

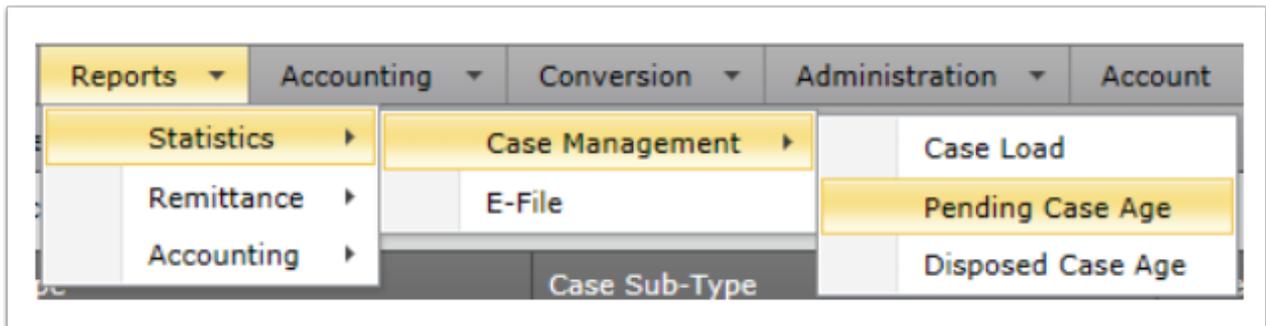


WV Statistics Reports - Pending Case Age

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

To Create The Report

Go to the Reports tab > Statistics > Case Management > Pending Case Age.



Search Options

In Search Options, enter the County, Court, Judge, and the Date To. When completed, click the Create Report Button.

The Search Options form contains the following fields and buttons:

- County: 60; Marion - CORE
- Court: [Empty] X
- Judge: [Empty]
- Date To: 5/31/2017 X
- Buttons: Create Report, Clear



Look On The Right Side Of The Screen

The data will show up on the right side of the screen. You can see the 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. By clicking the blue numbers, you will see a list of cases for the respective section.

Statistics - Pending Case Age				
County: Marion - CORE		Judge: Bob Iger		
From: N/A		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	1	1
Adoption	-----	9	3	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	3	0
Civil	Condemnation	18	0	0
Civil	Contract	18	6	0



To Export or View 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).

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 "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".



Click Export

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

