



CASE FILE SUMMARY FORM

This summary data sheet can be used to collect information for the purposes of calculating performance measures. The data sheet should be completed as information becomes available and included as a cover sheet in the case file.

CASE INFORMATION

Information on related cases and case consolidation is used to calculate Measure 1 (consolidation of related cases).

Case Number: _____

Defendant: _____

DOB __ / __ /

Victim(s): _____

DOB __ / __ /

Level of Crime: Felony Misdemeanor

From the time this criminal case was filed with the court to the time of disposition, note any related criminal, civil or probate matters involving the same victim. Check the appropriate box to indicate the consolidation of any cases. A case is considered consolidated if two or more separate but related matters are addressed in the same hearing.

CASE NO.	TYPE OF CASE			CONSOLIDATED?	
_____	<input type="checkbox"/> Criminal	<input type="checkbox"/> Civil	<input type="checkbox"/> Probate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Criminal	<input type="checkbox"/> Civil	<input type="checkbox"/> Probate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Criminal	<input type="checkbox"/> Civil	<input type="checkbox"/> Probate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Criminal	<input type="checkbox"/> Civil	<input type="checkbox"/> Probate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Criminal	<input type="checkbox"/> Civil	<input type="checkbox"/> Probate	<input type="checkbox"/> Yes	<input type="checkbox"/> No

CASE PROCESSING

Dates are used to identify appropriate cases from which to select data for each measure. Filing and disposition dates are used to calculate Measure 3 (time to disposition). Hearing information is used to calculate Measure 2 (judges per case) and Measure 4 (trial date certainty).

KEY DATES

Court Filing Date: _____

Disposition Date: __ / __ / ____

Trial Date: _____ (include both jury and bench trials)

For cases resulting in a conviction

Conviction Date: _____

Sentencing Date: __ / __ / ____

Restitution Due Date: _____

If the defendant is subject to a bench warrant for any period of time, please note the date on which the warrant was issued, and the date, if applicable, that it was quashed. (The time period would not be included in calculations of time to case resolution.)

Warrant Issued: / / Warrant Quashed: / /





CASE FILE SUMMARY FORM, CONT

HEARINGS

HEARING DATE	TYPE OF HEARING	PRESIDING JUDGE	TRIAL DATE SET?	
__ / __ / ____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__ / __ / ____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__ / __ / ____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__ / __ / ____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__ / __ / ____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__ / __ / ____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__ / __ / ____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__ / __ / ____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__ / __ / ____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Number of Judges Hearing this Case: _____

Number of Trial Date Settings: _____

ACCESS AND FAIRNESS SURVEY

Use this section to acknowledge the administration and receipt of the survey for older victims, witnesses and defendants. Survey results will be used to calculate Measure 5 (access and fairness ratings).

Was the access and fairness survey completed and returned by the:

Older victim: Yes No N/A
Older Witness(es): Yes No N/A
Older Defendant: Yes No N/A

SENTENCING AND RESTITUTION

Use for calculations of Measure 6 (timely payment of restitution), Measure 7 (supervised sentences), and Measure 8 (compliance hearings).

CONDITIONS AND TERMS OF SENTENCE

- Jail/Prison
- Referral for Assessment
- Treatment/Intervention Program
- Restrictions on Future Employment/Volunteer Opportunities with Elderly Clients
- General Probation (unsupervised)
- Supervised Probation
- Court Compliance Hearings

Check if the sentence involved some level of supervision (jail/prison, supervised probation, court compliance hearings):

RESTITUTION

Was restitution ordered? Yes No

Original amount of restitution ordered: _____

Modified amount: _____

Amount paid by original restitution due date: _____

None paid Paid in part Paid in full

ELDER ABUSE CASES

proposed performance measures for courts