

**JUDICIAL INFORMATION SYSTEMS/TRIAL COURT SYSTEM (TCS)**  
Mandatory Data Entry in Circuit Proceedings (Effective 01-01-05)

**Part 4 - Circuit**

**Section A: Appeals, Administrative Review, Extraordinary Writs**

Measurement begins on the date of case filing and is completed when disposition occurs, except when a case has been reported disposed under "Inactive Status".

If a case is disposed with a disposition of "Inactive Status" due to an order staying the case (except interlocutory appeal) a specific event must be entered. If the case is reopened, disposition removed, due to an Order to Set Aside the Stay of Proceedings an event of "OSA" must be entered.

| <b>MEANINGFUL EVENT</b>                | <b>EVENT TYPE CODE</b> | <b>ADDITIONAL EVENT DATA ENTRY</b> | <b>IMPACT ON CASELOAD</b>   |
|--|------------------------|------------------------------------|---|
| Stay of Proceedings                    | OSTY                   | Disposition: INA                   | P2: Section A: Line 4: Inactive Status<br>P4: Section A: Case Age |
| Order of Bankruptcy                    | ORB                    | Disposition: INA                   | P2: Section A: Line 4: Inactive Status<br>P4: Section A: Case Age |
| Reopen                                 | REO                    |                                    | P1: Section A: Line 3: Reopen                                     |
| Remove Disposition                     | RMVD                   | Party: D                           |   |
| Order to Set Aside Stay of Proceedings | OSA                    |                                    | P4: Section A: Case Age   |

**JUDICIAL INFORMATION SYSTEMS/TRIAL COURT SYSTEM (TCS)**  
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**Circuit**  
**Section B: Criminal**

Measurement begins on the date of entry of the order binding the defendant over to circuit court and is completed when disposition occurs, except when a case has been reported disposed under “Inactive Status”.

Edit Criminal/Juvenile Case screen: Bindover Date

- For courts using the District Court/CTN bindover application the field will be populated automatically with the bindover date. This date is the district court disposition date of Exam Conducted B/O or Exam Waived B/O.
- For courts not using the District Court/CTN bindover application the field must be completed manually with the district court disposition date for Exam Conducted B/O or Exam Waived B/O.

| MEANINGFUL EVENT  | EVENT TYPE CODE | ADDITIONAL DATA ENTRY | IMPACT ON CASELOAD              |
|---|-----------------|-----------------------|---------------------------------|
| Order for Competency Examination                        | OCOM            | Disposition: INA      | P2: Section B: Line 7: Inactive |
| Remove Disposition Prior to Close                       | RMVC            | Applicable Count(s)   | P1: Section B: Line 3: Reopen   |
| * Report of Competency from Department of Mental Health | RCOM            |                       | P4: Section B: Case Age         |

**\* If the Report of Competency from Department of Mental Health is only for the purpose to continue treatment enter as text event. The disposition should only be removed (RMVC) and Report of Competency entered if the count disposition(s) will change.**

**JUDICIAL INFORMATION SYSTEMS/TRIAL COURT SYSTEM (TCS)**  
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**Circuit**

**Section C: Civil**

**Section D: Domestic**

Measurement begins on the date of case filing and is completed when disposition occurs, except when a case has been reported disposed under “Inactive Status”.

If a case is disposed with a disposition of “Inactive Status” due to an order staying the case (except interlocutory appeal) a specific event must be entered. If the case is reopened, disposition removed, due to an Order to Set Aside the Stay of Proceedings an event of “OSA” must be entered.

| <b>MEANINGFUL EVENT</b>                | <b>EVENT TYPE CODE</b> | <b>ADDITIONAL DATA ENTRY</b> | <b>IMPACT ON CASELOAD</b>   |
|--|------------------------|------------------------------|---|
| Stay of Proceedings                    | OSTY                   | Disposition: INA or STY      | P2: Section C & D: Line 7: Inactive Status<br>P4: Section C & D: Case Age |
| Order of Bankruptcy                    | ORB                    | Disposition: INA             | P2: Section C & D: Line 7: Inactive Status<br>P4: Section C & D: Case Age |
| Reopen                                 | REO                    |                              | P1: Section C & D: Line 3: Reopen   |
| Remove Disposition                     | RMVD                   | Party: D(s)                  |   |
| Order to Set Aside Stay of Proceedings | OSA                    |                              | P4: Section C & D: Case Age   |