

Quick Guide to Statistical Reporting Forms

Form B (Common Pleas, Domestic Relations Division)

| | A | B | C | D | E | F | G | H | I | J | K | T | V | |
|---|----|----|---|---|---|---|----|---|---|----|---|---|---|----|
| Pending beginning of period | | | | | | | | | | | | | | 1 |
| New cases filed | | | | | | | | | | | | | | 2 |
| Cases transferred in, reactivated, or redesignated | | | | | | | | | | | | | | 3 |
| TOTAL (Add lines 1-3) | | | | | | | | | | | | | | 4 |
| TERMINATIONS BY: | | | | | | | | | | | | | | |
| Judge: Default, Uncontested, Dissolution | | | | | | | | | | | | | | 5 |
| Magistrate: Default, Uncontested, Dissolution | | | | | | | | | | | | | | 6 |
| Trial by Judge | | | | | | | | | | | | | | 7 |
| Trial by Magistrate | | | | | | | | | | | | | | 8 |
| Voluntary Dismissal | | | | | | | | | | | | | | 9 |
| Mediation or Conciliation | | | | | | | | | | | | | | 10 |
| Bankruptcy stay or interlocutory appeal | | | | | | | | | | | | | | 11 |
| Transfer to another judge or court | | | | | | | | | | | | | | 12 |
| Referral to private judge | | | | | | | | | | | | | | 13 |
| Unavailability of party for trial or sentencing | | | | | | | | | | | | | | 14 |
| Other terminations | | | | | | | | | | | | | | 15 |
| TOTAL (Add lines 5-15) | | | | | | | | | | | | | | 16 |
| Pending end of period (Subtract line 16 from line 4) | | | | | | | | | | | | | | 17 |
| Time Guideline (months) | 18 | 12 | 3 | 3 | 9 | 9 | 12 | 1 | 3 | 12 | 6 | X | X | 18 |
| Cases pending beyond time guideline | | | | | | | | | | | | X | X | 19 |
| Number of months oldest case is beyond time guideline | | | | | | | | | | | | X | | 19 |

Time guidelines (bracketed under columns A-D, E-G, H-K)

Divorces and Dissolutions (A-D) **Post-decree motions (E-G)** **Misc. (H-K)**

Caseloads

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

Terminations

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

Status of cases pending at the end of the month

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

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

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

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

Data quality "gut checks":

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