appellate court can take the appellate case under advisement. A record of the dates of these events is necessary for the appellate court manager to determine whether unnecessary delay is being caused by the individuals responsible for preparing the materials that the appellate court will review in considering the appeal.

DATE JUDGMENT ENTERED The date on which the official determination by the court regarding the rights and obligations of the parties to a civil case, criminal case, or contested traffic case is entered on the record.

Court Statistical Usage:

- Record this date to determine the pace of litigation in trial court case processing.

Annotation: The recording of the date of filing and dates of subsequent events in trial court case processing permits the court manager to determine the time intervals that are elapsing in a trial court case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

In some jurisdictions the date judgment entered in a criminal case will not be the same as the date trial concluded or the date of adjudication because judgment is not entered until the sentencing hearing.

DATE JUVENILE PETITION FILED For statistical reporting purposes, the date on which the petition in a juvenile case is filed in a trial court.

Court Statistical Usage:

- This date should be recorded as the first event in juvenile petition processing.

Annotation: The recording of this date makes it possible for the court manager to analyze age of pending cases.

Juvenile cases are initiated by petitions requesting the court to make a determination as to the juvenile's status.

DATE OF ADJUDICATION The date on which a finding, verdict, or other resolution in a trial court case is reached.

Court Statistical Usage:

- This date should be recorded as the event in civil case processing that is used for counting dispositions in caseload inventory.
- The manner of disposition should be recorded in caseload inventory. (See manner of disposition, civil case.)

Annotation: The recording of this date makes it possible for the trial court manager to analyze age of disposed cases as well as time intervals between events in case processing in order to set standards for the timely completion of trial court cases and to monitor adherence to those standards.

DATE OF ADJUDICATION OUTCOME (juvenile petition) The date on which the court determines whether there is sufficient evidence to sustain the allegations in a juvenile petition.

Court Statistical Usage:

- This date should be recorded as the event in juvenile petition processing that is used for counting court dispositions in caseload inventory.

Annotation: The recording of this date makes it possible for the trial court manager to analyze age of disposed cases as well as time intervals between events in juvenile petition processing in order to set standards for the timely completion of juvenile cases and to monitor adherence to those standards.

DATE OF APPELLATE ALTERNATE DISPOSITION CONFERENCE The date on which a conference is held to attempt to reach a settlement of an appellate case without resorting to all the steps in appellate case processing.

Court Statistical Usage:

- Record this date to determine the pace of litigation in appellate case processing.
- If a settlement is reached, report the manner of disposition as dismissed/withdrawn/settled.

DATE OF ARRAIGNMENT The date of the hearing before a court having jurisdiction in a criminal case, in which the identity of the defendant is established, the defendant is informed of the charge(s) and of his or her rights, and the defendant is required to enter a plea. (from the Dictionary of Criminal Justice Data Terminology, second edition)

Court Statistical Usage:

- Record this date to determine the pace of litigation in criminal case processing.
- If an arraignment occurs in both a limited and a general jurisdiction court, the date of initial appearance in the limited jurisdiction court should be identified in the general jurisdiction court.

Annotation: The recording of the date of filing and dates of subsequent events in criminal case processing permits the court manager to determine the time intervals that are elapsing in a criminal case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

In felony cases the arraignment occurs after proceedings are begun in the trial court by filing of an information or indictment. In jurisdictions where probable cause is determined in a limited jurisdiction court and trial takes place in a general jurisdiction court, there may be a preliminary arraignment in the lower court. (from the Dictionary of Criminal Justice Data Terminology, second edition)

DATE OF ARREST The date on which the defendant in a criminal case is taken into custody by law enforcement officers.

Court Statistical Usage:

- This date should be recorded by the court to monitor conformance to speedy trial rules.

Annotation: Speedy trial rules often set a time limit to the number of days that can elapse between arrest and trial.

DATE OF CONFERENCE The date of a meeting of the opposing parties in a case with the judicial officer prior to trial, for the purposes of discovery, reduction of charges, narrowing of issues, scheduling of trial date, and the like.

Court Statistical Usage:

- Record this date to determine the pace of litigation in the processing of criminal cases.
- In those states that hold omnibus hearings, record the date of the omnibus hearing in place of the date of conference.

Annotation: The conference is a mechanism that permits the court to avoid attorney delay in preparing the case for trial until the last minute before the scheduled trial, and then wasting court time and resources by settling at that point or asking for continuances. The "speedy trial" clock is stopped by continuances requested by the defense attorney.

The recording of the date of filing and dates of subsequent events in case processing permits the court manager to determine the time intervals that are elapsing in a case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE OF DECISION (disposition) For statistical reporting purposes, the date on which an appellate court enters a final decision in an appellate court case.

Court Statistical Usage:

- This date should be recorded as the event in appellate court case processing that is used for counting dispositions in caseload inventory.

Annotation: The recording of this date makes it possible for the appellate court manager to analyze age of disposed cases as well as time intervals between events in appellate case processing in order to set standards for the timely completion of appellate cases and to monitor adherence to those standards.

DATE OF DECISION ON A POST-DISPOSITION MOTION The date on which a decision is made by the trial court on a post-disposition motion in a civil case.

Court Statistical Usage:

- Record this date to determine the pace of litigation in trial court case processing and to measure demands on judicial time.

Annotation: The recording of the date of filing and dates of subsequent events in trial court case processing permits the court manager to determine the time intervals that are elapsing in a trial court case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE OF DECISION ON A POST-TRIAL MOTION The date on which a decision is made by the trial court on a post-trial motion in a criminal case.

Court Statistical Usage:

- Record this date to determine the pace of litigation in trial court case processing and to measure demands on judicial time.

Annotation: The recording of the date of filing and dates of subsequent events in trial court case processing permits the court manager to determine the time intervals that are elapsing in a trial court case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE OF DIVERSION The date at any point after a recorded justice system intake but before the entering of a judgment on which criminal proceedings against an alleged offender are suspended and that person is referred to a treatment or care program. (adapted from the Dictionary of Criminal Justice Data Terminology, second edition)

Court Statistical Usage:

- Record this date to determine the pace of litigation in criminal case processing.
- For statistical reporting purposes, this date is a disposition date and should be so recorded.

Annotation: The recording of the date of filing and dates of subsequent events in case processing permits the court manager to determine the time intervals that are elapsing in a case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE OF FILING For statistical reporting purposes, the date in a civil case of the formal acceptance by the trial court of a document alleging the facts forming a basis for a civil case.

Court Statistical Usage:

- This date should be recorded as the first event in case processing of all civil cases in trial courts.

Annotation: The recording of this date makes it possible for the trial court manager to analyze age of pending cases. It is also an essential date in preparing status of pending caseload reports.

DATE OF FILING OF COMPLAINT For statistical reporting purposes, the date of the formal entry in its records by the trial court of a complaint alleging the facts and requesting relief in a criminal case or in a contested traffic case.

Court Statistical Usage:

- This date should be recorded as the first event in case processing of all criminal cases and contested traffic cases in trial courts.

Annotation: The recording of this date makes it possible for the trial court manager to analyze age of pending cases. It is also an essential date for the preparation of status of pending caseload reports.

DATE OF FILING OF NOTICE OF APPEAL For statistical reporting purposes, the date of filing of the document that informs a court having appellate jurisdiction that a party wants a trial court's judgment reviewed.

Court Statistical Usage:

- This date should be recorded as the first event in appellate case processing of appeals cases.

Annotation: The recording of this date makes it possible for the appellate court manager to analyze age of pending cases. It is an essential date in preparing status of pending caseload reports.

DATE OF FIRST FILING IN TRIAL COURT (appellate case) For statistical reporting purposes, the date a case first entered the trial court. See date of filing, civil case; date of filing of complaint, criminal case, contested traffic case; date juvenile petition filed.

Court Statistical Usage:

- This date should be transferred from the trial court case record to the appellate court case record.

Annotation: The recording of this date can be used by court managers to measure the pace of litigation and to assist in setting reasonable standards for case processing time spans.

DATE OF HEARING ON A POST-DISPOSITION MOTION The date on which a request is made to a trial court that the court order a new trial of a civil case.

Court Statistical Usage:

- Record this date to determine the pace of litigation in trial court case processing and to measure demands on judicial time.

Annotation: The recording of the date of filing and dates of subsequent events in trial court case processing permits the court manager to determine the time intervals that are elapsing in a trial court case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE OF HEARING ON A POST-TRIAL MOTION The date on which a request is made to a trial court that the court order a new trial of a criminal case.

Court Statistical Usage:

- Record this date to determine the pace of litigation in trial court case processing and to measure demands on judicial time.

Annotation: The recording of the date of filing and dates of subsequent events in trial court case processing permits the court manager to determine the time intervals that are elapsing in a trial court case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE OF INDICTMENT OR INFORMATION The date in a criminal case on which a formal written accusation is made and submitted to a court with felony jurisdiction by a prosecutor or grand jury, alleging that a specified person(s) has committed a specified offense(s). (from the Dictionary of Criminal Justice Data Terminology, second edition)

Court Statistical Usage:

- Record this date to determine the pace of litigation in criminal case processing.
- Count the filing of the original charging document as the beginning of a criminal case or a contested traffic case.

Annotation: In a limited jurisdiction court and in a single-tier trial court the complaint will be the original charging document. In a two-tier trial court, the complaint will be the original charging document in the limited jurisdiction court, but in the general jurisdiction court the original charging document will be the indictment or information.

The recording of the date of filing and dates of subsequent events in court case processing permits the court manager to determine the time intervals that are elapsing in a case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE OF INITIAL APPEARANCE In criminal proceedings, the date of the first appearance of an accused person in the first court having jurisdiction over his or her case. (from the Dictionary of Criminal Justice Data Terminology, second edition)

Court Statistical Usage:

- Record this date to determine the pace of litigation in criminal case processing.

DATE(S) OF JUVENILE HEARING(S) (first, second hearing, etc.) The date(s) on which a petition in a juvenile case is heard.

Court Statistical Usage:

- Record the date of each hearing of a juvenile petition.
- Record the date of the adjudication hearing separately as date of adjudication outcome (see date of adjudication outcome).

Annotation: The recording of the date petition filed and dates of subsequent events in court case processing of a juvenile petition permits the court manager to determine the time intervals that are elapsing in juvenile petition processing, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

These dates do not, however, measure delay that takes place before the filing of the juvenile petition, during the referral process.

DATE OF ORDER FOR STAY OF PROCEEDINGS The date on which a court orders the postponement of proceedings in a case until the occurrence of a contingency, regardless of the time or the term of court at which such contingency happens.

Court Statistical Usage:

- Record this date to determine the pace of litigation in trial court case processing.

Annotation: The recording of the date of filing and dates of subsequent events in trial court case processing permits the court manager to determine the time intervals that are elapsing in a trial court case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE OF PETITION FOR RECONSIDERATION OF SENTENCE The date on which a petition is filed in a trial court requesting that the penalty decided on by the judge or jury should be reconsidered.

Court Statistical Usage:

- Record this date to determine the pace of litigation in trial court case processing.

Annotation: The recording of the date of filing and dates of subsequent events in trial court case processing permits the court manager to determine the time intervals that are elapsing in a trial court case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE OF PRELIMINARY HEARING The date in a criminal case of a proceeding before a judicial officer in which evidence is presented so that the court can determine whether there is sufficient cause to believe a crime has been committed and that the accused may have committed the crime.

Court Statistical Usage:

- Record this date to determine the pace of litigation in criminal case processing.
- If the preliminary hearing is held in a limited jurisdiction court, the case will be disposed in that court when the case is bound over or the complaint dismissed. If the case is bound over to a general jurisdiction court, a new case will be filed in the general jurisdiction court.

Annotation: The recording of the date of filing and dates of subsequent events in court case processing permits the court manager to determine the time intervals that are elapsing in a case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE OF PRETRIAL CONFERENCE The date of a major hearing before a judge in a civil case that occurs before trial begins, in which the judge encourages settlement or limits the issues for trial.

Court Statistical Usage:

- Record this date to determine the pace of litigation in civil case processing.
- If there is more than one hearing, use only the date of the first for measuring time intervals elapsed between events in civil case processing.

Annotation: The recording of the date of filing and dates of subsequent events in civil case processing permits the court manager to determine the time intervals that are elapsing in a civil case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE READY TO BE SCHEDULED FOR ORAL ARGUMENT For statistical reporting purposes, the date in an appellate case on which the case is ready to be placed on the calendar (scheduled for oral argument) for action by the appellate judges.

Court Statistical Usage:

- This date should be recorded as the date when an appeal is ready to be placed on the calendar for action by the appellate judges.

Annotation: The recording of the date of filing of the notice of appeal and the date ready to be scheduled for oral argument permits the court manager to determine the time interval that is elapsing before an appeal is ready to be heard by the appellate court, and whether that time interval is acceptable to the court, to the parties involved, and to the public.

DATE OF SENTENCING OR CHARGES DISPOSED The date on which the penalty is imposed by a court upon a person convicted of a crime or the charges against him are in some other way disposed (dismissed, nolle prosequi, etc.).

Court Statistical Usage:

- This date should be recorded as the event in criminal case processing that is used for counting dispositions in caseload inventory.
- Record this date to determine the pace of litigation in trial court case processing.

Annotation: The recording of the date of filing and dates of subsequent events in trial court case processing permits the court manager to determine the time intervals that are elapsing in a trial court case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE OF SERVICE OF SUMMONS The date in a civil case on which a summons is delivered or communicated to the opposite party or other person entitled to receive it, in such manner that, as provided by law, he is charged with having received it.

Court Statistical Usage:

- Record this date to determine the pace of litigation in civil case processing.

Annotation: The recording of the date of filing and dates of subsequent events in civil case processing permits the court manager to determine the time intervals that are elapsing in a civil case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE TRIAL COMMENCED The date when the first evidence in a case is introduced before a judge or a jury.

Court Statistical Usage:

- Record this date to determine the pace of litigation in trial court case processing.
- Record this date in order to maintain a count of how many cases went to trial, an important output report for case management purposes.

Annotation: The recording of the date of filing and dates of subsequent events in trial court case processing permits the court manager to determine the time intervals that are elapsing in a trial court case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE TRIAL CONCLUDED The date in a trial when a judgment is reached in a case before a court.

Court Statistical Usage:

- Record this date to determine the pace of litigation in trial court case processing.
- Record this date to maintain a count of trials concluded, an important output report for case management purposes.
- This date will coincide with the date of adjudication in those trial court cases that went to trial.

Annotation: The recording of the date of filing and dates of subsequent events in trial court case processing permits the court manager to determine the time intervals that are elapsing in a trial court case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

DATE UNDER ADVISEMENT (date of oral argument or submission) For statistical reporting purposes, the date in an appellate case when the oral argument or hearing has been held or the case has been submitted to the court, but the court has not disposed of the case.

Court Statistical Usage:

- This date should be recorded as the date when an appeal is actually submitted to an appellate court for consideration of the issues involved.

Annotation: The recording of the date of filing of the notice of appeal and the date under advisement permits the court manager to determine the time interval that is elapsing before an appeal is heard by the appellate court, and whether that time interval is acceptable to the court, to the parties involved, and to the public.

DISMISSED (before trial) For statistical reporting purposes, a category for reporting the manner of disposition of a criminal case or a contested traffic case in which the jurisdiction of the court is terminated by the court before trial.

Court Statistical Usage:

- Classify as a trial court case manner of disposition in criminal cases and in contested traffic cases.
- Dismissed (before trial) should indicate a count of defendants.

DISMISSED AFTER FACT FINDING BEGUN For statistical reporting purposes, a category for reporting the **adjudication outcome** that terminates the **jurisdiction** of a **juvenile court** (or a court that hears juvenile petitions) after fact finding is begun.

Court Statistical Usage:

- Classify as an **adjudication outcome** in **juvenile petitions**.

Annotation: The juvenile petition adjudication outcome categories in the model classification scheme are recommended by the National Juvenile Information Systems Task Force of the National Council of Juvenile and Family Court Judges.

DISMISSED/INACTIVE PETITIONS A statistical reporting category recommended by the National Juvenile Information Systems Task Force for reporting those petitions that have been assigned to an inactive status.

Court Statistical Usage:

- This is an additional juvenile petition type used for keeping track of **workload**.

DISMISSED PRIOR TO FACT FINDING For statistical reporting purposes, a category for reporting the **adjudication outcome** that terminates the **jurisdiction** of a **juvenile court** (or a court that hears juvenile petitions) before fact finding is begun.

Court Statistical Usage:

- Classify as an **adjudication outcome** of **juvenile petitions**.
 - Include petition denied and petition withdrawn under this outcome category.
 - Include under this category those juvenile petitions that have for any reason been placed on an inactive status (such as fugitive defendant, death of defendant, etc.). These petitions should be counted separately for **workload** purposes as **dismissed/inactive petitions**.

Annotation: The juvenile petition adjudication outcome categories in the model classification scheme are recommended by the National Juvenile Information Systems Task Force of the National Council of Juvenile and Family Court Judges.

DIVERTED The official suspension of criminal proceedings against an alleged offender at any point after a recorded justice system intake but before the entering of a judgment, and referral of that person to a treatment or care program. (adapted from the Dictionary of Criminal Justice Data Terminology, second edition.)

Court Statistical Usage:

- Classify as a **trial court case manner of disposition** in **criminal cases** and **contested traffic cases**.

DOMESTIC RELATIONS CASE A major classification category for civil cases that includes cases involving family actions such as divorce, separation, annulment, custody, paternity, adoption, support, reciprocal support, and termination of parental rights.

Synonym: domestic and family , family acion.

Court Statistical Usage:

- **Domestic relations case** is a subcategory of the broad trial court classification civil case. See unit of count for instructions on counting cases.
 - Classify the caseload inventory of domestic relations cases using the following subcategories:
 • **Marriage dissolution case**
 • **Support/custody case**
 • **Adoption case**
 • **Paternity or bastardy case**
 • **Miscellaneous domestic relations case**
 - Even though in some states juvenile petitions are handled in the same court as domestic relations cases, juvenile petitions should be reported separately (see **juvenile petition and child victim petition**). Child support and custody cases are part of domestic relations caseload in nationwide statistics. Classify them separately from juvenile cases.
 - In addition to the reporting of filings, dispositions, and pending cases in caseload inventory, the termination of **domestic relations cases** should be reported under the appropriate category in the **civil case manner of disposition** classification scheme.
 - See pages 2-3 of this Supplement for case category classifications and manner of disposition.

DWI/DUI CASE A subcategory of criminal cases that involves a charge of driving while intoxicated or driving under the influence (of either alcohol or drugs).

Court Statistical Usage:

- The placement of DWI/DUI cases as a separate category under criminal cases is a temporary classification until such time as it becomes clear in each state whether DWI/DUI is classed as a felony or a misdemeanor.
- In addition to the reporting of filings, dispositions, and pending cases in caseload inventory, the termination of DWI/DUI cases should be reported under the appropriate category in the criminal case manner of disposition scheme.
- See pages 2-3 of this Supplement for case category classifications and manner of disposition.

EVENTS IN APPELLATE COURT CASE PROCESSING Those events in the processing of an appellate case between filing and disposition that need to be recorded because they are significant in the management of case processing.

Court Statistical Usage:

- In reporting appellate court caseload data for appeals cases, the following events in court case processing should be indicated for case management purposes:
 - Date of first filing in trial court
 - Date of filing of notice of appeal
 - Date appellate case went on alternate track
 - Date of appellate alternate disposition conference
 - Date court reporter's transcript ordered
 - Extensions granted to court reporters
 - Date court reporter's transcript received
 - Date court record received
 - Date first appellant's brief received
 - Date first respondent's brief received
 - Date ready to be scheduled for oral argument
 - Date under advisement (date of oral argument or submission)
 - Date of decision (disposition)
 - Request for en banc hearing or rehearing
- In reporting appellate court caseload data for requests to appeal and sentence review only cases, the following events in case processing should be indicated for court management purposes:
 - Date of first filing in trial court
 - Date appellate petition filed
 - Date of decision (disposition)
- In reporting appellate court caseload data for original proceeding cases, the following events in case processing should be indicated for case management purposes:
 - Date of filing

- Date of decision (disposition)

Annotation: This list does not include all the events in case processing, but is rather a suggested model for the major events. Each court will track those events that have particular significance in case processing and case management.

The record of these events is needed for both operational case processing and to produce management reports such as status of pending caseload.

EVENTS IN CIVIL CASE PROCESSING Those events in the processing of a civil case that need to be recorded because they are significant in the management of case processing.

Court Statistical Usage:

- In reporting caseload data for civil cases, the following events in case processing should be indicated for case management purposes:
 - Date of filing
 - Date of service of summons
 - Date first answer filed
 - Date civil case put on alternate track (mediation, arbitration)
 - Scheduled date for completion of discovery
 - Date case is ready for trial (certificate of readiness, note of issue, or certain pretrial orders)
 - Date of first pretrial conference
 - First scheduled trial date (number of continuances)
 - Date trial commenced
 - Date trial concluded
 - Date of adjudication
 - Date of hearing on a post-disposition motion
 - Date of decision on a post-disposition motion
 - Date judgment entered
 - Date of order for stay of proceedings

Annotation: This list does not include all the events in case processing, but is rather a suggested model for the major events. Each court will track those events that have particular significance in case processing and case management.

The record of these events is needed for both operational case processing and to produce management reports such as status of pending caseload.

EVENTS IN CONTESTED TRAFFIC CASE PROCESSING Those events in the processing of a contested traffic case that need to be recorded because they are significant in the management of case processing.

Court Statistical Usage:

- In reporting caseflow data for contested traffic cases, the following events in case processing should be indicated for case management purposes:
- Date of filing of complaint
 - Date of diversion
 - First scheduled trial date (number of continuances)
 - Date trial commenced
 - Date trial concluded
 - Date of adjudication
 - Date of hearing on a post-trial motion
 - Date of decision on a post-trial motion
 - Date judgment entered
 - Date of sentencing or charges disposed
 - Date of order for stay of proceedings
 - Date of petition for reconsideration of sentence

Annotation: This list does not include all the events in case processing, but is rather a suggested model for the major events. Each court will track those events that have particular significance in case processing and case management.

The record of these events is needed for both operational case processing and to produce management reports such as status of pending caseload.

EVENTS IN COURT CASE PROCESSING Those events in the processing of a court case between filing and disposition that need to be recorded because they are significant in the management of case processing. See events in appellate court case processing and events in trial court case processing.

Synonym: Case transactions, register of actions

Court Statistical Usage:

- The recording of events in court case processing is essential both for operational case processing and for caseflow management purposes.

Annotation: The record of these events is needed for both operational case processing and to produce management reports such as status of pending caseload.

EVENTS IN CRIMINAL CASE PROCESSING Those events in the processing of a criminal case that need to be recorded because they are significant in the management of case processing.

Court Statistical Usage:

- In reporting caseflow data for criminal cases, the following events in case processing should be indicated for case management purposes:
- Date of filing of complaint
 - Date of arrest
 - Date of initial appearance
 - Date of diversion
 - Date of preliminary hearing
 - Date of indictment or information
 - Date of arraignment
 - Date of conference
 - First scheduled trial date (number of continuances)
 - Date trial commenced
 - Date trial concluded
 - Date of adjudication
 - Date of hearing on a post-trial motion
 - Date of decision on a post-trial motion
 - Date judgment entered
 - Date of sentencing or charges disposed
 - Date of order for stay of proceedings
 - Date of petition for reconsideration of sentence

Annotation: This list does not include all the events in case processing, but is rather a suggested model for the major events. Each court will track those events that have particular significance in case processing and case management.

The record of these events is needed for both operational case processing and to produce management reports such as status of pending caseload.

EVENTS IN JUVENILE PETITION PROCESSING Those events in the processing of a juvenile petition between filing and adjudication that need to be recorded because they are significant in the management of case processing.

Court Statistical Usage:

- In reporting caseflow data for juvenile petitions, the following events in court case processing should be indicated for case management purposes:
- Date petition filed
 - Date of juvenile hearings (first, second hearing, etc.)
 - Date of adjudication outcome

Annotation: This list does not include all the events in case processing, but is rather a suggested model for the major

events. Each court will track those events that have particular significance in case processing and case management.

The record of these events is needed for both operational case processing and to produce management reports such as status of pending caseload.

The events in juvenile petition processing are recommended by the National Juvenile Information Systems Task Force of the National Council of Juvenile and Family Court Judges.

EVENTS IN TRIAL COURT CASE PROCESSING Those events in the processing of a trial court case between filing and disposition that need to be recorded because they are significant in the management of case processing.

Court Statistical Usage:

- The recording of events in court case processing is essential both for operational case processing and for caseflow management purposes.
- See events in civil case processing, events in criminal case processing, events in contested traffic case processing, and events in juvenile petition processing for instructions.

EXCEPTION REPORTS For statistical reporting purposes, a case management report listing each pending case that has been pending longer than the acceptable case processing time interval set by the court.

Court Statistical Usage:

- An exception report is a status of pending cases report that includes only those cases that have been pending longer than the acceptable case processing time interval set by the court.

Annotation: Exceptions reports permit the court manager to identify those cases that need immediate attention.

EXTENSIONS GRANTED TO COURT REPORTERS For statistical reporting purposes, a record of any extensions granted in the time limit within which a court reporter is supposed to prepare a transcript of the trial court case being appealed.

Court Statistical Usage:

- These extensions should be recorded so that the court can determine whether the court reporter's transcript is submitted within the time limit required by the appellate court.

Annotation: Submission of the transcript by the court reporter is the second of several events in an appellate case that must be completed before the appellate court can take the appellate case under advisement. A record of the date the transcript is completed is necessary for the appellate court manager to determine whether unnecessary delay is being caused by the individuals responsible for preparing the materials that the appellate court will review in considering the appeal.

FIRST SCHEDULED TRIAL DATE The first date on which a trial in a civil case, criminal case, or contested traffic case is scheduled to begin.

Court Statistical Usage:

- Record this date to determine the pace of litigation in trial court case processing.
- Record the number of continuances granted in order to explain why the scheduled trial date does not coincide with the date trial commenced, as well as to assess court workload and calendar management proficiency.

Annotation: The recording of the date of filing and dates of subsequent events in trial court case processing permits the court manager to determine the time intervals that are elapsing in a trial court case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

HEARING A proceeding in which arguments, witnesses, or evidence are heard by a judicial officer or administrative body but no final decision disposing of the case is made by the court.

Court Statistical Usage:

- Hearings may be counted to indicate court workload.
- The dates of certain hearings should be recorded, as indicated under events in civil case processing, events in criminal case processing, events in contested traffic case processing, and events in juvenile petition processing.

Annotation: Hearings can be formal or informal.

The manner of disposition of a case disposed immediately after the completion of a hearing would be dismissal, nolle prosequi, guilty plea, etc.

INITIAL APPEARANCE In criminal proceedings, the first appearance of an accused person in the first court having jurisdiction over his or her case. (from the Dictionary of Criminal Justice Data Terminology, second edition)

Court Statistical Usage:

- The date of initial appearance should be recorded as one of the events in criminal case processing. (See date of initial appearance.)

Annotation: Various procedural steps may be taken during a first appearance. In minor misdemeanor cases the first appearance may be the only one, and judgment and penalty, if any, will be determined at that time. When the charge(s) is more serious, the accused at initial appearance may be informed of the charges, a plea may be entered and bail set, or the accused may merely be informed of his or her rights and of the general nature of the proceedings and it may be determined whether he or she has counsel. (from the Dictionary of Criminal Justice Data Terminology, second edition)

JUDICIAL INTAKE Among juvenile courts, those courts in which the court controls the intake procedure that refers juveniles to an intake officer or unit, which determines what further action should be taken, including the submission of a petition to the court.

Court Statistical Usage:

- In courts that control judicial intake, count referrals received and referral outcomes as part of court workload but not as court caseload.
- Do not count referrals as case filings.

Annotation: The National Juvenile Information Systems Task Force of the National Council of Juvenile and Family Court Judges recommends that juvenile court statistics be aggregated only for those courts that perform similar functions, and that caseload data from juvenile courts that control intake not be aggregated with those of juvenile courts that do not control intake.

JUVENILE PETITION A broad classification category for court caseload involving juveniles in trial courts, the processing of which follows the special procedures that each state has for handling matters pertaining to individuals who are defined as juveniles.

Court Statistical Usage:

- The other broad trial court case classifications are civil case, criminal case, and traffic case.
- See unit of count for instructions on counting cases.
- Report the caseload inventory of juvenile petitions as follows:
 - o Criminal-type petition
 - o Status petition
 - o Child victim petition
 - o Miscellaneous juvenile petition
- The filing document in a juvenile action is generally a petition. In a criminal case involving a juvenile, the filing document can be a complaint or information. Statistical reports should indicate how cases are being counted. (See unit of count.)
- If the following actions are handled in a juvenile court, they should be counted separately so that they can be reported in categories other than juvenile petitions:
 - Juvenile traffic cases should be reported separately in order that they can be included in the traffic case category in statewide caseload inventory.
 - Child support cases, paternity and bastardy cases, and termination of parental rights cases should be included in domestic relations cases in statewide caseload inventory.
 - Adult criminal cases involving molesting or abuse of children should be included in criminal cases in statewide caseload inventory.
- Report total juvenile petition adjudication outcomes in trial court caseload inventory.

Annotation: A juvenile petition is the equivalent to a case filing in an adult trial court case.

These juvenile petition categories are recommended by the National Juvenile Information Systems Task Force of the National Council of Juvenile and Family Court Judges.

JUVENILE PETITION ADJUDICATION OUTCOME The finding, verdict, or other resolution that adjudicates a juvenile petition in a trial court.

Court Statistical Usage:

- Report juvenile petition adjudication outcomes in caseload inventory: beginning pending (petitions), petitions filed, petitions adjudicated, end pending (petitions).
- Report the adjudication outcome of juvenile petitions in trial courts as follows:
 - Dismissed prior to fact finding
 - Dismissed after fact finding begun

- Waiver/certification/transfer for criminal prosecution
- Transfer to other jurisdiction (not judicial waiver)
- Petition granted

Annotation: Juvenile petition adjudication outcome is the equivalent of a disposition in adult trial court cases. The term disposition is not used for juvenile petitions because the general usage of the term disposition in juvenile courts refers to the result of a disposition hearing and the treatment provided to the juvenile.

These juvenile petition adjudication outcome categories are recommended by the National Juvenile Information Systems Task Force of the National Council of Juvenile and Family Court Judges.

JUVENILE PETITION APPEAL (appellate court) An appeal case involving review of a judgment of a trial court in a juvenile petition adjudication outcome.

Court Statistical Usage:

- Juvenile petition appeal is a subcategory of appeal case in appellate courts. Report the inventory of juvenile petition appeals separately from criminal case appeals, civil case appeals, postconviction remedy case appeals, and appeals of administrative agency cases.
- In addition to the reporting of filings, dispositions, and pending cases in caseload inventory, the termination of juvenile petition appeals should be reported under the appropriate category in the appellate court case manner of disposition classification scheme.
- See pages 2-3 of this Supplement for case category classification and manner of disposition.

MISCELLANEOUS CIVIL CASE For statistical reporting purposes, a residual category in which to place civil cases that cannot be identified as belonging in the other major civil classifications (tort, contract, real property rights, small claims, domestic relations, mental health, estate, appeal, extraordinary writ, or postconviction remedy case).

Court Statistical Usage:

- Miscellaneous civil case is a subcategory of the broad trial court classification civil case. Classify the caseload inventory of civil cases by the subject matter at issue whenever possible.

- Use miscellaneous civil case only for cases that cannot be classified elsewhere, such as name change or replevin. Include only those court actions that meet the definition of a court case.
- In addition to the reporting of filings, dispositions, and pending cases in caseload inventory, the termination of miscellaneous civil cases should be reported under the appropriate category in the civil case manner of disposition scheme.
- See pages 2-3 of this Supplement for case category classifications and manner of disposition.

Annotation: The use of "miscellaneous" and "other" case categories should be avoided whenever possible because this classification does not indicate the nature of the issue to be decided. The State Court Caseload Statistics: Annual Report series uses the heading "Unclassified" for those cases that jurisdictions report as "other" when these are case types that could be classified according to subject matter.

MISCELLANEOUS CRIMINAL CASE For statistical reporting purposes, a residual category in which to place criminal cases that cannot be identified as belonging in the other major criminal classifications (felony, misdemeanor, DWI/DUI, ordinance violation, appeal, extraordinary writ, postconviction remedy, or sentence review only case).

Court Statistical Usage:

- Miscellaneous criminal case is a subcategory of the broad trial court classification criminal case. Classify cases by the subject matter at issue whenever possible.
- Use miscellaneous criminal case only for cases that cannot be classified elsewhere, such as extradition. Include only those court actions that meet the definition of court case.
- In addition to the reporting of filings, dispositions, and pending cases in caseload inventory, the termination of miscellaneous criminal cases should be reported under the appropriate category in the criminal case manner of disposition scheme.
- See pages 2-3 of this Supplement for case category classifications and manner of disposition.

Annotation: The use of "miscellaneous" and "other" case type categories should be avoided whenever possible because this classification does not indicate the nature of the issue to be decided. The State Court Caseload Statistics: Annual Report series uses the heading "Unclassified" for those cases that jurisdictions report as "other" when these are case types that could be classified according to subject matter.

MISCELLANEOUS DOMESTIC RELATIONS CASE For statistical reporting purposes, a residual category used to include domestic relations cases other than marriage dissolution, support/custody, adoption cases, and paternity or bastardy cases.

Court Statistical Usage:

- Classify in trial court caseload inventory as a subheading under domestic relations case, as follows:
 - Marriage dissolution case
 - Support/custody case
 - Adoption case
 - Paternity or bastardy case
 - Miscellaneous domestic relations case
- Under miscellaneous domestic relations case classify cases such as those involving termination of parental rights.
- Divorce cases in which provisions are made for custody, support, or alimony may be reopened if the parties seek to change these provisions. Count such actions as new cases and classify them as support/custody cases.
- In addition to the reporting of filings, dispositions, and pending cases in caseload inventory, the termination of miscellaneous domestic relations cases should be reported under the appropriate category in the civil case manner of disposition scheme.
- See pages 2-3 of this Supplement for case category classifications and manner of disposition.

Annotation: The use of "miscellaneous" and "other" case type categories should be avoided whenever possible because this classification does not indicate the nature of the issue to be decided. The State Court Caseload Statistics: Annual Report series uses the heading "Unclassified" for those cases that jurisdictions report as "other" when these are case types that could be classified according to subject matter.

MISCELLANEOUS ESTATE CASE For statistical reporting purposes, a residual category used to include estate cases other than probate/wills/intestate cases and guardianship/conservatorship/trusteeship cases.

Court Statistical Usage:

- Classify estate cases by the subject matter at issue where possible.
- Classify in trial court caseload inventory as a subheading under estate case, as follows:

- Probate/wills/intestate case
- Guardianship/conservatorship/trusteeship case
- Miscellaneous estate case

- Under miscellaneous estate case classify cases such as gifts to minors and corporate trusts (if they are within the jurisdiction of the court).
- In addition to the reporting of filings, dispositions, and pending cases in caseload inventory, the termination of miscellaneous estate cases should be reported under the appropriate category in the civil case manner of disposition scheme.
- See pages 2-3 of this Supplement for case category classifications and manner of disposition.

Annotation: The use of "miscellaneous" and "other" case type categories should be avoided whenever possible because this classification does not indicate the nature of the issue to be decided. The State Court Caseload Statistics: Annual Report series uses the heading "Unclassified" for those cases that jurisdictions report as "other" when these are case types that could be classified according to subject matter.

MISCELLANEOUS JUVENILE PETITION For statistical reporting purposes, a residual category in which to classify juvenile petitions that cannot be identified as belonging to the other major juvenile classifications (criminal-type juvenile petition, status petition, or child victim petition).

Court Statistical Usage:

- Miscellaneous juvenile petition is a subcategory of the broad trial court classification juvenile petition.
- Report the caseload inventory of juvenile petitions according to the following subcategories:
 - Criminal-type juvenile petition
 - Status petition
 - Child victim petition
 - Miscellaneous juvenile petition
- An example of a petition that should be classified as miscellaneous juvenile petition is child marriage.
- Do not include petitions involving relationships of adults to children that should be classified under domestic relations case.
- See pages 2-3 of this Supplement for case category classifications and manner of disposition.

MISCELLANEOUS TORT CASE For statistical reporting purposes, a residual category used to include tort cases other than auto tort, professional tort, and product liability tort.

Court Statistical Usage:

- Classify in trial court caseload inventory as a subheading under tort case, as follows:
 - Auto tort case
 - Professional tort case
 - Product liability tort case
 - Miscellaneous tort case
- Classify tort cases whenever possible according to specific tort case subcategories. Use miscellaneous tort case only for those cases that cannot be classified as auto tort, professional tort, or product liability tort. Examples are alienation of affection and loss of consortium, as well as tort cases involving air and water transportation.
- In addition to the reporting of filings, dispositions, and pending cases in caseload inventory, the termination of miscellaneous tort cases should be reported under the appropriate category in the civil case manner of disposition scheme.
- See pages 2-3 of this Supplement for case category classifications and manner of disposition.

Annotation: The use of "miscellaneous" and "other" case type categories should be avoided whenever possible because this classification does not indicate the nature of the issue to be decided. The State Court Caseload Statistics: Annual Report series uses the heading "Unclassified" for those cases that jurisdictions report as "other" when these are case types that could be classified according to subject matter.

MISCELLANEOUS TRAFFIC VIOLATION CASE For statistical reporting purposes, a category in which to place traffic cases that do not belong in the other major traffic classifications (moving traffic violations or parking violations).

Court Statistical Usage:

- Classify the caseload inventory of traffic violations as follows:
 - Moving traffic violation (contested, uncontested)
 - Parking violation (contested, uncontested)
 - Miscellaneous traffic violation (contested, uncontested)
- Include under miscellaneous traffic violations all non-moving violations other than parking violations such as illegal equipment, expired inspection sticker, etc.
- The disposition of uncontested miscellaneous traffic

violation cases should be reported under guilty plea (before trial) in the traffic case manner of disposition scheme.

MOTION An oral or written request made to a court at any time before, during, or after court proceedings, asking the court to make a specified finding, decision, or order. (from the Dictionary of Criminal Justice Data Terminology, second edition)

Court Statistical Usage:

- Motions may be counted to indicate court workload.
- The dates of certain motions should be recorded, as indicated under events in civil case processing, events in criminal case processing, and events in contested traffic case processing.

MOVING TRAFFIC VIOLATION A subcategory of traffic cases that involves offenses such as hit and run, operating after revocation or suspension of license, reckless driving, fleeing and eluding, and other rules of the road.

Court Statistical Usage:

- Classify the caseload inventory of traffic violations as follows:
 - Moving traffic violation (contested, uncontested)
 - Parking violation (contested, uncontested)
 - Miscellaneous traffic violation (contested, uncontested)
- Separate moving traffic violation cases that are contested from those that are uncontested. Most moving traffic violation cases are not contested and in many or most jurisdictions are handled by administrative or quasi-judicial bodies or procedures quite separate from the major business of the court. Failure to respond to such citations, however, may result in the issuing of a court order for appearance. Court resources are required if the defendant chooses to contest the citation.
- Report the disposition of uncontested moving traffic violations under guilty plea (before trial).

NOLLE PROSEQUI (before trial) A formal entry upon the record by the prosecutor in which he declares before the start of a trial that he will not proceed further in a criminal case or a contested traffic case.

Court Statistical Usage:

- Classify as a manner of disposition in criminal cases and in contested traffic cases.
- Nolle prosequi should indicate a count of defendants.

Annotation: In some jurisdictions the judge has discretion to control the prosecutor's right to nolle prosequi.

NON-JUDICIAL INTAKE Among juvenile courts, those courts in which an agency other than the court controls the intake procedure that refers juveniles to an intake officer or unit, which determines what further action should be taken, including the submission of a petition to the court.

Court Statistical Usage:

- No count of referrals received or referral outcomes (petition, no petition) will be available with non-judicial intake.

Annotation: The National Juvenile Information Systems Task Force of the National Council of Juvenile and Family Court Judges recommends that juvenile court statistics be aggregated only for those courts that perform similar functions, and that caseload data from juvenile courts that control intake not be aggregated with those of juvenile courts that do not control intake.

NUMBER OF CONTINUANCES The number of adjournments in the scheduled trial date granted on an application by one of the parties or ordered by the court in a civil case, a criminal case, or a contested traffic case.

Court Statistical Usage:

- Record the number of continuances granted in order to explain why the scheduled trial date does not coincide with the date trial commenced, as well as to assess court workload and calendar management proficiency.
- Record the length of time for which the continuance is granted.

Annotation: The recording of the date of filing and dates of subsequent events in trial court case processing permits the court manager to determine the time intervals that are elapsing in a trial court case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

Courts set their own policies as to the number of continuances permitted. The court's continuance policy is one tool for controlling the pace of litigation in the court.

OMNIBUS HEARING In some states the matters dealt with in a pre-trial conference may instead be taken up in a procedure called an omnibus hearing. The name of the proceeding and the precise range of matters included in it depend upon the statutes, rules of court, and customs of a given jurisdiction. (from the Dictionary of Criminal Justice Data Terminology, second edition)

Court Statistical Usage:

- The date of an omnibus hearing should be recorded as one of the events in criminal case processing. (See date of conference.)

OTHER MANNER OF DISPOSITION, CRIMINAL CASES For statistical reporting purposes, a residual category to include those outcomes that cannot be classified in the other categories outlined under criminal case manner of disposition.

Court Statistical Usage:

- Classify as a trial court manner of disposition in criminal cases.
- Other manner of disposition, criminal cases should indicate a defendant count.
- Under other manner of disposition, criminal cases, include the termination of extraordinary writ cases, postconviction remedy cases, and sentence review only cases. Also include cases that have been consolidated.
- Cases that are treated as terminated for statistical purposes may not in fact be removed from the jurisdiction of the court. These should be subtracted from pending caseload and reported under other manner of disposition. Include under this classification criminal cases in which the defendant has absconded or is a fugitive, if these cases are considered disposed, as well as abatement by death of defendant. Include also cases such as those that are transferred to an inactive status. The state should report how long cases are carried on the calendar before they are put on inactive status.
- If the case is reactivated or reopened, report as a new case, classified by subject matter of the case. (See reopened case.)
- See pages 2-3 of this Supplement for case category classifications and manner of disposition.

OUTPUT REPORTS For statistical reporting purposes, those reports produced by a court information system that are used by court managers for operational and management purposes.

Court Statistical Usage:

- Operational reports include
 - Dockets
 - Calendars
 - Case index lists
 - Case jacket labels
 - Case inquiry reports
 - Attorney lists
 - Statistical reports
 - Status of pending cases reports
- Management reports include
 - Caseload inventory
 - Manner of disposition
 - Trend analysis
 - Projections based on trend analysis
 - Age of pending caseload
 - Age of disposed caseload
 - Status of pending caseload
 - Exception reports
 - Inactive case reports
 - Time intervals between events in court case processing
 - Next scheduled event in court case processing

PARKING VIOLATION CASE A subcategory of traffic cases that involves the parking of a motor vehicle in violation of a traffic ordinance.

Court Statistical Usage:

- Classify parking violations in trial court caseload inventory separately from all other traffic cases as follows:
 - Moving traffic violation (contested, uncontested)
 - Parking violation (contested, uncontested)
 - Miscellaneous traffic violation (contested, uncontested)
- Parking violations that are contested and require court time and resources should be counted and reported separately.
- The disposition of uncontested parking violation cases should be reported as parking fines. The termination of contested parking violations should be reported under the appropriate category in the traffic case manner of disposition classification scheme.

PATERNITY OR BASTARDY CASE A subcategory of domestic relations case that includes cases involving either paternity or bastardy.

Court Statistical Usage:

- Classify in trial court caseload inventory as a subheading under domestic relations case, as follows:
 - Marriage dissolution case
 - Support/custody case
 - Adoption case
 - Paternity or bastardy case
 - Miscellaneous domestic relations case
- In addition to the reporting of filings, dispositions, and pending cases in caseload inventory, the termination of paternity or bastardy cases should be reported under the appropriate category in the civil case manner of disposition scheme.
- See pages 2-3 of this Supplement for case category classifications and manner of disposition.

PETITION GRANTED The juvenile court decision terminating an adjudication hearing, that a criminal-type offense or a status offense has been committed by the individual charged, or a child victim suffering from dependency or neglect needs the attention of the court. (adapted from the Dictionary of Criminal Justice Data Terminology, second edition.)

Court Statistical Usage:

- Classify as an adjudication outcome in juvenile petitions.

Annotation: Juvenile petition adjudication outcome categories are those recommended by the National Juvenile Justice Information Systems Task Force of the National Council of Juvenile and Family Court Judges. The data elements developed by this Task Force for the JISRA information system provide a list of sentences and services that might result from adjudication. For statistical reporting purposes, however, an adjudication outcome term is needed that is the parallel of a conviction in an adult criminal case.

PRETRIAL CONFERENCE A meeting of the opposing parties in a case with the judicial officer prior to trial, for the purposes of stipulating those things which are agreed upon and thus narrowing the trial to the things that are in dispute, disclosing the required information about witnesses and evidence, making

motions, and generally organizing the presentation of motions, witnesses and evidence. (from the Dictionary of Criminal Justice Data Terminology, second edition)

Court Statistical Usage:

- The date of a pretrial conference should be recorded as one of the events in case processing in civil and criminal cases. (See date of first pretrial conference and date of conferences.)

REFERRAL OUTCOME For statistical reporting purposes, the juvenile referral outcomes that indicate how many referrals became juvenile petitions.

Court Statistical Usage:

- Classify all referral outcomes as either juvenile petition or no juvenile petition.
- Do not count referral outcomes as case dispositions.

Annotation: Classification of and terminology for juvenile intake decisions vary greatly among jurisdictions. A typical set of intake decision categories will include: closed at intake, counseled and released, placed on informal probation, referred for testing, referred to another agency, petition filed for formal court action. (from the Dictionary of Criminal Justice Data Terminology, second edition) For statistical reporting purposes, all of these can be classified as either no juvenile petition (the first five options) or juvenile petition (the final option).

The National Juvenile Information Systems Task Force of the National Council of Juvenile and Family Court Judges recommends that juvenile court statistics be aggregated only for those courts that perform similar functions, and that caseload data from juvenile courts that control intake not be aggregated with those of juvenile courts that do not control intake.

REFERRALS RECEIVED In those courts that control judicial intake, the receipt by an intake officer or unit of a written request in the form of a report or complaint alleging a violation(s) of a statute(s) or requesting that action be taken concerning a dependent child. These data represent the incoming workload of an intake agency, the aggregate of all the referrals to intake made by other agencies and persons. (from the Dictionary of Criminal Justice Data Terminology, second edition)

Court Statistical Usage:

- In courts that control intake, referrals received may be counted to indicate court workload, but should not be counted in court caseload.
- Do not count referrals as case filings.
- Referrals should be classified by case type, as follows:
 - Criminal-type juvenile referral
 - Status referral
 - Child victim referral
- Also count referral outcomes (juvenile petition, no juvenile petition).

Annotation: The proportion of total referrals that become petitions is a useful statistic for measuring court workload.

The National Juvenile Information Systems Task Force of the National Council of Juvenile and Family Court Judges recommends that juvenile court statistics be aggregated only for those courts that perform similar functions, and that caseload data from juvenile courts that control intake not be aggregated with those of juvenile courts that do not control intake.

REQUEST FOR EN BANC HEARING OR REHEARING For statistical reporting purposes, the request by a party to an appellate case for a hearing in an appellate court where there may be presented errors of law or fact, or both, asserted to have been committed by it, to the end that it may revise its own action erroneously or mistakenly taken and modify or set aside its own judgment.

Court Statistical Usage:

- A count of such requests should be made to accurately assess the workload of the court.

SCHEDULED DATE FOR COMPLETION OF DISCOVERY The date set by a court by which all activities such as depositions or interrogatories must be completed.

Court Statistical Usage:

- Record this date to determine the pace of litigation in civil case processing.

Annotation: The recording of the date of filing and dates of subsequent events in civil case processing permits the court manager to determine the time intervals that are elapsing in a civil case, and whether those time intervals are acceptable to the court, to the parties involved, and to the public.

SINGLE-TIER TRIAL COURT For statistical reporting purposes, a trial court that has original jurisdiction over all subject matter or persons within its geographical limits, none of which is assigned to a limited jurisdiction court.

Court Statistical Usage:

- In criminal cases, the case count in a single-tier trial court will differ from that in a two-tier trial court. Preliminary hearings will be counted as cases in a limited jurisdiction court, whereas they are only an event in case processing in a single-tier trial court.
- Count the filing of the original charging document as the beginning of a case in trial courts.

Annotation: In a limited jurisdiction court and in a single-tier trial court the complaint will be the original charging document. In a two-tier trial court, the complaint will be the original charging document in the limited jurisdiction court, but in the general jurisdiction court the original charging document will be the indictment or information.

STATUS OF PENDING CASELOAD (trial court) For statistical reporting purposes, the number of trial court cases that have reached the important processing events between their filing and disposition.

Court Statistical Usage:

- In reporting trial court status of pending caseload data, the following events in civil case processing should be indicated to permit a count of the number of cases in that status:
 - Awaiting filing of first answer
 - Awaiting scheduled date for completion of discovery
 - Awaiting the date the case is ready for trial
 - Awaiting first pretrial conference
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
- In reporting trial court status of pending caseload data, the following events in criminal case processing should be indicated to permit a count of the number of cases in that status:
 - Awaiting initial appearance or arraignment
 - Awaiting preliminary hearing
 - Awaiting indictment (or information)
 - Awaiting conference
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial

- Awaiting conclusion of trial
- Awaiting sentencing
- In reporting trial court status of pending caseload data, the following events in contested traffic case processing should be indicated to permit a count of the number of cases in that status:
 - Awaiting first scheduled trial date
 - Awaiting commencement of trial
 - Awaiting conclusion of trial
 - Awaiting sentencing
- In reporting trial court status of pending caseload data, the following events in juvenile petition processing should be indicated to permit a count of the number of cases in that status:
 - Awaiting juvenile hearing (first, second hearing, etc.)
 - Awaiting adjudication outcome

Annotation: Status of pending caseload reports permit the court manager to assess the pace of litigation in his court and to determine if that pace is acceptable to the court and to the public.

STATUS OF PENDING CASES For statistical reporting purposes, an operational report listing all pending cases, the length of time each has been pending, and the last completed event in court case processing for each case.

Court Statistical Usage:

- The capability of an information system to produce this operational report makes it possible to also calculate time intervals between events in court case processing and to produce exception reports showing those cases pending longer than the time intervals acceptable for case processing set by the court.

STATUS PETITION A juvenile petition category that includes petitions involving a juvenile whom a court has determined to need guidance, treatment, or rehabilitation because of non-criminal misbehavior by the child.

Synonym: child or children in need of supervision petition (CINS, CHINS), person in need of supervision petition (PINS), juvenile in need of supervision petition (JINS), minor in need of supervision petition (MINS), youth in need of supervision petition (YINS).

Court Statistical Usage:

- **Status petition** is a subcategory of the broad trial court classification **juvenile petition**. See **unit of count** for instructions on counting juvenile petitions.
- Report the **caseload inventory** of juvenile petitions according to the following subcategories:
 - **Criminal-type juvenile petition**
 - **Status petition**
 - **Child victim petition**
 - **Miscellaneous juvenile petition**
- See pages 2-3 of this Supplement for case category classifications and manner of disposition.

Annotation: This petition category has been adapted from the classifications used by the OJJDP in the Department of Justice and is recommended by the National Juvenile Information Systems Task Force of the National Council of Juvenile and Family Court Judges.

For reporting purposes this petition category subsumes several categories now in use in many states, variously called CHINS or CINS (child or children in need of supervision), PINS (person in need of supervision), MLNS (minor in need of supervision), JINS (juvenile in need of supervision), YINS (youth in need of supervision), "child beyond control," "incorrigible," "wayward youth," "miscreant," etc. The category deals with the child who requires guidance, treatment, or rehabilitation because of (a) habitual truancy from school; (b) habitual disobedience, being ungovernable, and beyond control of the person having custody of the child without substantial fault on the part of that person; (c) deportment that is injurious or endangers the child or others; or (d) commitment of an offense applicable only to children.

SUMMARY STATISTICS Output reports that display the aggregation of data about all the individual units of a court activity, such as **caseload**.

Court Statistical Usage:

- Summary statistics are widely used for management reports (**caseload inventory, manner of disposition, etc.**) because they can be collected, calculated, and analyzed manually.

TRAFFIC CASE A broad classification category for trial court **caseload** that includes cases involving an alleged violation of the traffic laws.

Synonym: traffic action

Court Statistical Usage:

- **Traffic cases** should be reported separately from the other broad trial court case categories (civil, criminal, juvenile) because of the specialized case processing procedures involved, and to avoid inflation of criminal caseload figures because of the high volume of traffic cases.
- Use the following subcategories to report the caseload inventory of traffic cases:
 - **Moving traffic violation** (contested, uncontested)
 - **Parking violation** (contested, uncontested)
 - **Miscellaneous traffic violation** (contested, uncontested)
- Count each original charging document filed as one traffic case. If the charging document contains multiple defendants, then also count the defendants for internal purposes. Report both case and defendant dispositions in caseload inventory.
- When a state classifies a traffic case as a **felony**, it should be reported as a **felony case** rather than as a traffic case. Traffic cases that are misdemeanors should be classified as **traffic cases**, under the subheadings above.
- Report **DWI/DUI cases** as **criminal cases**, not as traffic cases. (See the **criminal case** classification scheme for directions.)
- Report **parking violations** separately. The charging document is typically a citation, and the punishment a fine, usually paid by mail or without a mandatory court appearance.
- **Juvenile traffic cases** should be classified under **traffic cases**, not under **juvenile cases**.
- Traffic case appeals should be classified under **criminal case appeals**.
- In addition to the reporting of **filing, dispositions, and pending cases in caseload inventory**, the number and type of trials and the disposition of defendants should be reported under the appropriate category in the **traffic case manner of disposition** scheme.
- See pages 2-3 of this Supplement for case category classifications and manner of disposition.

TRANSFER TO OTHER JURISDICTION (not judicial waiver) For statistical reporting purposes, an adjudication outcome that transfers a **juvenile petition** from one court to another for reasons other than criminal prosecution.

Court Statistical Usage:

- Classify as an adjudication outcome in juvenile petitions.
- Count as a new juvenile petition in the court that receives the case.

Annotation: The juvenile petition adjudication outcome categories in the model classification scheme are recommended by the National Juvenile Information Systems Task Force of the National Council of Juvenile and Family Court Judges.

TWO-TIER TRIAL COURT For statistical reporting purposes, a trial court system in which original jurisdiction over all subject matter or persons within its geographical limits is shared among both general jurisdiction and limited jurisdiction courts.

Court Statistical Usage:

- In criminal cases, the case count in a single-tier trial court will differ from that in a two-tier trial court. Preliminary hearings will be counted as cases in a limited jurisdiction court, whereas they are only an event in case processing in a two-tier trial court.
- Count the filing of the original charging document as the beginning of a case in trial courts.

Annotation: In a limited jurisdiction court and in a single-tier trial court the complaint will be the original charging document. In a two-tier trial court, the complaint will be the original charging document in the limited jurisdiction court, but in the general jurisdiction court the original charging document will be the indictment or information.

WAIVER/CERTIFICATION/TRANSFER FOR CRIMINAL PROSECUTION The decision by a juvenile court, resulting from a transfer hearing, that jurisdiction over an alleged criminal-type juvenile petition will be waived, and that the defendant should be prosecuted as an adult in a criminal court. (adapted from the Dictionary of Criminal Justice Data Terminology, second edition)

Court Statistical Usage:

- Classify as an adjudication outcome in juvenile petitions.

Annotation: Juvenile courts usually waive jurisdiction over alleged criminal-type juvenile petitions only when a serious felony has been alleged, and when the juvenile is near the statutory age boundary between juvenile and adult. (from the Dictionary of Criminal Justice Data Terminology, second edition)

The juvenile petition adjudication outcome categories in the model classification scheme are recommended by the National Juvenile Information Systems Task Force of the National Council of Juvenile and Family Court Judges.

WORKLOAD MANAGEMENT DATA For statistical reporting purposes, data collected and analyzed to indicate how much personnel time and effort, both judicial and non-judicial, and other resources are needed to process cases and carry on the other essential business of the court.

Court Statistical Usage:

- Workload management data include judicial and non-judicial time spent, events other than events in case processing, weighted caseload, outcome frequency, and performance measures.

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Court statistical terms are preceded by #.
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