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 |

ASSIGNED PROSECUTOR(S): 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CASE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEFENDANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

VICTIM(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

CLASS OF CRIME: 🞏 Felony 🞏 Misdemeanor

|  |
| --- |
| Case Processing  |

Dates are used to identify appropriate cases from which to select data for each measure. Resolution date as used in the measures refers to the date the case was closed for non-convictions, or the conviction date for convictions. Filing, closure, and conviction dates are used to calculate Measure 3 (time to resolution). Continuance information is used for calculation of Measure 4 (prosecutor-initiated continuances).

## KEY DATES

CHARGES FILED: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ CASE CLOSED: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

**For cases resulting in a conviction:**

CONVICTION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ SENTENCING 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 \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

## CONTINUANCE REQUESTS

|  |  |  |
| --- | --- | --- |
| DATE OF REQUEST | REQUESTOR | GRANTED? |
| \_\_/\_\_\_/\_\_\_\_ | 🞏 Prosecutor | 🞏 Defendant | 🞏 Both | 🞏 Yes | 🞏 No |
| \_\_/\_\_\_/\_\_\_\_ | 🞏 Prosecutor | 🞏 Defendant | 🞏 Both | 🞏 Yes | 🞏 No |
| \_\_/\_\_\_/\_\_\_\_ | 🞏 Prosecutor | 🞏 Defendant | 🞏 Both | 🞏 Yes | 🞏 No |
| \_\_/\_\_\_/\_\_\_\_ | 🞏 Prosecutor | 🞏 Defendant | 🞏 Both | 🞏 Yes | 🞏 No |
| \_\_/\_\_\_/\_\_\_\_ | 🞏 Prosecutor | 🞏 Defendant | 🞏 Both | 🞏 Yes | 🞏 No |
| \_\_/\_\_\_/\_\_\_\_ | 🞏 Prosecutor | 🞏 Defendant | 🞏 Both | 🞏 Yes | 🞏 No |
| \_\_/\_\_\_/\_\_\_\_ | 🞏 Prosecutor | 🞏 Defendant | 🞏 Both | 🞏 Yes | 🞏 No |
| \_\_/\_\_\_/\_\_\_\_ | 🞏 Prosecutor | 🞏 Defendant | 🞏 Both | 🞏 Yes | 🞏 No |
| \_\_/\_\_\_/\_\_\_\_ | 🞏 Prosecutor | 🞏 Defendant | 🞏 Both | 🞏 Yes | 🞏 No |
| \_\_/\_\_\_/\_\_\_\_ | 🞏 Prosecutor | 🞏 Defendant | 🞏 Both | 🞏 Yes | 🞏 No |

Total Number of Prosecutor-Initiated Continuance Requests (include Both): \_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Case Preparation/Victim Satisfaction |

Use for calculations of Measures 1 (use of evidence checklist), Measure 2 (use of expert consultants), and Measure 5 (victim satisfaction ratings). Refer to the sample checklist, form, and survey.

|  |  |  |
| --- | --- | --- |
| Was an evidence checklist completed?  | 🞏 Yes | 🞏 No |
| Was an expert consulted on this case? | 🞏 Yes | 🞏 No |
| Was the victim satisfaction survey completed and returned?  | 🞏 Yes | 🞏 No |

|  |
| --- |
| Case Outcomes  |

Use for calculations of Measures 6 (early payment of restitution), 7 (supervised sentences), and 8 (contact restrictions).

## How was the case concluded?

|  |  |
| --- | --- |
| * Charges withdrawn by prosecutor
 | * Case dismissed by judge
 |
| * Defendant assigned to deferred prosecution program\*
 |
| * Not guilty verdict
 | * Guilty plea (including Alford pleas)
 |
| * Guilty verdict
 |  |

* Do not include deferred prosecution cases when calculating Measure 3 (time to case resolution).

## Conditions and Terms of Sentence

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

## Victim Contact Restrictions

|  |  |  |
| --- | --- | --- |
| 🞏 No Contact with Victim | 🞏 Supervised Contact | 🞏 No Restrictions  |

## Restitution

|  |  |  |
| --- | --- | --- |
| Was restitution ordered? | 🞏 Yes | 🞏 No |
| If restitution was ordered, how much restitution was paid prior to or at sentencing? |
| 🞏 None paid | 🞏 Paid in part | 🞏 Paid in full |