

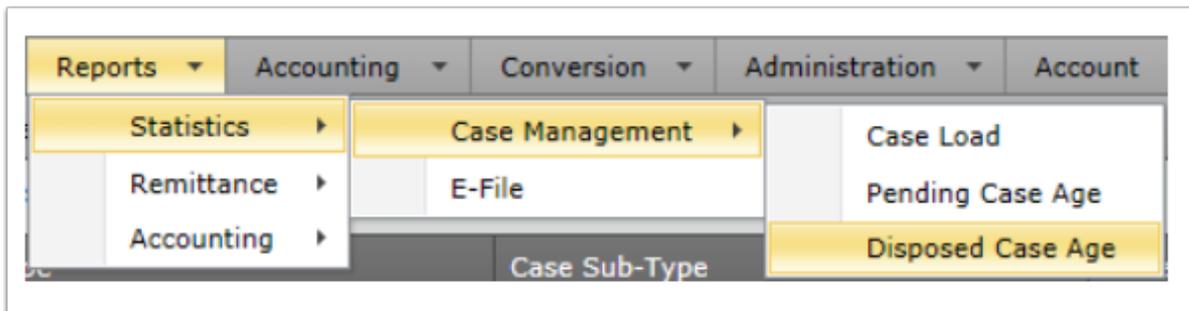


WV Statistics Reports - Disposed Case Age

This document will show you how to create a Disposed Case Age report.

To Begin

To create a report for Disposed Case Age, go to the Reports tab > Statistics > Case Management > Disposed Case Age.



Search Options

In the Search Options, Enter in the County, Judge, Date From, and Date To. Select Create Report when all information is entered.

The Search Options form contains the following fields and buttons:

- County: 60; Marion - CORE
- Court: CC; Circuit
- Judge: J-1999; Bob Iger
- Date From: 5/1/2017
- Date To: 5/31/2017
- Create Report
- Clear



Look On The Right Side Of The Screen.

The date will appear on the right side of the screen. Here you can see Case Type, Case Sub-Type, Under Time St., and Over Time St. You can also drag a column header to the top to group by that specific column. If you click on the blue numbers for Under Time St or Over Time St, you will see a list of the respective cases for that section.

Statistics - Disposed Case Age
 County: **Marion - CORE** Judge: **Bob Iger**
 From: **1/16/2017** To: **5/31/2017**

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

Drag a column header here to group by that column

Case Type	Case Sub-Type	Time Standard	Under Time St.	Over Time St.
Administrative Appeal	-----	6	0	0
Adoption	-----	9	0	0
Adult Re-Entry Drug Court	-----	0	0	0
Boundover	-----	0	0	0
Circuit Infant Guardianship	-----	0	0	0
Circuit Infant Guardianship Removed	-----	0	0	0
Civil	Asbestos	18	0	0
Civil	Condemnation	10	0	0



To Export Or View

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

The screenshot 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 "Disposed 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.
- Buttons:** "Export" and "Close" buttons at the bottom right.



Click Export

Click Export here to choose between downloading the report or view PDF.

