

## Form 2.1.1a Generic Civil Case Data Collection Form

Item #	Sample case ID # -->					
1*	Court case number					
2	Plaintiff name					
3	Case type (see code list)					
4*	Date: Complaint filed <b>mo - day - yr</b>					
5	Date: First answer filed <b>mo - day - yr</b>					
6	Date: Last at-issue memo <b>mo - day - yr</b>					
7	Date: Case assigned to Arb. <b>mo - day - yr</b>					
8	Date: Trial requested after arbitration.: <b>mo - day - yr</b>					
9a*	Verdict date <b>mo - day - yr</b>					
9b*	Other disposition date <b>mo - day - yr</b>					
10	Number of trial settings					
11*	Disposition type (see Code Sheet)					
12	When disposition occurred					

RECOMMENDED CODES: NA = not applicable; DK = don't know

\* Mandatory data items; others are optional depending on data availability and whether the item (e.g., arbitration; at-issue memo) is applicable to the court.

**Form for 2.1.1b  
Code Sheet - Civil Cases**

1. Case type:

Tort - auto involved .....	01
Tort - medical malpractice .....	02
Tort - product liability (injury due to defective product) .....	03
Tort - any other case with a tort claim.....	04
Contract or commercial.....	05
Real property rights .....	06
Mortgage foreclosure.....	07
Other (PLEASE SPECIFY on coding form) .....	08

2. Type of disposition:

Default/default judgment.....	01
Dismissal (want of prosecution/service).....	02
Dismissal (lack of jurisdiction, statute of limitations) .....	03
Summary judgment.....	04
Settled .....	05
Arbitration award (no appeal) .....	06
Court Trial.....	07
Jury trial .....	08
Other (PLEASE SPECIFY) .....	09

3. When disposition occurred:\*

Before any answers filed .....	01
After at least one answer was filed, but before an at-issue was filed.....	02
After an at-issue was filed but before the scheduled settlement conference .....	03
At a scheduled settlement conference.....	04
After the settlement conference, but before the scheduled trial date .....	05
Between scheduled trial dates .....	06
On a scheduled trial date, but before the start of trial .....	07
After start of trial (whether settled, dismissed or by verdict, court or jury).....	08

\*This section should be tailored to your court's procedures.

## Form for 2.1.1c Generic Criminal Case Data Form

Item #	Sample case ID # -->					
1*	Court case number					
2	Defendant's name					
3*	Most serious charge (see code list; specify if other)					
4	Number of felony charges					
5*	Original arrest date <b>mo-day-yr</b>					
6	First court appearance <b>mo-day-yr</b>					
7*	Date indictment/information filed or bindover from lower court (whichever occurs first) <b>mo-day-yr</b>					
8*	Date of arraignment on indictment/information <b>mo-day-yr</b>					
9*	Date case disposed <b>mo-day-yr</b>					
10	Date of sentencing <b>mo-day-yr</b>					
11	Number of trial settings					
12*	Type of disposition (see code list)					

RECOMMENDED CODES: NA = not applicable; DK = don't know

\* Mandatory data items; others are optional depending on data availability.

**Form for 2.1.1d**  
**Code Sheet - Criminal Cases**

1. Most serious charge in indictment or information:\*

Homicide .....01  
Rape.....02  
Robbery.....03  
Assault.....04  
Drug sale/intent to sell .....05  
Drug possession .....06  
Weapons possession .....07  
Burglary, breaking and entering, trespass .....08  
Theft, stolen property, fraud .....09  
DWI (felony) .....10  
Other (PLEASE SPECIFY)..... 19

\*This section should be tailored to your state's penal code.

2. Type of Disposition on most serious charge:

Case dismissed/nolle prosequi .....01  
Diversion/deferred adjudication .....02  
Plea of guilty .....03  
Guilty verdict/judgment after jury trial .....04  
Guilty verdict/judgment after non-jury trial .....05  
Acquitted/not guilty verdict after jury trial .....06  
Acquitted/not guilty verdict after non-jury trial.....07  
Other (PLEASE SPECIFY).....08