

TABLE OF CONTENTS

INTRODUCTION	6
Requirements Document Objective.....	6
General Constraints, Assumptions, and Dependencies	6
Human Resources	6
DEFINITIONS	7
General	7
Report Column Titles and Definitions	7
GENERAL JURISDICTION TIME STANDARDS REPORTING.....	9
Overview	9
GENERAL REPORT REQUIREMENTS.....	10
USER INTERFACE.....	10
PRIORITIZATION OF CHARGES.....	12
CRIMINAL FELONY REPORTING.....	12
CRIMINAL FELONY: AGE OF ACTIVE PENDING CASELOAD DETAILED REPORT	13
EXCLUDED TIME	15
CRIMINAL FELONY: AGE OF ACTIVE PENDING CASELOAD SUMMARY REPORT.....	20
REQUIREMENTS DOCUMENT APPROVAL/SIGN-OFF.....	24
WIREFRAMES.....	25
Age of Active Pending Caseload Detail Report.....	25

Wireframe 1: Default Report25
Wireframe 2: Format when user selects Gap and Cap.....27
Age of Active Pending Caseload Summary Report 29
Wireframe 3:29

Introduction

The Steering Committee on Arizona Case Processing Standards was established on October 17, 2012 with the specific charge of:

- Reviewing the national time standards for processing all major case types in the limited and general jurisdiction courts;
- Developing and recommending state case processing standards for Arizona;
- Making high level recommendations for implementation of the case processing standards.

The Steering Committee on Arizona Case Processing Standards will use the National Standards as guidance in developing case processing standards that work for Arizona courts and case types.

The establishment of the Steering Committee is part of the Supreme Court's Strategic 2020 Agenda.

Requirements Document Objective

The objective of this document is to set out the business and functional requirements for Arizona Statewide General Jurisdiction Time Standards Reporting. It explains what the system/software is to do and what it will accomplish. It does not give the technical details of how the requirements will be implemented.

General Constraints, Assumptions, and Dependencies

Assumption - In AJACS, the unique user login and password shall be used where possible to access the reports.

Dependency - In all reports, the summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.

Human Resources

Project Sponsors	Marcus Reinkensmeyer
Business Project Manager	Cathy Clarich
Lead Business Analyst Manager	Marretta Mathes
ITD Project Manager	Susann Holland
ITD Lead Analyst	Kathir Velu

Definitions

General

Age of Active Pending Caseload – The age of active cases that are pending before the court, measured as the number of days from filing until the time of measurement.

Case Management Systems – refers to the collective mechanisms used to obtain and generate all report information contained within this document. ICIS is the case management system in Maricopa County Superior Court, AGAVE is the case management system in Pima County Superior Court, and the 13 other superior courts use the AJACS case management system. Reports will be developed based on these business requirements for all the case management systems.

Event Tracking – when the start code or stop code information to be collected for the reports is pulled from the case event field and not the case status field in the case management system.

Servicemembers Civil Relief Act – If a person is in military service, or is within 90 days of termination or release from military service, and has received notice of a civil action or proceeding, the court may, on its own motion, and shall, upon application by the servicemember, stay the action for a period of not less than 90 days. This time will be excluded from the measurement of time.

Start Code – Specific code designated to start the calculation of time on a case.

Stop Code – Specific code designated to end the calculation of time on a case. The stop code will always be associated with the report column “Result”.

Time to Disposition –The age of cases disposed or otherwise resolved at the time of disposition.

Report Column Titles and Definitions

Assignment – The courtroom or judicial officer assigned to the case. The court supplying this data element will determine whether a courtroom or judicial officer’s name will populate this field.

Case Number – The specific number assigned to a case by the court.

Filing Date – The day the petition/document initiating a lawsuit or action is filed into the court (e.g., Complaint, Application, Petition, Request). For many of the case types, the filing date will start the calculation of time on a case.

Case Title/Style – The name of the first plaintiff party and first defendant party stored in the case management system.

Case Type – The case type field more specifically defines the nature of the case. For example, a case may appear on a Protection Order report; however, its case type can be 1) Order of Protection, 2) Injunction against Harassment, or 3) Injunction against Workplace Harassment.

Action Type – This field describes the specific document filed in the court that will start the calculation of time on the case (Start Event). An example would be a “Motion: Temporary Orders” or “Request: Hearing on Order of Protection.”

Action Date – The day the Action Type (post-judgment or non-initiating document) was filed into court, and the calculation of time on a case should begin. This will not be the initial filing date, but it will be the same date the Start Code was entered.

Excluded Time – The time omitted from calculation due to a qualifying event. These events require the suspension of time and exclusion of days from the measurement on the age of active pending caseload and time to disposition reports. See Excluded Time requirements.

Next Schedule Hearing Date – The next appearance date scheduled in the case management system. This element will only be populated for Age of Active Pending Detailed Reports.

Next Schedule Hearing Type – The type of appearance scheduled to occur next in the case management system. This element will only be populated for Age of Active Pending Detailed Reports.

Result – The final action taken on the case; this will stop time calculation. This element will only be populated for cases on the Time to Disposition reports.

Result Date – The day that a final action was taken on a case. This element will only be populated for cases on the Time to Disposition reports.

Total Active Days – This is the total number of days from filing to adjudication that a case was active and is used for time standards reporting purposes. This calculation takes excluded time into account.

Days to Disposition – This is the total number of days from filing to adjudication, without excluded time taken into account.

General Jurisdiction Time Standards Reporting

Overview

The goal is to develop statistical reports for the automated collection of data in the case management systems. In order for the courts to meet the case processing standards and make improvements where necessary, the following reports will need to be generated from the case management systems:

- Time to Disposition Report – CourTools Measure 3 is the number of days that will be counted from the beginning to end of a case to determine if the case processing standard has been met.
- Age of Active Pending Cases Report – CourTools Measure 4 is a measure of the age of cases currently pending and awaiting disposition.

The courts do not currently have the necessary tools to retrieve all the data that will be necessary to monitor compliance with the case processing standards. The development of accurate time to disposition and age of active pending reports will enable Arizona courts to define the concept of backlog and to identify a case “in backlog” as any case older than the case processing standard. Once these cases are identified, the court can take the appropriate steps to move the case to disposition. The courts can also use these standards as a tool to manage and monitor active pending cases.

The detail reports and summary reports are intended to serve different purposes. The summary report is designed to provide court leadership with a snapshot of how things are working in their court. The detail report is designed to provide staff with information that allows them to research specific cases.

Below you will see a chart illustrating the types of reports the system must generate:

Case Type	Time to Disposition		Age of Active Pending		Time Standard Event Tracking Report
	Summary	Detail	Summary	Detail	
Superior Court Civil	X	X	X	X	
Criminal Felony	X	X	X	X	
Criminal Post-Conviction Relief	X	X	X	X	X
Family Law Dissolution	X	X	X	X	
Family Law Temporary Orders	X	X	X	X	X
Family Law Post-Judgment Motions	X	X	X	X	X
Ex Parte Orders of Protection	X	X	N/A	X	
Contested Hearing Orders of Protection	X	X	X	X	X
Pre-Issuance Hearings Order of Protections	X	X	N/A	X	X
Probate Administration of Estates	X	X	X	X	

Probate Guardianship/Conservatorship	X	X	X	X	
Probate Mental Health Cases	X	X	X	X	
Limited Jurisdiction Court Appeals	X	X	X	X	

****Event Tracking** is when the start code or stop code information to be collected for the reports is pulled from the case event field and not the case status in the case management system.

General Report Requirements	
Functional Requirements:	
Requirement ID #	Description
GRR-01	The system shall produce time calculations in the unit of days. A case with a start code and stop code with the same date shall show zero (0) as the time calculation.
GRR-02	When report column titles refer to hours, the system must continue to produce time calculation in units of days. Example: The system must recognize a case time calculation of : 0 = within 24 hours >1 = over 24 hours
GRR-03	The system shall recognize a case as only active or disposed at any point in time. A case cannot appear on both an Age of Active Pending report AND a Time to Disposition report at the same time.
GRR-04	The system must use the Total Active Days to determine which column (range of days) the case should be counted in for all summary reports.
GRR-05	Users will be able to view the report on screen and print on 8.5 X 11 paper.
GRR-06	The following should be added to the footer or other prominent area of every report. <i>THIS REPORT IS FOR INTERNAL USE ONLY. DO NOT DISTRIBUTE OR SHARE.</i>

User Interface	
Functional Requirements	
Requirement ID #	Description
UI-01	The user interface shall be a web-based application.
UI-02	The report needs to be run by the county code, and the user needs to be able to select the appropriate county if they have access to more than one database.
UI-03	The system shall identify the court from a unique user login.
UI-04	The user shall be able to view on the report the name of the court selected.
UI-05	The system shall be password protected.
UI-06	The system shall provide a method for users to change their own passwords.
UI-07	The system shall have one user type with unlimited access to all reports from their court.
UI-08	The user shall enter a valid user login and password to access the system.

User Interface	
Functional Requirements	
Requirement ID #	Description
UI-09	The user login and password shall allow the user to run reports for all courts associated with that user login and password.
UI-10	The system shall provide the option to the user to run reports within a user specified date range on the time to disposition summary and detail reports.
UI-11	For time to disposition reports, the user shall be able to view on the report the specific date range selected.
UI-12	The system shall provide the option to the user to run reports within a user specified grouping of days. (e.g., Gap and Cap). For Example: If the user selected a Gap of 60 days and a Cap of 360, the format is as follows: <ol style="list-style-type: none"> 1. 0-60 days 2. 61-120 days 3. 121-180 days 4. 181- 240 days 5. 241-300 days 6. 301-360 days 7. 361+ days
UI-13	If the user selects a specified Gap and Cap, the Cap must be divisible by the Gap. (e.g., 360 divided by 60 = 7 groupings)
UI-14	The user shall be able to view on the report the Gap and Cap selected.
UI-15	The system shall provide the option to the user to run the report with no Gap or Cap indicated.
UI-16	The system shall provide the option to the user to run reports for one assignment (Judge or Courtroom) or all assignments (entire court).
UI-17	The user shall be able to view on the report the name of the assignment/judge selected.
UI-18	The system shall provide the option to the user to run reports by Arizona Case Processing Time Standards categories: <ol style="list-style-type: none"> 1. Superior Court Civil Cases 2. Criminal Felony 3. Criminal Post-Conviction Relief 4. Family Law Dissolution and Allocation of Parental Responsibility 5. Family Law Pre-Decree Temporary Orders 6. Family Law Post-Judgment Motions 7. Protection Orders – Ex Parte 8. Protection Orders – Contested 9. Protection Orders – Pre-Issuance Hearings 10. Probate Administration of Estates 11. Probate Guardianship/Conservatorship 12. Probate Mental Health Cases 13. Limited Jurisdiction Court Appeals
UI-19	The system shall provide the option to the user to run reports by report type: <ol style="list-style-type: none"> 1. Time to Disposition Detailed 2. Time to Disposition Summary

User Interface	
Functional Requirements	
Requirement ID #	Description
	<ul style="list-style-type: none"> 3. Age of Active Pending Detailed 4. Age of Active Pending Summary
UI-20	The report shall exclude deleted cases.
Prioritization of Charges	
Functional Requirements	
Requirement ID #	Description
POC- 01	<p>The system shall generate felony reports for the superior court time standards. Each case may contain the following charges:</p> <ul style="list-style-type: none"> 1. Criminal Felony 2. Criminal Misdemeanor DUI 3. Criminal Misdemeanor <p>A case will only appear on the felony report if there is a felony charge on the first charging document filed in the superior court.</p>
POC- 02	The system shall not generate a report for misdemeanor cases or misdemeanor DUI cases in the superior courts.
POC-03	<p>The system shall prioritize the charges on each case to assign it to the correct report. A case with multiple charges shall be placed into the category of highest priority. The priority ranking (highest to lowest) is: Felony, misdemeanor DUI, and Criminal Misdemeanor.</p> <p>For example: If a defendant is charged with one count of felony trafficking (Felony) and one count misdemeanor possession (Misdemeanor), the case should be on the Felony report.</p>
POC-04	Regardless of the report that a case is assigned to by prioritization, the system shall continue to calculate time for the case until all charges have been completely disposed.

Criminal Felony Reporting

Felony cases are those cases involving an offense punishable by incarceration for a year or more. Capital murder cases are included as the 4% percent of cases that will take longer than 365 days.

The following case processing time standard has been adopted for Criminal Felony cases in Arizona.

65% within 90 days

85% within 180 days

96% within 365 days

Measurement: Filing of first charging document (e.g., information, indictment, or complaint) through disposition (e.g., dismissal, acquittal, or judgment and sentencing).

Excluded Time: Pre-adjudication warrants, Rule 11 mental competency proceedings, pre-adjudication diversions, specialty courts/programs, and pre-adjudication special actions/appeals.

Criminal Felony: Age of Active Pending Caseload Detailed Report	
Functional Requirements:	
Requirement ID #	Description
FELAD-01	This report shall be generated, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, MHTML (web archive), Excel, TIFF File, OR Word.
FELAD-02	The report shall be grouped by judge/assignment.
FELAD-03	If there is no judge/assignment, group cases at the beginning of the report.
FELAD-04	The report should list cases in sequential order, beginning with the oldest case number (highest # of active days) to the newest case number (lowest # of active days) within each gap.
FELAD-05	The default format report shall group the cases by active days as follows: <ol style="list-style-type: none"> 1. 0-90 days 2. 91-180 days 3. 181-270 days 4. 271-365 days 5. 366+ days
FELAD-06	In the header of the report the following language shall be displayed: Standard: 65% within 90 days, 85% within 180 days, 96% within 365 days
FELAD-07	If the user selects a different Gap and Cap for the grouping of cases, the report must be formatted to match the selected criteria. For Example: If the user selected a Gap of 60 days and a Cap of 120 the format would be as follows: <ol style="list-style-type: none"> 1. 0-60 days 2. 61-120 days 3. 121+ days
FELAD-08	If the user selects a Gap, the user must also select the Cap. A warning message must display if either the gap or cap are not provided by the user on the selection screen.
FELAD-09	Warning message for Gap will read as follows: Please enter a value for the parameter 'Gap (Default or Enter a Number)'. The parameter cannot be blank.
FELAD-10	Warning message for Cap will read as follows: Please enter a value for the parameter 'Cap (Default or Multiple of Gap)'. The parameter cannot be blank.
FELAD-11	The field next to GAP and CAP should display: Default
FELAD-12	On the selection screen, the following language should appear next to "Gap": (Default or Enter a Number)
FELAD-13	On the selection screen, the following language should appear next to "Cap": (Default or Multiple of Gap)

Criminal Felony: Age of Active Pending Caseload Detailed Report

Functional Requirements:

Requirement ID #	Description				
FELAD-14	The report shall display the total number of cases per grouping when a gap or cap is selected.				
FELAD-15	The report shall not display the Gap (e.g., 0-60, 61-120, 121+) if there is a zero or no cases appear in the grouping. The system shall skip to the next grouping.				
FELAD-16	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none"> 1. Case Title 2. Case Number 3. Filing Date 4. Next Scheduled Hearing Type 5. Next Scheduled Hearing Date 6. Excluded Days 7. Total Active Days 				
FELAD-17	On the column titled "Next Scheduled Hearing Date", the report must display the first future hearing date after the current date.				
FELAD-18	On the column titled "Next Scheduled Hearing Date", the report must show the highest number sequence if there are multiple sequences on the same date and time.				
FELAD-19	The report shall display the judge/assignment for each judge's/assignment's cases, and shall display the gap range above each gap.				
FELAD-20	The columns of the report shall be populated with the corresponding data from the case management system.				
FELAD-21	On the column titled "Next Scheduled Hearing Date", the report shall display the "Appearance Reason" in AJACS NOT the "Session Type".				
FELAD-22	This report shall only capture cases that have <ol style="list-style-type: none"> 1. Been designated as a category for this report, as defined in FELAD-25 AND 2. A qualifying event (Stop Code) is NOT entered in the Register of Actions or the case status is NOT 'ADJUDICATED.' 				
FELAD-23	The system shall start recording time from the date of the first status of OPEN in the case status history table. The OPEN status may be triggered by an automatic event entry or a manual status update.				
FELAD-24	If there is no instance of OPEN case status in the case status history table, the system shall recognize the filing date as the start date.				
FELAD-25	The system shall recognize only the following criminal categories as cases designated for the report: <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">AJACS COURT TYPE</th> <th style="text-align: left;">AJACS CASE CATEGORY DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>CRIMINAL' ID 1000001</td> <td> <ul style="list-style-type: none"> ○ For Court Type CRIMINAL, available selections should be: <ul style="list-style-type: none"> ▪ 'CRIMINAL' ID 1000123 ○ For Category 'CRIMINAL' ○ For Case Type <ul style="list-style-type: none"> ▪ 'FELONY' ID 1001459 </td> </tr> </tbody> </table>	AJACS COURT TYPE	AJACS CASE CATEGORY DESCRIPTION	CRIMINAL' ID 1000001	<ul style="list-style-type: none"> ○ For Court Type CRIMINAL, available selections should be: <ul style="list-style-type: none"> ▪ 'CRIMINAL' ID 1000123 ○ For Category 'CRIMINAL' ○ For Case Type <ul style="list-style-type: none"> ▪ 'FELONY' ID 1001459
AJACS COURT TYPE	AJACS CASE CATEGORY DESCRIPTION				
CRIMINAL' ID 1000001	<ul style="list-style-type: none"> ○ For Court Type CRIMINAL, available selections should be: <ul style="list-style-type: none"> ▪ 'CRIMINAL' ID 1000123 ○ For Category 'CRIMINAL' ○ For Case Type <ul style="list-style-type: none"> ▪ 'FELONY' ID 1001459 				

Criminal Felony: Age of Active Pending Caseload Detailed Report																								
Functional Requirements:																								
Requirement ID #	Description																							
FELAD-26	The system shall recognize the result date as the earlier of the dates associated with the event entry code that triggers a status of ADJUDICATED (per FELAD-27) , or the date of the first instance of the status ADJUDICATED in the case status history table.																							
FELAD-27	<p>The system shall recognize the following as stop codes:</p> <table border="1"> <thead> <tr> <th>AJACS DOCUMENT TYPE</th> <th>AJACS DOCUMENT SUB-TYPE</th> <th>CASE STATUS HISTORY</th> </tr> </thead> <tbody> <tr> <td>Judgment</td> <td>Judgment and Sentence</td> <td>Adjudicated</td> </tr> <tr> <td>Judgment</td> <td>Judgment</td> <td>Adjudicated</td> </tr> <tr> <td>Minute Entry</td> <td>Sentencing</td> <td>Adjudicated</td> </tr> <tr> <td>Order</td> <td>Dismissing Case</td> <td>Adjudicated</td> </tr> <tr> <td>Order</td> <td>Dismissing Case w/prejudice</td> <td>Adjudicated</td> </tr> <tr> <td>Order</td> <td>Dismissing Case w/o prejudice</td> <td>Adjudicated</td> </tr> </tbody> </table> <p>Note: The system shall recognize that If there is a stop code, the case should not be included on the report. The user can manually change the case status history. The codes listed above automatically change the case status history in AJACS.</p>			AJACS DOCUMENT TYPE	AJACS DOCUMENT SUB-TYPE	CASE STATUS HISTORY	Judgment	Judgment and Sentence	Adjudicated	Judgment	Judgment	Adjudicated	Minute Entry	Sentencing	Adjudicated	Order	Dismissing Case	Adjudicated	Order	Dismissing Case w/prejudice	Adjudicated	Order	Dismissing Case w/o prejudice	Adjudicated
AJACS DOCUMENT TYPE	AJACS DOCUMENT SUB-TYPE	CASE STATUS HISTORY																						
Judgment	Judgment and Sentence	Adjudicated																						
Judgment	Judgment	Adjudicated																						
Minute Entry	Sentencing	Adjudicated																						
Order	Dismissing Case	Adjudicated																						
Order	Dismissing Case w/prejudice	Adjudicated																						
Order	Dismissing Case w/o prejudice	Adjudicated																						
FELAD-28	The system shall calculate the Total Active Days as follows: [Current Date – Start Date] – Excluded Days = Total Active Days																							
FELAD-29	See Excluded Time ET-01 thru ET-08 below to calculate Excluded Days.																							
FELAD-30	The system shall show data from the beginning of time to the day the report is run by the user. There should not be a date range option available; the report is a snapshot in time.																							
FELAD-31	The report shall show the total number of cases that are active on the day the report is run by the user.																							
FELAD-32	The report shall not display the case title if a case is sealed. Instead, populate the Case title field with text 'SEALED'. Check to determine if a case is sealed on the General Case Index screen.																							
FELAD-33	See Wireframe 1 and 2 for example view of report.																							

Excluded Time	
Functional Requirements:	
Requirement ID #	Description
	<p>Description - Certain occurrences may happen that require the suspension of time and exclusion of days from the measurement. These occurrences disrupt the court's control of the case and its ability to move the case forward. Occurrences that result in excluded time are listed below. This report will exclude time based on case status only. The events listed below are events that should be used because they either autotrigger the qualifying case status, or are appropriate for certain instances where time should be excluded although the case status may have to be manually changed by the user.</p>
ET-01	The system shall be able to exclude time from Total Active Days when a qualifying time exclusion case status of "STAYED" is entered on a case before the case is adjudicated.

Excluded Time				
Functional Requirements:				
Requirement ID #	Description - Certain occurrences may happen that require the suspension of time and exclusion of days from the measurement. These occurrences disrupt the court's control of the case and its ability to move the case forward. Occurrences that result in excluded time are listed below. This report will exclude time based on case status only. The events listed below are events that should be used because they either autotrigger the qualifying case status, or are appropriate for certain instances where time should be excluded although the case status may have to be manually changed by the user.			
ET-02	The system shall be able to exclude time from Total Active Days when a qualifying time exclusion case status of "APPEAL" is entered on a case before the case is adjudicated.			
ET-03	The system shall restart the clock when the case status is no longer "STAYED" or "APPEAL".			
ET-04	The system shall exclude time from the time calculation when the case status is changed to APPEAL for a Pre-Adjudication Appeal until the case status has changed to indicate the restart of the case.			
	AJACS CODE	AJACS Event Description	Case Status	Measurement (Stop Clock)
	12285	Notice: Appeal	"APPEAL" Automatically changes in AJACS	Date the notice of appeal is filed and case status changes to "APPEAL".
	1001558	Notice: Appeal (Criminal)	"APPEAL" Automatically changes in AJACS	
	AJACS CODE	AJACS Event Description	Case Status	Measurement (Restart Clock)
	11240	Mandate: Affirmed	RE-ADJUDICATED	Date the lower court receives the remand or mandate and case status is changed.
	1256286	Mandate: Case Remanded for New Trial	RE-ACTIVATED	
	11264	Mandate: Reversed	RE-ACTIVATED	
	11252	Mandate: Other	User must manually change case status	
	1001535	Appeals: Dismissed and Remanded	User must manually change case status	
ET-05	The system shall exclude time from the time calculation when the case status is changed to APPEAL for a Pre-Adjudication Special Action until the case status has changed to indicate the restart of the case.			
	AJACS CODE	AJACS Event Description	Case Status	Measurement (Stop Clock)
	12285	Notice: Appeal	"APPEAL"	

Excluded Time

Functional Requirements:

Requirement ID #	Description - Certain occurrences may happen that require the suspension of time and exclusion of days from the measurement. These occurrences disrupt the court's control of the case and its ability to move the case forward. Occurrences that result in excluded time are listed below. This report will exclude time based on case status only. The events listed below are events that should be used because they either autotrigger the qualifying case status, or are appropriate for certain instances where time should be excluded although the case status may have to be manually changed by the user.			
			Automatically changes in AJACS	Date the notice of appeal is filed and case status changes to "APPEAL".
	1001558	Notice: Appeal (Criminal)	"APPEAL" Automatically changes in AJACS	
	AJACS CODE	AJACS Event Description	Case Status	Measurement (Restart Clock)
	11240	Mandate: Affirmed	RE-ADJUDICATED	Date the lower court receives the remand or mandate and case status is changed.
	1256286	Mandate: Case Remanded for New Trial	RE-ACTIVATED	
	11264	Mandate: Reversed	RE-ACTIVATED	
	11252	Mandate: Other	User must manually change case status	
	1001535	Appeals: Dismissed and Remanded	User must manually change case status	
ET-06	The system shall exclude time from the time calculation when the case status is changed to STAYED for a Pre-Adjudication Warrant until the case status has changed to indicate the restart of the case.			
	AJACS Code	AJACS Event Description	Case Status	Measurement (Stop Clock)
	15411	Warrant: Issued	"STAYED" Automatically changes in AJACS	Date the "warrant issued" event code is entered in the CMS.
	AJACS Code	AJACS Event Description	Case Status	Measurement (Restart Clock)
	1001573	Warrant: Quashed	Automatically changes case status to "OPEN" in AJACS	Date the warrant is quashed/cleared or the date the defendant appears

Excluded Time				
Functional Requirements:				
Requirement ID #	Description - Certain occurrences may happen that require the suspension of time and exclusion of days from the measurement. These occurrences disrupt the court's control of the case and its ability to move the case forward. Occurrences that result in excluded time are listed below. This report will exclude time based on case status only. The events listed below are events that should be used because they either autotrigger the qualifying case status, or are appropriate for certain instances where time should be excluded although the case status may have to be manually changed by the user.			
	15422	Warrant: Served/Executed	User must manually change case status to "OPEN" in AJACS	before the court that issued the warrant. Note: The clock, for purposes of measuring the case processing time standards will not start when the warrant is executed by law enforcement unless this occurs on the same date the warrant is quashed or the defendant appears before the court that issued the warrant. The court does not always have control of the case/defendant when a warrant is executed by law enforcement, especially if the defendant was arrested out of county and released on bond.
	1001574	Warrant: Vacated	User must manually change case status to "OPEN" in AJACS	
ET-07	The system shall exclude time from the time calculation when the case status is changed to STAYED for a Pre-Adjudication Court-Ordered Diversion Program until the case status has changed to indicate the restart of the case.			
	AJACS Code	AJACS Event Description	Case Status	Measurement (Stop Clock)
	13327	Order: Deferred Prosecution	"STAYED" Automatically changes in AJACS	Date the defendant is ordered to

Excluded Time				
Functional Requirements:				
Requirement ID #	Description - Certain occurrences may happen that require the suspension of time and exclusion of days from the measurement. These occurrences disrupt the court's control of the case and its ability to move the case forward. Occurrences that result in excluded time are listed below. This report will exclude time based on case status only. The events listed below are events that should be used because they either autotrigger the qualifying case status, or are appropriate for certain instances where time should be excluded although the case status may have to be manually changed by the user.			
	13966	Order: Suspending Prosecution	"STAYED" Automatically changes in AJACS	complete diversion program.
	AJACS Code	AJACS Event Description	Case Status	Measurement (Restart Clock)
	13782	Order: Resume Prosecution	"OPEN" Automatically changes in AJACS	Date the court orders that prosecution be resumed.
ET-08	The system shall exclude time from the time calculation when the case status is changed to STAYED for a Rule 11 Competency Issue until the case status has changed to indicate the restart of the case.			
	AJACS Code	AJACS Event Description	Case Status	Measurement (Stop Clock)
	15016	Rule 11: Order for Rule 11 Evaluation	"STAYED" Automatically changes in AJACS	Date the judge signs the order/ minute entry is entered
	15018	Rule 11: Order for Rule 11 Pre-Screen	"STAYED" Automatically changes in AJACS	granting the evaluation/pre-screen.
	AJACS Code	AJACS Event Description	Case Status	Measurement (Restart Clock)
	15014	Rule 11 Finding of Competency	"OPEN" Automatically changes in AJACS	Date the order is signed/minute entry is entered finding the defendant competent.
	1256207	Minute Entry: Rule 11 Order Finding of Competency	User must manually change case status to "OPEN" in AJACS	
	1256500	Minute Entry: Order Withdrawing Rule 11 Issues	User must manually change case status to "OPEN" in AJACS	

Criminal Felony: Age of Active Pending Caseload Summary Report	
Functional Requirements:	
Requirement ID #	Description
FELAS-01	This report shall be generated, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, MHTML (web archive),Excel, TIFF File, OR Word.
FELAS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.
FELAS-03	The default format report shall group the cases by active days as follows: <ol style="list-style-type: none"> 1. 0-90 days 2. 91-180 days 3. 181-270 days 4. 271-365 days 5. 366+ days
FELAS-04	The report shall be grouped by judge/assignment on the case.
FELAS-05	If there is no judge /assignment at the case level, group cases with no judge assigned at the beginning of the report.
FELAS-06	The user shall be able to select if the report will be generated for one specific judge or for "All Judges" and then click on "View Report" button.
FELAS-07	In the header of the report the following language shall be displayed: Standard: 65% within 90 days, 85% within 180 days, and 96% within 365 days.
FELAS-08	If the user selects a different Gap and Cap for the grouping of cases, the report must be formatted to match the selected criteria. For Example: If the user selected a Gap of 60 days and a Cap of 120 the format would be as follows: <ol style="list-style-type: none"> 1. 0-60 days 2. 61-120 days 3. 121+ days
FELAS-09	If the user selects a Gap, the user must also select the Cap. A warning message must display if either the gap or cap are not provided by the user on the selection screen.
FELAS-10	Warning message for Gap will read as follows: Please enter a value for the parameter 'Gap (Default or Enter a Number)'. The parameter cannot be blank.
FELAS-11	Warning message for Cap will read as follows: Please enter a value for the parameter 'Cap (Default or Multiple of Gap)'. The parameter cannot be blank.
FELAS-12	The field next to GAP and CAP should display: Default
FELAS-13	On the selection screen, the following language should appear next to "Gap": (Default or Enter a Number)
FELAS-14	On the selection screen, the following language should appear next to "Cap": (Default or Multiple of Gap)
FELAS-15	The report shall display the total number of cases per grouping when the gap or cap is selected.

Criminal Felony: Age of Active Pending Caseload Summary Report

Functional Requirements:

Requirement ID #	Description				
FELAS-16	The report shall not display the Gap (e.g., 0-60, 61-120, 121+) if there is a zero or no cases appear in the grouping. The system shall skip to the next grouping.				
FELAS-17	If the user selects "DEFAULT" the report shall display to the user the following row tiles within each assignment (e.g. Judge name or Hearing Room) from top to bottom: <ol style="list-style-type: none"> 1. 0-90 days 2. 91-180 days 3. 181-270 days 4. 271-365 days 5. 366+ days 6. Totals 				
FELAS-18	The report must display to the user the following columns within each assignment from left to right: <ol style="list-style-type: none"> 1. Number of Cases 2. Percentage of Total 3. Cumulative Percentage 				
FELAS-19	The summary report shall accommodate any number of assignments. Assignments will be set by the court's data.				
FELAS-20	The columns of the report shall be populated with the corresponding data from the case management system.				
FELAS-21	This report shall only capture cases that have <ol style="list-style-type: none"> 1. Been designated as a category for this report, as defined in FELAS-24 AND 2. A qualifying event (Stop Code) is NOT entered in the Register of Actions or the case status is NOT 'ADJUDICATED.' 				
FELAS-22	The system shall start recording time from the date of the first status of OPEN in the case status history table. The OPEN status may be triggered by an automatic event entry or a manual status update.				
FELAS-23	If there is no instance of OPEN case status in the case status history table, the system shall recognize the filing date as the start date.				
FELAS-24	The system shall recognize only the following as Start Codes: <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">AJACS COURT TYPE</th> <th style="text-align: left;">AJACS CASE CATEGORY DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>CRIMINAL' ID 1000001</td> <td> <ul style="list-style-type: none"> ○ For Court Type CRIMINAL, available selections should be: <ul style="list-style-type: none"> ▪ 'CRIMINAL' ID 1000123 ○ For Category 'CRIMINAL' ○ For Case Type <ul style="list-style-type: none"> ▪ 'FELONY' ID 1001459 </td> </tr> </tbody> </table>	AJACS COURT TYPE	AJACS CASE CATEGORY DESCRIPTION	CRIMINAL' ID 1000001	<ul style="list-style-type: none"> ○ For Court Type CRIMINAL, available selections should be: <ul style="list-style-type: none"> ▪ 'CRIMINAL' ID 1000123 ○ For Category 'CRIMINAL' ○ For Case Type <ul style="list-style-type: none"> ▪ 'FELONY' ID 1001459
AJACS COURT TYPE	AJACS CASE CATEGORY DESCRIPTION				
CRIMINAL' ID 1000001	<ul style="list-style-type: none"> ○ For Court Type CRIMINAL, available selections should be: <ul style="list-style-type: none"> ▪ 'CRIMINAL' ID 1000123 ○ For Category 'CRIMINAL' ○ For Case Type <ul style="list-style-type: none"> ▪ 'FELONY' ID 1001459 				
FELAS-25	The system shall recognize the result date as the earlier of the dates associated with the event entry code that triggers a status of ADJUDICATED (per FELAS-26) , or the date of the first instance of the status ADJUDICATED in the case status history table.				
FELAS-26	The system shall recognize only the following criminal categories as cases designated for the report:				

Criminal Felony: Age of Active Pending Caseload Summary Report

Functional Requirements:

Requirement ID #	Description		
	AJACS DOCUMENT TYPE	AJACS DOCUMENT SUB-TYPE	CASE STATUS HISTORY
	Judgment	Judgment and Sentence	Adjudicated
	Judgment	Judgment	Adjudicated
	Minute Entry	Sentencing	Adjudicated
	Order	Dismissing Case	Adjudicated
	Order	Dismissing Case w/prejudice	Adjudicated
	Order	Dismissing Case w/o prejudice	Adjudicated
	<p>Note: The system shall recognize that If there is a stop code the case should not be included on the report. The user can manually change the case status history. The codes listed above automatically change the case status history in AJACS.</p>		
FELAS-27	The system shall show data from the beginning of time to the day the report is run by the user. There should not be a date range option available; the report is a snapshot in time.		
FELAS-28	The report shall show the total number of cases that are active on the day the report is run by the user.		
FELAS-29	The system shall calculate the Total Active Days as follows: [Current Date – Start Date] – Excluded Time = Total Active Days		
FELAS-30	See Excluded Time ET-01 thru ET-08 above to calculate Excluded Days		
FELAS-31	<p>The report must show the total number of active cases in the assignment name row which fall into the following column categories (per assignment) :</p> <ol style="list-style-type: none"> 1. 0-90 days 2. 91-180 days 3. 181-270 days 4. 271-365 days 5. 366+ days 6. Totals 		
FELAS-32	<p>The report must show the “percentage of total” active cases that fall into the following column categories(per assignment):</p> <ol style="list-style-type: none"> 1. 0-90 days 2. 91-180 days 3. 181-270 days 4. 271-365 days 5. 366+ days 6. Totals (equals 100%) 		
FELAS-33	The “percentage of total” row for each column must be calculated by dividing the number of cases relevant to that cell by the total number of cases within the assignment.		
FELAS-34	<p>The report must show the “cumulative percentage” of active cases that fall into the following column categories (per assignment):</p> <ol style="list-style-type: none"> 1. 0-90 days 		

Criminal Felony: Age of Active Pending Caseload Summary Report

Functional Requirements:

Requirement ID #	Description																																				
	<ol style="list-style-type: none"> 2. 91-180 days 3. 181-270 days 4. 271-365 days 5. 366+ days 6. Totals (equals 100%) 																																				
FELAS-35	<p>The “cumulative percentage” row for each column shall be calculated by adding all of the numbers for each category up until that point, working from left to right, and then dividing that subtotal by the total number of cases.</p> <p>For example:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 10%;">DAYS</th> <th style="width: 10%;">0-30</th> <th style="width: 10%;">31-60</th> <th style="width: 10%;">61-90</th> <th style="width: 10%;">91-120</th> <th style="width: 10%;">121-150</th> <th style="width: 10%;">151-180</th> <th style="width: 10%;">181+Days</th> <th style="width: 10%;">Totals</th> </tr> </thead> <tbody> <tr> <td>Number of cases</td> <td style="text-align: center;">5</td> <td style="text-align: center;">7</td> <td style="text-align: center;">6</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">0</td> <td style="text-align: center;">27</td> </tr> <tr> <td>Percentage of total</td> <td style="text-align: center;">19%</td> <td style="text-align: center;">26%</td> <td style="text-align: center;">22%</td> <td style="text-align: center;">15%</td> <td style="text-align: center;">11%</td> <td style="text-align: center;">7%</td> <td style="text-align: center;">0%</td> <td></td> </tr> <tr> <td>Cumulative percentage</td> <td style="text-align: center;">19%</td> <td style="text-align: center;">44%</td> <td style="text-align: center;">67%</td> <td style="text-align: center;">81%</td> <td style="text-align: center;">93%</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">100%</td> <td></td> </tr> </tbody> </table> <p>5+7 =12 divided by 27 equals a cumulative percent of 44%.</p>	DAYS	0-30	31-60	61-90	91-120	121-150	151-180	181+Days	Totals	Number of cases	5	7	6	4	3	2	0	27	Percentage of total	19%	26%	22%	15%	11%	7%	0%		Cumulative percentage	19%	44%	67%	81%	93%	100%	100%	
DAYS	0-30	31-60	61-90	91-120	121-150	151-180	181+Days	Totals																													
Number of cases	5	7	6	4	3	2	0	27																													
Percentage of total	19%	26%	22%	15%	11%	7%	0%																														
Cumulative percentage	19%	44%	67%	81%	93%	100%	100%																														
FELAS-36	The report must be presented in a way that clearly distinguishes one assignment from another.																																				
FELAS-37	<p>The report must show the Overall Totals which include the data for all assignments. This should be shown at the end of the report, after all assignments have been provided. Overall totals must include the count, percentage of total and cumulative percentage for the following report columns:</p> <ol style="list-style-type: none"> 1. 0-90 days 2. 91-180 days 3. 181-270 days 4. 271-365 days 5. 366+ days 6. Totals 																																				
FELAS-38	See Wireframe 3 for example view of report.																																				

Requirements Document Approval/Sign-off

The following agree that the Criminal Felony business requirements for Superior Court Criminal Felony cases as defined in this document are complete and correct, and authorize [blank] to proceed with the detailed design of the system. A design document shall be provided by [blank] and shall be approved prior to any development work being initiated.

Project Lead –

Date

Technical Manager or Designee -

Date

Project Manager –

Date

Project Sponsor –

Date

Project Sponsor –

Date

By signing below I am indicating that I understand the requirements presented and have been walked through any questions I have had. I understand that these are requirements that I will create a design from and the design document will require separate sign-off.

Project Manager

Date

Account Manager/Executive Sponsor

Date

Wireframes

This diagram is for illustrative purposes only and should not be viewed as a design requirement.

Age of Active Pending Caseload Detail Report

Wireframe 1: Default Report

Criminal Felony Age of Active Pending Caseload Detail Report
[Insert Name of Court] Superior Court
Standard: 65% within 90 days, 85% within 180 days, 96% within 365 days

Report Generated on: December 31, 2013 10:49 a.m.

Court Type: Felony

Judge: All

Gap: DEFAULT

Cap: DEFAULT

Honorable John Depp

Gap: 0-90 Days

Total Cases 2

Case Title	Case Number	Filing Date	Next Scheduled Hearing Type	Next Scheduled Hearing Date	Excluded days	Total Active Days
State v. Van Morrison	S0100CR201300011	09/30/2014	Trial	1/01/2015	0	61
State v. George Busch	S0100CR201300012	10/30/2013	Hearing Scheduled	01/12/2014	0	11

Gap: 91-180 Days Total Cases 1

Case Title	Case Number	Filing Date	Next Scheduled Hearing Type	Next Scheduled Hearing Date	Excluded days	Total Active Days
State v. Bruce Lee	S0100CR201300021	12/1/2012	11/7/2013	301	150	151

Honorable Jack Gant

Gap: 0- 90 Days Total Cases 2

Case Title	Case Number	Filing Date	Next Scheduled Hearing Type	Next Scheduled Hearing Date	Excluded days	Total Active Days
State v. Van Morrison	S0100CR201300011	09/30/2014	Trial	1/01/2015	0	61
State v. George Busch	S0100CR201300012	10/30/2013	Hearing Scheduled	01/12/2014	0	11

THIS REPORT IS FOR INTERNAL USE ONLY. DO NOT DISTRIBUTE OR SHARE!

Wireframe 2: Format when user selects Gap and Cap

Criminal Felony Age of Active Pending Caseload Detail Report
 [Insert Name of Court] Superior Court
 Standard: 65% within 90 days, 85% within 180 days, 96% within 365 days

Report Generated on: December 31, 2013 10:49 a.m.

Court Type: Felony

Judge: All

Gap: 60

Cap: 180

GAP: 1-60 Total Cases 2

Case Title	Case Number	Filing Date	Next Scheduled Hearing Type	Next Scheduled Hearing Date	Excluded days	Total Active Days
State v. Van Morrison	S0100CR201300011	10/1/2014	Trial	1/01/2015	0	60
State v. George Busch	S0100CR201300012	10/30/2013	Hearing Scheduled	01/12/2014	0	11

GAP: 61-120 Total Cases 1

Case Title	Case Number	Filing Date	Next Scheduled Hearing Type	Next Scheduled Hearing Date	Excluded days	Total Active Days
State v. Bruce Lee	S0100CR201300021	12/1/2012		301	200	101

GAP: 121-180 Total Cases 1

Case Title	Case Number	Filing Date	Next Scheduled Hearing Type	Next Scheduled Hearing Date	Excluded days	Total Active Days
State v. Bruce Lee	S0100CR201300021	12/1/2012	11/7/2013	301	150	151

GAP: 181+ Total Cases 0 (If there are no cases that fall within a GAP, do not list the GAP range. Go to the next range that has cases).

FOOTER:

THIS REPORT IS FOR INTERNAL USE ONLY. DO NOT DISTRIBUTE OR SHARE!

Age of Active Pending Caseload Summary Report

Wireframe 3:

The report should display as shown below:

Criminal Felony Age of Active Pending Caseload Summary Report
[Insert Name of Court] Superior Court
Standard: 60% within 180 days, 90% within 365 days, 96% within 540 days

Report Generated on: December 31, 2013 10:49 a.m.

Court Type: Felony

Judge: All

Gap: DEFAULT

Cap: DEFAULT

Judge 1			
Gap	Number of Cases	Percentage of Total	Cumulative Percentage
0-90 Days	54	27%	27%
91-180 Days	62	31%	57%
181-270 Days	26	13%	70%
271-365 Days	56	28%	98%
366+ Days	5	2%	100%
Total	203		
Judge 2			
Gap	Number of Cases	Percentage of Total	Cumulative Percentage
0-90 Days	24	14%	14%
91-180 Days	80	45%	59%
181-270 Days	46	26%	85%
271-365 Days	25	14%	99%
366+ Days	2	1%	100%
Total	177		
Overall Totals			
Gap	Number of Cases	Percentage of Total	Cumulative Percentage
0-90 Days	88	23%	23%
91-180 Days	142	36%	59%
181-270 Days	72	18%	77%
271-365 Days	81	21%	98%
366+ Days	7	2%	100%
Total	390		

FOOTER:

THIS REPORT IS FOR INTERNAL USE ONLY. DO NOT DISTRIBUTE OR SHARE!