



CSP 
Court Statistics Project



State Court Guide to Statistical Reporting

State Court Guide to Statistical Reporting

A joint project of the Conference of State Court Administrators and the
National Center for State Courts



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Overview

The *State Court Guide to Statistical Reporting* (hereafter, the *Guide*) is a standardized reporting framework for state court caseload statistics designed to promote intelligent comparisons among state courts. The statistics reported through this framework are compiled, analyzed, and published by the Court Statistics Project (CSP), a collaborative effort of the Conference of State Court Administrators (COSCA) and the National Center for State Courts (NCSC). Since 1975 the CSP has served as the de facto national archive of state court caseload information.

Comparable data from the state courts allows the CSP to publish national trends and analyze caseload statistics for use by state court leaders, policy makers, and local court managers. Being able to put each state's caseload in a jurisdictional, regional, or national context provides useful insights that inform policy, budgetary, and court management decisions.

State courts vary, sometimes dramatically, in their organizational structure and constitutional and statutory frameworks. But regardless of how the courts are organized in each state, the task the state court leadership has set for itself is the same in every state: to map the caseload data used in that state to the reporting framework defined by the *Guide*.

The CSP began compiling national court caseload statistics in 1975. At that time, it was evident that there were profound differences in how states defined and reported their caseload data. Without common caseload definitions and a standard format for classifying and reporting data, the goal of the CSP could never be achieved.

The *Guide* has been designed to provide a comprehensive set of model reporting matrices, case type definitions, and counting rules. Terms used in the reporting matrices are defined in order to ensure comparable reporting.

The *Guide* is divided into two main sections—one for trial courts and one for appellate courts. Within each section, subsections are organized by case category and each of these follows a similar outline.

Note that all categories, case types, and case status categories are defined as they apply to the *Guide*, and therefore may vary somewhat from other definitions or common usage in any particular state.

Trial Court Statistical Reporting

Introduction

Trial courts are courts that decide the cases brought before them; they are the first courts in which the cases are decided. Sometimes referred to as courts of first instance or courts of original jurisdiction, they are the courts in which civil, domestic relations, criminal, juvenile, and traffic/parking/ordinance violations cases are filed.

The term “trial court” is used broadly in the *Guide* and is meant to encompass unified courts, courts of general and limited jurisdiction, and courts of special jurisdiction (e.g., water court, probate court, and small claims court), regardless of whether they hold trials or not.

Courts of general jurisdiction go by many names—superior court, circuit court, district court, court of chancery, court of common pleas, and more—but whatever their name, they are the highest trial court in the state for the matters they hear. Felony criminal cases and high-stakes civil cases are heard in these courts. Courts of limited jurisdiction (which also go by many names, including some names that overlap those used for general jurisdiction courts) typically have jurisdiction over misdemeanors and ordinance violations, and civil cases whose remedies have a lesser dollar-value than those in the general jurisdiction court. Juvenile and domestic relations cases are heard in both general and limited jurisdiction courts depending on the state.

For the purposes of reporting in the national framework, trial court caseload matters are divided into five major categories: Civil, Domestic Relations, Criminal, Juvenile, and Traffic/Parking/Ordinance Violations. Within each case category, the *Guide* contains specific decision rules for how cases should be classified by case type and how cases should be counted. (See the Unit of Count, Case Status Categories, and Case Type Definitions for each case category that follows for detailed descriptions).

The trial court reporting framework described in the *Guide* is to be used for reporting the caseloads of trial courts to the Court Statistics Project. That reporting is accomplished either through the Court Statistics XML-based reporting defined in the Court Statistics Information Exchange Package Documentation (IEPD), or through a spreadsheet known as Trial Court Caseload Summary Matrix. An example of the latter is included herein.

Case Status Categories

The Caseload Summary Matrix captures detailed information about case status during the reporting period. The case status categories defined below are used to count the cases reported in the Caseload Summary Matrix. These case status categories are consistent for each of the five case categories: Civil, Domestic Relations, Criminal, Juvenile, and Traffic/Parking/Ordinance Violations.

The court's Begin Pending caseload is divided between Begin Pending–Active cases and Begin Pending–Inactive cases. The definitions below articulate the distinction between Active and Inactive cases. Making this distinction is essential for the court to be able to accurately manage its caseload and to be able to accurately compute performance measures such as the *CourTools* Measure 2: Clearance Rates, Measure 3: Time to Disposition, and Measure 4: Age of Active Pending Caseload.

Incoming cases are those cases that have been added to the court's caseload during the reporting period and include New Filing, Reopened, and Reactivated cases.

Outgoing case status categories include Entry of Judgment, Reopened Dispositions, and Placed Inactive.

At the end of the reporting period, the court's pending caseload is summarized in three categories: End Pending–Active, End Pending–Inactive, and Set for Review.

The Set for Review category is designed to capture a count of cases that, having been filed and disposed, are scheduled for regular, additional reviews in the future before a judicial officer. Juvenile dependency cases are an example of these cases; the court reviews the status of a juvenile in a series of regularly scheduled hearings at known and pre-determined intervals.

Similarly, in adult guardianship cases, the court reviews the status of the adult under court supervision through hearings that take place at regular, scheduled, and known intervals. After one of these cases is originally filed (New Filing) and the court makes its original order (Entry of Judgment), the court counts this case in the new Set for Review category, and not in its End Pending-Active caseload (defined in the *Guide* as "a count of cases that at the end of the reporting period are awaiting disposition"). It is not unusual for these cases to extend for a period of years. When they are finally resolved, the case is simply removed from the Set for Review inventory count.

Case Status Definitions

Begin Pending—Active: A count of cases that, at the start of the reporting period, are awaiting disposition.

Begin Pending—Inactive: A count of cases that, at the start of the reporting period, have been administratively classified as inactive. *Note: Business rules for this classification may be defined by a rule of court or administrative order.*

Incoming Cases: The sum of the count of New Filing, Reopened, and Reactivated cases (see below).

New Filing: A count of cases that have been filed with the court for the first time during the reporting period.

Reopened: A count of cases in which a judgment has previously been entered but which have been restored to the court's pending caseload during the reporting period. These cases come back to the court due to the filing of a request to modify or enforce that existing judgment and a hearing before a judicial officer is requested to review the status of the case or initiate further proceedings in the case. When the reopened case is disposed, report the case in the Caseload Summary Matrix in the Outgoing Cases column labeled Reopened Dispositions.

Example:

A fraud case is filed (New Filing) and disposed (Entry of Judgment). Subsequently, the defendant files a motion to submit new evidence that is granted. The case is now Reopened and disposed on the basis of the new evidence (a Reopened Disposition).

Reactivated: A count of cases that had previously been Placed on Inactive Status, but have been restored to the court's control during the reporting period. Further court proceedings in these cases can now be resumed during the reporting period and these cases can once again proceed toward

disposition. *Note: The rules for reactivating a case (sometimes referred to as restoring the case to the court's control) are the reverse of those listed below for placing a case on inactive status, (e.g., the lifting of a stay). The key is that courts should use the Placed on Inactive Status/Reactivated categories for specific reasons that are beyond the court's control and when events intervene (e.g., bankruptcy) that prevent the parties from being able to proceed. Delays in a case for other reasons, including inefficiencies in other parts of the justice system (e.g., delays in getting reports from crime labs or social service providers) are not a legitimate basis for placing a case on inactive status.*

Outgoing Cases: The sum of the count of Entry of Judgment, Reopened Dispositions, and Placed on Inactive Status (see below).

Entry of Judgment: A count of cases for which an original entry of judgment has been entered during the reporting period. For cases involving multiple parties/issues, the disposition should not be reported until all parties/issues have been resolved.

Reopened Dispositions: A count of cases that were disposed of by a modification to, and/or enforcement of, the original judgment of the court during the reporting period. For cases involving multiple parties/issues, the disposition should not be reported until all parties/issues have been resolved.

Placed on Inactive Status: A count of cases whose status has been administratively changed to inactive during the reporting period due to events beyond the court's control. These cases have been removed from court control, and the court can take no further action until an event restores the case to the court's active pending caseload.

Courts should refer to their local or statewide rules of court, statutes, or standards of administration and/or statistical reporting

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guidelines for precise definitions of the circumstances under which a case may be properly considered inactive.

Note: Courts should use the Placed on Inactive Status/Reactivated categories only for specific reasons beyond the court's control and when events intervene (e.g., bankruptcy) that prevent the parties from being able to proceed. Delays in a case for other reasons, including inefficiencies in other parts of the justice system (e.g., delays in getting reports from crime labs or social service providers) are not a legitimate basis for placing a case on inactive status.

End Pending–Active: A count of cases that, at the end of the reporting period, are awaiting disposition.

End Pending–Inactive: A count of cases that, at the end of the reporting period, have been administratively classified as inactive. Business rules for this classification may be defined by a rule of court or administrative order.

Set for Review: A count of cases that, following an initial Entry of Judgment, are awaiting regularly scheduled reviews involving a hearing before a judicial officer.

Civil Case Reporting

Introduction

Civil cases are a broad category of trial court cases in which a plaintiff requests the enforcement or protection of a right or the redress or prevention of a wrong. The complaint or petition that begins an action is the unit being counted in each civil case (see Unit of Count below).

Unit of Count

A petition or civil complaint begins a civil case in most trial courts. The civil complaint alleges the facts and legal grounds upon which the plaintiff bases a claim for legal redress and requests that legal action begin. The statistics reported in the Caseload Summary Matrix are a count of *cases*, not plaintiffs, defendants or legal issues/causes of action. A civil case with multiple parties or multiple causes of action is counted as one case.

- Count the *filing* of the complaint/petition with the clerk of court as the beginning of a civil case.
- Report the number of civil filings and dispositions by case type, as defined in the Civil Case Type Definitions below.

Notes Specific to Civil Cases

Alternative Dispute Resolution (ADR): When a case has been referred *by the court* to alternative dispute resolution, the case remains on active status with the court. If the case is resolved through this court-annexed ADR, the disposition of the case is counted in the Entry of Judgment category.

Consolidated case: This is a case in which two or more actions are combined and tried/processed as one case. In reporting trial court dispositions, all the cases except the one into which the cases were consolidated should be reported as disposed at the time of consolidation. When the *consolidated case* has been decided, the disposition should be reported under the appropriate case status category.

Placed on Inactive Status: A count of cases whose status has been administratively changed to inactive during the reporting period due to events beyond the court's control. These cases have been removed from court control, and the court can take no further action until an event restores the case to the court's active pending caseload.

Examples:

The following are legitimate reasons for placing Civil cases on inactive status:

- A stay is issued due to military duty or incarceration of one of the parties;

- A stay is issued due to filing of bankruptcy proceeding in Federal court;
- The case is subject to mandated arbitration that is not under the court's control (e.g., attorney fee arbitration or contractually required private arbitration);
- A stay is issued from a higher court (Federal or state); or
- A stay is issued from a court of equal standing in another county, district, or state.

Reopened case: A contract case was previously disposed via Entry of Judgment requiring the defendant to pay a sum of money to the plaintiff. Later, the defendant files a motion requesting a change in the terms of payment originally ordered by the court. This motion reopens the case, which returns to the court's pending docket and is counted as a Reopened case.

Set for Review: A count of cases that, following an initial Entry of Judgment, are awaiting regularly scheduled reviews involving a hearing before a judicial officer.

Example:

A Guardianship case is filed with the court (counted as a New Filing), and the court makes its initial finding and order, thus disposing the case through this judgment (counted as an Outgoing case in the Entry of Judgment column). At that time, the court schedules a review 6 months in the future and an additional review 12 months in the future. This case gets counted in the Set for Review column, and not as part of the court's End Pending–Active caseload.

Civil Case Type Definitions

Automobile Tort: Tort cases involving personal injury, property damage, or wrongful death resulting from alleged negligent operation of a motor vehicle. *Note: Negligent operation of air or water vehicles should be counted among "Tort–Other" cases (see below).* [Similar terminology: auto tort, motor vehicle tort, auto negligence]

Intentional Tort: Tort cases in which injury to property or person is alleged to be willfully brought upon one party by another. [Similar terminology: assault, battery, vandalism]

Malpractice–Medical: Malpractice cases that allege misconduct or negligence by a person in the medical profession acting in a professional capacity, such as doctors, nurses, physician's assistants, dentists, etc.

Malpractice–Legal: Malpractice cases that allege misconduct or negligence by a person in the legal profession acting in a professional capacity, such as lawyers and paralegals.

Malpractice–Other: Malpractice cases that allege misconduct or negligence by a professional. Use this case type for Malpractice cases of unknown specificity, when Malpractice cases are not attributable to one of the other previously defined Malpractice case types, or when all Malpractice cases are reported as a single case type.

Premises Liability: Tort cases involving claims brought against the owner of real property, the condition of which is purported to be the cause of personal injury. [Similar terminology: slip and fall]

Product Liability–Toxic/Asbestos: Product Liability cases in which it is alleged that injury has been caused by exposure to, or ingestion of, a toxic substance (not tobacco) or asbestos.

Product Liability–Tobacco: Product Liability cases in which it is alleged that injury has been caused by the use of, or exposure to, tobacco products, e.g., cigarettes, cigars, pipe tobacco, and chewing tobacco.

Product Liability–Other: Product Liability cases in which it is alleged that injury is caused to a person by the manufacturer or seller of an article due to a defect in, or the condition of, the article sold or an alleged breach of duty to provide suitable instructions to prevent injury. Use this case type for Product Liability cases of unknown specificity, when Product Liability cases are not attributable to one of the other previously defined Product Liability case types, or when all Product Liability cases are reported as a single case type.

Slander/Libel/Defamation: Tort cases alleging harm to the reputation, community standing, or livelihood of the claimant caused by false or misleading statements made by the defendant.

Tort–Other: Tort cases alleging an injury or wrong committed against a person, their reputation, or their property by a party who either did something that he was obligated not to do or failed to do something that he was obligated to do. Use this case type for Tort cases of unknown specificity, when Tort cases are not attributable to one of the other previously defined Tort case types, or when all Tort cases are reported as a single case type. [Similar terminology: negligence]

Buyer Plaintiff: Contract cases involving a buyer of goods or services bringing suit against a seller of goods or services for failure either to deliver said goods or services or to honor a warranty as promised in an expressed or implied contract.

Employment Dispute–Discrimination: Contract cases in which the plaintiff/employee alleges that the defendant/employer denied hiring, salary increases, or other forms of advancement based on the employee's race, gender, national origin, or sexual orientation. *Note: Although discrimination is typically regarded as a tort, these cases arise from the contractual relationship between employer and employee and should be counted among contract cases for the purposes of statistical reporting.*

Employment Dispute–Other: Contract cases involving any dispute between an employer and employee over the conditions, terms or termination of employment. Use this case type for Employment Dispute cases of unknown specificity, when Employment Dispute cases are not attributable to one of the other previously defined Employment Dispute case types, or when all Employment Dispute cases are reported as a single case type.

Fraud: Contract cases that allege the intentional misrepresentation of fact for the purpose of financial or legal gain. *Note: Although certain aspects of contract fraud are, by nature, tortious, these cases should be counted among contract cases for the purposes of statistical reporting.* [Similar terminology: bad faith]

Landlord/Tenant Dispute–Unlawful Detainer: Contract cases alleging a breach of contract (lease/rental agreement) between a landlord and commercial or residential tenant in which a landlord alleges that the tenant's right to occupy the real property has terminated. *Note: Although these cases are based on the unlawful inhabitation of real property, the underlying dispute involves the contractual agreement between the landlord and tenant and should be counted among contract cases for the purposes of statistical reporting.*

Landlord/Tenant Dispute–Other: Contract cases alleging a breach of contract between a landlord and tenant that are not attributable to one of the other previously defined Landlord/Tenant case types. Use this case type for Landlord/Tenant dispute cases of unknown specificity, when Landlord/Tenant dispute cases are not attributable to one of the other previously defined Landlord/Tenant case types, or when all Landlord/Tenant dispute cases are reported as a single case type.

Mortgage Foreclosure: Contract cases in which a mortgage holder petitions to sell mortgaged property to satisfy a mortgage debt. *Note: Although these cases are typically brought by a mortgage holder for a failure on the part of the mortgagor to make complete or timely payments on real property, the foundation of the case is the breach of the contractual agreement between the parties. For this reason, these cases should be counted among contract cases for the purposes of statistical reporting.*

Seller Plaintiff (Debt Collection): Contract cases in which the plaintiff/seller brings suit against a buyer of goods or services for failure to pay for said goods or services as promised in an expressed or implied contract.

Contract–Other: Contract cases involving a dispute over an agreement (express or implied) between two or more parties. Use this case type for Contract cases of unknown specificity, when Contract cases are not attributable to one of the other previously defined Contract case types, or when all Contract cases are reported as a single case type.

Eminent Domain: Real property cases wherein a property owner challenges the amount of remuneration offered by the state or federal government for the taking of a parcel of land. [Similar terminology: condemnation, expropriation]

Real Property–Other: Cases involving disputes over the ownership, use, boundaries, or value of real property. Use this case type for Real Property cases of unknown specificity, when Real Property cases are not attributable to one of the other previously defined Real Property case types, or when all Real Property cases are reported as a single case type.

Note: The legal remedies sought to protect real property rights can involve both actions at law and suits in equity, thus cases should be classified according to the subject matter at issue.

Small Claims: A subcategory of civil cases (tort, contract, or real property claims) that are governed by statutorily defined summary procedures and in which the remedy sought is a specific, limited amount of monetary damages. Typically these cases dispense with written pleadings, legal counsel, and strict rules of evidence.

Guardianship–Adult: Probate/Estate cases that include cases involving the establishment of or a controversy over the relation existing between a person (guardian) and an adult (ward). *Note: The guardian is lawfully invested with the power and charged with the duty of caring for and managing the affairs of an adult (ward) who is considered by the court to be incapable of caring for himself/herself.*

Guardianship–Juvenile: Probate/Estate cases that include cases involving the establishment of or a controversy over the relation existing between a person (guardian) and a juvenile (ward). *Note: The guardian is lawfully invested with the power and charged with the duty of caring for and managing the affairs of a juvenile (ward) who is considered by the court to be incapable of caring for himself/herself.*

Conservatorship/Trusteeship: Probate/Estate cases that include cases involving the establishment of, or a controversy over: 1) the relation existing between a person (conservator) and another person (ward) or 2) the legal possession of real or personal property held by one person (trustee) for the benefit of another.

Note: The conservator is lawfully invested with the power and charged with the duty of taking care of the property of another person (ward) who is considered by the court as incapable of managing his or her own affairs.

Probate/Wills/Intestate: Probate/Estate cases that include cases involving: 1) the determination of whether a will is a valid instrument; 2) the statutory method of establishing its proper execution; and 3) the determination, in the absence of a will, of the disposition of the decedent's estate. Court actions providing for estate administration, appointment of executors, inheritances, and so forth should be included in this category.

Probate/Estate–Other: Cases that include the establishment of guardianships, conservatorships, and trusteeships; the administration of estates of deceased persons who died testate or intestate, including the settling of legal disputes concerning wills. Use this case type for Probate/Estate cases of unknown specificity, when Probate/Estate cases are not attributable to one of the other previously defined Probate/Estate case types, or when all Probate/Estate cases are reported as a single case type.

Mental Health: A subcategory of civil cases that includes cases in which a court is requested to make a legal determination as to whether an individual is mentally ill or incompetent and should be placed, or should remain, under care, in custody, and/or in treatment.

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Administrative Agency: Civil Appeals cases brought in the court of general jurisdiction disputing the ruling or finding of an administrative agency.

Limited Jurisdiction Trial Court Ruling: Civil Appeals cases brought in the court of general jurisdiction disputing the ruling or judgment of a limited jurisdiction trial court.

Civil Appeals–Other: Civil appeals cases typically brought in the court of general jurisdiction disputing the finding of a limited jurisdiction trial court, department, or administrative agency. Use this case type for Civil Appeals cases of unknown specificity, when Civil Appeals cases are not attributable to one of the other previously defined Civil Appeals case types, or when all Civil Appeals cases are reported as a single case type.

Non–Domestic Relations Restraining Order: Any petition for a restraining order that does not result from a domestic altercation or is not between parties considered to be in a domestic relationship.

Tax: Cases typically brought by a government agency against an individual or business for failure to pay taxes previously assessed.

Habeas Corpus: A type of writ designed to test the legality of the detention or imprisonment of an individual, not the question of guilt or innocence.

Writ Involving Prison Conditions: Cases involving a type of extraordinary writ wherein a prisoner petitions the court for relief from the treatment or conditions in the prison.

Writs–Other: Writ cases involving a written court order directed to a specific person, requiring that person to perform or refrain from performing a specific act. Use this case type when Writ cases are of unknown specificity, when Writ cases are not attributable to one of the other previously defined Writ case types, or when all Writ cases are reported as a single case type.

Civil–Other: A subcategory of Civil cases, including cases of unknown specificity. Use this case type for Civil cases of unknown specificity, when Civil cases are not attributable to one of the other previously defined Civil case types, or when all Civil cases are reported as a single case type.

Domestic Relations Case Reporting

Introduction

Domestic Relations cases involve actions between family members (or others considered to be in a domestic relationship), such as a divorce case, the dissolution of a marriage or a civil union, paternity, custody, visitation, support, adoption, and civil protection/restraining orders. In addition, actions by unmarried individuals to resolve issues of support, custody, or visitation are included in this category.

Unit of Count

- Count the *filing* of a complaint or petition with the clerk of court as the beginning of a domestic relations case.
- Report the number of Domestic Relations filings and dispositions by case type, as defined in the Domestic Relations Case Type Definitions below.
- Report cases involving a divorce or dissolution of a marriage and the dissolution of civil unions in the Dissolution/Divorce case subcategory.
- Marriage/Civil Union dissolution cases include provisions for custody, support, alimony, and the like in the decree or judgment. Thus, for purposes of statistical reporting, the initial filing and disposition of a divorce case (including all related issues) should be classified in the Dissolution/Divorce subcategory.
- Reporting of Domestic Relations cases involving individuals who have not been married to each other is now accomplished by distinguishing divorce from non-divorce cases. Typically, these cases stem from an action for child support brought by the state under Title IV-D of the Social Security Act of 1973. Given the continued emphasis on establishing paternity and support obligations, these non-divorce cases are likely to contribute to the court's workload and should be counted and distinguished from post-judgment, divorce-related custody, visitation, and support cases.
- Child support, custody, and visitation cases are only counted as a New Filing if they are not part of a marriage dissolution case. In general, cases of this type will be initiated by non-married individuals. By definition, cases that arise from previously decided dissolution/divorce cases should be reported as Reopened cases, not New Filing cases.
- A distinct case type labeled Private (non IV-D) has been defined to distinguish and report child support cases that are brought by private parties outside the framework of Title IV-D. Making this distinction allows courts to accurately record and analyze what percentage of the child support caseload qualifies for financial support from the federal government through the state IV-D agency.

Notes Specific to Domestic Relations Cases

Alternative Dispute Resolution (ADR): When a case has been referred *by the court* to alternative dispute resolution, the case remains on active status with the court. If the case is resolved through this court-annexed ADR, the disposition of the case is counted in the Entry of Judgment category.

Placed on Inactive Status: A count of cases whose status has been administratively changed to inactive during the reporting period due to events beyond the court's control. These cases have been removed from court control, and the court can take no further action until an event restores the case to the court's active pending caseload.

Example:

A Dissolution/Divorce case is filed and counted as an Incoming case using the New Filing category. In the middle of the proceedings, the parties inform the court that they have decided to reconcile and the court suspends further activity in the case, pending the outcome of the reconciliation process. The case should be counted as an Outgoing case in the Placed on Inactive Status category. If the parties fail to reconcile, the case returns to the court and is counted as an Incoming case using the Reactivated category and proceeds toward a disposition. If the parties do reconcile, the case must be reactivated in order to be disposed.

Reopened case: A count of cases in which a judgment has previously been entered but which have been restored to the court's pending caseload during the

reporting period. These cases come back to the court due to the filing of a request to modify or enforce that existing judgment *and a hearing before a judicial officer is requested* to review the status of the case or initiate further proceedings in the case. When the reopened case is disposed, report the case in the Outgoing column labeled Reopened Dispositions.

Example:

A Dissolution/Divorce case is originally filed as a New Filing and disposed through an Entry of Judgment but is later brought back to the court by one of the parties to request a change to the support order. When the case returns to court, it should be counted as a Reopened case in the Support (divorce) case type, and when it is disposed, counted as a Reopened Disposition.

Set for Review: A count of cases that, following an initial Entry of Judgment, are awaiting regularly scheduled reviews involving a hearing before a judicial officer.

Example:

A Civil Protection/Restraining Order case is filed with the court (counted as a New Filing), and the court grants a restraining order, thus disposing the case through this judgment (counted as an Outgoing case in the Entry of Judgment column). At that time, the court schedules a review 6 months in the future and an additional review 12 months in the future. This case gets counted in the Set for Review column, and not as part of the court's End Pending-Active caseload.

Domestic Relations Case Type Definitions

Dissolution/Divorce case: Domestic Relations cases involving dissolution, divorce or annulment of a marriage or civil union.

Paternity case: Domestic Relations cases involving the establishment of the identity and/or responsibilities of the father of a minor child.

Custody (non–divorce) case: Domestic Relations cases in which an individual requests that a court make a determination regarding the control or care of a child. *Note: Do not include in this category cases in which custody issues are part of a Dissolution/Divorce proceeding.*

IV–D Intrastate: Support (non-divorce) cases that request maintenance of a parent/guardian or minor child by a person living in the same state who is required, under Title IV-D of the Social Security Act of 1973, to provide such maintenance. *Note: Do not include cases in which support issues arise from a previously decided Dissolution/Divorce proceeding.*

IV-D UIFSA (Uniform Interstate Family Support Act): Support (non-divorce) cases that request maintenance of a parent/guardian or a minor child by a person living in a different state who is required, under Title IV-D of the Social Security Act of 1973, to provide such maintenance. *Note: Do not include cases in which support issues arise from a previously decided Dissolution/Divorce proceeding.*

IV-D Other: Support (non-divorce) cases filed by a parent/guardian to request maintenance of that parent/guardian or a minor child by a person who is required, under Title IV-D of the Social Security Act of 1973, to provide such maintenance. Use this case type for cases of unknown specificity, when IV-D support (non-divorce) cases are not attributable to one of the previously defined IV-D support (non-

divorce) case types, or when all IV-D support (non-divorce) cases are reported as a single case type. *Note: Do not include cases in which support issues arise from a previously decided Dissolution/Divorce proceeding.*

Private (non-IV-D): Support (non-divorce) cases filed to request maintenance of a parent/guardian or a minor child by a person who is required by law, but who is not under the auspices of Title IV-D of the Social Security Act of 1973, to provide such maintenance. *Note: Do not include cases in which support issues arise from a previously decided Dissolution/Divorce proceeding.*

Support (non-divorce)–Other: Support (non-divorce) cases filed by a parent/guardian to request maintenance of that parent/guardian or a minor child by a person who is required, by law, to provide such maintenance. Use this case type for cases of unknown specificity, when Support (non-divorce) cases are not attributable to one of the other previously defined Support (non-divorce) case types, or when all Support (non-divorce) cases are reported as a single case type. *Note: Do not include cases in which support issues arise from a previously decided Dissolution/Divorce proceeding.*

Visitation (non-divorce): Domestic Relations cases in which an individual requests that a court schedule the time the individual will spend with the minor children. Such requests can be brought before the court by parents, grandparents, or other family members. *Note: Do not include cases in which visitation issues are part of a Dissolution/Divorce proceeding.*

Adoption: Domestic Relations cases involving a request for the establishment of a new, permanent relationship of parent and child between persons not having that relationship naturally.

Civil Protection Order/Restraining Order: Domestic Relations cases in which the court has issued a protection or restraining order designed to limit or eliminate the contact between two or more individuals who are considered to be in a domestic relationship. *Note: Similar cases involving persons not in a domestic relationship would be reported as a Non-Domestic Relations Restraining Order case in the Civil case category.*

Domestic Relations—Other: Domestic Relations cases involving actions between family members (or others considered to be involved in a domestic relationship) that are not attributable to one of the previously defined Domestic Relations case types. Use this case type for cases of unknown specificity, when cases are not attributable to one of the other defined Domestic Relations case types, or when Domestic Relations cases are reported as a single case type.

Custody (divorce): Domestic Relations cases in which an individual requests that a court make a determination regarding the control or care of a child. *Note: By definition, these cases arise from previously decided Dissolution/Divorce cases and must be reported as Reopened cases, not New Filing cases. Do not include non-divorce cases.*

IV-D—Intrastate: Support (divorce) cases that request maintenance of a parent/guardian or minor child by a person living in the same state who is required, under Title IV-D of the Social Security Act of 1973, to provide such maintenance. *Note: By definition, these cases arise from previously decided Dissolution/Divorce cases and must be reported as Reopened cases, not New Filing cases. Do not include non-divorce cases.*

IV-D UIFSA (Uniform Interstate Family Support Act): Support (divorce) cases that request maintenance of a parent/guardian or a minor child by a person living in a different state who is required, under Title IV-D of the Social Security Act of 1973, to provide such

maintenance. *Note: By definition, these cases arise from previously decided Dissolution/Divorce cases and must be reported as Reopened cases, not New Filing cases. Do not include non-divorce cases.*

IV-D Other: Support (divorce) cases filed by a parent/guardian to request maintenance of that parent/guardian or a minor child by a person who is required, under Title IV-D of the Social Security Act of 1973, to provide such maintenance. Use this case type for cases of unknown specificity, when IV-D support (divorce) cases are not attributable to one of the previously defined IV-D support (divorce) case types, or when all IV-D support (divorce) cases are reported as a single case type. *Note: By definition, these cases arise from previously decided Dissolution/Divorce cases and must be reported as Reopened cases, not New Filing cases. Do not include non-divorce cases.*

Private (non-IV D): Support (divorce) cases filed to request maintenance of a parent/guardian or a minor child by a person who is required by law, but who is not under the auspices of Title IV-D of the Social Security Act of 1973, to provide such maintenance. *Note: By definition, these cases arise from previously decided Dissolution/Divorce cases and must be reported as Reopened cases, not New Filing cases. Do not include non-divorce cases.*

Support (divorce)—Other: Support (divorce) cases filed by a parent/guardian to request maintenance of that parent/guardian or a minor child by a person who is required, by law, to provide such maintenance. Use this case type for cases of unknown specificity, when Support (divorce) cases are not attributable to one of the other previously defined Support (divorce) case types, or when all Support (divorce) cases are reported as a single case type. *Note: By definition, these cases arise from previously decided Dissolution/Divorce cases and must be reported as Reopened cases, not New Filing cases. Do not include non-divorce cases.*

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Visitation (divorce): Domestic Relations cases in which an individual requests that a court schedule the time the individual will spend with the minor children. Such requests can be brought before the court by parents, grandparents, or other family members. *Note: By definition, these cases do not include non-divorce cases.*

Criminal Case Reporting

Introduction

Criminal cases are a broad category for trial court cases in which a defendant is charged with violation(s) of state law(s). The three subcategories of Criminal cases are Felony, Misdemeanor, and Appeals from Limited Jurisdiction Courts. It is important to note that some offenses may be classified as either felonies or misdemeanors, depending on the circumstances. Thus, the general definitions of case types for the Felony and Misdemeanor subcategories overlap to a great extent in this reporting framework; what differs is the seriousness of the offense and how it was charged in the case. Note that traffic offenses that are classified as criminal offenses (e.g., driving while intoxicated/driving under the influence) are included in the Criminal category, counted in the appropriate Felony or Misdemeanor subcategory. Lesser offenses such as non-criminal traffic offenses and violations of local ordinances are not included here, but are reported in the Traffic/Parking/Ordinance Violation case category.

Unit of Count

A criminal case is generally initiated by a complaint. In two-tiered court systems, proceedings at the second step of a Felony case are usually initiated by an information or indictment. *Note: In some jurisdictions the document filed to bind over a defendant until a grand jury decides whether to issue an indictment is also called a "complaint."*

- Count the *filing* of the original charging document (complaint, information, or indictment) as the beginning of the case.
- Count the defendant *and all charges involved in a single incident* as a single case. If the charging document contains multiple defendants involved in a single incident, count each defendant as a single case.
- Do *not* count preliminary hearings as Incoming cases when they are held in the same court that will handle all subsequent proceedings in the case. However, in two-tiered court systems, if the lower court initiates the case with a preliminary hearing and disposes the case by binding it over to the higher court, the case should be counted in each court.
- Count a probation or parole violation that arises from a previous Felony case as a Reopened Felony case in the same Felony case type as the original case.
- Count a probation or parole violation that arises from a previous Misdemeanor case as a Reopened Misdemeanor case in the same Misdemeanor case type as the original case.
- Report the number of criminal filings and dispositions by case type, as

defined in the Criminal Case Type Definitions below.

- Classify cases by case type based on the most serious offense within the proper case subcategory (Felony or Misdemeanor).
- Report the disposition of a criminal case in the same case type that was used when the case was filed. For example, when a criminal case is filed as a Felony, but is subsequently reduced to a Misdemeanor and a judgment is obtained on the Misdemeanor charge, report both the filing and disposition as a Felony on the Caseload Summary Matrix. *Note: If the Felony charge is reduced to a Misdemeanor and subsequently re-filed as a Misdemeanor, count the case as Outgoing in the Entry of Judgment case status category for the appropriate Felony case type row and then as a New Filing in the appropriate Misdemeanor case type row.*
- Count the filing of a notice of appeal or a complaint in a trial court having incidental appellate jurisdiction as the beginning of an appeal case. If the reviewing court uses some other event, such as filing of record, to determine the number of appeals, it should explain that it does so. If the notice of appeal in an appellate court case is filed in the trial court, do not count it as an appeal case in the trial court.

Notes Specific to Criminal Cases

Felony

Felony cases are a subcategory of criminal cases involving an offense punishable by incarceration for a year or more or death; thus, the most serious crimes are classified as felonies. Some states have developed classification schemes for ranking the seriousness of Felony offenses (e.g., Part A or Class I), but those classification schemes are not relevant to the statistical reporting of these cases defined by the *Guide*.

Misdemeanor

Misdemeanor cases are a broad subcategory of criminal cases involving an offense punishable by incarceration for less than one year and/or fines; thus, the less serious crimes are classified as misdemeanors. Some states have developed classification schemes for ranking the seriousness of misdemeanor offenses (e.g., Type A or Class II), but those classification schemes are not relevant for the national statistical reporting of these cases defined by the *Guide*.

An important advantage of this national criminal case reporting framework is the ability to better match offense types with other national justice system coding schemes for purposes of case tracking and data unification. The definitions developed by the Court Statistics Project (CSP) are not meant to be legal definitions of crimes; rather, they are a means to map various criminal case types across states into comparable categories. Unlike state statutes, CSP definitions must be generic in order to include all state statutes relating to the same type of offense.

Consolidated case: This is a case in which two or more defendants named in separate filing documents are tried/prosecuted together. In reporting trial court dispositions, all the cases except the one into which the cases were consolidated should be reported as disposed at the time of consolidation in the Entry of Judgment column. When the consolidated case has been disposed, the disposition should be reported under the appropriate Outgoing status event category (e.g., Entry of Judgment). The disposition of the consolidated case should not be reported until all parties/charges have been resolved.

Severance: In trial court criminal proceedings, if multiple charges against a particular defendant are severed for the purpose of being adjudicated separately, count each new or severed filing document as a New Filing.

Placed on Inactive Status: Cases that are administratively classified as inactive should be reported in the Caseload Summary Matrix as Placed on Inactive Status. When the case is reactivated, report it as a Reactivated case.

Example:

A criminal case should be Placed on Inactive Status if the Defendant has absconded, an arrest order has been issued, and the court has suspended activity until the defendant is apprehended and returned to court so that the court can resume proceedings in the case.

Reopened case: Cases in which a judgment has previously been entered but which have been restored to the court's active pending caseload due to the filing of a request to modify or enforce that existing judgment should be reported in the Caseload Summary Matrix as Reopened. When the Reopened case is disposed, report the case in the Caseload Summary Matrix in the column labeled Reopened Dispositions.

Example:

A criminal case that was previously disposed, but then returned to the court's pending docket by an allegation that the offender has violated the terms of his or her probation, should be considered a Reopened case.

Uniform Crime Reporting (UCR and NIBRS coding)

The CSP case types represent groups of offenses based on the Uniform Crime Reporting (UCR) and National Incident-Based Reporting System (NIBRS) definitions maintained by the FBI. The FBI uses common legal definitions found in *Black's Law Dictionary*, the *Uniform Crime Reporting Handbook*, and the National Crime Information Center (NCIC) Uniform Offense Classifications.

Since many state statutes are also based on common legal definitions, trial courts should be able to translate their unique case types into the *Guide* case types. The table below shows UCR and NIBRS offenses cross-walked to CSP case types. Complete definitions of UCR and NIBRS offenses are available on the FBI UCR Web site at www.fbi.gov/ucr/ucr.htm.

CSP Case Types Mapped to FBI UCR and NIBRS Offenses

CSP Case Type	UCR Part I & II Offenses	NIBRS Offenses
Person	Murder/Manslaughter	Aggravated Assault (13A)
	Rape	Simple Assault (13B)
	Robbery	Intimidation (13C)
	Aggravated Assault	Murder & Non-negligent Manslaughter (09A)
	Other Assaults	Negligent Manslaughter (09B)
	Sex Offenses (not rape/prostitute)	Justifiable Homicide (09C)
		Kidnapping/Abduction (100)
		Robbery (120)
		Forcible Rape (11A)
		Forcible Sodomy (11B)
		Sexual Assault with an Object (11C)
	Forcible Fondling (11D)	
	Incest (36A)	
	Statutory Rape (36B)	
Domestic Violence	No analogous offense	No analogous offense
Elder Abuse	No analogous offense	No analogous offense
Property	Burglary	Arson (200)
	Larceny	Bribery (510)
	Auto Theft	Burglary/Breaking and Entering (220)
	Arson	Counterfeiting/Forgery (250)
	Forgery and Counterfeiting	Destruction/Damage/Vandalism of Property (290)
	Fraud	Embezzlement (270)
	Embezzlement	Extortion/Blackmail (210)
	Stolen Property; Buying, Receiving	False Pretenses/Swindle/Confidence Game (26A)
	Credit Card/Automated Teller Machine Fraud (26B)	
	Impersonation (26C)	

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CSP Case Type	UCR Part I & II Offenses	NI BRS Offenses
Property		Welfare Fraud (26D)
		Wire Fraud (26E)
		Stolen Property Offenses (Receiving, etc.) (280)
		Bad Checks (90A)
	Trespass of Real Property (90J)	
Drugs	Drug Abuse Violations	Drug/Narcotic Violations (35A) Drug Equipment Violations (35B)
Weapons	Weapons; Carrying, Possessing	Weapon Law Violations (520)
Public Order	Prostitution & Commercial Vice Gambling Liquor Laws Drunkenness Disorderly Conduct Vagrancy	Betting/Wagering (39A)
		Operating/Promoting/Assisting Gambling (39B)
		Gambling Equipment Violations (39C)
		Sports Tampering (39D)
		Pornography/Obscene Material (370)
		Prostitution (40A)
		Assisting or Promoting Prostitution (40B)
		Curfew/Loitering/Vagrancy Violations (90B)
		Disorderly Conduct (90C)
		Drunkenness (90E)
Liquor Law Violations (90G)		
Peeping Tom (90H)		
Motor Vehicle– DWI /DUI	Driving Under the Influence	Driving Under the Influence (90D)
Motor Vehicle– Reckless Driving	No analogous offense	No analogous offense
Motor Vehicle–Other	No analogous offense	No analogous offense
Felony–Other	No analogous offense	No analogous offense
Protection Order Violation	No analogous offense	No analogous offense
Misdemeanor–Other	No analogous offense	No analogous offense
Appeals from Limited Jurisdiction Courts	No analogous offense	No analogous offense
Criminal–Other	No analogous offense	No analogous offense

Criminal Case Type Definitions

Felony

Person: Criminal cases involving murder/manslaughter, sexual assault (including rape and sexual battery), robbery, and assault (including simple assault).

Domestic Violence: Criminal cases involving violence, coercion, or intimidation by a family or household member against another family or household member. Family or household members may include: (a) persons who are current or former spouses; (b) persons who are intimate partners and who live together or have lived together; (c) persons who are dating or who have dated; (d) persons who are engaged in, or have engaged in, a sexual relationship; (e) persons who are related by blood or adoption; (f) persons who are related or formerly related by marriage; (g) persons who have a child in common; and (h) minor children of a person in a relationship that is described in elements (a) through (g) above. *Note: Classifying cases as domestic violence cases means the victim-offender relationship was known at the time of filing or disposition.*

Elder Abuse: Criminal cases involving offenses committed against an elderly person. Seven types of offenses are usually included: physical abuse, sexual abuse, psychological abuse, neglect, abandonment and isolation, financial or fiduciary abuse, and self-neglect. Physical abuse is generally defined as improper use of physical force that may or does result in bodily harm, injury, physical pain, or restraint of an individual. Sexual abuse is any non-consensual sexual touching or contact with an elderly person or a person who is incapable of giving consent (e.g., a mentally disabled individual). Psychological abuse is the intentional or reckless infliction of psychological pain, injury, suffering, or distress through verbal or nonverbal acts. Neglect is the failure to provide for the care and

treatment or safety of an elder. Abandonment is the desertion of an elderly person by an individual responsible for providing care or by a person with physical custody of an elder. Financial or fiduciary abuse is the illegal or improper use of an elder's funds, property, or assets, or the conversion or misappropriation of such property, for uses other than for the elder. Self-neglect is behavior of an elderly person that threatens his/her own health or safety.

Property: Criminal cases involving burglary, larceny, auto theft, arson, forgery and counterfeiting, fraud, embezzlement, stolen property (buying or receiving), and vandalism.

Drug: Criminal cases involving the illegal possession, sale, use, or manufacture of drugs. The following drug categories are included: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapon: Criminal cases involving violations of regulations or statutes controlling the carrying, using, possessing, furnishing, and manufacturing of deadly weapons or silencers.

Public Order: Criminal cases involving violations of liquor laws, drunkenness, disorderly conduct, vagrancy, gambling, prostitution, and commercial vice. [Similar terminology: public nuisance or quality of life offenses and crimes against society]

Motor Vehicle—DUI /DUI : Criminal cases involving a charge of driving a motor vehicle while intoxicated (DUI), driving under the influence of either alcohol or drugs (DUI), or driving while impaired. *Note: Report all DUI/DUI cases in this case type; if reported at state level as Traffic cases, they should be*

extracted and mapped into this case type for national reporting purposes.

Motor Vehicle—Reckless Driving: Criminal cases involving a charge of driving a motor vehicle in such a way as to knowingly or intentionally endanger the safety of others or with disregard for the consequences.

Motor Vehicle—Other: Criminal cases involving the operation of a motor vehicle. Use this case type for cases of unknown specificity, when Motor Vehicle cases are not attributable to one of the other previously defined Motor Vehicle case types, or when all Motor Vehicle cases are reported as a single case type.

Felony—Other: Criminal cases involving an offense punishable by incarceration for a year or more or death. Use this case type for Felony cases of unknown specificity, when Felony cases are not attributable to one of the other previously defined Felony case types, or when all Felony cases are reported as a single case type.

Misdemeanor

For the definitions of the case types listed below, see the Felony Case Type definitions above:

Person
Domestic Violence
Property
Drug
Weapon
Public Order
Motor Vehicle—DWI /DUI
Motor Vehicle—Reckless Driving
Motor Vehicle—Other

Protection Order Violation: Criminal cases alleging violation of a court order that was issued to help protect an individual from harassment or abuse. *Note: Though these cases often stem from an earlier civil or criminal case, they should be counted as New Filing in this case type.*

Misdemeanor—Other: Criminal cases involving an offense punishable by incarceration for less than a year and/or fines. Use this case type for Misdemeanor cases of unknown specificity, when Misdemeanor cases are not attributable to one of the other previously defined Misdemeanor case types, or when all Misdemeanor cases are reported as a single case type.

Appeals from Limited Jurisdiction Courts: Criminal Appeals cases brought in the court of general jurisdiction disputing the ruling or judgment of a limited jurisdiction trial court.

Criminal—Other: A subcategory of Criminal cases. Use this subcategory for Criminal cases of unknown specificity, when Criminal cases are not attributable to one of the other previously defined Criminal case types, or when all Criminal cases are reported as a single case type.

Juvenile Case Reporting

Introduction

Juvenile cases are a broad category of trial court cases requesting the court to adjudicate a youth as a delinquent, status offender, or dependent child, or to waive jurisdiction and transfer a youth to criminal court. The three subcategories of Juvenile cases are Delinquency, Dependency/Child Victim, and Status Offense/Petition.

Delinquency

Delinquency cases are a subcategory of Juvenile cases that includes cases involving an act committed by a juvenile, which, if committed by an adult, would result in prosecution in criminal court and over which the juvenile court has been statutorily granted original or concurrent jurisdiction. These may include petitions transferred to the juvenile or family court from the criminal court. Under certain conditions, a delinquency petition may include a motion/pleading to transfer jurisdiction of the case to criminal court.

Dependency/Child Victim

Dependency/Child Victim cases are a subcategory of Juvenile cases in which it is alleged that a child has been abused or neglected or is otherwise without proper parental care and/or supervision.

Status Offense/Petition

Status Offense/Petition cases are a subcategory of Juvenile cases involving non-criminal misbehavior by a juvenile. The behavior is an offense because of the youth's status as a minor. These cases are often called CHINS or CINS cases (child or children in need of supervision), PINS cases (person in need of supervision), or JINS cases (juvenile in need of supervision). Examples of status offenses include curfew violation, runaway, incorrigible/ungovernable, and truancy.

Unit of Count

The filing document in a juvenile action is generally called a petition. Count the *filing* of the petition with the clerk of court as the beginning of a juvenile case.

- For Delinquency cases, count the *filing* of the original petition as the beginning of the case in trial courts.
- For Dependency/Child Victim cases, count the original *filing* of the petition as the beginning of the case in trial courts.
- For Status Offense/Petition cases, count the *filing* of the original petition as the beginning of the case in trial courts.
- Count each juvenile and all allegations involved in a single incident as a single case. If the filing document contains multiple juveniles involved in a single

incident, count each juvenile as a single and separate case.

- Count the number of juvenile filings and dispositions by case type, as defined in the Juvenile Case Type Definitions below.

The following case types involving juveniles should *not* be reported in the Juvenile case category:

- Juvenile non-criminal traffic cases should be included in the appropriate Traffic, Parking, and Local Ordinance case type.
- Child support cases and paternity cases should be included in the appropriate Domestic Relations case type.
- Criminal cases involving the molesting or abuse of children should be included in the appropriate Criminal case type.
- Guardianship petitions involving juveniles are *civil* cases and should be reported in the Civil case category as part of the Probate/Estate caseload under the Guardianship–Juvenile case type.
- Court actions that are directed against adults as the result of adult relationships to juveniles should not be classified as juvenile petitions.
- In some jurisdictions, juvenile court intake personnel are authorized to decide *not* to file a formal petition in response to a referral but to accept a case without a petition for “informal handling” by authorized court

personnel. These cases should not be counted as juvenile cases for national statistical reporting purposes.

Notes Specific to Juvenile Cases

Alternative Dispute Resolution (ADR): When a case has been referred *by the court* to alternative dispute resolution, the case remains on active status with the court. If the case is resolved through this court-annexed ADR, the disposition of the case is counted in the Entry of Judgment category.

Placed on Inactive Status case: Cases that are administratively classified as inactive should be reported in the Caseload Summary Matrix as Placed on Inactive Status. When the case is reactivated, report it as a Reactivated case.

Example:

A juvenile case should be classified as Placed on Inactive Status if the juvenile has absconded, an arrest order has been issued, and the court has suspended activity until the juvenile is apprehended. When the juvenile is returned to court, the case is entered in the Incoming caseload as a Reactivated case.

Reopened case: Cases in which a judgment has previously been entered but which have been restored to the court’s pending caseload due to the filing of a request to modify or enforce that existing judgment should be reported in the Caseload Summary Matrix as Reopened. When the Reopened case is disposed, report the case in the Reopened Dispositions column.

Example:

A juvenile case that was previously disposed but then returned to the court's pending docket by an allegation that the offender violated the terms of his or her probation should be considered a Reopened case.

Set for Review: A count of cases that, following an initial Entry of Judgment, are awaiting regularly scheduled reviews involving a hearing before a judicial officer.

Example:

A Dependency case is filed with the court (counted as a New Filing), and the court makes its initial finding and order, thus disposing the case through this judgment (counted as an Outgoing case in the Entry of Judgment column). At that time, the court schedules a review 6 months in the future and an additional review 12 months in the future. This case gets counted in the Set for Review column, and not as part of the court's End Pending–Active caseload.

Juvenile Case Type Definitions

Delinquency

Drug: Delinquency cases involving the illegal possession, sale, use, or manufacture of drugs.

Person: Delinquency cases involving murder/manslaughter, sexual assault (including rape and sexual battery), robbery, and assault.

Property: Delinquency cases involving burglary, larceny, auto theft, arson, forgery and counterfeiting, fraud, embezzlement, stolen property (buying or receiving), and vandalism.

Public Order: Delinquency cases involving violations of liquor laws, public drunkenness, disorderly conduct, vagrancy, gambling, prostitution, and commercial vice. [Similar terminology: public nuisance, quality of life, crimes against society.

Delinquency–Other: Delinquency cases involving an act committed by a juvenile, which, if committed by an adult, would result in prosecution in criminal court and over which the juvenile court has been statutorily granted original or concurrent jurisdiction. Use this case type for Delinquency cases of unknown specificity, when Delinquency cases are not attributable to one of the other previously defined delinquency case types, or when all Delinquency cases are reported as a single case type.

Dependency/Child Victim

Abuse: Dependency cases alleging the hurting or injuring of a child by maltreatment. Abuse, as defined by statutes in the majority of states, is generally limited to maltreatment that causes, or threatens to cause, lasting harm to a child.

Neglect: Dependency cases alleging failure by a parent or custodian to render appropriate care to a child; an act of omission by the person legally responsible for a child's care that threatens the child's well-being; or failure to provide a child with suitable food, shelter, clothing, hygiene, medical care, or parental supervision.

Dependent (no fault): Dependency cases alleging one or more of the grounds for dependency without specifically faulting the parent(s) or guardian.

Petition for Termination of Parental Rights (TPR): Dependency cases requesting the severing of the parent-child relationship by the state. This action is considered due to allegations of abandonment by a parent, child abuse, unfitness of a parent, and other injuries to a child.

Dependency/Child Victim–Other: Dependency/Child Victim cases in which it is alleged that a child has been abused or neglected, or is otherwise without proper parental care and/or supervision. Use this case type for Dependency/Child Victim cases of unknown specificity, when Dependency/Child Victim cases are not attributable to one of the other previously defined dependency case categories, or when Dependency/Child Victim cases are reported as a single case type.

Status Offense/Petition: A subcategory of Juvenile cases involving non-criminal misbehavior by a juvenile. The behavior is an

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offense because of the youth's status as a minor. These are often called CHINS or CINS cases (child or children in need of supervision), PINS cases (person in need of supervision), or JINS cases (juvenile in need of supervision). [Similar terminology: curfew violation, runaway, incorrigible/ungovernable, and truancy.]

Juvenile–Other: A subcategory of Juvenile cases. Use this subcategory for Juvenile cases of unknown specificity, when Juvenile cases are not attributable to one of the other previously defined Juvenile case types, or when all Juvenile cases are reported as a single case type.

Traffic, Parking, and Local Ordinance Case Reporting

Introduction

Traffic, Parking, and Local Ordinance Violations cases are a broad category of trial court cases involving a violation of statutes and local ordinances governing traffic and parking, as well as a violation of other local ordinances. A key distinction for the traffic cases included here is that these are the *non-criminal* traffic cases; any traffic felony or misdemeanor (e.g., cases involving a charge of driving under the influence/driving while intoxicated) should be reported in the Criminal case category. In some instances, the offense itself determines whether a case is a Criminal case or a Traffic case (e.g., vehicular manslaughter), while in others it is the degree or extent of the violation that moves it from Traffic to Criminal (e.g., speeding 45 mph above the posted speed limit). For national reporting purposes, there are four subcategories of Traffic, Parking, and Local Ordinance Violations cases; as seen below each is its own case type (see Traffic, Parking, and Local Ordinance Case Type Definitions).

Unit of Count

- Count the *filing* of the original charging document as the beginning of a Traffic case in trial courts.
- For Non-Criminal Traffic Violations cases, count each original charging document (e.g. ticket, citation) filed as one case. If a citation contains more

than one charge, it is still only counted as one case.

- For Parking Violations cases, count each original charging document (e.g. ticket, citation) filed as one case.
- Report the number of Traffic, Parking, and Local Ordinance Violations cases by case type, according to the subject matter at issue as defined in the Traffic, Parking, and Local Ordinance Violations Case Type Definitions below.
- Non-Criminal Traffic Violations cases should be reported separately from the other trial court case categories (e.g., civil, criminal, juvenile) because of the specialized case-processing procedures involved and to avoid inflation of Criminal caseload figures due to the high volume of non-criminal traffic violations.
- Report a Felony traffic violation as part of the Criminal caseload (Motor Vehicle–DWI/DUI, Motor Vehicle–Reckless Driving, or Motor Vehicle–Other), rather than as a Traffic, Parking, and Local Ordinance Violations case.
- Report a Misdemeanor traffic violation as part of the Criminal caseload (Motor Vehicle–DWI/DUI, Motor Vehicle–Reckless Driving, or Motor Vehicle–Other), rather than as a Traffic, Parking, and Local Ordinance Violations case. This includes cases involving juveniles.

- Report Parking Violations separately from Non-Criminal Traffic Violations.
- Juvenile non-criminal traffic cases should be included in the appropriate Traffic, Parking, and Local Ordinance case type, not in the Juvenile case category.
- Report appeals of Non-Criminal Traffic Violations under Appeals from Limited Jurisdiction Courts in the Criminal section of the Caseload Summary Matrix.

Notes Specific to Traffic, Parking, and Local Ordinance Cases

Consolidated case: A case in which two or more actions are combined and tried/processed as one case. In reporting trial court dispositions, all the cases except the one into which the cases were consolidated should be reported as disposed at the time of consolidation using the Entry of Judgment status category. When the consolidated case has been

disposed, the disposition should be reported under the appropriate Outgoing status event category (e.g., Entry of Judgment). The disposition of the consolidated case should not be reported until all parties/charges have been resolved.

Reopened case: Cases in which a judgment has previously been entered but which have been restored to the court's pending caseload due to the filing of a request to modify or enforce that existing judgment should be reported in the Caseload Summary Matrix as Reopened. When the Reopened case is disposed of, report the case in the Caseload Summary Matrix in the column labeled Reopened Dispositions.

Example:

a Non-Criminal Traffic Violations case (e.g., speeding) that was previously disposed but then returned to the court's pending docket by a certification that the radar calibration had expired on the radar gun used to obtain the conviction in a speeding case should be considered a Reopened case.

Traffic, Parking, and Local Ordinance Case Type Definitions

Non-Criminal Traffic Violations

(Infractions): A subcategory of Traffic, Parking, and Local Ordinance Violations cases involving non-criminal traffic offenses. Non-Criminal Traffic cases are often referred to as infractions and typically include offenses like speeding (up to a defined number of miles per hour over the posted limit), failure to signal a turn, failure to stop at a stop sign, and failure to wear a seat belt.

Parking Violations: A subcategory of Traffic, Parking, and Local Ordinance Violations cases involving parking a motor vehicle in violation of a state statute or local ordinance.

Ordinance Violations: A subcategory of Traffic, Parking, and Local Ordinance Violations cases involving violations of local regulations passed by county, city, or other local governing bodies.

Traffic, Parking, and Local Ordinance—Other: A subcategory of Traffic, Parking, and Local Ordinance Violations. Use this subcategory for Traffic, Parking, and Local Ordinance Violations cases of unknown specificity, when Traffic, Parking, and Local Ordinance Violations cases are not attributable to one of the other previously defined Traffic, Parking, and Local Ordinance Violations case types, or when all Traffic, Parking, and Local Ordinance Violations cases are reported as a single case type.

Appellate Court Statistical Reporting

Introduction

Appellate courts review cases appealed from trial courts, intermediate appellate courts, and administrative agencies; preside over original proceedings and disciplinary matters involving the bench and bar; and serve in a supervisory capacity in the administration of the lower courts.

For the purposes of reporting in the national framework, appellate matters are divided into four major categories: Appeal by Right, Appeal by Permission, Death Penalty, and Original Proceeding/Other Appellate Matter. The notice of appeal, application for leave to appeal, or application for original jurisdiction is the recommended unit of count for cases filed with the appellate courts (see individual appellate category Unit of Count for detailed descriptions).

The appellate reporting framework described in the *Guide* is to be used for reporting the caseloads of courts of last resort and intermediate appellate courts. The sections that follow provide information and definitions pertinent to the *Appellate Court Caseload Summary and Manner of Disposition Reporting Matrix*, an example of which is included herein.

Case Status Categories: Caseload Summary

The categories defined below are used to count the appeals and original proceedings reported in the Caseload Summary section of the Appellate Court Caseload Summary and Manner of Disposition Matrix. The redesigned Matrix captures more detailed information about appellate activity.

The court's Begin Pending caseload is divided between Begin Pending-Active cases and Begin Pending-Inactive cases. The definitions below articulate the distinction between Active and Inactive cases; making this distinction is essential for the court to be able to accurately manage its caseload and to be able to accurately compute performance measures such as clearance rates, time to disposition, and age of active pending caseloads.

Incoming cases are those cases that have been added to the court's caseload during the reporting period and include Filed and Reactivated appeals and original proceedings.

Outgoing status categories include Disposed and Placed Inactive.

At the end of the reporting period, the court's pending caseload is summarized in the End Pending categories: End Pending-Active and End Pending-Inactive.

Finally, the Matrix contains a new column that provides the court the opportunity to report the number of filed cases that are Interlocutory. This category is designed to capture a count of cases that are filed with

the appellate court before the termination of a lower tribunal's proceedings. As an example, assume that 25 new appeals arising from tort cases are filed with an appellate court, with 10 of those appeals being filed prior to receiving a trial court judgment. The court would report all 25 of the appeals as Filed (within the appellate case type of Civil: Tort, Contract, and Real Property), but would also report 10 as Interlocutory (also within the appellate case type of Civil: Tort, Contract, and Real Property). Having the Interlocutory appellate status category allows the court to track the number of appeals that are received prior to the end of trial court proceedings (i.e., the interlocutory characteristic of the appeal) without losing the detail of the appellate case type.

Caseload Summary Status Definitions

Begin Pending-Active: A count of cases that, at the start of the reporting period, are awaiting disposition.

Begin Pending-Inactive: A count of cases that, at the start of the reporting period, have been administratively classified as inactive. Such circumstances may be defined by statewide court administrative rule or order.

Incoming Cases: The sum of the count of Filed and Reactivated cases (see below).

Filed: A count of cases that have been filed with the court for the first time during the reporting period.

Reactivated: A count of cases that had previously been placed in an inactive pending status, but for which further court proceedings and activities have been resumed during the reporting period so that the case can proceed to disposition. *Note: The rules for reactivating a case (sometimes referred to as restoring the case to the court's control) are the reverse of those listed below for placing a case on inactive status, (e.g., the lifting of a stay, the end of private arbitration). The key is courts should use inactive/reactivated categories for specific reasons that place a case truly beyond the court's control; when events intervene that keep parties from being able to proceed. Other reasons for delay are not a legitimate basis for placing a case on inactive status.*

Outgoing Cases: The sum of the count of Disposed and Placed on Inactive Status cases (see below).

Disposed: A count of cases that have been resolved, irrespective of the manner of disposition (e.g., decided, dismissed prior to decision, withdrawn, etc.), during the reporting period.

Placed Inactive: A count of cases whose status has been administratively changed to inactive during the reporting period due to events beyond the court's control. These cases have been removed from court control, and the court can take no further action until an event restores the case to the court's active pending caseload.

Courts should refer to their local or statewide rules of court, statutes, or standards of administration and/or statistical reporting guidelines for precise definitions of when a case may be properly considered inactive. The following are illustrative examples of legitimate reasons for placing appeals and/or original proceedings on inactive status:

- A stay is issued due to military duty or incarceration of one of the parties;
- A stay is issued due to filing of a bankruptcy proceeding in Federal court;
- A stay is issued due to an agreement, by the parties, to enter into *private* ADR;
- A stay is issued from a higher court (Federal or state);
- A stay is issued from an equal court in another county, district, or state; or
- A stay is issued on the judgment due to an application for further appellate review.

End Pending-Active: A count of cases that, at the end of the reporting period, are awaiting disposition.

End Pending-Inactive: A count of cases that, at the end of the reporting period, have been administratively classified as inactive. Such circumstances may be defined by statewide court administrative rule or order.

State Court Guide to Statistical Reporting

Interlocutory: A count of cases that have been filed with the court for the first time during the reporting period and that have been filed with the appellate court before the lower tribunal has disposed of the case at hand.

Note: Interlocutory appeals generally concern the procedures used during case processing. The resolution of these appeals is not Dispositive of the lower tribunal's proceeding.

Case Status Categories: Manner of Disposition

The categories defined below are used to count the appeals and original proceedings reported in the Manner of Disposition, Type of Court Opinion, and Case Outcome sections of the Appellate Court Caseload Summary and Manner of Disposition Matrix. The redesigned Matrix takes into account the court's need for detailed information regarding the ways in which appellate matters are disposed.

For cases involving multiple parties/issues, the manner of disposition should not be reported until all parties/issues have been resolved. When there is more than one type of dispositive action in an appeal, count as the disposition that action which requires the most judicial involvement. For example, if the parties settle two issues through the court-annexed ADR program, but the third issue is resolved by the issuance of a Memorandum, the manner of disposition should be reported as Decided rather than Court ADR since the writing of a memorandum opinion required more judicial involvement than did the ADR proceedings.

Only those appeals and original proceedings that are Decided are to be counted in the Type of Court Opinion and Case Outcome sections of the Matrix. The definition of Decided (see below) requires that the merits of the case have been

considered and that the court has issued an opinion regarding those merits. All other manners of disposition (e.g., Dismissed Prior to Decision, Court ADR, Transferred) occur prior to the court's consideration of the merits of the appeal or original proceeding.

Manner of Disposition Status Definitions

Decided: A count of cases deliberated on by the court; such deliberation is a consideration of the merits of the case and results in the issuance of an opinion.

Permission Denied: A count of cases for which the appellate court exercises its discretion and opts not to review the case. The reasoning for the denial of permission is usually not stated. This manner of disposition is appropriate for use only when the court has discretionary jurisdiction over the matter at hand.

Dismissed Prior to Decision: A count of cases dismissed by the court; dismissal occurs due to some defect in the filings or a failure of one or both of the parties to file the next series of documents in the appellate process (i.e., default). [Similar terminology: involuntary dismissal]

Settled/Withdrawn: A count of cases removed from the court docket by the appellant or by agreement reached between the parties. These cases may or may not require action by the court. [Similar terminology: voluntary dismissal]

Court ADR: A count of cases referred *by the court* to programs such as mediation or arbitration and, through those processes, were successfully settled and/or withdrawn from the court docket. *Note: When cases are referred by the court to alternative dispute resolution, the case is considered active. It is only when the parties enter into private ADR that the appeal or original proceeding may be considered Placed Inactive.*

Transferred: A count of cases removed from the court docket by the court and sent to another court. These include “lateral” transfers (e.g., civil appeal filed in court of criminal

appeals) or “assignment” transfers (e.g., case filed in court of last resort is sent by that court to the intermediate appellate court for first review).

Other Resolution: A count of cases resolved by the court. Use this category for resolutions of unknown specificity, when the resolution is not attributable to one of the other previously defined manners of disposition, or when all resolutions are reported as a single manner of disposition.

Appellate Type of Court Opinion Definitions

Full Opinion: A count of cases for which the appellate court produced an expansive discussion and elaboration of the merits of the case or the defect or procedural error. The elaboration may include statements of fact, issues, and the court's reasoning.

Memorandum: A count of cases for which the appellate court produced a limited discussion of the merits of the case or the procedural determination. The discussion will include only some statements of fact, issues, or court reasoning.

Summary/Dispositional Order: A count of cases for which the appellate court produced a document that has no discussion of the facts or merits of the case, or no discussion of the defect or error, and gives no reasons for the court's decision (e.g., "Affirmed. No opinion.").

Other Opinion: A count of cases for which the appellate court produced an opinion. Use this category for opinions of unknown specificity, when the opinion is not attributable to one of the other previously defined types of court opinion, or when all court opinions are reported as a single type.

Appellate Case Outcome Definitions

Affirmed/Granted: A count of cases for which the appellate court outcome upholds the result of the lower court or administrative agency decision. In original proceedings, a decision granting the relief requested.

Reversed/Denied: A count of cases for which the appellate court outcome does not uphold the result of the lower court or administrative agency decision. Outcomes reversing the lower court judgment/administrative agency order under review often include corrective action awarding different relief than that awarded in the lower court and/or remitting the matter for a new trial or other appropriate action. In original proceedings, a decision denying the relief requested.

Modified/Granted in Part: A count of cases for which the appellate court affirms in part/reverses in part the lower court judgment or administrative agency order. Outcomes modifying the lower court judgment/administrative agency order under review often include corrective action awarding different relief than that awarded in the lower court or administrative agency and/or remitting the matter for a new trial or other appropriate action. In original proceedings, a decision granting only some of the relief requested.

Dismissed: A count of cases for which the appellate court finds that review of the case should not have been granted (i.e., leave to appeal was improvidently granted) or that at some point in the review process a procedural defect occurred.

Other Outcome: A count of cases for which the appellate court makes a determination regarding the decision of a lower court or administrative agency. Use this category for case outcomes of unknown specificity, when the case outcome is not attributable to one of the other previously defined case outcomes, or when all case outcomes are reported as a single type.

Appeal by Right Case Reporting

Introduction

An Appeal by Right is a case that the appellate court *must* review. This mandatory review (also referred to as mandatory jurisdiction) is set by constitution, statute, or court rule and varies from court to court. For the purposes of national reporting, the Appeal by Right appellate case category has been divided into three subcategories, with each subcategory further divided into different appeal types.

The three Appeal by Right subcategories are: Criminal, Civil, and Administrative Agency. The Criminal subcategory no longer includes death penalty appeals. All death penalty-related appeals are to be reported in the Death Penalty case category of the Appellate Court Caseload Summary and Manner of Disposition Matrix. The Civil subcategory has been divided according to the differing areas of civil law. Disaggregating the civil appeals caseload into these appeal types helps courts to better describe the composition of their civil caseload and to address the different needs associated with each case type. The Administrative Agency subcategory includes reviews of administrative agency decisions, which are to be reported as appeals, either by right or by permission. Such appeals may come directly from the administrative agency or from a lower court that has made a decision about an administrative agency decision.

Unit of Count

A notice of appeal begins an Appeal by Right in most courts. The notice of appeal informs the trial court or administrative agency, the appellate court, and all parties to the case that the appellant intends to have the appellate court review an interlocutory decision or the final judgment of a trial court, intermediate appellate court, or administrative agency.

The statistics reported in the Caseload Summary section are a count of *cases* (appeals), not of plaintiffs or defendants or legal issues or causes of action. An Appeal by Right case with multiple parties or multiple causes of action is counted as one appeal.

- Count the *filing of the notice of appeal, or its functional equivalent, with the appellate court clerk* as the beginning of an Appeal by Right.
- Report the activity (e.g., Filed, Placed Inactive, Disposed, etc.) for such appeals by appeal type, according to the subject matter at issue as defined in the Appeal Type Definitions (below). Information on the manner of disposition should also be reported by appeal type.

Notes Specific to Appeal by Right Cases

Mandatory versus Discretionary Jurisdiction: For statistical purposes, count as an Appeal by Right those appeals for which the court has mandatory jurisdiction as well as those appeals in which permission to appeal to the reviewing court is granted by *some other* court (often through the use of orders granting leave to appeal). Count as an Appeal by Permission only those cases in which permission is granted through the *discretion of the reviewing court* itself.

Permission Denied: In the Manner of Disposition section of the Matrix, it should be noted that a disposition of Permission Denied is not appropriate for Appeals by Right since the appeals reported in this appellate category are those over which the court has mandatory jurisdiction.

Appeal by Right Case Type Definitions

Felony (non-Death Penalty): An appeal of a trial court conviction, non-death penalty sentence, or both for violation of an offense that, by state criminal law, is classified as a felony. Appeals from felony cases in which the death penalty was sought, but *not* imposed, are included in this definition.

Misdemeanor: An appeal of a trial court conviction, sentence, or both for violation of an offense that, by state criminal law, is classified as a misdemeanor.

Criminal–Other: An appeal of a trial court conviction, sentence, or both. Use this case type for criminal appeals of unknown specificity, when criminal appeals are not attributable to another previously defined criminal appeal case type, or when all criminal appeal case are reported as a single case type.

Tort, Contract, and Real Property: An appeal of a trial court civil judgment concerning a dispute over the interpretation or application of tort, contract, or real property laws.

Probate: An appeal of a trial court civil judgment concerning the establishment of guardianships, conservatorships, and trusteeships and the administration of estates of deceased persons who died testate or intestate, including the settling of legal disputes concerning wills.

Family: An appeal of a trial court civil judgment concerning actions between family members (or others considered to be involved in a domestic relationship), such as marriage dissolution/divorce, paternity, custody/visitation, support, adoption, civil protection/restraining orders, and other family law issues. These may include actions by unmarried individuals to resolve issues of support or custody.

Juvenile: An appeal of a trial court civil judgment concerning the adjudication of a youth as a delinquent or dependent child.

Civil–Other: An appeal of a trial court civil judgment. Use this case type for civil appeals of unknown specificity, when civil appeals are not attributable to another previously defined civil appeal case type, or when all civil appeal cases are reported as a single case type.

Workers' Compensation: An appeal of an administrative agency decision concerning a dispute over the eligibility and terms of compensation for workers injured on the job. Workers' compensation includes the areas of permanent total disability, permanent partial disability, temporary total disability, and temporary partial disability.

Revenue (Tax): An appeal of an administrative agency decision concerning a dispute over issues involving tax laws and their application.

Administrative Agency–Other: An appeal of an administrative agency decision. Use this case type for administrative agency appeals of unknown specificity, when administrative agency appeals are not attributable to another previously defined administrative agency appeal case type, or when all administrative agency appeal cases are reported as a single case type. *Note: For cases involving judicial agencies (such as bar admission/ discipline or judicial qualifications/discipline) see Original Proceeding/Other Appellate Matter.*

Appeal by Right–Other: An appeal from a trial court or administrative agency judgment. Use this case type for Appeal by Right cases of unknown specificity, when Appeal by Right cases are not attributable to another previously defined Appeal by Right case type, or when all Appeal by Right case types are reported as a single case type.

Appeal by Permission Case Reporting

Introduction

An Appeal by Permission is a case that the appellate court *can choose to* review. This discretionary review (also referred to as discretionary jurisdiction) is set by constitution or statute and varies from court to court. For purposes of national reporting, the Appeal by Permission major appellate category has been divided into three subcategories, with each subcategory further divided into different case types. The three subcategories are: Criminal, Civil, and Administrative Agency.

An Appeal by Permission is the means used to present a case to an appellate court when the case is within the court's discretion. The court's discretion is exercised through a two-stage decision process. First, the court must decide whether or not to review the case, i.e., to either grant or deny permission. If the court chooses to review the case (i.e., permission is granted), the appeal is subject to the second stage of the decision process and may be decided on the merits, using the same procedures as those used to process an Appeal by Right. For the purposes of national reporting, this two-stage decision process is being represented in one reporting Matrix, using dispositional information to determine the number of requests for review that were granted or denied.

The Criminal subcategory no longer includes death penalty appeals. All death penalty-related appeals are to be reported in the Death Penalty section of the Appellate Court Caseload Summary and Manner of Disposition Matrix. The Civil subcategory has been divided according to the differing areas of civil law. Disaggregating the civil appeals caseload into these appeal types helps courts to better describe the composition of their civil caseload and to address the different needs associated with each case type. The Administrative Agency subcategory includes reviews of administrative agency decisions, which are to be reported as appeals, either by right or by permission. Such appeals may come directly from the administrative agency or from a lower court that has made a decision about an administrative agency decision.

Unit of Count

An application for leave to appeal (also called, among other names, an application for permission to appeal) begins an Appeal by Permission in most courts. The application for leave to appeal informs the trial court or administrative agency, the appellate court, and all parties to the case that the appellant intends to ask the appellate court to review an interlocutory decision or the final judgment of a trial court, intermediate appellate court, or administrative agency.

The statistics reported in the Caseload Summary section are a count of *cases* (appeals), not of plaintiffs or defendants or legal issues or causes of action. An Appeal by Permission case with multiple parties or multiple causes of action is counted as one appeal.

- Count the *filing of the application for leave to appeal, or its functional equivalent, with the appellate court clerk* as the beginning of an Appeal by Permission.
- Report the activity (e.g., Filed, Placed Inactive, Disposed, etc.) for such appeals by case type, according to the subject matter at issue as defined in the Appeal Type Definitions (below). Information on the manner of disposition should also be reported by case type.

Notes Specific to Appeal by Permission Cases

Writ of certiorari: For the purposes of national reporting, a request to review a lower court or administrative agency decision that is made by writ of certiorari should be counted as an Appeal by Permission rather than as an Original Proceeding.

Mandatory versus Discretionary Jurisdiction: For statistical purposes, count as an Appeal by Right those appeals for which the court has mandatory jurisdiction as well as those appeals in which permission to appeal to the reviewing court is granted by *some other* court (often through the use of orders granting leave to appeal). Count as an Appeal by Permission only those cases in

which permission is granted through the *discretion of the reviewing court* itself.

Permission Denied: In the Manner of Disposition section of the Matrix, it should be noted that a disposition of Permission Denied has been added so that courts can track, by appeal type, the number of applications for leave to appeal that are denied, allowing for a better understanding of how a court uses its discretionary authority.

Appeal by Permission Case Type Definitions

Felony (non-Death Penalty): An appeal of a trial court conviction, non-death penalty sentence, or both for violation of an offense that, by state criminal law, is classified as a felony. Appeals from felony cases in which the death penalty was sought, but *not* imposed, are included in this definition.

Misdemeanor: An appeal of a trial court conviction, sentence, or both for violation of an offense that, by state criminal law, is classified as a misdemeanor.

Criminal–Other: An appeal of a trial court conviction, sentence, or both. Use this case type for criminal appeals of unknown specificity, when criminal appeals are not attributable to another previously defined criminal appeal case type, or when all criminal appeals are reported as a single case type.

Tort, Contract, and Real Property: An appeal of a trial court civil judgment concerning a dispute over the interpretation or application of tort, contract, or real property laws.

Probate: An appeal of a trial court civil judgment concerning the establishment of guardianships, conservatorships, and trusteeships and the administration of estates of deceased persons who died testate or intestate, including the settling of legal disputes concerning wills.

Family: An appeal of a trial court civil judgment concerning actions between family members (or others considered to be involved in a domestic relationship), such as marriage dissolution/divorce, paternity, custody/visitation, support, adoption, civil protection/restraining orders, and other family law issues. These may include actions by unmarried individuals to resolve issues of support or custody.

Juvenile: An appeal of a trial court civil judgment concerning adjudication of a youth as either a delinquent or dependent child.

Civil–Other: Use this case type for civil appeals of unknown specificity, when civil appeals are not attributable to another previously defined civil appeal, or when all civil appeals are reported as a single case type.

Workers' Compensation: An appeal of an administrative agency decision concerning a dispute over the eligibility and terms of compensation for workers injured on the job. Includes the areas of permanent total and partial disability and temporary total and partial disability.

Revenue (Tax): An appeal of an administrative agency decision concerning a dispute over issues involving tax laws and their application.

Administrative Agency–Other: Use this case type for administrative agency appeals of unknown specificity, when administrative agency appeals are not attributable to another defined administrative agency appeal case type, or when all administrative agency appeal cases are reported as a single case type.

For cases involving judicial agencies (such as bar admission/discipline or judicial qualifications/discipline) see Original Proceeding/Other Appellate Matter.

Appeal by Permission–Other: An appeal from a trial court or administrative agency judgment. Use this case type for Appeal by Permission appeals of unknown specificity, when Appeal by Permission appeals are not attributable to another previously defined Appeal by Permission appeal case type, or when all Appeal by Permission appeal cases are reported as a single case type.

Death Penalty Case Reporting

Introduction

A Death Penalty case is an appeal or other action taken from a capital criminal case in which the death penalty *has* been imposed. The identification of all death penalty-related proceedings is a new feature of the national reporting model and allows for a more detailed description of the composition of a court's death penalty caseload.

A death penalty case can be an appeal by right, appeal by permission, or original appellate court proceeding. For the purposes of national reporting, the Death Penalty major appellate category has been divided into two subcategories, with each subcategory further divided into different case types. The two subcategories are: Appeal and Application for Writ.

Unit of Count

A notice of appeal, application for leave to appeal, or application for writ begins a Death Penalty case. Depending on the document filed, the defendant notifies the court and the prosecuting attorney that the appellate court will review the final judgment of a trial or intermediate appellate court (notice of appeal), that the appellate court has been asked to review the final judgment of a trial or intermediate appellate court (application for leave to appeal), or that the appellate court has been asked to review the constitutionality of the process through which the death penalty was imposed or the conditions of the defendant's confinement (application for writ).

The statistics reported in the Caseload Summary section are a count of cases (appeals/original proceedings), not of plaintiffs or defendants or legal issues or causes of action. A Death Penalty case with multiple parties or multiple causes of action is counted as one appeal/proceeding.

- Count the *filing of the notice of appeal, application for leave to appeal, application for writ, or their functional equivalents, with the appellate court clerk* as the beginning of a Death Penalty case.
- Report the activity (e.g., Filed, Placed Inactive, Disposed, etc.) for such proceedings by case type, according to the subject matter at issue as defined in the Appeal Type Definitions (below). Information on the manner of disposition should also be reported by case type.

Notes Specific to Death Penalty Proceeding Cases

Bifurcated Proceedings: If the appellate review of a death penalty case is bifurcated (i.e., the review of the conviction is done prior to and separate from a review of the sentence), count the review as one appeal.

Interlocutory: It should be noted that the Interlocutory column of the Caseload Summary section is not applicable to the cases reported here. Since the death penalty has been imposed in all of these cases, the proceedings of the lower tribunal are complete, thus negating the option for an Interlocutory appeal.

Permission Denied: In the Manner of Disposition section of the Matrix, it should be noted that a disposition of Permission Denied has been added so that courts can track the number of Death Penalty-related proceedings that are denied. Also of note is that a disposition of Permission Denied is not appropriate for the Death Penalty Appeal by Right case type since the appeals reported in this case type are those over which the court has mandatory jurisdiction.

Death Penalty Case Type Definitions

Appeal by Right: An appeal that invokes the *mandatory jurisdiction* of the appellate court. These appeals may challenge the conviction, sentence, or both that resulted in the imposition of the death penalty.

Appeal by Permission: An appeal that invokes the *discretionary jurisdiction* of the appellate court. These appeals may challenge the conviction, sentence, or both that resulted in the imposition of the death penalty.

Habeas Corpus: An application for a writ of habeas corpus that challenges the validity of the conviction, sentence, or both that resulted in the imposition of the death penalty by claiming that the criminal trial or state appellate process involved violations of the convicted defendant's constitutional rights.

Writs—Other: An application for a writ that challenges the conditions of confinement or the actions of state and/or local officials. Use this case type for writs of unknown specificity, when writs are not captured by the definition of Habeas Corpus, or when all writs are reported as a single case type.

Death Penalty Matter—Other: An appeal, writ, or other appellate matter that challenges the validity of the conviction, sentence or both that resulted in the imposition of the death penalty or the actions of state and/or local officials that resulted in or followed the imposition of the death penalty. Use this case type for death penalty matters of unknown specificity, when death penalty matters are not attributable to another previously defined death penalty case type, or when all death penalty matters are reported as a single case type.

Original Proceeding/Other Appellate Matter Case Reporting

Introduction

An original proceeding is an action that comes to the appellate court in the first instance. These cases do not originate in trial courts or administrative agencies; instead, the appellate court has jurisdiction over these cases from inception. For the purposes of national reporting, the Original Proceeding/Other Appellate Matter major appellate category has been divided into three subcategories, with each subcategory further divided into different case types. The three subcategories are: Application for Writ, Bar/Judiciary Proceeding, and Additional Original Proceeding.

Proceedings that are original to the court are no longer reported by the court's mandatory or discretionary jurisdiction. Instead, original proceedings are identified by the type of case that is brought before the court (e.g., habeas corpus writ, bar admission, certified question, advisory opinion).

The Application for Writ case subcategory includes a habeas corpus case type. The cases that should be included in this case type are non-death penalty-related applications for habeas corpus. All death penalty-related writs are to be reported in the Death Penalty section of the Appellate Court Caseload Summary and Manner of Disposition Matrix.

Unit of Count

An application for original jurisdiction (e.g., an application for writ, certified question, advisory opinion, etc.) begins an Original Proceeding/Other Appellate Matter. Depending on the document filed, the application either informs the appellate court that it will accept jurisdiction for a case (if the court has mandatory jurisdiction) or requests that the court accept jurisdiction of the case (if the court has discretionary jurisdiction).

The statistics reported in the Caseload Summary section are a count of cases (original proceedings), not of plaintiffs or defendants or legal issues or causes of action. An Original Proceeding/Other Appellate Matter case with multiple parties or multiple causes of action is counted as one proceeding.

- Count the *filing of the application for original jurisdiction, or its functional equivalent, with the appellate court clerk* as the beginning of an Original Proceeding/Other Appellate Matter.
- Report the activity (e.g., Begin Pending-Active, Filing, Placed Inactive, etc.) for such proceedings by case type, according to the subject matter at issue as defined in the Appeal Type Definitions (below). Information on the manner of disposition should also be reported by case type.

Notes Specific to Original Proceeding/ Other Appellate Matter Cases

Interlocutory: It should be noted that the Interlocutory column of the Caseload Summary section is not applicable to the cases reported here. Since original proceedings come to the appellate court in the first instance, there are no lower tribunal proceedings, thus negating the option for an Interlocutory action.

Permission Denied: In the Manner of Disposition section of the matrix, it should be noted that a disposition of Permission Denied has been added so that courts can track, by case type, the number of Original Proceeding/Other Appellate Matter cases that are denied, allowing for a better understanding of how a court uses its discretionary authority.

Writ of certiorari: For the purposes of national reporting, a request to review a lower court or administrative agency decision that is made by writ of certiorari should be counted as an Appeal by Permission rather than as an Original Proceeding.

Original Proceeding/Other Appellate Matter Case Type Definitions

Habeas Corpus: An application for a writ that challenges the legality of detention when no other avenues for a remedy (e.g., Appeal by Permission) are available. The application may be filed in a criminal law context by offenders who are inmates in a jail or prison or by a person involuntarily committed for psychiatric treatment.

Writ Application–Other: An application for a writ of mandamus, quo warranto, prohibition, etc. Use this category for Writ Applications of unknown specificity, when Writ Applications do not meet the definition for Habeas Corpus, or when all Application for Writ cases are reported as a single case type.

Bar Admission: A case concerning a dispute over an individual's application for admission to practice law.

Bar Discipline/Eligibility: A case concerning a dispute over the discipline of an individual admitted to practice law or an individual's eligibility to continue to practice law. Underlying the dispute is an allegation of unethical conduct by an attorney, which has led to charges, a trial-like proceeding, and recommendations regarding discipline (e.g., reprimand, disbarment).

Judicial Qualification: A case concerning a dispute over alleged improprieties by a judge. Generally, a judicial ethics board or judicial qualification commission will investigate the allegation and forward its recommendations to an appellate court.

Bar/Judiciary Proceeding–Other: A case concerning the admission, discipline, or qualifications of an individual within the bar and/or judiciary. Use this category for Bar/Judiciary Proceedings of unknown specificity, when Bar/Judiciary Proceedings are not attributable to another previously defined Bar/Judiciary Proceeding case type, or when all Bar/Judiciary Proceedings are reported as a single case type.

Certified Question: A case, filed by a state or federal court, which asks a state appellate court to interpret or resolve a question of state law that is part of a case before the requesting court.

Advisory Opinion: A case filed by a state officer (e.g., a governor or an attorney general) or the legislature asking an appellate court for an answer to a question of law.

Original Proceeding/Appellate Matter–Other: An original proceeding or other matter before the appellate court. Use this category for Original Proceedings/Appellate Matters of unknown specificity, when Original Proceedings/ Appellate Matters are not attributable to another previously defined Original Proceeding/Appellate Matter case type, or when all Original Proceeding/Appellate Matter cases are reported as a single case type.

APPENDIX

Documents in Appendix

The following documents are received by the state trial and appellate court personnel who help to make the Court Statistics Project's annual data collection a success. These documents include:

For Trial Courts:

Trial Court Caseload Summary Reporting Instructions. This document defines the quality footnotes and codes that are used to describe the completeness of a trial court reporting unit's caseload data and its procedures for counting cases. In addition, examples of how to use the Trial Court Caseload Summary Matrix are provided.

Trial Court Caseload Summary Reporting Matrix. This spreadsheet is the reporting format used for the Court Statistics Project's annual data collection. Each state receives a spreadsheet or multiple spreadsheets containing each reporting unit's specific caseload data from the previous reporting period.

For Appellate Courts:

Appellate Court Caseload Summary and Manner of Disposition Reporting Instructions. This document defines the quality footnotes and codes that are used to describe the completeness of an appellate court's caseload data and its procedures for counting cases. In addition, examples of how to use the Appellate Court Caseload Summary and Manner of Disposition Matrix are provided.

Appellate Court Caseload Summary and Manner of Disposition Reporting Matrix. This spreadsheet is the reporting format used for the Court Statistics Project's annual data collection. Each court receives a spreadsheet containing their specific caseload data.

Trial Court Caseload Summary Reporting Instructions

Thank you for participating in the annual state court data collection process for the Court Statistics Project. We thank you in advance for your assistance, and appreciate your participation and support.

The enclosed Trial Court Caseload Summary Reporting Matrix (spreadsheet) is based on the model reporting framework outlined in the *State Court Guide to Statistical Reporting*, published by the National Center for State Courts. We request that you carefully review and update all of the data, noting the expanded number of case types (rows) as well as the expanded number of case status reporting categories (columns). To assist in that process, we indicate below the relevant information contained in the spreadsheet for your reference. The companion document, Trial Court Caseload Summary Explanatory Notes, contains detailed notes based on information submitted by your state in prior years. We ask that you review and update these notes as needed.

State Profile

Note that all information in this box is provided by the CSP staff and does not require your review or updating. The information on the Number of Judges should be reviewed and revised on the Explanatory Notes document.

Caseload Data

The terminology found within the Trial Court Caseload Summary Reporting Matrix may include terms not used in your court. Also, the definition of the terms used in the matrix may differ from the definitions used by your court. For this reason, the definition of each term is included in the matrix as a comment. Please reference these comments as well as the *State Court Guide to Statistical Reporting* for the recommended usage of all terms.

Qualifying Footnotes (Fn)

Please review and revise the matrix by providing all data that are available. The following codes should be used to indicate the completeness of the data:

- A = Data are complete.
- C = Data are overinclusive (contains data for cases other than that requested for the specific row and may contain case types from different case categories).
- i = Data are incomplete (data was not reported from all courts for the entire reporting period and/or data from one or more requested case types is not included in the total).
- O = Data are incomplete and overinclusive.
- V = Data are less than 75% complete.
- X = Data are less than 75% complete and overinclusive.
- Z = Data are missing or not applicable.

Please provide explanations for the use of any code other than "A"

For example, if code O (data are incomplete and overinclusive) is used to describe *Civil Malpractice - Other* cases, specify why the data is incomplete (e.g., only 3 of 4 courts reported data) and why the data is overinclusive (e.g., medical malpractice cases cannot be identified separately and are included in the count of *Malpractice – Other* cases).

Please provide these explanations on your *Explanatory Notes* document.

If possible, also indicate to what extent the data are incomplete

For example, if only 10 of 20 courts reported data for *Felony – Domestic Violence*, then the data would be coded with a V, indicating it is less than 75% complete. Please provide these explanations on your *Explanatory Notes* document.

The Z Codes

The following codes should be used to indicate jurisdiction and availability of data if actual statistics are not available. The codes indicate in the Cases and Fn columns on the matrix whether or not the court has jurisdiction over, and data for, each case type where data is missing.

<u>Cases</u>	<u>Fn</u>
-1	Z = The court does not have jurisdiction over the case type.
-2	Z = The court has jurisdiction over the case type, but data is not collected.
-5	Z = The court has jurisdiction over the case type, but data cannot be identified separately so is reported a part of the caseload of a different case type. <i>If this code is used, please specify which case type contains the data on the Explanatory Notes page.</i>
-6	Z = Caseload data are not applicable for this case status.

Unit of Count/Point of Filing Codes

Please review and update the unit of count and point of filing codes for each case category to accurately reflect the practices of your court(s).

Unit of Count Codes:

Civil

A = Petition or complaint

I = The court does not have jurisdiction over this case type

Domestic Relations

A = Petition or complaint

I = No jurisdiction over this case type

Criminal

A = Single defendant/single charge

B = Single defendant/single incident (unlimited number of charges)

C = Single defendant/single incident (limited number of charges)

D = Single defendant/more than one incident

E = Single defendant/content varies with prosecutor

F = One or more defendants/single charge

G = One or more defendants/single incident (unlimited number of charges)

H = One or more defendants/single incident (limited number of charges)

I = No jurisdiction over this case type

J = One or more defendants/more than one incident

K = One or more defendants/content varies with prosecutor

L = Inconsistent during reporting year

Z = Both the defendant and charge components vary within the state

Juvenile

A = Juvenile

B = Petition

C = Receipt of referral

D = Varies by district

E = Intake form

F = Case number assigned at filing

I = No jurisdiction over this case type

Traffic

A = Ticket or citation

I = No jurisdiction over this case type

Point of Filing Codes

Civil

A = At filing of petition or complaint

B = When placed on calendar

C = At filing of notice or issue

I = The court does not have jurisdiction over this case type

Domestic Relations

A = At filing of petition or complaint

B = When placed on calendar

C = At filing of notice or issue

I = No jurisdiction over this case type

Criminal

A = At the filing of the information/indictment

B = At the filing of the complaint

C = When the defendant enters at plea/initial appearance

D = When docketed

E = At issuance of warrant

F = At filing of information/complaint

G = Varies

I = No jurisdiction over this case type

Juvenile

A = Filing of complaint

B = At initial hearing (intake)

C = Filing of petition

E = Issuance of warrant

F = At referral

G = Varies

I = No jurisdiction over this case type

Traffic

A = At the filing of the ticket or citation

B = When docketed

C = At defendant's initial appearance

I = No jurisdiction over this case type

Calculating Pending Caseloads

When using the first ten status categories in the Caseload Summary, the calculation of pending caseloads is quite simple. The *End Pending–Active* caseload is calculated by adding the *Begin Pending–Active*, *New Filing*, *Reopened*, and *Reactivated* cases, then subtracting from that total the sum of *Entry of Judgment*, *Reopened Dispositions*, and *Placed on Inactive Status*.

Begin Pending–Active	80
+ New Filing	210
+ Reopened	40
+ <u>Reactivated</u>	<u>25</u>
	355
Entry of Judgment	240
+ Reopened Dispositions	40
+ <u>Placed on Inactive Status</u>	<u>55</u>
	(335)
End Pending–Active	20

The inactive caseload calculation is also straightforward. Add the number of *Begin Pending–Inactive* and *Placed on Inactive Status* cases and subtract the number of *Reactivated* cases.

Begin Pending–Inactive	25
+ <u>Placed on Inactive Status</u>	<u>55</u>
	80
<u>Reactivated</u>	<u>25</u>
	(25)
End Pending–Inactive	55

Using the Set for Review Status Category

Within the Caseload Summary matrix there is a Set for Review status category. Unlike the other ten status categories, the Set for Review status category is not part of the calculations for determining active and inactive pending caseloads. Instead, this status category is designed to capture the inventory of cases that are awaiting regularly scheduled reviews involving a hearing before a judicial officer. Since this status category is an inventory, the data provided will report the total number of cases in this status, rather than just those that were added to the status during the reporting period.

The following example illustrates the use of the Set for Review status category. At the beginning of the reporting period it is known that the court has 300 Guardianship – Adult cases that are scheduled for another review before a judicial officer. The Set for Review status category for Guardianship – Adult should show 300. During the reporting period, the court disposes of 250 Guardianship – Adult cases. Of those cases, 175 are automatically scheduled for a review hearing (e.g., so that the guardian can report back to the judge about the ward). You would add 175 new cases to the Set for Review status category for Guardianship – Adult, making the number of Set for Review cases 475 at the end of the reporting period. When a case no longer has regularly scheduled reviews before a judicial officer (e.g., a ward has regained competency and no longer needs a guardian), that case is removed from the Set for Review inventory.

Appellate Court Caseload Summary and Manner of Disposition Reporting Instructions

Thank you for participating in the annual state court data collection process for the Court Statistics Project. We appreciate your participation and support. The enclosed *Appellate Court Caseload Summary and Manner of Disposition Reporting Matrix* (spreadsheet) is based on the newly revised reporting framework for appellate courts designed by the Court Statistics Project (CSP) and the National Conference of Appellate Court Clerks (NCACC). This reporting framework is a section of the *State Court Guide to Statistical Reporting*, published by the National Center for State Courts. We request that you carefully review and update all of the data, noting the newly revised case types (rows) as well as the revised case status and disposition reporting categories (columns). To assist in that process, we indicate below the relevant information contained in the spreadsheet for your reference. The companion document, *Appellate Court Caseload Summary and Manner of Disposition Explanatory Notes*, contains detailed notes prepared by Court Statistics Project staff based on information submitted by your court in prior years. We ask that you review and update these notes as needed.

State Profile

Note that all information in this box is provided by the CSP staff and does not require your review or updating. The information on the Number of Justices should be reviewed and revised on the accompanying Explanatory Notes document.

Caseload and Manner of Disposition Data

The terminology found within the *Appellate Court Caseload Summary and Manner of Disposition Reporting Matrix* may include terms not used in your court. Also, the definition of the terms used in the matrix may differ from the definitions used by your court. For this reason, the definition of each term is included in the matrix as a comment. Please reference these comments as well as the *State Court Guide to Statistical Reporting* for the recommended usage of all terms.

Qualifying Footnotes (Fn)

Please review and revise the matrices by providing all data that are available. The following codes should be used to indicate the completeness of the data:

A = Data are complete.

C = Data are overinclusive (contains data for cases other than that requested for the specific row and may contain case types from different appellate categories).

i = Data are incomplete (data was not reported from all courts for the entire reporting period and/or data from one or more requested case types is not included in the total).

O = Data are incomplete and overinclusive.

V = Data are less than 75% complete.

X = Data are less than 75% complete and overinclusive.

Z = Data are missing or not applicable.

Please provide explanations for the use of any code other than "A"

For example, if code O (data are incomplete and overinclusive) is used to describe *Appeal by Right-Civil-Family* cases, specify why the data is incomplete (e.g., only 3 of 4 intermediate appellate courts reported the data) and why the data is overinclusive (e.g., *Juvenile* cases cannot be identified separately and are included in the count of *Family* cases). Please provide these explanations on your *Explanatory Notes* document.

If possible, also indicate to what extent the data are incomplete

For example, if only 2 of 3 intermediate appellate courts reported data for *Appeal by Right-Criminal-Misdemeanor*, then the data would be coded with a V, indicating it is less than 75% complete. Please provide these explanations on your *Explanatory Notes* document.

The Z Codes

The following codes should be used to indicate jurisdiction and availability of data if actual statistics are not available. The codes in the Cases and Fn columns of the matrix indicate whether or not the court has jurisdiction over, and data for, each case type where data is missing.

<u>Cases</u>	<u>Fn</u>
-1	Z = The court does not have jurisdiction over the case type.
-2	Z = The court has jurisdiction over the case type, but data is not collected.
-5	Z = The court has jurisdiction over the case type, but data cannot be identified separately so is reported a part of the caseload of a different case type. <i>If this code is used, please specify which case type contains the data on the Explanatory Notes page.</i>
-6	Z = Caseload data are not applicable for this case status.

Unit of Count/Point of Filing Codes

Please review and update the unit of count and point of filing codes for each case category to accurately reflect the practices of your court(s).

Unit of Count Codes

- A = Notice of appeal
- B = Application for leave to appeal
- C = Application for writ
- D = Application for original jurisdiction
- E = Other Document (please specify)
- I = No jurisdiction for appellate category

Point of Filing codes

- A = At the filing of the notice/application with the trial court.
- B = At the filing of the notice/application with the appellate court.
- C = At the creation of the trial record by the trial court.
- D = At the filing of the trial record with the appellate court.
- E = At the filing of some other document with the trial court (please specify the other document).
- F = At the filing of some other document with the appellate court (please specify the other document).
- I = No jurisdiction for appellate category.

Please provide explanations for the use of Unit of Count code "E"

The E Unit of Count code, meaning other document, is not to be used simply if your court does not use the specific term listed. The "E" code is to be used when the court does not consider the notice or application as the document that begins an appeal or original proceeding. If this code is used, please specify the document that is used to begin an appeal or original application in the Unit of Count/Point of Filing section on the *Explanatory Notes* page.

Calculating Pending Caseloads

When using the first eight status categories in the Caseload Summary, the calculation of pending caseloads is quite simple. The *End Pending–Active* caseload is calculated by adding the *Begin Pending–Active*, *Filed*, and *Reactivated* cases, then subtracting from that total the sum of *Disposed*, and *Placed Inactive*.

Begin Pending–Active	30
+ Filed	110
<u>+ Reactivated</u>	<u>10</u>
	150
Disposed	120
<u>+ Placed Inactive</u>	<u>5</u>
	(125)
End Pending–Active	25

The inactive caseload calculation is also straightforward. Add the number of *Begin Pending–Inactive* and *Placed Inactive* cases and subtract the *Reactivated* cases.

Begin Pending–Inactive	15
<u>+ Placed Inactive</u>	<u>5</u>
	20
<u>Reactivated</u>	<u>10</u>
	(10)
End Pending–Inactive	10

Using the Interlocutory Status Category

Within the Caseload Summary section of the *Appellate Court Caseload Summary and Manner of Disposition Matrix* there is an Interlocutory status category. Unlike the other eight status categories, the Interlocutory status category is not part of the calculations for determining active and inactive pending caseloads. Instead, this status category is designed to capture a characteristic of filed cases.

Using the example caseload above, assume that 25 of the 110 cases filed are appeals that arise from tort cases, and, of those 25 appeals, 10 are being filed prior to receiving a trial court judgment. The court would report all 25 of the appeals as Filed (within the appellate case type of Civil: Tort, Contract, and Real Property), but would also report 10 as Interlocutory (also within the appellate case type of Civil: Tort, Contract, and Real Property). Having the Interlocutory appellate status category allows the court to track the number of appeals that are received prior to the end of trial court proceedings (i.e., the interlocutory characteristic of the appeal) without losing the detail of the appellate case type.

Disposed Cases and Manner of Disposition

Reporting the court's dispositions is a three-step process. First, the number of appeals/original proceedings that are disposed during the reporting period should be recorded in the Disposed status category of the Caseload Summary. Second, the manner in which those cases are disposed should be reported in the Manner of Disposition section of the *Matrix*. Third, for those appeals/original proceedings that the court Decided, the a) type of court opinion and b) case outcome should also be reported.

Using the example caseload above, assume that 50 of the 120 disposed cases were for worker's compensation appeals. For Step 1, the court would report all 50 of those appeals as Disposed (within the appellate case type of Administrative Agency: Worker's Compensation). For Step 2, the court would report the ways in which those 50 appeals were disposed (also within the appellate case type of Administrative Agency: Worker's Compensation). For example:

Decided	20
Permission Denied	0
Dismissed Prior to Decision	5
Settled/Withdrawn	10
Court ADR	10
Transferred	5
Other Resolution	0

Now assume that the following types of opinions (Step 3a) were issued for the 20 Decided Worker's Compensation appeals:

Full Opinion	5
Memorandum	5
Summary/Dispositional Order	10
Other Opinion	0

And that those opinions espoused the following case outcomes (Step 3b):

Affirmed/Granted	10
Reversed/Denied	0
Modified/Granted in Part	5
Dismissed	5
Other Outcome	0

Trial Court Caseload Summary Reporting Matrix

[Court Name]	Jurisdiction Population No. of Judges	State Adult		Court Num Juv.					
		Beg. Pend. - Active		Reopened		Reactivated			
		Cases	Fn	Cases	Fn	Cases	Fn		
Case Type									
CIVIL									
Tort									
Automobile tort									
Intentional tort									
Malpractice - medical									
Malpractice - legal									
Malpractice - other									
Subtotal malpractice									
Premises liability									
Product liability - Asbestos									
Product liability - Tobacco									
Product liability - Other									
Subtotal product liability									
Slander/libel/defamation									
Other tort									
Total Tort									
Contract									
Buyer plaintiff									
Employment - discrimination									
Employment - other									
Subtotal employment									
Fraud									
Landlord/tenant - Unlawful det.									
Landlord/tenant - Other									
Subtotal landlord/tenant									
Mortgage foreclosure									
Seller plaintiff (debt collection)									
Other contract									
Total Contract									
Real Property									
Eminent domain									
Other real property									
Total Real Property									

Trial Court Caseload Summary Reporting Matrix (continued)

[Court Name]	[Year] Data	Outgoing Cases											
		Entry of Jdgmnt		Reopened Dispos.		Placed Inactive		End Pend. - Active		End Pend. - Inact.		Set for Review	
		Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn
CIVIL													
Tort													
Automobile tort													
Intentional tort													
Malpractice - medical													
Malpractice - legal													
Malpractice - other													
Subtotal malpractice													
Premises liability													
Product liability - Asbestos													
Product liability - Tobacco													
Product liability - Other													
Subtotal product liability													
Slander/libel/defamation													
Other tort													
Total Tort													
Contract													
Buyer plaintiff													
Employment - discrimination													
Employment - other													
Subtotal employment													
Fraud													
Landlord/tenant - Unlawful det.													
Landlord/tenant - Other													
Subtotal landlord/tenant													
Mortgage foreclosure													
Seller plaintiff (debt collection)													
Other contract													
Total Contract													
Real Property													
Eminent domain													
Other real property													
Total Real Property													

Trial Court Caseload Summary Reporting Matrix (continued)

	Incoming Cases											
	Beg. Pend. - Active		Beg. Pend. - Inact.		New Filing		Reopened		Reactivated			
	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn		
Guardianship - Juvenile												
Subtotal guardianship												
Conservatorship/trusteeship												
Probate/wills/intestate												
Other probate/estate												
Total Probate/Estate												
Total Mental Health												
Civil Appeals												
Administrative agency												
Ltd jurisdiction trial court ruling												
Other civil appeals												
Total Civil Appeals												
Miscellaneous												
Non-dom. rel. restraining order												
Tax cases												
Habeas corpus												
Writ involving prison conditions												
Other writs												
Total Miscellaneous												
Total Other Civil												
Grand Total Civil												

Trial Court Caseload Summary Reporting Matrix (continued)

	Outgoing Cases											
	Entry of Jdgmnt		Reopened Dispos.		Placed Inactive		End Pend. - Active		End Pend. - Inact.		Set for Review	
	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn
Guardianship - Juvenile												
Subtotal guardianship												
Conservatorship/trusteeship												
Probate/wills/intestate												
Other probate/estate												
Total Probate/Estate												
Total Mental Health												
Civil Appeals												
Administrative agency												
Lit. jurisdiction trial court ruling												
Other civil appeals												
Total Civil Appeals												
Miscellaneous												
Non-dom. rel. restraining order												
Tax cases												
Habeas corpus												
Writ involving prison conditions												
Other writs												
Total Miscellaneous												
Total Other Civil												
Grand Total Civil												

Trial Court Caseload Summary Reporting Matrix (continued)

Case Type	Incoming Cases											
	Beg. Pend. - Active		Beg. Pend. - Inact.		New Filing		Reopened		Reactivated			
	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn		
DOMESTIC RELATIONS												
	Total Dissolution/Divorce											
	Total Paternity											
	Total Custody (non-divorce)											
	Support (non-divorce)											
	IV-D Intrastate											
	IV-D UIFSA											
	IV-D Other											
	Private (non IV-D)											
	Other support (non-divorce)											
	Subtotal Support (non-divorce)											
	Total Visitation (non-divorce)											
	Total Adoption											
	Total Civ. Pro./Restrain. Orders											
	Total Other Dom. Relations											
	Total Custody (divorce)											
	Support (divorce)											
	IV-D Intrastate											
	IV-D UIFSA											
	IV-D Other											
	Private (non IV-D)											
	Other support (divorce)											
	Subtotal Support (divorce)											
	Total Visitation (divorce)											
	Grand Total Domestic Relations											

Trial Court Caseload Summary Reporting Matrix (continued)

Case Type	Entry of Jdgmnt		Reopened Dispos.		Placed Inactive		End Pend. - Active		End Pend. - Inact.		Set for Review	
	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn
DOMESTIC RELATIONS												
Total Dissolution/Divorce												
Total Paternity												
Total Custody (non-divorce)												
Support (non-divorce)												
IV-D Intrastate												
IV-D UIFSA												
IV-D Other												
Private (non IV-D)												
Other support (non-divorce)												
Subtotal Support (non-divorce)												
Total Visitation (non-divorce)												
Total Adoption												
Total Civ. Pro./Restraining Orders												
Total Other Dom. Relations												
Total Custody (divorce)												
Support (divorce)												
IV-D Intrastate												
IV-D UIFSA												
IV-D Other												
Private (non IV-D)												
Other support (divorce)												
Subtotal Support (divorce)												
Total Visitation (divorce)												
Grand Total Domestic Relations												
Newly Filed or Reopened Cases												
Reopened Cases												

Trial Court Caseload Summary Reporting Matrix (continued)

Case Type	Incoming Cases										
	Beg. Pend. - Active		Beg. Pend. - Inact.		New Filing		Reopened		Reactivated		
	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	
CRIMINAL											
Felony											
Person											
Domestic violence											
Elder abuse											
Property											
Drug											
Weapon											
Public order											
Motor vehicle - DWI/DUI											
Motor vehicle - Reckless driving											
Motor vehicle - Other											
Subtotal motor vehicle											
Other felony											
Total Felony											
Misdemeanor											
Person											
Domestic violence											
Elder abuse											
Property											
Drug											
Weapon											
Public order											
Motor vehicle - DWI/DUI											
Motor vehicle - Reckless driving											
Motor vehicle - Other											
Subtotal motor vehicle											
Protection order violation											
Other misdemeanor											
Total Misdemeanor											
Total Appeals from Lj Courts											
Total Other Criminal											

Trial Court Caseload Summary Reporting Matrix (continued)

Case Type	Outgoing Cases											
	Entry of Jdgmnt		Reopened Dispos.		Placed Inactive		End Pend. - Active		End Pend. - Inact.		Set for Review	
	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn
CRIMINAL												
Felony												
Person												
Domestic violence												
Elder abuse												
Property												
Drug												
Weapon												
Public order												
Motor vehicle - DWI/DUI												
Motor vehicle - Reckless driving												
Motor vehicle - Other												
Subtotal motor vehicle												
Other felony												
Total Felony												
Misdemeanor												
Person												
Domestic violence												
Elder abuse												
Property												
Drug												
Weapon												
Public order												
Motor vehicle - DWI/DUI												
Motor vehicle - Reckless driving												
Motor vehicle - Other												
Subtotal motor vehicle												
Protection order violation												
Other misdemeanor												
Total Misdemeanor												
Total Appeals from LJ Courts												
Total Other Criminal												

Trial Court Caseload Summary Reporting Matrix (continued)

Case Type	Incoming Cases											
	Beg. Pend. - Active		Beg. Pend. - Inact.		New Filing		Reopened		Reactivated		Fn	
	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn		
Grand Total Criminal												
JUVENILE												
Delinquency	Drug											
	Person											
	Property											
	Public order											
	Other delinquency											
	Total Delinquency											
Dependency	Abuse											
	Neglect											
	Dependent (no fault)											
	Termination of Parental Rights											
	Other dependency/child victim											
	Total Dependency											
Total Status Offense/Petitions												
Total Other Juvenile												
Grand Total Juvenile												

Trial Court Caseload Summary Reporting Matrix (continued)

Case Type	Entry of Jdgmnt						Outgoing Cases						Set for Review		
	Cases	Fn	Cases	Fn	Cases	Fn	Reopened Dispos.	Placed Inactive	End Pend. - Active	End Pend. - Inact.	Cases	Fn	Cases	Fn	
Grand Total Criminal															
JUVENILE															
Delinquency	Drug														
	Person														
	Property														
	Public order														
	Other delinquency														
	Total Delinquency														
	Abuse														
	Neglect														
	Dependent (no fault)														
	Termination of Parental Rights														
Other dependency/child victim															
Total Dependency															
Total Status Offense/Petitions															
Total Other Juvenile															
Grand Total Juvenile															

Trial Court Caseload Summary Reporting Matrix (continued)

Case Type	Incoming Cases											
	Beg. Pend. - Active		Beg. Pend. - Inact.		New Filing		Reopened		Reactivated			
	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn		
TRAFFIC, PARKING & LOC. ORD.												
Non-crim. traf. viol's (infracs)												
Parking violations												
Ordinance violations												
Other violations												
Grand Total Traffic												
Viol. cases x-ferred to admin. agencies												
Grand Total - All Cases												

Support/custody code	_____
Support/custody decree chge code	_____
Civil unit of count	_____
Civil point of filing	_____
Criminal unit of count	_____
Criminal point of filing	_____
Parking code	_____
Juvenile unit of count	_____
Juvenile point of filing	_____

COLOR KEY:
Red = Sum of **Black** rows.
Blue = Sum of **Red** rows.
 Gray = Sum of **Blue** rows.
 Green = Sum of **Gray** rows.

Trial Court Caseload Summary Reporting Matrix (continued)

Case Type	Outgoing Cases											
	Entry of Jdgmnt		Reopened Dispos.		Placed Inactive		End Pend. - Active		End Pend. - Inact.		Set for Review	
	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn
TRAFFIC, PARKING & LOC. ORD.												
Non-crim. traf. viol's (infraes)												
Parking violations												
Ordinance violations												
Other violations												
Grand Total Traffic												
Viol. cases x-ferred to admin. agencies												
Grand Total - All Cases												

QUALIFYING FOOTNOTES:

- A = Data are complete.
- C = Data are overinclusive (contains data for cases other than that requested for the specific row and may contain case types from different case categories).
- i = Data are incomplete (data was not reported from all courts for the entire reporting period and/or data from one or more requested case types is not included in the total).
- O = Data are incomplete and overinclusive.
- V = Data are less than 75% complete.
- X = Data are less than 75% complete and overinclusive.
- Z = Data are missing or not applicable.

THE Z CODES:

- 1 Z = The court does not have jurisdiction over the case type.
- 2 Z = The court has jurisdiction over the case type, but data is not collected.
- 5 Z = The court has jurisdiction over the case type, but data cannot be identified separately so is reported as part of the caseload of a different case type (please specify which case type contains the data).
- 6 Z = Caseload data are not applicable for this status category.

Appellate Court Caseload Summary Matrix

[Court Name]	State Profile - For CSP Use Only												Court Number:					
	Jurisdiction Code:						State Code:						Juvenile:					
	Population:						Adult:						Cases					
[Year] Data	Beg. Pend.-Active		Beg. Pend.-Inact.		Incoming Cases		Outgoing Cases		End Pend.-Active		End Pend.-Inact.		Interlocutory					
Case Type	Cases	Fn	Cases	Fn	Filed	Reactivated	Disposed	Placed Inactive	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn		
Appeal by Right																		
Criminal																		
Felony (non-Death Penalty)																		
Misdemeanor																		
Criminal - Other																		
TOTAL Criminal																		
Civil																		
Tort, Contract, and Real Property																		
Probate																		
Family																		
Juvenile																		
Civil - Other																		
TOTAL Civil																		
Administrative Agency																		
Workers' Compensation																		
Revenue (Tax)																		
Administrative Agency - Other																		
TOTAL Administrative Agency																		
Appeal by Right - Other																		
TOTAL Appeal by Right																		

Appellate Court Caseload Summary Matrix (continued)

[Court Name]	[Year] Data	Manner of Disposition													
		Decided		Permission Denied		Dism. Prior to Decision		Settled/Withdrawn		Court ADR		Transferred		Other Resolution	
		Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn
Appeal by Right															
Criminal															
	Felony (non-Death Penalty)														
	Misdemeanor														
	Criminal - Other														
	TOTAL Criminal														
Civil															
	Tort, Contract, and Real Property														
	Probate														
	Family														
	Juvenile														
	Civil - Other														
	TOTAL Civil														
Administrative Agency															
	Workers' Compensation														
	Revenue (Tax)														
	Administrative Agency - Other														
	TOTAL Administrative Agency														
	Appeal by Right - Other														
	TOTAL Appeal by Right														

Appellate Court Caseload Summary Matrix (continued)

[Court Name]	[Year] Data	Type of Court Opinion									
		Full Opinion Cases		Memorandum Cases		Summary/Dispositional Order Cases		Other Opinion Cases		Fn	Fn
Case Type											
Appeal by Right											
Criminal											
Felony (non-Death Penalty)											
Misdemeanor											
Criminal - Other											
TOTAL Criminal											
Civil											
Tort, Contract, and Real Property											
Probate											
Family											
Juvenile											
Civil - Other											
TOTAL Civil											
Administrative Agency											
Workers' Compensation											
Revenue (Tax)											
Administrative Agency - Other											
TOTAL Administrative Agency											
Appeal by Right - Other											
TOTAL Appeal by Right											

Appellate Court Caseload Summary Matrix (continued)

[Court Name]	[Year] Data	Case Outcome											
		Affirmed/Granted Cases		Reversed/Denied Cases		Modified/Granted in Part Cases		Dismissed Cases		Other Outcome Cases		Fn	
Appeal by Right													
Criminal													
	Felony (non-Death Penalty)												
	Misdemeanor												
	Criminal - Other												
	TOTAL Criminal												
Civil													
	Tort, Contract, and Real Property												
	Probate												
	Family												
	Juvenile												
	Civil - Other												
	TOTAL Civil												
Administrative Agency													
	Workers' Compensation												
	Revenue (Tax)												
	Administrative Agency - Other												
	TOTAL Administrative Agency												
	Appeal by Right - Other												
	TOTAL Appeal by Right												

Appellate Court Caseload Summary Matrix (continued)

Case Type	Caseload Summary																		
	Beg. Pend.-Active			Beg. Pend.-Inact.			Incoming Cases			Outgoing Cases			Interlocutory						
	Cases	Fn	Cases	Cases	Fn	Cases	Filed	Reactivated	Disposed	Placed Inactive	End Pend. - Active	End Pend. - Inact.	Cases	Fn	Cases	Fn	Cases	Fn	
Appeal by Permission																			
Criminal																			
Felony (non-Death Penalty)																			
Misdemeanor																			
Criminal - Other																			
TOTAL Criminal																			
Civil																			
Tort, Contract, and Real Property																			
Probate																			
Family																			
Juvenile																			
Civil - Other																			
TOTAL Civil																			
Administrative Agency																			
Workers' Compensation																			
Revenue (Tax)																			
Administrative Agency - Other																			
TOTAL Administrative Agency																			
Appeal by Permission - Other																			
TOTAL Appeal by Permission																			

Appellate Court Caseload Summary Matrix (continued)

Case Type	Manner of Disposition													
	Decided		Permission Denied		Dism. Prior to Decision		Settled/Withdrawn		Court ADR		Transferred		Other Resolution	
	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn
Appeal by Permission														
Criminal														
Felony (non-Death Penalty)														
Misdemeanor														
Criminal - Other														
TOTAL Criminal														
Civil														
Tort, Contract, and Real Property														
Probate														
Family														
Juvenile														
Civil - Other														
TOTAL Civil														
Administrative Agency														
Workers' Compensation														
Revenue (Tax)														
Administrative Agency - Other														
TOTAL Administrative Agency														
Appeal by Permission - Other														
TOTAL Appeal by Permission														

Appellate Court Caseload Summary Matrix (continued)

Case Type	Type of Court Opinion											
	Full Opinion			Memorandum			Summary/Dispositional Order			Other Opinion		
	Cases	Fh	Fh	Cases	Fh	Fh	Cases	Fh	Fh	Cases	Fh	Fh
Appeal by Permission												
Criminal												
Felony (non-Death Penalty)												
Misdemeanor												
Criminal - Other												
TOTAL Criminal												
Civil												
Tort, Contract, and Real Property												
Probate												
Family												
Juvenile												
Civil - Other												
TOTAL Civil												
Administrative Agency												
Workers' Compensation												
Revenue (Tax)												
Administrative Agency - Other												
TOTAL Administrative Agency												
Appeal by Permission - Other												
TOTAL Appeal by Permission												

Appellate Court Caseload Summary Matrix (continued)

Case Outcome											
	Affirmed/Granted		Reversed/Denied		Modified/Granted in Part		Dismissed		Other Outcome		
	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	Cases	Fn	
Appeal by Permission											
Criminal											
Felony (non-Death Penalty)											
Misdemeanor											
Criminal - Other											
TOTAL Criminal											
Civil											
Tort, Contract, and Real Property											
Probate											
Family											
Juvenile											
Civil - Other											
TOTAL Civil											
Administrative Agency											
Workers' Compensation											
Revenue (Tax)											
Administrative Agency - Other											
TOTAL Administrative Agency											
Appeal by Permission - Other											
TOTAL Appeal by Permission											

Appellate Court Caseload Summary Matrix (continued)

Case Type	Caseload Summary																	
	Beg. Pend.-Active				Beg. Pend.-Inact.				Incoming Cases				Outgoing Cases					
	Cases	Fh	Cases	Fh	Cases	Fh	Cases	Fh	Filed	Reactivated	Placed Inactive	Disposed	End Pend.-Active	End Pend.-Inact	Interlocutory			
												Cases	Fh	Cases	Fh	Cases	Fh	
Death Penalty																		
Appeal																		
Appeal by Right																		
Appeal by Permission																		
TOTAL Death Penalty Appeal																		
Application for Writ																		
Habeas Corpus Writ																		
Writ - Other																		
TOTAL Death Penalty Writ																		
Death Penalty Matter - Other																		
TOTAL Death Penalty																		
Original Proceeding/Other Appellate Matter																		
Application for Writ																		
Habeas Corpus Writ																		
Writ Application - Other																		
TOTAL Application for Writ																		
Bar/Judiciary Proceeding																		
Bar Admission																		
Bar Discipline/Eligibility																		
Judicial Qualification																		
Bar/Judiciary Proceeding - Other																		
TOTAL Bar/Judiciary Proceeding																		
Additional Original Proceeding																		
Certified Question																		
Advisory Opinion																		
TOTAL Additional Original Proceeding																		
Original Proceeding/Appellate Matter - Other																		
TOTAL Original/Other Appellate Matter																		
GRAND TOTAL																		

COLOR KEY:
 Red = Appellate case types.
 Blue = Sum of Red rows.
 Gray = Sum of Blue rows and Red Other rows.
 Green = Sum of Gray rows.

QUALIFYING FOOTNOTES:
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 X = Data are less than 75% complete and overinclusive.
 Z = Data are missing or not applicable.

Appellate Court Caseload Summary Matrix (continued)

Case Type	Manner of Disposition													
	Decided Cases		Permission Denied Cases		Dism. Prior to Decision Cases		Settled/Withdrawn Cases		Court ADR Cases		Transferred Cases		Other Resolution Cases	
	Fn		Fn		Fn		Fn		Fn		Fn		Fn	
Death Penalty														
Appeal														
Appeal by Right														
Appeal by Permission														
TOTAL Death Penalty Appeal														
Application for Writ														
Habeas Corpus Writ														
Writ - Other														
TOTAL Death Penalty Writ														
Death Penalty Matter - Other														
TOTAL Death Penalty														
Original Proceeding/Other Appellate Matter														
Application for Writ														
Habeas Corpus Writ														
Writ Application - Other														
TOTAL Application for Writ														
Bar/Judiciary Proceeding														
Bar Admission														
Bar Discipline/Eligibility														
Judicial Qualification														
Bar/Judiciary Proceeding - Other														
TOTAL Bar/Judiciary Proceeding														
Additional Original Proceeding														
Certified Question														
Advisory Opinion														
TOTAL Additional Original Proceeding														
Original Proceeding/Appellate Matter - Other														
TOTAL Original/Other Appellate Matter														
GRAND TOTAL														

THE Z CODES:

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COLOR KEY:

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- Blue = Sum of Blue rows.
- Green = Sum of Gray rows.

Appellate Court Caseload Summary Matrix (continued)

Case Type	Type of Court Opinion							
	Full Opinion Cases		Memorandum Cases		Summary/Dispositional Order Cases		Other Opinion Cases	
	Fn		Fn		Fn		Fn	
Death Penalty								
Appeal								
Appeal by Right								
Appeal by Permission								
TOTAL Death Penalty Appeal								
Application for Writ								
Habeas Corpus Writ								
Writ - Other								
TOTAL Death Penalty Writ								
Death Penalty Matter - Other								
TOTAL Death Penalty								
Original Proceeding/Other Appellate Matter								
Application for Writ								
Habeas Corpus Writ								
Writ Application - Other								
TOTAL Application for Writ								
Bar/Judiciary Proceeding								
Bar Admission								
Bar Discipline/Eligibility								
Judicial Qualification								
Bar/Judiciary Proceeding - Other								
TOTAL Bar/Judiciary Proceeding								
Additional Original Proceeding								
Certified Question								
Advisory Opinion								
TOTAL Additional Original Proceeding								
Original Proceeding/Appellate Matter - Other								
TOTAL Original/Other Appellate Matter								
GRAND TOTAL								

COLOR KEY:
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 Green = Sum of Gray rows.

UNIT OF COUNT/POINT OF FILING:
 Appeal By Right unit of count
 Appeal By Right point of filing
 Appeal By Permission unit of count
 Appeal By Permission point of filing
 Original/Other Proceedings unit of count
 Original/Other Proceedings point of filing

Appellate Court Caseload Summary Matrix (continued)

Case Outcome										
	Affirmed/Granted Cases		Reversed/Denied Cases		Modified/Granted in Part Cases		Dismissed Cases		Other Outcome Cases	
	Fn		Fn		Fn		Fn		Fn	
Death Penalty										
Appeal										
Appeal by Right										
Appeal by Permission										
TOTAL Death Penalty Appeal										
Application for Writ										
Habeas Corpus Writ										
Writ - Other										
TOTAL Death Penalty Writ										
Death Penalty Matter - Other										
TOTAL Death Penalty										
Original Proceeding/Other Appellate Matter										
Application for Writ										
Habeas Corpus Writ										
Writ Application - Other										
TOTAL Application for Writ										
Bar/Judiciary Proceeding										
Bar Admission										
Bar Discipline/Eligibility										
Judicial Qualification										
Bar/Judiciary Proceeding - Other										
TOTAL Bar/Judiciary Proceeding										
Additional Original Proceeding										
Certified Question										
Advisory Opinion										
TOTAL Additional Original Proceeding										
Original Proceeding/Appellate Matter - Other										
TOTAL Original/Other Appellate Matter										
GRAND TOTAL										

COLOR KEY:
Red = Appellate case types.
Blue = Sum of Red rows.
 Gray = Sum of Blue rows and Red Other rows.
 Green = Sum of Gray rows.

UNIT OF COUNT CODES:
 A = Notice of appeal
 B = Application for leave to appeal
 C = Application for writ
 D = Application for original jurisdiction
 E = Other document (please specify)
 I = No jurisdiction for appellate category

POINT OF FILING CODES:
 A = At the filing of the notice/application with the trial court.
 B = At the filing of the notice/application with the appellate court.
 C = At the creation of the trial record by the trial court.
 D = At the filing of the trial record with the appellate court.
 E = At the filing of some other document with the trial court (please specify the other document).
 F = At the filing of some other document with the appellate court (please specify the other document).
 I = No jurisdiction for appellate category.

Note: Choose as many as apply.

Resources and Related Links

National Center for State Courts

www.ncsc.org

The mission of NCSC is to improve the administration of justice through leadership and service to state courts, and courts around the world. Through original research, consulting services, publications, and national educational programs, NCSC offers solutions that enhance court operations with the latest technology; collects and interprets the latest data on court operations nationwide; and provides information on proven "best practices" for improving court operations.

Court Statistics Project

www.courtstatistics.org

Since 1975, the Court Statistics Project (CSP) has provided a comprehensive analysis of the work of state courts by gathering caseload data and creating meaningful comparisons for identifying trends, comparing caseloads, and highlighting policy issues. The CSP is supported by the Bureau of Justice Statistics and obtains policy direction from the Conference of State Court Administrators.

State Court Organization, 2004

www.ojp.usdoj.gov/bjs/abstract/sco04.htm

Presents detailed comparative data for State trial and appellate courts in the United States. Topics covered include: the number of courts and judges; process for judicial selection; governance of court systems, including judicial funding, administration, staffing, and procedures; jury qualifications and verdict rules; and processing and sentencing procedures for criminal cases.

State Court Structure Charts

www.ncsconline.org/D_Research/Ct_Struct

These charts summarize in one-page diagrams the key features of each State's court organization. The charts are comprehensive, showing all court systems in the state and their interrelationships and jurisdictions. The court structure charts employ the common terminology developed by the National Center for State Courts' Court Statistics Project (CSP) for reporting caseload statistics.

CourTools

www.courtools.org

CourTools is a set of ten trial court performance measures that offers court managers a balanced perspective on court operations. In designing the CourTools, the National Center integrated the major performance areas defined by the Trial Court Performance Standards with relevant concepts from successful performance measurement systems used in the public and private sectors. Published in a visual and accessible how-to format, the ten CourTools measures reflect the fundamental mission and vision of the courts, focus on outcomes, and are feasible, practical, and few.

Bureau of Justice Statistics

www.ojp.usdoj.gov/bjs

The Bureau of Justice Statistics (BJS) is a component of the Office of Justice Programs in the U.S. Department of Justice. BJS collects, analyzes, publishes, and disseminates information on crime, criminal offenders, victims of crime, and the operation of justice systems at all levels of government.