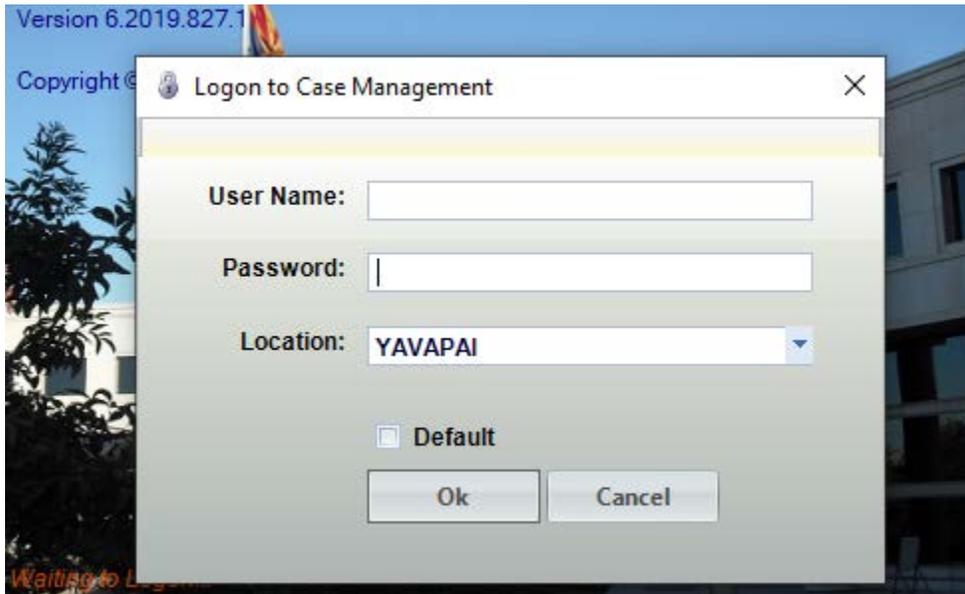
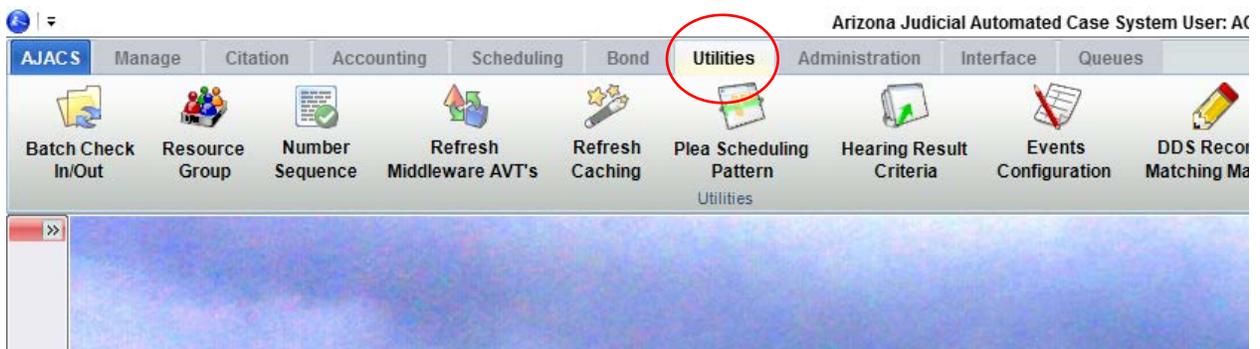


# Running Time Standards Reports in GJ AJACS

1. Log on to GJ AJACS.



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



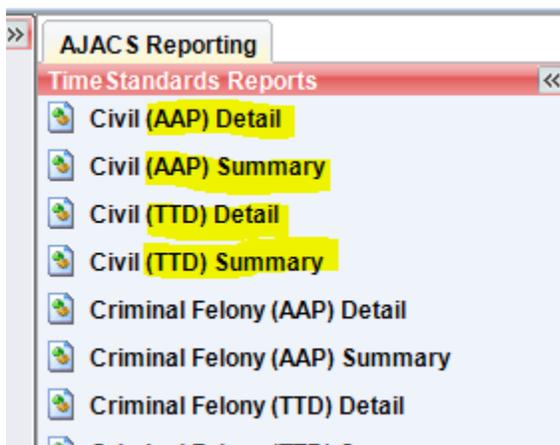
3. Next, click on "Reports".



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:

**CRIMINAL Felony Time To Disposition Summary Report**  
: COUNTY SUPERIOR COURT

Standard: 65% within 90 days, 85% within 180 days and 96% within 365 days

**GRAND TOTAL FOR COURT TYPE FELONY**

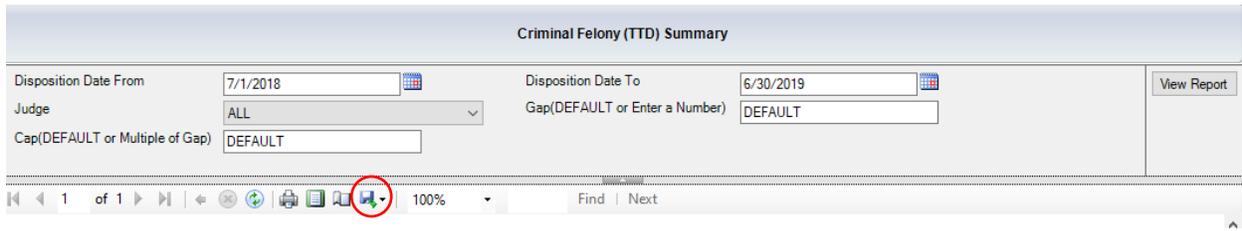
GAP	# OF CASES	% OF TOTAL	CUMULATIVE %
0-90 days	590	25.85 %	25.85 %
91-180 days	836	36.63 %	62.49 %
181-270 days	448	19.63 %	82.12 %
271-365 days	201	8.81 %	90.93 %
>366 days	207	9.07 %	100.00 %
<b>TOTALS</b>	<b>2282</b>	<b>100.00 %</b>	

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*Includes dispositions with no limitation on when case is filed.  
For Criminal: Total Active Days is adjusted to exclude Case Status of STAYED.*

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

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



9. 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., FY19). This file type should not include any spaces or other characters (e.g., CR0900FY19).

Civil	CV
Felony	CR
Family Law Dissolution and Allocation of Parental Responsibilities	DIS
Probate Administration of Estates	EST
Probate Guardianship/Conservatorship	GUA
Probate Mental Health	MH
Criminal Post-Conviction Relief	PCR
Family Law Temporary Orders	TO
Family Law Post-Judgment Motions	FPM
Protection Orders Ex Parte Hrgs	POE
Protection Orders Contested Hrgs	POC
Limited Jurisdiction Court Appeals	LJA

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