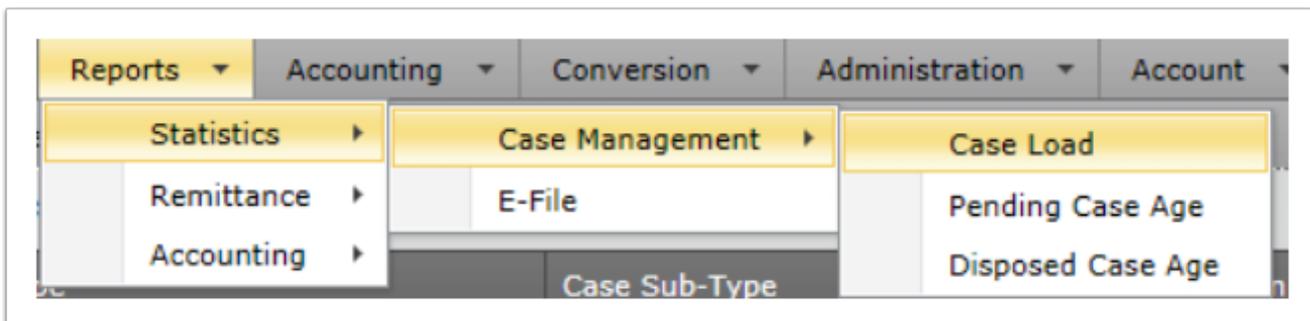




Creating a Case Load Report

To Create A Case Load Report

Go to the Reports tab > Case Management > Case Load.





Enter The Information Below.

County- Select the County. This will default to your county.

Court- Select either Circuit, Magistrate or Family Court.

Judge- Select the Judge from the drop down menu.

Created Date From- Select a created from date from the calendar. You can also select the Today button to fill in the current day's date automatically, or clear to remove the date.

Created Date To- Select a created to date from the calendar. You can also select the Today button to fill in the current day's date automatically, or clear to remove the date.

Click Create Report when all information is entered.

Search Options

County: 02; Berkeley

Court: X

Judge:

Date From: 5/1/2017 X

Date To: 5/31/2017 X

Create Report Clear



Look On The Right Side Of The Screen.

You can see Case Type, Case Sub-Type, Begin Pending, Filed, Disposed, and End Pending. By clicking the blue numbers, you will see a list of cases for the respective section; click view to enter the case.

Statistics - Case Load
 County: **Marion - CORE** Judge: **Bob Iger**
 From: **5/21/2014** To: **5/31/2017**

[Refresh](#) [Export](#)

Drag a column header here to group by that column

Case Type	Case Sub-Type	Begin Pending	Transfer In	Transfer Out	Filed	Disposed - Bench	Disposed - Jury	Disposed - Other	End Pending
Administrative Appeal	-----	0	0	0	2	0	0	0	2
Adoption	-----	0	1	0	2	0	0	0	3
Adult Re-Entry Drug Court	-----	0	1	0	2	0	0	0	3
Boundover	-----	0	1	0	5	1	0	1	4
Circuit Infant Guardianship	-----	0	0	0	0	0	0	0	0
Circuit Infant Guardianship Removed	-----	0	0	0	0	0	0	0	0
Civil	Asbestos	0	0	0	3	0	0	0	3
Civil	Condemnation	0	0	0	0	0	0	0	0



To Group By A Specific Column

Drag a column header to the top to group by that column.

The screenshot shows a user interface for a statistics report. At the top, there are buttons for 'Refresh' and 'Export'. Below them is a dropdown menu labeled 'Case Type'. The dropdown is open, showing a list of case types with expandable arrows. The 'Case Type: Civil' option is highlighted in yellow.

Case Type	Case Sub-Type
> Case Type: Treatment Adult Drug Court	
> Case Type: Miscellaneous Proceedings	
> Case Type: Juvenile Delinquency	
> Case Type: Juvenile Abuse/Neglect	
> Case Type: Felony	
> Case Type: Domestic Relations	
> Case Type: Civil Appeal from Magistrate	
> Case Type: Civil	
> Case Type: Boundover	



To Create The Report

Click Export at the top of the screen to create the report with your choice of format (PDF, XLS, XLSX, RTF, and CVS).

Tip: The printing format is best when choosing PDF, Legal Paper size and landscape orientation.

Click Export here to choose between downloading the report, or just to view it.

The image shows a dialog box titled "Export" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Format:** Radio buttons for PDF (selected), XLS, XLSX, RTF, and CSV.
- File Name:** A text input field containing "Pending Case Age".
- Margins:** Four input fields for Left Margin, Right Margin, Top Margin, and Bottom Margin, all containing the value "0".
- Paper Size:** A dropdown menu currently set to "Letter".
- Orientation:** Radio buttons for Portrait (selected) and Landscape.

At the bottom right of the dialog are two buttons: "Export" and "Close".



Download or View Report.

Click whichever you like.

