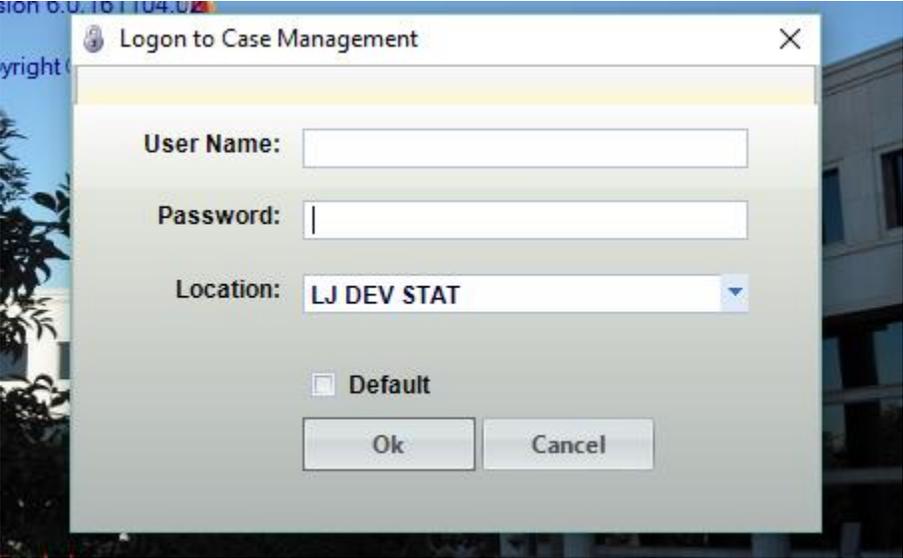
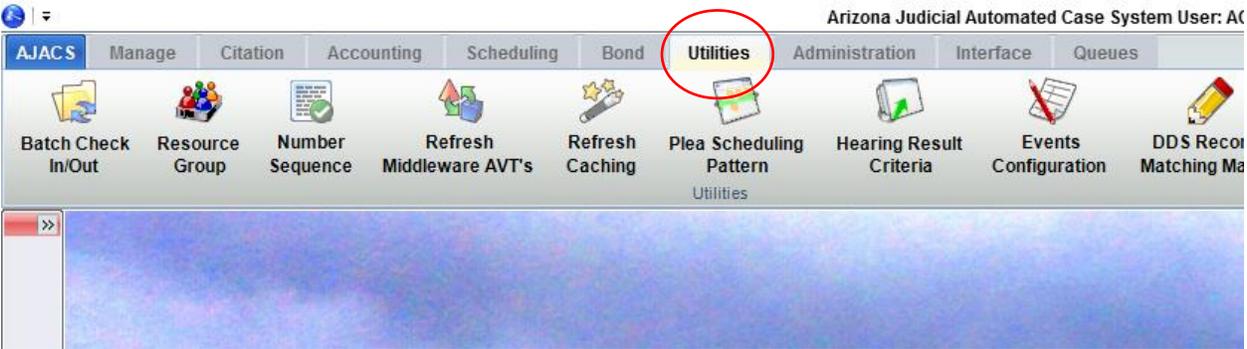


Running Time Standards Reports in LJ AJACS

- 1. Log on to LJ AJACS.



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



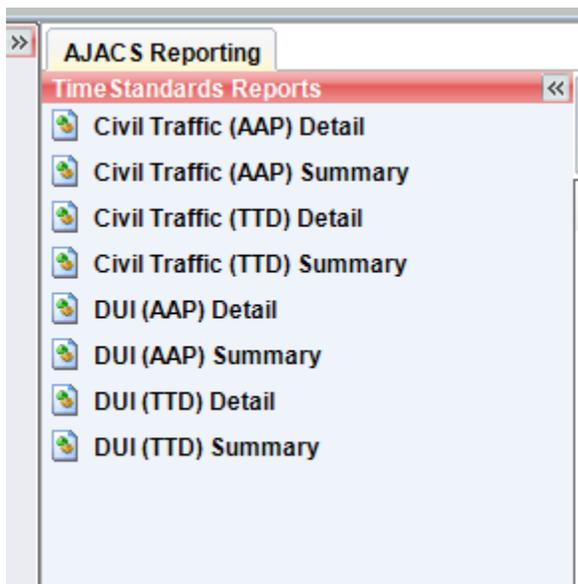
- 3. Next, click on "Reports".



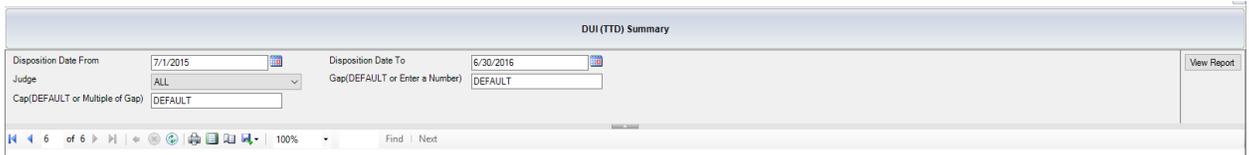
4. On the bottom left side of the screen a list of report types will appear. Click on “Time Standards Reports”.



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:

Time To Disposition Summary Report

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

GRAND TOTAL FOR : JUSTICE COURT

| 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 % | |

Report generated on: 11/21/2016 3:30:52 PM Page 6 of 6

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

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

DUI (TTD) Summary

Disposition Date From: 7/1/2015 Disposition Date To: 6/30/2016

Judge: ALL Gap(DEFAULT or Enter a Number): DEFAULT

Cap(DEFAULT or Multiple of Gap): DEFAULT

Time To Disposition Summary Report

- 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 research@courts.az.gov with the subject line "Time Standards Reports" and the 4-digit Court ID.