

Reporting Requirements

	Reporting Description	Frequency	Due Date ¹													
General Jurisdiction	Personnel ← for instructions, click on link	Annually	30 working days after June 30th													
	Expenditure ← click on link	Annually	30 working days after June 30th													
	Revenue ← click on link	Monthly	25 working days after the close of each month													
	<p>Case Activity</p> <p>Five Criminal Reports:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Caseload by Defendant</td> <td style="width: 50%;">4. Caseload by Charge</td> </tr> <tr> <td>2. Manner of Disposition</td> <td>5. Other Proceedings Held Report</td> </tr> <tr> <td>3. Manner of Sentencing</td> <td></td> </tr> </table> <p>One LI Appeals Report: Traffic (Criminal & Civil)</p> <p>Six Civil Reports:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>Caseload Summary Reports</u></td> <td style="width: 50%;"><u>Manner of Disposition</u></td> </tr> <tr> <td>1. Tort, Contract, Real Property</td> <td>4. Tort, Contract, Real Property</td> </tr> <tr> <td>2. Probate, Mental Health, Civil Appeals</td> <td>5. Probate, Mental Health, Civil Appeals</td> </tr> <tr> <td>3. Domestic Relations</td> <td>6. Domestic Relations</td> </tr> </table>	1. Caseload by Defendant	4. Caseload by Charge	2. Manner of Disposition	5. Other Proceedings Held Report	3. Manner of Sentencing		<u>Caseload Summary Reports</u>	<u>Manner of Disposition</u>	1. Tort, Contract, Real Property	4. Tort, Contract, Real Property	2. Probate, Mental Health, Civil Appeals	5. Probate, Mental Health, Civil Appeals	3. Domestic Relations	6. Domestic Relations	Monthly
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	Reporting Description	Frequency	Due Date ¹													
Limited Jurisdiction	Personnel ← for instructions, click on link	Annually	30 working days after June 30th													
	Expenditure ← click on link	Annually	30 working days after June 30th													
	Revenue ← click on link	Monthly	25 working days after the close of each month													
	<p>Case Activity</p> <p>Five Criminal & Traffic Reports:</p> <ol style="list-style-type: none"> 1. Caseload Summary by CASE <u>Summary by Charge</u> 2. Caseload Summary by Charge 3. Manner of Disposition Summary by Charge 4. Manner of Sentencing by Charge 5. Pending Caseload Summary by Charge <p>Two Civil Caseload Reports:</p> <ol style="list-style-type: none"> 6. Summary Report 7. Manner of Disposition Summary Report <p>One Special Statistics Report:</p> <ol style="list-style-type: none"> 8. Other Proceedings Held Summary 	Monthly	20 working days after the close of each month													

¹ Working days exclude weekends and state [holidays](#).