

# Quick Guide to Statistical Reporting Forms

## Form D (Common Pleas, Juvenile Division)

	A	B	C	D	E	F	G	H	I	J	K	T	V
	Delinquency	Traffic	Dependency, Neglect or Abuse	Unruly	Adult Cases	Motion for Permanent Custody	Custody, Change of Custody, Visitation	Support Enforcement or Modification	Parentage	U.I.F.S.A.	All Others	Total	Visiting Judge
Pending beginning of period													
New cases filed													
Cases transferred in, reactivated, or redesignated													
<b>TOTAL (Add lines 1-3)</b>													
<b>TERMINATIONS BY:</b>													
Trial by judge													
Trial by Magistrate													
Dismissal by party, judge, or prosecutor													
Admission to judge													
Admission to magistrate													
Certification/Waiver granted		X	X	X	X	X	X	X	X	X	X	X	
Unavailability of party for trial													
Transfer to another judge or court													
Referral to private judge	X	X	X	X	X	X							
Interlocutory appeal or order													
Other terminations													
<b>TOTAL (Add lines 5-15)</b>													
Pending end of period (Subtract line 16 from line 4)													
Time Guideline (months)	6	3	3	3	6	6.7	9	12	12	3	6	X	X
Cases pending beyond time guideline													
Number of months oldest case is beyond time guideline												X	
Number of informal cases (all case types)													

### Caseloads

- Pending start of month (Line 1)
- Total incoming cases (Line 2 + 3)
- Total "To Do" at start of month (Line 4)

### Terminations

- By type (Lines 5 through 15)
- Total (Line 16)
- Line 16/Line 2 + 3 = *Clearance Rate*

### Status of cases pending at the end of the month

- Pending cases (Line 17)
- Overage cases (Line 18)
- Line 18/Line 17 = *Overage Rate*
- Extent overage (Line 19)

Time guidelines

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

- **Clearance Rates** – Line 16 (total terminations) divided by Lines 2 + 3 (total incoming cases)
- **Overage Rates** – Line 18 (overage cases) divided by Line 17 (pending end of month)

Line 19 is a very useful simple statistic for measuring the *extent* of the overage nature of any given case type. It measures the number of months the *single oldest case* has been pending beyond the applicable time guideline. If no cases are pending beyond time, the number will be zero.

### Data quality "gut checks":

- Do the numbers make sense? Does anything look inaccurate?
- Check the pending caseload and the number of overage cases.
- Do the numbers reflecting dispositions by judge and by magistrate look right?
- Eyeball the numbers that underlie your Clearance Rates. Are the number of terminations (Line 16) significantly fewer than the volume of incoming cases (Line 2 + Line 3)? Significantly greater?