



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

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Jennifer Warner
Director

MEMORANDUM

DATE: October 22, 2020

TO: Circuit Court Judges
District Court Judges
Court Administrators
Authorized Users of the Caseload Reporting System
Case Management System Providers

FROM: Rebecca Schnelz, Forms and Resources Analyst

RE: Revised SCAO 31, Circuit Court Caseload Reporting Form and Instructions and
SCAO 18, District Court Caseload Reporting Form and Instructions

The caseload reporting forms and instructions for both circuit and district court have been revised and updated. Please see below for details.

SCAO 31, Circuit Court (Pages 6 and 23, Part 1, Section B; Part 2, Section B)

Revisions have been made to include instructions for cases in which the defendant has been deported. Additional corrections have been made to update citations and court forms.

These revisions should be made in case management systems during 2020.

SCAO 18, District Court (Pages 2 and 9; Part 1, Section A; Part 2, Section A)

Revisions have been made to include instructions for cases in which the defendant has been deported. Additional corrections have been made to update citations and court forms.

These revisions should be made in case management systems during 2020.

If you have reporting questions, please contact Kimberly Tody at 517-373-5538 or todyk@courts.mi.gov. If you have any other questions, please contact Rebecca Schnelz at 517-373-5626 or CourtFormsInfo@courts.mi.gov.

CIRCUIT COURT CASELOAD				Year
Complete Parts 1, 2, and 4 annually and transmit no later than 30 days following the end of the reporting period.				
Preparer's name	Preparer's telephone no.	Court no. and designation	County or Location	

PART 1: NEW FILINGS AND REOPENED CASES

SECTION A: APPEALS, ADMINISTRATIVE REVIEW, EXTRAORDINARY WRITS

Line	CASE TYPE	AA	AE	AP	AR	AV	AH	AL	AS	AW
1	Beginning Pending									
2	New Filings									
3	Reopened									

SECTION B: CRIMINAL

Line	CASE TYPE	AX	FC	FH	FJ
1	Beginning Pending				
2	New Filings				
3	Reopened				

SECTION C: CIVIL

Line	CASE TYPE	CB	CC	CD	CE	CF	CH	CK	CL	CP	CR	CZ	ND	NF
1	Beginning Pending													
2	New Filings													
3	Reopened													
Line	CASE TYPE	NH	NI	NM	NO	NP	NS	NZ	PC	PD	PR	PS	PZ	
1	Beginning Pending													
2	New Filings													
3	Reopened													

Section B: CRIMINAL - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date. The most serious offense defines the case type code to be assigned.

- A criminal case is counted as a new filing when a bindover is received for filing (it is reported filed based on the bindover date, not the filing date), an order waiving a juvenile from family division to criminal division is received for filing, or a case is received by your court after transfer from another court because of change of venue; do not include cases transferred for purposes of trial only.
 - Count a high court misdemeanor as a felony.
 - A felony complaint may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case.
 - A complaint may contain both felony and misdemeanor charges in the same complaint; count as a felony.
 - A criminal complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.

Forms which may be used to open a criminal case are:

MC 200 (Felony Set)

MC 316 (Order for Change of Venue)

JC 87 (Order After Second-Phase Hearing to Waive Jurisdiction - Delinquency Proceedings)

Court rules and statutes associated with opening a criminal case are MCR 2.222, 2.223, 2.226, 2.227, 5.950(C), 6.101, 6.110(G), and 6.907 and MCL 766.13.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A criminal case is counted as a reopened case:
 - when returned from the district court; report this based upon date of order, not date received.
 - when the case is remanded from a higher court for a new trial; report this based upon date of order, not date received.
 - when the defendant or juvenile has been arraigned on a warrant issued prior to adjudication; report this based upon arraignment date, not warrant recall date.
 - when a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
 - after receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial; report this based upon date received.
 - when the defendant or juvenile has been arraigned after the case had previously been counted disposed under inactive status due to deportation.

Court rules and statutes associated with reopening a criminal case are MCR 6.104, 6.110(G), 6.125(E), 6.310, 6.312, 6.431, 7.215(D), 7.216(A), 7.316(A), and 7.317 and MCL 330.2028.

Section C: Civil - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A civil case is counted as a new filing when a complaint is received for filing, when a foreign judgment is received for filing, when a case is received by your court after transfer from another court because of change of venue, or when a case is transferred from district court for any reason.
- Do not count Court of Claims.
- Do not include cross-claims, 3rd party complaints, or counter claims.

Forms which may be used to open a civil case are:

MC 01 (Summons)

MC 35 (Complaint, Claim and Delivery)

MC 62 (Affidavit and Notice of Entry of Foreign Judgment)

MC 316 (Order for Change of Venue)

Court rules associated with opening a civil case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, 3.105(C), and 4.002.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A civil case is counted as a reopened case when:
 - a judgment is set aside, a settlement agreement is set aside, when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict, or an order staying a case is set aside.
 - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
 - reinstated after dismissal.
 - remanded or returned from another court.
 - a termination of bankruptcy is filed.

Court rules associated with reopening a civil case are MCR 2.102(F), 2.502(C), 2.603(D), 2.610, 7.215(D), and 7.317.

Section D: Domestic Relations - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A domestic relations case is counted as a new filing when a complaint is received for filing, when a prosecutor files a request to assist with discovery, or when a prejudgment case is received by your court after transfer from another court because of change of venue.
 - Do not include cross-claims, 3rd party complaints, or counter claims.

Forms which may be used to open a domestic relations case are:

MC 01 (Summons) along with the specific complaint.

MC 316 (Order for Change of Venue)

FOC 30a (Order Vacating/Confirming Registration of Out-of-State Support Order)

CCFD 24 (Petition [Collaborative Law Process])

CCFD 25 (Petition [Consent Judgment])

Court rules associated with opening a domestic relations case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, 3.205, 3.212, 3.214, 3.217, 3.222, and 3.223.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A domestic relations case is counted as a reopened case when:
 - default judgment is set aside.
 - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
 - reinstated after dismissal.
 - remanded from the Court of Appeals for a new trial.
 - a judgment or order staying a case is set aside.
 - notice is filed with the court that a collaborative law process has concluded or has terminated under MCR 3.222(B)(2)(c)(i) or the court sends notice of intent to dismiss the case for lack of progress under MCR 3.222 (B)(2)(c)(ii) and MCR 3.222(E)(1)(a).

Court rules associated with reopening a domestic relation case are MCR 2.102(F), 2.502(C), 3.222(B)(2)(c), 3.222(E)(1)(a), 7.215(D), and 7.317.

Section E: Juvenile - New Filings (Petitions) and Reopened Cases (Petitions)

Line 1: Provide the number of beginning pending petitions as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of petitions. Count petitions opened on the date received. Only one juvenile shall be included in a single petition, complaint, or citation. A petition, complaint, or citation may charge multiple offenses against one juvenile. The most serious offense defines the case type code to be assigned, i.e., if delinquency and traffic offenses are filed on the same petition, the case type is DL.

- A juvenile petition is counted as a new petition when an original complaint, petition, or citation is received (not when authorized); when an order granting a request to designate a case is entered; or when a petition is received by your court after transfer from another court because of change of venue or change of jurisdiction including transfers from district court under MCR 6.911 and transfers from the circuit criminal division under MCL 712A.3.
 - If the filing is prosecutor designated, count under DJ rather than DL. If the court designates the DL filing, count under DJ.
 - Do not count **supplemental** petitions **except** in a proceeding for violation of a personal protection order issued by another court.

Forms that may be used are:

JC 01 (Complaint - Request for Action, Delinquency Proceedings)

JC 04a (Petition - Delinquency Proceedings)

JC 29 (Order to Transfer Case)

JC 68 (Order After Designation Hearing)

UC-01a or UC-01b (Uniform Law Citation)

MC 200 (Felony Set)

MC 316 (Order for Change of Venue)

CC 375M (Petition for Personal Protection Order Against a Minor, Domestic Relationship)

CC 377M (Petition for Personal Protection Order Against a Minor, Nondomestic)

Court rules and statutes associated with a juvenile complaint are MCR 3.926, 3.931, 3.932(C), (D), 3.939, 3.951(A), 3.952(D), and 6.911 and MCL 257.728, 712A.2, 712A.2b, 712A.2d, 712A.2h, and 712A.3.

Line 3: Provide the total number of reopened petitions. Count cases reopened only if they have been previously counted as disposed.

- A juvenile petition is counted as a reopened petition:
 - when remanded from another court for a new trial.
 - when a request to withdraw plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
 - when the juvenile fails to comply with a consent calendar agreement or a diversion program.
 - when the court transfers an adjudicated petition to the consent calendar before disposition under MCR 3.932(C)(8).
 - when the judge overturns a decision of a referee.
 - when the juvenile appears on a petition/citation which was previously reported disposed for failure to appear.
 - after receiving a report from a qualified juvenile forensic mental health examiner or a qualified restoration provider regarding the competency of the juvenile to stand trial; report this based upon date received.
 - when the prosecutor files a nolle prosequi after the case has been previously counted disposed under inactive status.
- Count as a reopened petition each petition scheduled for hearing under MCR 3.705(B) after an order is entered denying or dismissing a petition for **ex parte** personal protection.

Court rules and statutes associated with reopening a juvenile petition are MCR 3.932(C)(8), 3.941, 6.310, 7.215(D), 7.317 and MCL 712A.18p(5) and 712A.28s(2)(c).

Section F: Child Protective - New Filings (Petitions) and Reopened Cases (Petitions)

Line 1: Provide the number of beginning pending petitions as of January 1 for each of the case type codes.

Line 2: Provide the total number of petitions. Count petitions opened on the date received. A petition may involve more than one child.

- A child protective petition is counted as a new petition when an original complaint or petition is received (not when authorized), including petitions received by your court after transfer from another court because of change of venue or jurisdiction.
 - If multiple children are included in one complaint or petition, count as one petition.
 - Count the total number of children in each complaint or petition received.
 - Count supplemental petitions separately (see Lines 5 and 6).

Forms which may be used in child protective cases are:

*JC 04b (Petition - **Delinquency Proceeding**)*

JC 29 (Order to Transfer Case)

MC 316 (Order for Change of Venue)

Court rules and statutes associated with a child protective complaint or petition are MCR 3.926 and 3.961 and MCL 712A.2.

Line 3: Provide the total number of reopened petitions. Count cases reopened only if they have been previously counted as disposed.

- A child protective petition is counted as a reopened petition when:
 - remanded from another court for a new trial.
 - a request to withdraw plea is granted.

Court rules associated with reopening a child protective petition are MCR 3.971, 7.215(D), and 7.317.

Line 4: Count the total number of termination petitions which were included in original or amended petitions. Count the total number of children in each petition received.

Line 5: Count the total number of termination petitions received as supplemental petitions. Count the total number of children in each petition received.

Line 6: Count the total number of supplemental petitions received, not including termination petitions. Count the total number of children in each petition received.

Line 7: Provide the total number of children in line 2 who have had prior court jurisdiction under child protective proceedings in any county in the state.

Note: Changes in petitions before adjudication are considered amended. Changes in petitions after adjudication are considered supplemental.

Section H: Miscellaneous Family - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A miscellaneous family case is counted as a new filing when an original petition is received for filing, when a case is received by your court after transfer from another court because of change of venue or jurisdiction, or when a respondent is arraigned for violating an out-of-county personal protection order.
 - Count petitions for ex parte order for transport and temporary detention for infectious disease as a new filing. Petitions for treatment of infectious disease which have been preceded by an ex parte order for transport and temporary detention for infectious disease should not be assigned a new case number and should not be counted as a new filing.
 - Do not count petitions for continuing treatment of infectious disease.
 - Do not count petitions to rescind order of emancipation; see Line 3.

Forms which may be used for opening a miscellaneous family division case are:

PC 51 (Petition to Change Name)

PC 100 (Petition for Emancipation, Affidavit, and Waiver of Notice)

PC 104 (Petition for Treatment of Infectious Disease)

PC 110 (Petition and Ex Parte Order for Transport and/or Temporary Detention)

PC 119 (Petition for Waiver of Parental Consent for an Abortion)

MC 72 (Petition for Testing of Infectious Disease and Waiver of Notice of Hearing)

CC 375 (Petition for Personal Protection Order, Domestic Relationship)

*CC 377 (Petition for Personal Protection Order **(Nondomestic)**)*

CCFD01 (Petition for Placement Order of Surrendered Newborn Child) or CCFD03 (Petition of Parent for Custody of Surrendered Newborn Child) whichever is filed first

CCFD20 (Ex Parte Petition Regarding Voluntary Foster Care Agreement)

MC 316 (Order for Change of Venue)

Court rules and statutes associated with initiating miscellaneous family division actions are MCR 3.613, 3.614, 3.615, 3.616, 3.703 and MCL 333.5204(4), 333.5205, 400.655, 600.2950, 600.2950a, 710.24, 711.1, 722.4, and 722.903.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A miscellaneous family division case is counted as a reopened case when:
 - remanded from another court for a new hearing.
 - a petition is filed for treatment of infectious disease and was preceded by an ex parte order for transport and temporary detention for infectious disease.
 - a petition to rescind emancipation is filed.
 - a petition for custody of surrendered newborn child is filed after an order terminating parental rights has been entered.
- Count as a reopened case each petition scheduled for hearing under MCR 3.705(B) after an order is entered denying or dismissing a petition for **ex parte** personal protection order.

Court rules and statutes associated with reopening a miscellaneous family division case are MCR 3.705(B), 7.215(D), and 7.317 and MCL 333.5207 and 722.4d.

Line 4: Provide the total number of juvenile guardianships created (form JC 91). Count only the first order that creates the JG case for a single child. Do not count successive orders appointing a guardian. Co-guardians are counted as a single order.

Line 5: Provide the total number of orders terminating the appointment of a guardian and appointing a successor (when line 9 of JC 100 is checked).

Line 6: Provide the total number of orders revoking a guardianship (when line 9 of JC 101 is checked).

Section I: Ancillary Proceedings - Guardianships, Conservatorships, Admissions, Mental Commitments - New Filings and Reopened Cases

This section applies to both adults and minors

Line 1: Provide the number of beginning pending **petitions** as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count petitions opened on the filing date.

- A guardianship or conservatorship is counted as a new filing when a petition is received for filing on an individual that does not currently have a case in that case type, or when a case is received by your court after transfer from another court because of change of venue or jurisdiction. Do not count requests for notice (form PC 624).
 - Count as a new filing when all fiduciaries are released from acceptance of appointment and/or a bond is cancelled on a particular case type and a new petition is received for filing for a particular individual with the same case type, including petitions for partial guardian of individual with developmental disability (for which the order expires every 5 years).
 - Count a petition for a protective order under "PO" when not filed in conjunction with a petition for conservatorship.
 - Count a petition for appointment of conservatorship **and** protective order as a conservatorship case.
 - When more than one petition is received for filing on a particular individual for more than one case type (i.e., conservatorship and guardianship), count each case type as a separate case, **except** when a petition for conservatorship and protective order are filed in the same petition together.

Forms which may be used to file a guardianship or conservatorship case include:

PC 625 (Petition for Appointment of Guardian of Incapacitated Individual)

PC 639 (Petition for Appointment of Conservator and/or Protective Order)

PC 650 (Petition for Appointment of Limited Guardian of Minor)

PC 650i (Petition for Appointment of Limited Guardian of Minor Indian Child - Voluntary Guardianship)

PC 651 (Petition for Appointment of Guardian of Minor)

PC 651ia (Petition for Appointment of Guardian of Minor Indian Child - Voluntary Guardianship)

PC 651ib (Petition for Appointment of Guardian of Minor Indian Child - Involuntary Guardianship)

PC 658 (Petition for Appointment of Guardian, Individual with Alleged Developmental Disability)

MC 316 (Order for Change of Venue) or PC 608 (Petition and Order to Change Venue)

- A mental commitment is counted as a new filing when form PCM 201 (Petition for Mental Health Treatment), form PCM 202 (Objection to Hospitalization of a Minor), or form PCM 237 (Petition for Continued Hospitalization of Minor) is filed.
- A judicial admission is counted as a new filing when form PCM 224 (Petition for Judicial Admission) or PCM 203 (Objection to Administrative Admission **Individual with Developmental Disability**) is filed.

Court rules and statutes associated with opening a guardianship, conservatorship, judicial admission, or mental commitment case are MCR 5.101(B), 5.105, 5.127, 5.401, 5.402, and 5.745 and MCL 330.1434, 330.1498m, 330.1511, 330.1516, 330.1609, 330.1623, and 700.5204, 700.5205, 700.5401, and 700.5404.

Section B: Criminal - Method of Disposition

Report criminal cases in this section when all counts against a criminal defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. Do not count cases disposed when they are assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Jury Verdict [MCR 6.420]

Count when verdict is returned by jury (guilty or not guilty) including verdict under MCL 750.350a (Parental Kidnapping Act) or MCL 333.7411 (Controlled Substance Abuse Act).

Line 2: Bench Verdict [MCR 6.403]

Count when verdict is returned by judge (guilty or not guilty) including verdict under MCL 750.350a (Parental Kidnapping Act) or MCL 333.7411 (Controlled Substance Abuse Act). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial. Count extradition after hearing.

Line 3: Guilty Plea [MCR 6.302, 6.303, 6.304]

Count when a guilty plea is offered and accepted including guilty plea under MCL 750.350a (Parental Kidnapping Act), MCL 333.7411 (Controlled Substance Abuse Act), or MCL 762.14 (Youthful Trainee Status). Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard.

Line 4: Nolle Prosequi (form MC 263) [MCR 6.110(F) and (H), 6.427]

Count when the prosecutor files a written motion with the court or makes a motion on the record to nolle prosequi the case and the motion is granted.

Line 5: Dismissed by Court (form MC 262) [MCR 6.110(F) and (H), 6.427]

Count when dismissed by judge after preliminary examination, during trial, or after trial and an order of dismissal is entered.

Line 6: Remand/Transfer (forms MC 200, MC 316) [MCR 6.110(G) and (H), MCL 712A.3, 762.7]

Count remands or transfers to another court before adjudication. Do not count cases transferred for purposes of trial only. Count waivers of extradition.

Line 7: Inactive Status (form MC 200, MC 204, MC 206, MC 229) [MCR 6.125, MCL 330.2028]

Count as inactive when a warrant is issued for nonappearance before adjudication, when a defendant is referred to the Center for Forensic Psychiatry for evaluation to determine whether competent to stand trial or when a defendant is found incompetent to stand trial, or when any order staying a case (interlocutory appeal) is filed by an appellate court, or when the court enters an order staying the case after judicial determination that the defendant was deported.

Line 8: Case Type Change

Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

CIRCUIT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION E: JUVENILE

Formatting corrections

Measurement in TL citations begins on the date of first appearance and is completed when disposition occurs as defined below. First appearance date means an appearance at a hearing, an appearance by way of motion (such as a motion of nolle prosequi) that is followed by an order (whether that order is the result of a hearing or not), or a payment date, whichever occurs first. If there is no first appearance date as defined above, then do not report in this section.

Adjudication and disposition of a citation are considered complete upon entry of an initial order of disposition, some other dispositive order, or payment. Note: If the first appearance is the same date as the adjudication and disposition, the age of the citation will be reported as zero days.

Line	CASE TYPE	TL
13	Disposed 0-63 Days	
14	Disposed 64-126 Days	
15	Disposed +126 Days	
16	Pending 0-63 Days	
17	Pending 64-126 Days	
18	Pending +126 Days	

Line 13: Count the number of citations disposed within 63 days.

Line 14: Count the number of citations disposed from 64 to 126 days.

Line 15: Count the number of citations disposed after 126 days.

Line 16: Count the number of pending citations with an age through 63 days.

Line 17: Count the number of pending citations with an age from 64 to 126 days.

Line 18: Count the number of pending citations with an age over 126 days.

Measurement in DJ petitions begins on the date of designation and is completed when disposition occurs as defined in Part 2, Section E. For prosecutor designated cases, the date of designation is the date the petition was authorized filing. For court designated cases, the date of designation is the date of the order designating the case. Petitions that are not authorized are not reported.

Line	CASE TYPE	DJ
19	Disposed 0-154 Days	
20	Disposed 155-301 Days	
21	Disposed +301 Days	
22	Pending 0-154 Days	
23	Pending 155-301 Days	
24	Pending +301 Days	

Line 19: Count the number of petitions disposed within 154 days.

Line 20: Count the number of petitions disposed from 155 to 301 days.

Line 21: Count the number of petitions disposed after 301 days.

Line 22: Count the number of pending petitions with an age through 154 days.

Line 23: Count the number of pending petitions with an age from 155 to 301 days.

Line 24: Count the number of pending petitions with an age over 301 days.

CIRCUIT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION F: CHILD PROTECTIVE

Measurement begins on the date the initial petition is authorized and is completed when both adjudication and disposition occurs (as defined below). There are separate time frames for children who are in placement and those who are not. For each event (i.e. adjudication, disposition, permanency planning hearing, 91 day review hearings, etc.) children are counted under either “placement” or “not in placement” based on their placement status at the time of the due date of the event. “In placement” means a child is ordered into an out-of-home placement/foster care. “Not in placement” means a child is at home.

Adjudication and disposition of a petition is considered complete upon entry of an initial order of disposition. Petitions that are withdrawn, dismissed, transferred, or not otherwise authorized are not reported. However, if the petition is first authorized and then withdrawn, dismissed, or transferred, then it is reported here. See MCR 3.972(A) and MCR 3.973(C).

Line	CASE TYPE	NA
1	Disposed 0-84 Days - Child in Placement	
2	Disposed 85-98 Days - Child in Placement	
3	Disposed +98 Days - Child in Placement	
4	Pending 0-84 Days - Child in Placement	
5	Pending 85-98 Days - Child in Placement	
6	Pending +98 Days - Child in Placement	
7	Disposed 0-119 Days - Child not in Placement	
8	Disposed 120-210 Days - Child not in Placement	
9	Disposed +210 Days - Child not in Placement	
10	Pending 0-119 Days - Child not in Placement	
11	Pending 120-210 Days - Child not in Placement	
12	Pending +210 Days - Child not in Placement	

Report 1: Case Age at Disposition and Pending Case Age

- Line 1:** Count the number of children (who are in placement) where adjudication and disposition were made within 84 days.
- Line 2:** Count the number of children (who are in placement) where adjudication and disposition were made from 85 to 98 days.
- Line 3:** Count the number of children (who are in placement) where adjudication and disposition were made after 98 days.
- Line 4:** Count the number of children for whom a petition is pending (who are in placement) with an age through 84 days.
- Line 5:** Count the number of children for whom a petition is pending (who are in placement) with an age from 85 to 98 days.
- Line 6:** Count the number of children for whom a petition is pending (who are in placement) with an age over 98 days.
- Line 7:** Count the number of children (who are not in placement) where adjudication and disposition were made within 119 days.
- Line 8:** Count the number of children (who are not in placement) where adjudication and disposition were made from 120 to 210 days.
- Line 9:** Count the number of children (who are not in placement) where adjudication and disposition were made after 210 days.
- Line 10:** Count the number of children for whom a petition is pending (who are not in placement) with an age through 119 days.
- Line 11:** Count the number of children for whom a petition is pending (who are not in placement) with an age from 120 to 210 days.
- Line 12:** Count the number of children for whom a petition is pending (who are not in placement) with an age over 210 days.

DISTRICT COURT CASELOAD				Year
Complete Parts 1, 2, and 4 annually and transmit no later than 30 days following the end of the reporting period.				
Preparer's name	Preparer's telephone no.	Court no. and designation	County or Location	

PART 1: NEW FILINGS AND REOPENED CASES

SECTION A: CRIMINAL

Line	CASE TYPE	EX	FY	OM	SM
1	Beginning Pending				
2	New Filings				
3	Reopened				

SECTION B: TRAFFIC

Line	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST
1	Beginning Pending								
2	New Filings								
3	Reopened								

SECTION C: NON-TRAFFIC CIVIL INFRACTION, PARKING

Line	CASE TYPE	OK	ON	SK	SN
1	Beginning Pending				
2	New Filings				
3	Reopened				

SECTION D: CIVIL

Line	CASE TYPE	GC	GZ	LT	SC	SP
1	Beginning Pending					
2	New Filings					
3	Reopened					

General Reporting Instructions:

- If caseload information for a specific reporting period is not entered into the system prior to submitting the report, adjustments in caseload can be made by re-generating the report and transmitting the amended data according to procedures prescribed by SCAO.
- Assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases must not be reported.**
- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Separate instructions for this new filing are not provided again in the following pages. **Do not change case type codes when a felony criminal case is reduced to a misdemeanor.**

Section A: Criminal - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date. Do not count investigative subpoenas or search warrants. Do not count complaints and warrants not yet issued by a judge or magistrate. The most serious offense defines the case type code to be assigned.

- A felony criminal case is counted as a new filing when a complaint is received for filing or when a case is received by your court after transfer from another court because of change of venue; do not include cases transferred for purposes of trial only.
 - Count a high court misdemeanor as a felony.
 - A felony complaint may contain multiple charges against one defendant; do not count multiple charges contained in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case.
 - A complaint may contain both felony and misdemeanor charges in the same complaint; count as a felony.
 - A criminal complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.
 - When a case is dismissed to allow for filing of a second complaint for a lesser included offense, do not count the second complaint as a new filing. Do not count enhancements as a new filing.

*Forms which may be used to open a criminal case are MC 200 (Felony **Set**) and MC 316 (Order for Change of Venue)*

- A misdemeanor criminal case is counted as a new filing when a complaint or citation is filed or a case is transferred to your court because of change of venue; do not include cases transferred for purposes of trial only.
 - A misdemeanor complaint may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case (this does not apply to a citation).
 - If the charging document is the Uniform Law Citation, each of the 3 parts is considered a separate complaint, and each complaint contains a single charge. Each charge shall be counted a separate case.
 - A misdemeanor offense with a penalty over 93 days shall not be filed on a Uniform Law Citation.
 - A complaint may contain both misdemeanor and felony charges in the same complaint; count as a felony.
 - A criminal complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.

*Forms which may be used to open a criminal case are DC 225 (**Complaint, Misdemeanor**), UC 01a or UC 01b (Uniform Law Citation), and MC 316 (Order for Change of Venue)*

Court rules and statutes associated with opening a criminal case are MCR 2.222, 2.223, 2.227, 6.101 and 6.907 and MCL 764.1a, 764.1f, and 764.9c.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A felony or misdemeanor criminal case is counted as a reopened case:
 - when the defendant or juvenile has been arraigned on a warrant that was issued prior to adjudication; report this based upon arraignment date, not warrant recall date.
 - when the case is remanded from an appellate court for further pre-judgment action or a new trial; report this based upon date of order, not date received.
 - when a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
 - after receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial; report this based upon date received.
 - when the prosecutor motions for dismissal of the case after the case had been previously counted disposed under inactive status.
 - when the defendant or juvenile has been arraigned after the case had been previously counted disposed under inactive status due to deportation.

Court rules and statutes associated with reopening a criminal case are MCR 2.610, 6.104, 6.125(E), 6.310, and 7.109(I), and MCL 330.2028.

Section B: Traffic - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A traffic case is counted as a new filing when a complaint or citation is received for filing or when case is received by your court after transfer from another court because of change of venue; do not include cases transferred for purposes of trial only. The most serious offense defines the case type code to be assigned.
 - A civil infraction traffic offense shall be filed on a citation.
 - A misdemeanor offense with a penalty over 93 days shall not be filed on a citation.
 - A felony traffic offense shall not be filed on a citation.
 - A complaint may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case (this does not apply to a citation).
 - A complaint may contain both misdemeanor and felony charges in the same complaint; count as a felony.
 - If the charging document is the Uniform Law Citation, each of the 3 parts is considered a separate complaint and each complaint contains a single charge. Each charge shall be counted as a separate case.
 - A felony traffic complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.
 - If a misdemeanor traffic case is dismissed because it was reduced to a civil infraction, count the civil infraction as a new case (see page 10, Line 5).
 - When a case is dismissed to allow for filing of a second complaint for a lesser included offense, do not count the second complaint as a new filing. Do not count enhancements as a new filing.

*Forms which may be used to open a traffic case are UC 01a or UC 01b (Uniform Law Citation) for misdemeanor and civil infraction traffic, CLC 1 (Commercial Vehicle Law Citation), MC 200 (Felony **Set**) for felony traffic, DC 225 (**Complaint, Misdemeanor**) for misdemeanor traffic, and MC 316 (Order for Change of Venue)*

Court rules and statutes associated with opening a traffic case are MCR 2.222, 2.223, 2.227, 4.101(A), and 6.615(A) and MCL 257.727, 257.728 and 600.113.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A felony or misdemeanor traffic case is counted as a reopened case:
 - when the defendant or juvenile has been arraigned on a warrant that was issued prior to adjudication.
 - when a new trial is ordered by an appellate court.
 - when a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
 - when an order staying the case is set aside.
 - after receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial.
 - when prosecutor motions for dismissal of the case after the case had been previously counted disposed under inactive status.
- A traffic civil infraction case is counted as a reopened case:
 - when an order staying the case is set aside.
 - when a default has been set aside.
 - when a request for admission of responsibility to be set aside is granted.
 - when appeal is filed from an informal hearing to a de novo hearing.

Court rules and statutes associated with reopening a traffic case are MCR 2.610, 4.101(D), 4.101(H)(3), 6.615(B), and 7.109(I), and MCL 330.2028.

Section C: Non-Traffic Civil Infraction and Parking - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A non-traffic civil infraction case or a parking case is counted as a new filing when a citation is received for filing.
 - A non-traffic civil infraction case shall be filed on a citation.
 - A single citation may not contain multiple offenses against one defendant; a three-part, multiple-count citation serves as three separate cases and shall be counted as such.
 - A parking ticket may be issued on a citation.

Forms which must be used to open a non-traffic civil infraction case are UC 01a or UC 01b (Uniform Law Citation), UC 03 (Uniform Municipal Civil Infraction Citation), or CVC 1 (Commercial Vehicle Law Citation).

Court rules and statutes associated with opening a non-traffic civil infraction or parking case are MCR 4.101(A) and MCL 257.727, 257.728, and 600.113.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A non-traffic civil infraction case or a parking case is counted as a reopened case:
 - when a default has been set aside.
 - when an order staying the case is set aside.
 - when a request for admission of responsibility to be set aside is granted.
 - when an appeal is filed from an informal hearing to a de novo hearing.

Court rules and statutes associated with reopening a non-traffic civil infraction and parking case are MCR 4.101(D) and 4.101(H)(3).

Section D: Civil - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A civil case is counted as a new filing when a complaint is received for filing, when a foreign judgment is received for filing, when a case is received by your court after transfer from another court because of change of venue, or when a case is removed from the small claims division to the general civil division.
 - Do not include cross-claims, 3rd party complaints, or counter claims.

Forms which may be used to open a civil case are:

MC 01 (Summons)

MC 35 (Complaint, Claim and Delivery)

MC 62 (Affidavit and Notice of Entry of Foreign Judgment)

DC 84 (Affidavit and Claim, Small Claims)

DC 86 (Demand and Order for Removal, Small Claims)

DC 90 (Petition Regarding Impoundment of Motor Vehicle)

DC 104 (Summons, Landlord-Tenant/Land Contract) and either:

DC 102a (Complaint, Non-Payment of Rent, Landlord-Tenant)

DC 102b (Complaint, Damage/Health Hazard to Property, Landlord-Tenant)

DC 102c (Complaint to Recover Possession of Property)

DC 102d (Complaint, Termination of Tenancy, Mobile Home Park - Mobile Home Owner (Just-Cause Termination))

DC 103 (Complaint for Possession After Land Contract Forfeiture)

MC 316 (Order for Change of Venue)

Court rules associated with opening a civil case are MCR 2.101, 2.102, 2.222, 2.223, 2.227, 3.105(C), 4.201(B), 4.202(D), 4.302(A), (B), and 4.306.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A civil case is counted as a reopened case when:
 - a judgment is set aside, a settlement agreement is set aside, a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict, or an order staying a case is set aside.
 - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
 - reinstated after dismissal.
 - a new trial is ordered after appeal to circuit court.
 - an appeal of an attorney magistrate's small claims decision is filed (do not change case type code).
 - a termination of bankruptcy is filed.

Court rules associated with reopening a civil case are MCR 2.102(F), 2.502(C), 2.603(D), 2.610, and 7.109(I).

Section A: Criminal - Method of Disposition

Report criminal cases as disposed when all counts against a criminal defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. When a case type code is changed after a case has been reported, the case must be counted disposed as “Case Type Change” under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type except you must count a felony reduced to a misdemeanor disposed under the felony case-type code. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Jury Verdict [MCR 6.610, 6.931(A)]

Count when verdict is returned by jury (guilty or not guilty) including verdict under MCL 769.4a (Spouse Abuse Act) or MCL 333.7411 (Controlled Substance Abuse Act).

Line 2: Bench Verdict [MCR 6.610, 6.931(A)]

Count when verdict is returned by judge (guilty or not guilty) including verdict under MCL 769.4a (Spouse Abuse Act) or MCL 333.7411 (Controlled Substance Abuse Act). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial. Count extradition after hearing.

Line 3: Guilty Plea (includes no contest) [MCR 6.610(E), MCL 764.9g]

Count when a guilty plea is offered and accepted including guilty plea under MCL 769.4a (Spouse Abuse Act), MCL 333.7411 (Controlled Substance Abuse Act), or MCL 762.14 (Youthful Trainee Status). Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard.

Line 4: Bindover/Transfer (forms MC 200, MC 316) [MCR 3.939, 6.110(G), (H), 6.911, MCL 762.7, 766.14]

Count bindovers to circuit court. Count transfers to another court before adjudication including waivers of extradition. Do not count cases transferred for purposes of trial only.

Line 5: Nolle Prosequi (form MC 263) [MCR 6.110(F), (H), 6.427, 6.931, MCL 764.9d]

Count when the prosecutor or city attorney files a written motion with the court or makes a motion on the record to nolle prosequi the case and the motion is granted. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement.

Line 6: Dismissed by Court (form MC 262) [MCR 6.110(F), (H), 6.427, 6.931, MCL 764.9d]

Count when dismissed by judge after preliminary examination, during trial, or after trial and an order of dismissal is entered. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement. Do not count any dismissal on motion of the prosecutor or city attorney.

Line 7: Inactive Status (forms MC 200, MC 204, MC 206, DC 225, DC 226, MC 229) [MCR 6.125, 6.615(B), MCL 330.2028, 764.9e]

Count as inactive when a warrant is issued before adjudication, when defendant is referred to the Department of Community Health for evaluation to determine whether competent to stand trial or when defendant is found incompetent to stand trial, or when an order staying a case (interlocutory appeal) from an appellate court is entered, or when the court enters an order staying the case after judicial determination that the defendant was deported.

Line 8: Case Type Change

Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

Item 9: Felony Plea Accepted in District Court [MCL 766.4]

Of the dispositions reported in Line 4 as bound over to the circuit court, for how many cases did the district court judge accept a felony plea.

Section B: Traffic - Method of Disposition

Report traffic cases as disposed when all counts/offenses against the defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. When a case type code is changed after a case has been reported, the case must be counted disposed as “Case Type Change” under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Jury Verdict [MCR 6.610, 6.615]

Count when verdict is returned by jury (guilty or not guilty).

Line 2: Bench Verdict or Informal, Formal, or De Novo Hearing [MCR 4.101(B), (E), 6.610, 6.616]

Count when verdict is returned by judge or magistrate (guilty or not guilty, responsible or not responsible). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial.

Line 3: Guilty Plea (includes no contest) and Admission/Waivers [MCR 4.101(B), 6.610(E), 6.615, MCL 764.9g]

Count when a guilty plea is offered and accepted. Count when an admission of responsibility is offered and accepted. Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard. Include violations for which fine and costs have been waived in accordance with statute or ordinance (i.e. equipment violations, no child restraint, no registration).

Line 4: Bindover/Transfer (forms MC 200, MC 316) [MCR 6.110(G), (H), MCL 762.7]

Count bindovers to circuit court or transfers to another court before adjudication. Do not count cases transferred for purposes of trial only.

Line 5: Dismissed by Party (form MC 263) [MCR 6.110(F), 6.427, 6.610, 6.615]

Count when the prosecutor, city attorney, or other plaintiff files a written motion with the court or makes a motion on the record to dismiss the case and the motion is granted. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement. Count when reducing a misdemeanor traffic to a civil infraction traffic.

Line 6: Dismissed by Court (form MC 262, CIA 02) [MCR 6.110(F), 6.427, 6.610, 6.615]

Count when dismissed by judge or magistrate after preliminary examination, during trial, or after trial and an order of dismissal is entered. Count when plaintiff, officer, or witness fails to appear at the hearing and an order of dismissal is entered. Do not count any dismissals on motion of the prosecutor, city attorney, or other plaintiff.

Line 7: Default (forms CIA 02, CIA 07) [MCR 4.101(B),(E)]

Count when default is entered due to non-appearance or no response by defendant.

Line 8: Inactive Status (forms MC 204, MC 206, DC 226, MC 229) [MCR 6.125, 6.615(B), 7.101, MCL 764.9e]

Count as inactive when either a warrant is issued before adjudication, when defendant is referred to the Department of Community Health for evaluation to determine whether competent to stand trial or when defendant is found incompetent to stand trial, or when case is stayed through an order issued by a higher court for interlocutory appeal or through an order issued by the trial court for military stay, or when a civil infraction case is stayed through an order issued by the trial court for bankruptcy.

Line 9: Case Type Change

Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

Item 10: Felony Plea Accepted in District Court [MCL 766.4]

Of the dispositions reported in Line 4 as bound over to the circuit court, for how many cases did the district court judge accept a felony plea.

Section D: Civil - Method of Disposition

Report civil cases as disposed when all claims of all plaintiffs against all defendants or all counter or cross claims have been disposed. When a case type code is changed after a case has been reported, the case must be counted disposed as “Case Type Change” under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. Enter in the appropriate lines the number of cases disposed for each of the case type codes. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy. For example: 1 claim not served, 2 claims settled, 2 claim went to jury trial and a verdict was entered; count disposed under jury verdict.

Line 1: Jury Verdict [MCR 2.504(B), 2.600 et seq., 4.201(K), 4.202(J)]

Count when decided by jury except when judge amends or overturns verdict.

Line 2: Bench Verdict [MCR 2.504(B), 2.600 et seq., 3.105(H), 3.300 et seq., 4.201(K), 4.202(J), 4.304(B)(2), 4.305]

Count when decided by judicial officer. Count directed verdict after conclusion of plaintiff’s case. Count entry of judgment by judge notwithstanding jury verdict.

Line 3: Uncontested/Default/Settled/Summary Disposition [MCR 2.403(M), 2.405, 2.410(D)(3), 2.411(C)(4), 2.600 et seq., 4.201(F), 4.201(I), 4.202(H), 4.304(B)(1), 4.306(D)]

Count when defaulted for no answer, when consent judgment is filed including those as a result of case evaluation, mediation or other ADR process; when default is entered after a party fails to attend a scheduled ADR proceeding; when default judgment is entered after plaintiff offers proofs and defendant has failed to appear; when trial is commenced but case is settled before return of verdict; when motion for summary disposition is granted; or when a settlement agreement is filed.

Line 4: Transferred (form MC 316, DC 86) [MCR 2.223, 2.227, 4.306(B), 4.002, MCL 700.1303]

Count when transferred to another court before adjudication (includes small claims removed to general civil; cases removed to federal or circuit court).

Line 5: Dismissed by Party (form MC 09) [MCR 2.102(E), 2.502, 2.504(A), 4.304(B)(2), (3)]

Count voluntary dismissals by plaintiff. Count stipulation by parties to remove case to binding arbitration.

Line 6: Dismissed by Court (form MC 09a) [MCR 2.102(E), 2.401(G)(1), 2.403(M), 2.410(D)(3), 2.502, 2.504(B), (E), 4.304(B)(2), (3)]

Count when dismissed due to non-service and no progress. Count when dismissed for no cause of action after conclusion of plaintiff’s case. Count when dismissed as a result of payment of an award made within 28 days of notification of acceptance of an evaluation under MCR 2.403(M). Count when dismissed after plaintiff fails to appear.

Line 7: Inactive Status (form MC 300)

Count when a case is stayed through an order issued by a higher court for interlocutory appeal or through an order issued by the trial court for bankruptcy or military stay.

Line 8: Other Disposition

Count all other dispositions not otherwise provided for in the above. Count foreign judgments disposed at time of filing.

Line 9: Case Type Change

Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION B: CIVIL TRAFFIC

Measurement begins on the date the original citation is filed and is completed when disposition (as defined in Part 2, Section B) occurs.

Line	CASE TYPE	OI, SI
19	Disposed 0-35 Days	
20	Disposed 36-84 Days	
21	Disposed +84 Days	
22	Pending 0-35 Days	
23	Pending 36-84 Days	
24	Pending +84 Days	

Line 19: Count the number of cases disposed within 35 days.

Line 20: Count the number of cases disposed within 36 to 84 days.

Line 21: Count the number of cases disposed after 84 days.

Line 22: Count the number of pending cases with an age through 35 days.

Line 23: Count the number of pending cases with an age through 36 to 84 days.

Line 24: Count the number of pending cases with an age over 84 days.

SECTION C: NON-TRAFFIC CIVIL INFRACTION AND PARKING

Measurement begins on the date the original citation is filed and is completed when disposition (as defined in Part 2, Sections C) occurs.

Line	CASE TYPE	OK, ON SK, SN
1	Disposed 0-35 Days	
2	Disposed 36-84 Days	
3	Disposed +84 Days	
4	Pending 0-35 Days	
5	Pending 36-84 Days	
6	Pending +84 Days	

Line 1: Count the number of cases disposed within 35 days.

Line 2: Count the number of cases disposed within 36 to 84 days.

Line 3: Count the number of cases disposed after 84 days.

Line 4: Count the number of pending cases with an age through 35 days.

Line 5: Count the number of pending cases with an age through 36 to 84 days.

Line 6: Count the number of pending cases with an age over 84 days.