



Required Statistic Reporting & Interactive Dashboards

Bert Cisneros, Sr. Statistical Analyst

Rico Rivera, Sr. Statistical Analyst

Heather Chee, Jr. Statistical Analyst

Administrative Office of the Courts

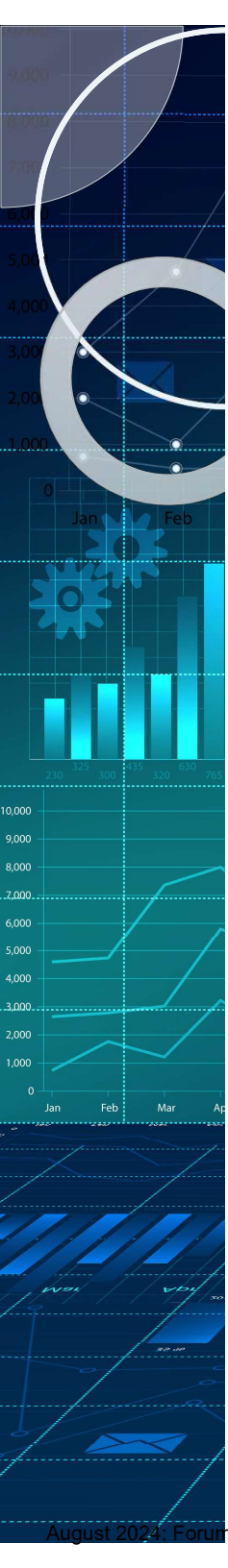
New Court Administrator

August 29, 2024



Objective

- Why do we collect data?
- What are the statistic reporting requirements?
 - When are the reports due?
 - Where do I send the reports?
 - To whom do I send my questions?
- Court Dashboards



“Without data
you’re just another person
with an opinion.”

W. Edwards Deming



Overview

- Reporting Requirements
- Court Statistic Reports for GJ & LJ
- Survey Instructions
 - Monthly Revenue Survey
 - Annual Personnel Survey
 - Annual Expenditure Survey
- Interactive Dashboards



Reporting Requirements

Code of Judicial Administration I-701

Purpose: To enable the AOC to compile and distribute court data in a timely manner

Courts and probation departments shall comply with all reporting requirements:

- All State Courts - Monthly
 - Statistical Caseload Reports – AJACS & Non-AJIN
 - Court Revenue Survey
- All State Courts, Clerk of Court, & Probation
 - Annual Personnel Survey
 - Annual Court Expenditure Survey
 - Shall work with AOC staff to fulfill request for additional information or data



Required Reports & Surveys Due

- **Case Statistical Reports**
 - 20 working days after each month
- **Revenue Surveys**
 - 25 working days after each month
- **Expenditure & Personnel**
 - Fiscal Year Surveys
 - 30 working days after June 30th

Survey Instructions

- Monthly Statistic Caseload Report
 - Please request instructions from Research@courts.az.gov
- Instructions for other surveys can be found: www.AZCourts.gov/Statistics/Survey-Instructions
 - Monthly Court Revenue
 - Annual Personnel
 - Annual Court Expenditure
- Email surveys/reports to **Research@courts.az.gov**



Case Management Systems

- AJIN versus non-AJIN courts
- Arizona Judicial Information Network (AJIN)
 - AJIN utilizes AJACS (75% of all LJ courts)
 - Monthly statistics reports are exported from AJACS
- Non-AJIN Courts
 - Have their own case management systems (25% of LJ courts)
 - Monthly statistic reports are produced



Eight AJAC-LJ Statistic Reports

- **Five Criminal & Traffic:**
Misdemeanor, Criminal & Civil Traffic reports:
 1. Caseload Summary by Case
 2. Caseload Summary by Charge
 3. Manner of Disposition Summary by Charge
 4. Manner of Sentencing by Charge
 5. Pending Caseload Summary by Charge
- **Two Civil: Limited Jurisdiction Civil Caseload**
 6. Summary Report
 7. Manner of Disposition Summary Report
- **One Special Statistics Report:**
 8. Other Proceedings Held Summary



Twelve AJAC-GJ Statistic Reports

Six **Civil** Reports:

Caseload Summary

1. Tort, Contract, Real Property
2. Probate, Mental Health, Civil Appeals
3. Domestic Relations

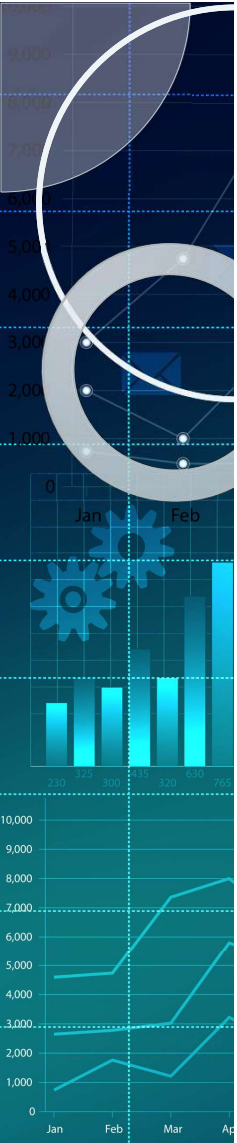
Manner of Disposition

4. Tort, Contract, Real Property
5. Probate, Mental Health, Civil Appeals
6. Domestic Relations

One LJ **Appeals** Report: Traffic (Criminal & Civil)

Five **Criminal** Reports:

1. Caseload by Defendant
2. Manner of Disposition
3. Manner of Sentencing
4. Caseload by Charge
5. Other Proceedings Held Report



Monthly REVENUE COLLECTIONS





Court Revenue Survey

- Submitted monthly 25 working days after the end each month.
- All monies brought into the court
- Five Sections
 1. Distributions from fines, sections, monetary assessments and forfeitures
 2. Distributions from surcharges
 3. Distribution from fees
 4. Distributions from other revenue
 5. Trust monies collected

Money Revenue Survey Form & Instructions

<https://www.azcourts.gov/statistics/Court-Revenue-Survey>

Court Revenue Survey

Revenue Survey Website Login Page: <https://apps.supremecourt.az.gov/statweb/pages/login.aspx>


Log In Assistance:

AJIN Users: Use your regular PC log in, for assistance contact the AOC Support Center by creating a Remedy ticket (login [here](#)).

All Other Users: A log in will be issued by the Research & Statistics Team. To get set up or help with logging in, please contact research@courts.az.gov or call 602-452-3584.

REVENUE SURVEY INSTRUCTIONS

[Appellate Courts](#) 

[Superior Courts \(FY22\)](#) 

[Justice Courts \(FY22\)](#) 

[Municipal Courts \(FY22\)](#) 

Revenue Survey Log In Screen



Arizona Judicial Branch



Statweb Home

Help

Statistical Website

Please enter your network username and password.

If you have problems logging in, please submit a Remedyforce ticket via <http://azcourts.onelogin.com> or call 602-452-3900.

User Name: *

Password: *

Submit

New AJIN court staff can submit a Remedy ticket or contact AOC Support for log issues.

Non-AJIN court staff can request access by emailing research@courts.az.gov

Statistical Website

MONTHLY REVENUE SURVEY

Select a Court ▼

	Submitted		Submitted
Municipal Court Training Form - Apr 2024	<input type="checkbox"/>	Municipal Court Training Form - Sep 2023	<input checked="" type="checkbox"/>
Municipal Court Training Form - Mar 2024	<input type="checkbox"/>	Municipal Court Training Form - Aug 2023	<input checked="" type="checkbox"/>
Municipal Court Training Form - Feb 2024	<input type="checkbox"/>	Municipal Court Training Form - Jul 2023	<input checked="" type="checkbox"/>
Municipal Court Training Form - Jan 2024	<input type="checkbox"/>	Municipal Court Training Form - Jun 2023	<input checked="" type="checkbox"/>
Municipal Court Training Form - Dec 2023	<input type="checkbox"/>	Municipal Court Training Form - May 2023	<input checked="" type="checkbox"/>
Municipal Court Training Form - Nov 2023	<input type="checkbox"/>	Municipal Court Training Form - Apr 2023	<input checked="" type="checkbox"/>
Municipal Court Training Form - Oct 2023	<input type="checkbox"/>		

If boxes are checked, that month has been submitted and locked.

If you need to reopen a submitted month, please contact Research@courts.az.gov

Revenue Survey Save & Submit

Comments: (Maximum of 255 characters allowed)

My comments here

Prepared By

Phone

Email

Return to List of Courts

Clear Form

Save Data

Save & Submit Data



Exit from
Return to
previous page
without saving



Clears entered
data without
exiting form

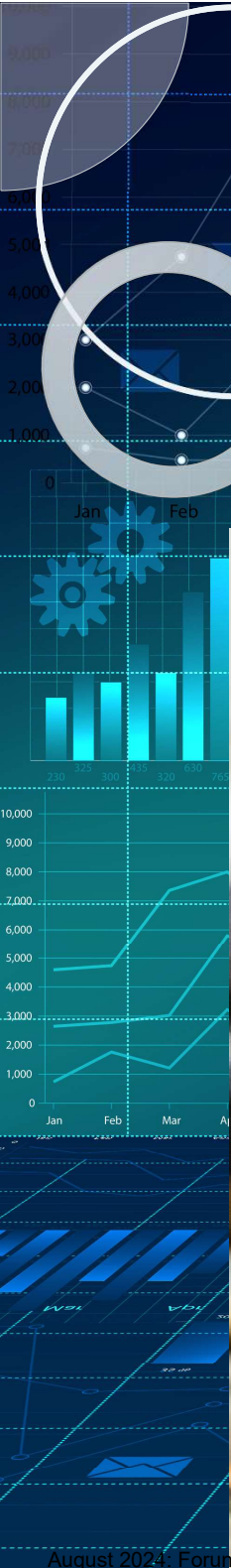


Saves entered
data without
submitting
form.



Saves and
submits form
to AOC.

ANNUAL PERSONNEL SURVEY



Instructions

Search Search...



- Statistics Home
- Interactive Data Dashboards
- Annual Data and Activity Reports
- Annual Report of the Arizona Judicial Branch
- Annual Court Expenditure Survey
- Additional Information and Contacts
- Annual Personnel Survey
- Court Revenue Survey

Home / Publications & Reports / Statistics / Annual Personnel Survey

Annual Personnel Survey

The **Annual Personnel Survey** form is emailed to each court prior to the close of each fiscal year. Per [ACJA 1-701](#) the personnel survey is due 30 working days following the close of the fiscal year. Working days exclude weekends and state holidays. The form containing the previous year's data will be emailed to a designated contact at the court and should be updated and returned to research@courts.az.gov no later than the due date listed below. To request a new form, please email research@courts.az.gov or call the research team at 602-452-3584. Instructions for both courts and probation departments are included below.

FISCAL YEAR 2024 DUE DATE: August 12, 2024

- [Instructions for LJ Courts](#)
- [Instructions for the Superior Court](#)
- [Instructions for Clerk of the Superior Court](#)
- [Instructions for Probation/Detention](#)
- [Instructions for Appellate Courts](#)

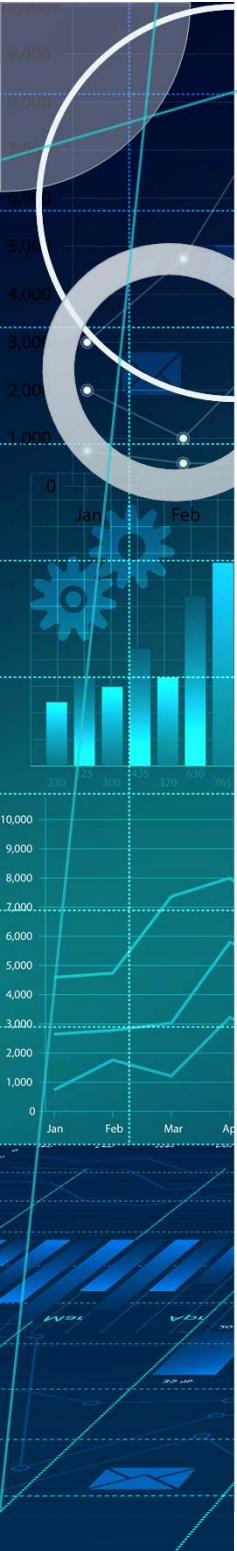
FY 2021 Personnel Survey

FISCAL YEAR 2021 PERSONNEL SURVEY
 MARICOPA COUNTY
 COURT ID: 0700CT - MARICOPA SUPERIOR COURT

Employee Name	Position Title	Position Class	Hire Year	Weekly Hours Worked	Hourly Wage	Gender	Race	Hispanic	Birth Year	Unique Employee Identifier
Doe, Jane	Judge	JUD	11	40	53.87	F	W	N	1980	0000001
Mengano, Fulano	Court Interpreter Certified	OAS	19	40	29.11	M	B	Y	1985	0000002

Prepared by: _____ Phone Number: _____
 Preparer E-mail: _____

Annual Expenditure Survey



Annual Expenditure Survey

- **The Annual Expenditure Survey** form is emailed to each court and probation department prior to the close of each fiscal year. The form will contain the previous years data
- Each court will update it and email it back to Research@Courts.AZ.Gov
- Per [ACJA I-70I](#), the personnel survey is due 30 working days following the close of the fiscal year (June 30th).

Expenditure Survey Instructions

- Statistics Home
- Interactive Data Dashboards
- Annual Data and Activity Reports
- Annual Report of the Arizona Judicial Branch
- Annual Court Expenditure Survey
- Additional Information and Contacts
- Annual Personnel Survey
- Court Revenue Survey

[Home](#) / [Publications & Reports](#) / [Statistics](#) / [Annual Court Expenditure Survey](#)

Annual Court Expenditure Survey

The annual expenditure survey is completed by each court and probation department at the end of every fiscal year. Per [ACJA 1-701](#) the expenditure survey is due 30 working days following the close of the fiscal year. Working days exclude weekends and state holidays. The expenditure data collected is published in the Annual Data Report. For more information regarding the annual expenditure survey, please contact research@courts.az.gov.

FISCAL YEAR 2024 DUE DATE: August 12, 2024

To complete the annual expenditure survey for your court, please use the forms and instructions below.

Please email completed expenditure survey forms to Research@courts.az.gov

Expenditure Survey Forms

- Appellate Courts- [Excel Form](#)
- Superior Court Clerk- [Excel Form](#)
- Superior Court Administration- [Excel Form](#)
- Probation- [Excel Form](#)
- Juvenile Detention- [Excel Form](#)
- Justice Courts- [Excel Form](#)
- Municipal Courts- [Excel Form](#)

Expenditure Survey Instructions

- [Superior Court Instructions](#)
- [Limited Jurisdiction Court Instructions](#)
- [Probation Detention Instructions](#)

Interactive Data Dashboards



Eighty-Five Interactive Dashboards

- General Jurisdiction
 - Superior Court Case Activity(11)
 - Superior Court felony filings (6)
 - Superior Court Pending Cases (7)
- Limited Jurisdiction
 - **Limited Jurisdiction Case Activity (12)**
 - **Judicial Productivity Credits (5)**
 - LJ Traffic & Criminal Filings (3)
 - Justice Court Evictions (8)
 - Orders of Protection (6)
- Both GJ and LJ
 - **Revenue Collections (11)**
 - **Personnel (16)**

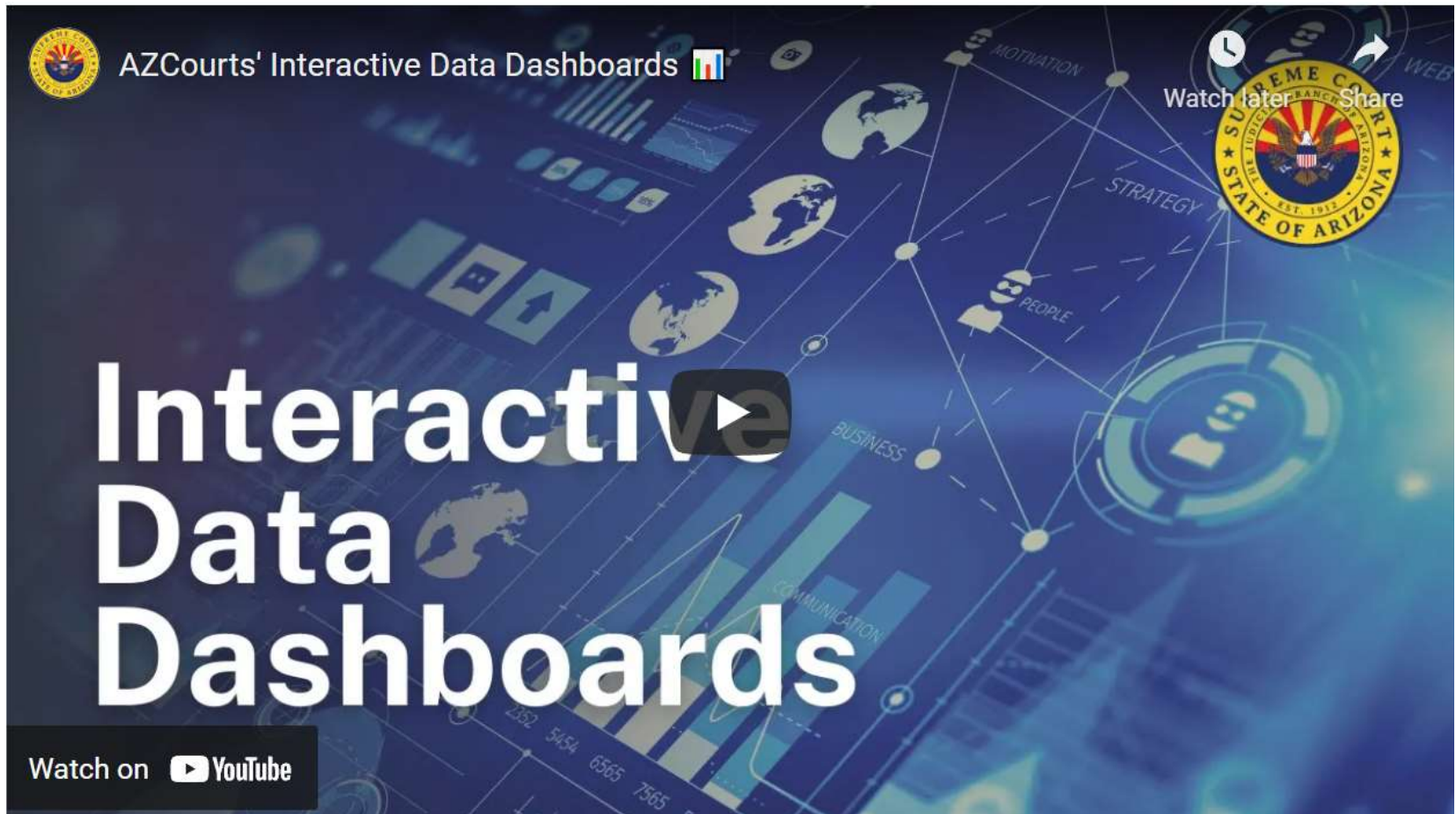


<https://www.azcourts.gov/statistics/Interactive-Data-Dashboards>

Data dashboards are made available to members of the public

Short video at bottom of Dashboard Webpage

<https://www.azcourts.gov/statistics/Interactive-Data-Dashboards>



Watch this quick overview about how to access and use AZ Courts' Interactive Data Dashboards.



Thank You

Bert Cisneros

HCisneros@courts.az.gov

(602) 452-3159

Rico Rivera

(602) 452-3376

RRrivera@courts.az.gov

Heather Chee

(602) 452-3584

HChee@courts.az.gov

<https://www.azcourts.gov/statistics>

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
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															
	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 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](#).