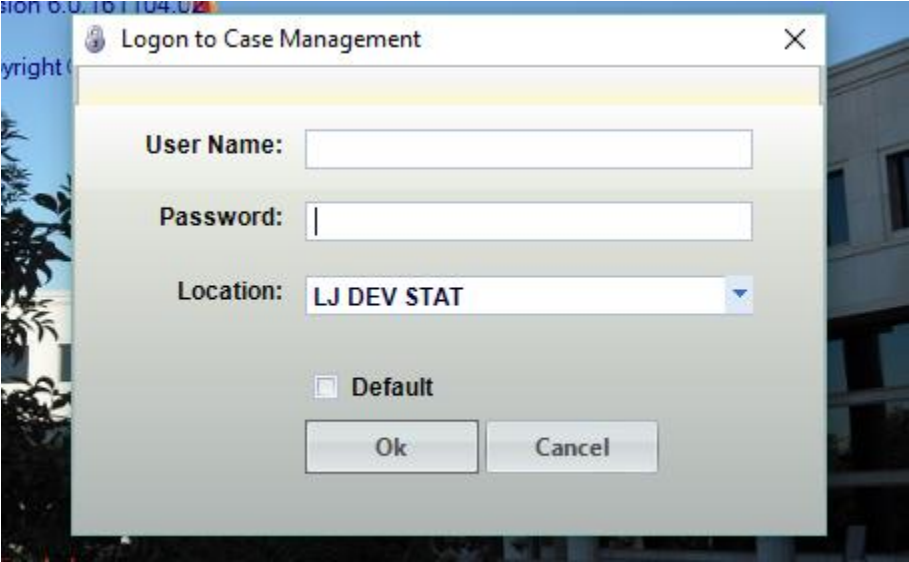
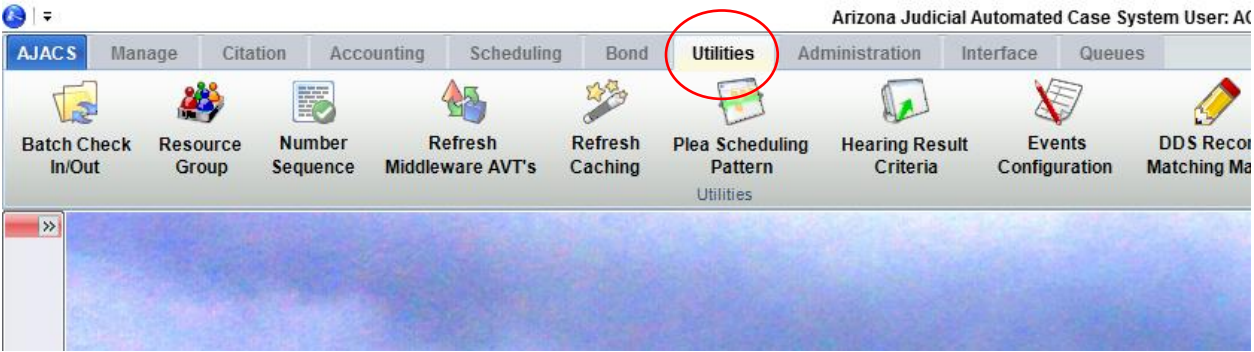


# Running Time Standards Reports in LJ AJACS

- 1. Log on to LJ AJACS.



- 2. Click on the "Utilities" tab at the top of the screen.



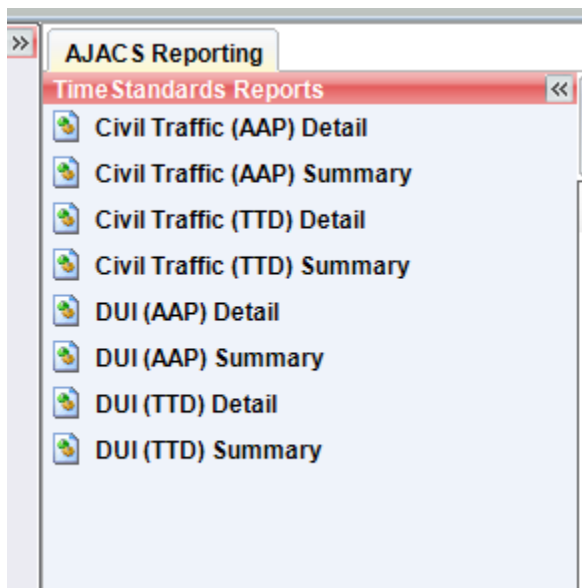
- 3. Next, click on "Reports".



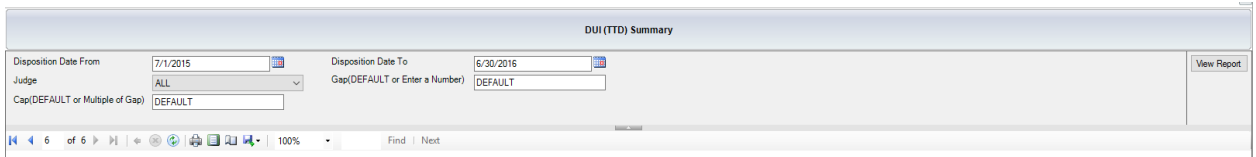
4. On the bottom left side of the screen a list of report types will appear. Click on “Time Standards Reports”.



5. Four reports will appear for each case type: (1) Age of Active Pending Detail, (2) Age of Active Pending Summary, (3) Time to Disposition Detail, and (4) Time to Disposition Summary.



- For Time Standards reporting purposes, you will be running and submitting only the Time to Disposition Summary report for the reporting time period. To run a report, click on the report title, and you will see the screen below:



- Enter the timeframe for which you would like to run the report, and click “View Report”. The report will display the data for the timeframe entered:

DUI  
Standard: 85% within 120 days, 93% within 180 days

GAP	# OF CASES	% OF TOTAL	CUMULATIVE %
0-30 days	4	6.06 %	6.06 %
31-60 days	3	4.55 %	10.61 %
61-90 days	10	15.15 %	25.76 %
91-120 days	13	19.70 %	45.45 %
121-150 days	7	10.61 %	56.06 %
151-180 days	6	9.09 %	65.15 %
181-210 days	3	4.55 %	69.70 %
211-270 days	5	7.58 %	77.27 %
>271 days	15	22.73 %	100.00 %
TOTALS	66	100.00 %	

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- You can export the report to Excel by clicking on the icon circled in red below:

- To submit the report:

Save the Excel file of the Time to Disposition (TTD) Summary Report with a file name that contains the **case type prefix** which can be found in the table below, followed by the **4-digit court ID**, **quarter if applicable**, and **year** (e.g., FY13). This file type should not include any spaces or other characters (e.g., DUI0704Q3FY13, or ADJ0704FY13). Note: Quarterly reports are due only once. After the initial quarterly data submission, only annual report submissions are required.

Case Type	Phase	Case Type Prefix
Misdemeanor DUI	1	DUI
Civil Traffic	2	CT
Justice Court Civil	3	CIV
Criminal Misdemeanor	3	CM
Eviction Actions	4	EA
Civil Local Ordinance	4	CO
Small Claims	5	SC
Protection Orders Ex Parte Hrgs	6	POE
Protection Orders Contested Hrgs	6	POC

EXAMPLE:

If you are submitting the **DUI** Time to Disposition for **FY16**, and your court number is **0704**, the document should be named as DUI0704FY16.

If you are submitting the **Small Claims** Time to Disposition for **FY17, Quarter 1**, and your court number is **0704**, the document should be named as SC0704Q1FY17.

10. Email the TTD Summary Report Excel file to [timestandards@courts.az.gov](mailto:timestandards@courts.az.gov) with the subject line "Time Standards Reports" and the 4-digit Court ID.