

Form for 2.2.4a (Page 1 of 9)
Generic List of Court Activity Reporting

Caseload

Statistical Activity Reports (e.g., Filing and Terminations) to State Court Administrative Office

Report required: ___ Yes ___ No

How frequently? ___ Daily ___ Weekly ___ Biweekly
 ___ Monthly ___ Other: _____

What is authority for reporting schedule? _____

Who files report (position title)? _____

Where are copies kept? _____

Report Number	Specific Report Title	Report Sent to
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

Have those receiving reports contacted the court for clarification or further information? ___ Yes ___ No (if Yes, complete chart below)

Report Number	How Often	How Extensive
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Financial

Reports to State on Fees/Fines, etc., Collected by Court

Report required: ___ Yes ___ No

How frequently? ___ Daily ___ Weekly ___ Biweekly
 ___ Monthly ___ Other: _____

What is authority for reporting schedule? _____

Who files report (position title)? _____

Where are copies kept? _____

Report Number	Specific Report Title	Report Sent to
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

Have those receiving reports contacted the court for clarification or further information? ___ Yes ___ No (if Yes, complete chart below)

Report Number	How Often	How Extensive
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Reports to City/County on Fees/Fines, etc., Collected by Court

Report required: ___ Yes ___ No

How frequently? ___ Daily ___ Weekly ___ Biweekly
 ___ Monthly ___ Other: _____

What is authority for reporting schedule? _____

Who files report (position title)? _____

Where are copies kept? _____

Report Number	Specific Report Title	Report Sent to
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

Have those receiving reports contacted the court for clarification or further information? ___ Yes ___ No (if Yes, complete chart below)

Report Number	How Often	How Extensive
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Reports to Federal Government on Grants/Programs

Report required: ___ Yes ___ No

How frequently? ___ Daily ___ Weekly ___ Biweekly
 ___ Monthly ___ Other: _____

What is authority for reporting schedule? _____

Who files report (position title)? _____

Where are copies kept? _____

Report Number	Specific Report Title	Report Sent to
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

Have those receiving reports contacted the court for clarification or further information? ___ Yes ___ No (if Yes, complete chart below)

Report Number	How Often	How Extensive
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Generic List of Court Activity Reporting

Personnel

Reports to State or Local Office (e.g., leave reports, payroll changes, and performance evaluations)

Report required: ___ Yes ___ No

How frequently? ___ Daily ___ Weekly ___ Biweekly
 ___ Monthly ___ Other: _____

What is authority for reporting schedule? _____

Who files report (position title)? _____

Where are copies kept? _____

Report

Number	Specific Report Title	Report sent to
--------	-----------------------	----------------

- | | | |
|---|-------|-------|
| 1 | _____ | _____ |
| 2 | _____ | _____ |
| 3 | _____ | _____ |
| 4 | _____ | _____ |
| 5 | _____ | _____ |

Have those receiving reports contacted the court for clarification or further information? ___ Yes ___ No (if Yes, complete chart below)

Report

Number	How Often	How Extensive
--------	-----------	---------------

- | | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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Reports to Equal Employment Opportunity Commission

Report required: ___ Yes ___ No

How frequently? ___ Daily ___ Weekly ___ Biweekly
 ___ Monthly ___ Other: _____

What is authority for reporting schedule? _____

Who files report (position title)? _____

Where are copies kept? _____

Report Number	Specific Report Title	Report Sent to
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

Have those receiving reports contacted the court for clarification or further information? ___ Yes ___ No (if Yes, complete chart below)

Report Number	How Often	How Extensive
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Other Required Reports

Voter Registration (re: felony convictions, address changes, etc. identified during jury notification process, etc.)

Report required: ___ Yes ___ No

How frequently? ___ Daily ___ Weekly ___ Biweekly
 ___ Monthly ___ Other: _____

What is authority for reporting schedule? _____

Who files report (position title)? _____

Where are copies kept? _____

Report

Number	Specific Report Title	Report sent to
--------	-----------------------	----------------

- | | | |
|---|-------|-------|
| 1 | _____ | _____ |
| 2 | _____ | _____ |
| 3 | _____ | _____ |
| 4 | _____ | _____ |
| 5 | _____ | _____ |

Have those receiving reports contacted the court for clarification or further information? ___ Yes ___ No (if yes, complete chart below)

Report

Number	How Often	How Extensive
--------	-----------	---------------

- | | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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Bureau of Vital Statistics (e.g., divorce and marriage)

Report required: ___ Yes ___ No

How frequently? ___ Daily ___ Weekly ___ Biweekly
 ___ Monthly ___ Other: _____

What is authority for reporting schedule? _____

Who files report (position title)? _____

Where are copies kept? _____

Report Number	Specific Report Title	Report sent to
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

Have those receiving reports contacted the court for clarification or further information? ___ Yes ___ No (if Yes, complete chart below)

Report Number	How Often	How Extensive
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Other Reports (e.g., notary commissions issued and licenses issued):

Report required: ___ Yes ___ No

How frequently? ___ Daily ___ Weekly ___ Biweekly
 ___ Monthly ___ Other: _____

What is authority for reporting schedule? _____

Who files report (position title)? _____

Where are copies kept? _____

Report Number	Specific Report Title	Report Sent to
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

Have those receiving reports contacted the court for clarification or further information? ___ Yes ___ No (if Yes, complete chart below)

Report Number	How Often	How Extensive
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Form for 2.2.4b
Data Collection Form
Compliance With Reporting Schedules**

Reporting Category _____ Name of Report _____

Frequency of Report _____ Report Provided to _____

Number/Period of Reports Reviewed _____

Have follow-up inquiries been received? ___ Yes ___ No

(A)	(B)	(C1)	(C2)	(C3)
			Report was filed:	
Date Due	Date Filed	On time	Late	(# days late)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
(D)	Totals	_____	_____	_____

(E) Timely Filed Reports. (Divide C1 total by # of reports reviewed) _____

(F) % of Reports Filed Late (Divide C2 total by # of reports reviewed) _____

(G) Average Number of Days Late (Divide C3 total by # of C3 entries) _____

Comments:

Form for 2.2.4c
Data Summary Report for Overall
Court Compliance With Reporting Schedules

Data Summary Report for
 Overall Court Compliance With Reporting Schedules

(A) Report Name	(B) Total # Reviewed	(C) Report was filed:				(C3) (# days late)
		On time		Late		
		#	%	#	%	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
(D) Totals	_____	_____	_____	_____	_____	_____

(E) % of Timely Filed Reports (Divide C1 total by column B total) _____
 (F) % of Late Filed Reports (Divide C2 total by column B total) _____

Comments:
