

## How to Run Reports for the Caseload Survey

### How many (COURT TYPE) cases did you open (begin work on) during the reporting period?

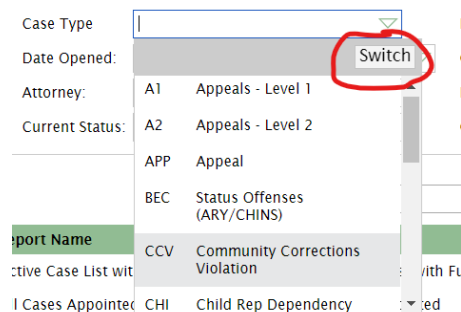
1. Reports
2. All Cases Opened
3. Fill in:
  1. Date Opened: enter the start and end date of the current reporting period
  2. Attorney
  3. County
  4. Court Type (District or Justice Court, see below for juvenile delinquency and parental representation instructions)
4. Run
5. Total case count will be at the bottom of the PDF page

14 - All Cases Opened

Case Type	<input type="text"/>	Note Search:	<input type="text"/>	Gender:	<input type="text"/>
Date Opened:	07/01/2020  12/31/2020	County:	Salt Lake	Ethnicity:	<input type="text"/>
Attorney:	Howitt, Leslie	Flag	<input type="text"/>	Export Type:	PDF
Current Status:	<input type="text"/>	Court Type:	Justice Court		

NOTE: Since juvenile delinquency and parental defense are frequently run out of the same courts with the same judges, the following instructions will work better for those case counts:

1. Follow all directions above except:
2. Leave Court Type blank and instead multi-select all relevant case types for the court type
  - i. Click the arrow next to case type, click "Switch" or "Multi-Select"



- ii. Click all relevant case types for the court you're running the report on (juvenile delinquency or parental defense). They will highlight in blue.

14 - All Cases Opened

Case Type:

Date Opened:

Attorney:

Current Status:

Report Name:

Active Case List with:

All Cases Appointed:

iii. Click "ok"

14 - All Cases Opened

Case Type:

Date Opened:

Attorney:

Current Status:

Report Name:

Active Case List with:

All Cases Appointed:

3. Run

4. Total case count will be at the bottom of the PDF page

14 - All Cases Opened

Case Type:

Date Opened:

Attorney:

Current Status:

Note Search:

County:

Flag:

Court Type:

Gender:

Ethnicity:

Export Type:

## How many appointed [COURT TYPE] cases do you currently have open?

**\*\*Note: This question and process changed in January 2023 to create an easier reporting process\*\***

1. Reports
2. All Cases Opened
3. Fill in:
  - a. Attorney
  - b. County
  - c. Court Type (District or Justice Court, see below for juvenile delinquency and parental representation instructions)
  - d. Current Status = Open/Active

14 - All Cases Opened

Case Type:	<input type="text"/>	Note Search:	<input type="text"/>	Gender:	<input type="text"/>
Date Opened:	<input type="text"/>	County:	Juab	Ethnicity:	<input type="text"/>
Attorney:	Howitt, Leslie	Flag:	<input type="text"/>	Export Type:	PDF
Current Status:	Open/Active	Court Type:	District Court		
		Source:	<input type="text"/>		
		Indigency:	<input type="text"/>		

4. Run
5. Total case count will be at the bottom of the PDF page

NOTE: Since juvenile delinquency and parental defense are frequently run out of the same courts with the same judges, the following instructions will work better for those case counts:

1. Follow all directions above except:
2. Leave Court Type blank and instead multi-select all relevant case types for the court type
  - a. Click the arrow next to case type, click "Switch" or "Multi-Select"

The screenshot shows the Case Type dropdown menu open. The 'Switch' button is circled in red. The menu lists various case types such as Appeals - Level 1, Appeals - Level 2, Appeal, Status Offenses (ARY/CHINS), Community Corrections Violation, and Child Rep Dependency.

- b. Click all relevant case types for the court you're running the report on (juvenile delinquency or parental defense). They will highlight in blue.

The screenshot shows the Case Type dropdown menu with several options highlighted in blue: JPV Juvenile Probation Violation, JVL Juvenile, MIS Misdemeanor, and NON Non Charge Representation. The 'Switch' button is visible at the top of the dropdown menu.

- c. Click "ok"

14 - All Cases Opened

Case Type	JVL - Juvenile, JPV - Juvenile Probation Violation	Note Set
Date Opened:	<b>OK</b> Cancel All Clear Switch	nty:
Attorney:	JPV - Juvenile Probation Violation	Flag
Current Status:	JVL - Juvenile	Court T
Report Name	MIS - Misdemeanor	
	NON - Non Charge Representation	
	OTR - Other	
Active Case List with	PAR - Parent Rep Dependency	with Future Ev
All Cases Appointed	PRP - Personal Restraint Petition	ed

3. Run
4. Total case count will be at the bottom of the PDF page