



JUDICIAL COUNCIL OF CALIFORNIA

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REPORT TO THE JUDICIAL COUNCIL

For business meeting on: May 17, 2019

Title

Judicial Branch Administration: Judicial Branch Statistical Information System (JBSIS) Version 3.0 Manual

Rules, Forms, Standards, or Statutes Affected

None

Recommended by

Court Executives Advisory Committee
Michael A. Roddy, Chair
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Office of Court Research

Agenda Item Type

Action Required

Effective Date

May 18, 2019

Date of Report

April 10, 2019

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Executive Summary

The Court Executives Advisory Committee recommends that the Judicial Council approve updates to the Judicial Branch Statistical Information System (JBSIS) manual. The JBSIS manual outlines the requirements for trial court aggregated data that must be reported to the Council; these data are used for statistical data reporting and serve as the driver for various branch allocation methodologies such as the Resource Assessment Study (RAS) and Judicial Needs Assessment. The proposed updates reflect the changes to JBSIS data reporting that were approved by the Council in January 2018.

Recommendation

The Court Executives Advisory Committee (CEAC) recommends that the Judicial Council approve updates to the Judicial Branch Statistical Information System (JBSIS) Version 3.0 Manual. If approved, the new manual would become effective immediately for data reported to JBSIS on or after July 1, 2018.

Relevant Previous Council Action

At its June 19, 1998 meeting, the Council approved the JBSIS manual for use in defining the data elements that courts were expected to report.¹ Since then, there have been minor technical adjustments made to JBSIS and JBSIS data reporting, but no major policy developments or changes. Following the discontinuation of the California Courts Case Management System in 2012, there was renewed focus on using JBSIS to fulfil the branch's data reporting obligations as outlined in the California constitution, article 6, section 6(d).² In addition to changes to the data definitions that the council approved in January 2018³, the council approved the JBSIS Dispute Resolution Process policy⁴ at its November 2018 meeting.

Analysis/Rationale

In January 2018, the Judicial Council approved changes to JBSIS data definitions that were recommended by CEAC. The updates to the JBSIS version 3.0 manual are to reflect the new data definitions as well include technical updates such as updated forms, rules, and statutory references in the definitions.

Policy implications

The new JBSIS version 3.0 manual is intended to standardize reporting across the state and ensure that the data is consistent and accurate.

Comments

The JBSIS version 3.0 manual was not circulated for public comment. The JBSIS Subcommittee discussed the manual at the October 2018, December 2018, and March 2019 meetings, but there were not public comments received about the manual. Select chapters of the manual were circulated to various court staff for their input on format and design as well as review of content where the definition changes were significant.

Alternatives considered

No other alternatives were considered; not updating the manual was not an option because the new data definitions need to be part of the reference materials that courts use for data reporting.

Fiscal and Operational Impacts

There are no fiscal impacts related to the approval of the new JBSIS version 3.0 manual. The new reporting standards described in the manual may affect how courts report their data and would require courts to review the manual. Judicial Council staff are developing training

¹ See <https://www.courts.ca.gov/documents/jc-19980619-minutes.pdf>

² See https://www.courts.ca.gov/documents/article_vi_current.pdf

³ See <https://jcc.legistar.com/View.ashx?M=F&ID=5709414&GUID=E0760C1C-3C6C-4E45-8DE6-ED9998E7BB6A>

⁴ See <https://jcc.legistar.com/View.ashx?M=F&ID=6786032&GUID=DDAC297B-07AC-44E5-BC09-0271ECB2BDD9>

opportunities for courts that would provide in-depth training on the JBSIS data reporting definitions to help reduce the operational burden.

Attachments and Links

1. Attachment A: Judicial Branch Statistical Information System (JBSIS) Version 3.0 Manual

Judicial Branch Statistical Information System (JBSIS)

VERSION 3.0

EFFECTIVE JULY 2018



JBSIS Version 1.0 adopted by the Judicial Council – June 1998

Version 2.2 update approved by the Court Executives Advisory Committee – February 2004

Version 2.3 technical update – December 2009

Version 3.0 update approved by the Judicial Council- January 12, 2018. Effective July 2018.

Chapter 1. Introduction

Overview

The Judicial Council of California (JCC) is tasked by the California Constitution to be the policymaking body for the California court system with a goal of improving the administration of justice for all Californians. To fulfill its mandate and make recommendations to the courts, the Governor and the Legislature, the JCC formulates a strategic plan. The JCC requires data from all the courts to inform policy and budgetary decisions.

Specific authorization for the Judicial Branch Statistical Information System (JBSIS) is found in California Rules of Court, rule 10.400:

(a) Consistent with article VI, section 6 of the California Constitution and Government Code section 68505, the Judicial Branch Statistical Information System (JBSIS) is established by the Judicial Council to provide accurate, consistent, and timely information for the judicial branch, the Legislature, and other state agencies that require information from the courts to fulfill their mandates.

(b) Each trial court must collect and report to the Judicial Council information according to its capability and level of automation as prescribed by the *JBSIS Manual* adopted by the Judicial Council.

What Is JBSIS?

The Judicial Branch Statistical Information System is a statistical reporting system that defines and electronically collects summary information from court case management systems for each major case processing area of the court. JBSIS merges data from all courts into a common database with consistent structure. These data are then made available via the JBSIS data warehouse located on the Judicial Resources Network (a secure judicial branch website) to all judicial branch employees.

Purpose and Organization of This Manual

This manual is designed to assist the courts with formatting and transmitting the required data to the JCC. The data definition and technical requirements for the successful transmission of data are outlined in the chapters that follow.

The case types and data elements reported from the JBSIS Web Portal (Portal) are included in this manual, and additional case types (columns) have been added to the data definitions and matrixes to clarify the reporting relationship between the JBSIS data elements and the Portal data. The data definitions following these introductory chapters show the association between the Portal and the JBSIS data elements. This way all courts, regardless of whether they report via the Portal or via JBSIS, can use the JBSIS v. 3.0 manual as a resource for the reporting

standards. Also, the manual shows how data entered via JBSIS or the Portal will appear in the JBSIS data warehouse.

What's New in Version 3.0

Version 3.0 incorporates revisions that were proposed and vetted by the JBSIS Subcommittee of the Court Executives Advisory Committee and approved by the Judicial Council at its January 12, 2018 meeting and effective as of July 1, 2018. (For details of the changes, see the [council report](#).) The revisions clarified language, incorporated changes in the law since the last version of the manual was published, and removed inconsistencies between JBSIS and Portal reporting. In addition to these substantive changes, version 3.0 has been redesigned to increase its readability and ease of use.

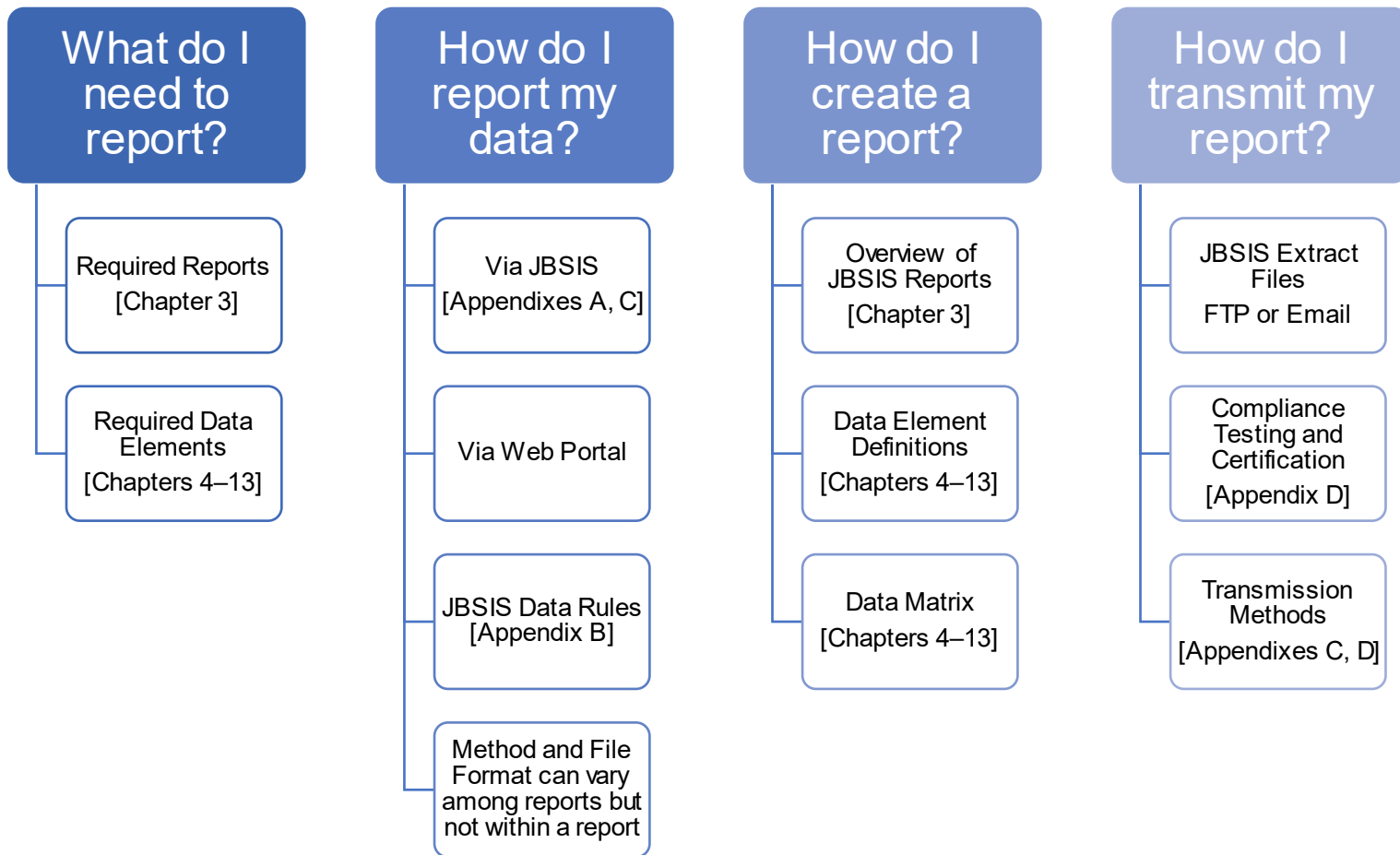
Getting Help on the JBSIS Website

The JBSIS website is the primary and most current resource for JBSIS implementation. It contains the complete JBSIS Manual, information on the Compliance Testing process, JBSIS staff contact information, and additional reference material.

The JBSIS website is accessed from the home page of the Judicial Resources Network (JRN), jrn.courts.ca.gov, under Programs & Court Administration at the JBSIS link. To access JBSIS directly, go to <http://jbsis.courtinfo.ca.gov>. The Judicial Resources Network—the secure website for the California judicial branch—is not available to the public and can only be accessed with a login ID and password. An ID and password can be requested online from the Secure Access Internet Login (SAIL) page from either the JRN or the JBSIS link above. Select “Apply for new account.”

Acronyms Used in This Manual

Acronym	Definition
ADR	alternative dispute resolution
ASC	fixed-length file format
BCS	Bureau of Criminal Statistics
CMS	case management system
CR LF	carriage return line feed
CSV	comma-separated values file format
DOJ	Department of Justice
FTP	File Transfer Protocol
JBSIS	Judicial Branch Statistical Information System
JCC	Judicial Council of California
MACR	Monthly Arrest and Citation Register
XML	eXtensible Markup Language File Format



Chapter 2. JBSIS Requirements

Overview

This chapter outlines the basic requirements for reporting data to JBSIS. All topics except Compliance Testing apply to both JBSIS and Web Portal methods of data reporting.

Version 3.0 reporting is required only for courts that can generate the JBSIS reports in an automated fashion from case level data entered into their case management system (CMS). While the goal is full JBSIS Version 3.0 reporting, not all courts will be able to convert from Web Portal or 2.3 reporting to 3.0 JBSIS reporting in one step. In the interim, courts may submit some reports in JBSIS Version 3.0 format, while submitting data using the Web Portal for case types that they have not yet transitioned to 3.0.

Required Reports. Please see the Table of Reports in chapter 3 for a complete list of required reports by Case Type.

Information explaining the structure of the JBSIS reports is also provided in chapter 3, Overview of JBSIS Reports. Detailed, report-specific information on the content and format for each of the reports is presented in the individual report chapters of this manual (chapters 4–13). Each report chapter includes a Data Matrix and Data Element Definitions that provide information on the data standards for the report.

Reporting Period. The reporting period for all JBSIS reports is one month, beginning the first day of the calendar month and continuing through the last day of the calendar month. Reports include all case-related activity (filings, dispositions, events, etc.) that take place during the reporting month.

Report Due Dates. All JBSIS reports are due 30 days after the close of the reporting period. For example, the due date for data captured in the reporting period from July 1, 2019, through July 31, 2019, is August 30, 2019.

Required Data Elements. The courts are required to submit data for each Case Type specified on the JBSIS reports. Each individual report chapter includes a Record Layout table that specifies which Data Elements from that report are required and which are optional. In addition, Appendix B, JBSIS Data Rules, defines the rules governing the reporting of JBSIS Data Elements.

Compliance Testing and Certification. Compliance Testing is required of all Courts that are ready to begin JBSIS 3.0 reporting. Courts that are ready migrate to JBSIS 3.0 and start the implementation process should refer to **Appendix A** and **Appendix D** for information on Compliance Testing and Certification.

Technical Requirements. Information on the JBSIS technical requirements is provided in the JBSIS Technical Standards section of this manual in Appendixes A through F.

JBSIS Data Standards and Reports

Overview

JBSIS data submission consists of 12 reports spanning 10 case types (see **Table of Reports**).

Chapter 3. Overview of JBSIS Reports

The individual reports, located in chapters 4 through 13, are structured identically and contain the following sections: Data Element Definitions; Data Matrix(es); and Record Layouts.

- 1) **Data Element Definitions.** Each individual report chapter includes a Data Element Definitions section. This section is organized and cross-referenced to the reporting matrix and the record layout sequence number. In addition, each data item is notated as to which case types it applies to. While some data items may be defined identically across all reports, most are customized to the specific report type and area of court operations. By providing this level of detail, courts should be better able to map their operational data to JBSIS reporting categories.
- 2) **Data Matrix.** The data matrix provides a visual display of the required data elements for each report type. The common features of the JBSIS report data matrices are report name; case types (*columns*); data sections, subsections, and headings; data items (*rows*); and data elements (*cells*).
 - a) **Report Name.** The name and number of each JBSIS report is in the upper left corner.
 - b) **Case Types.** Case types are reflected as column headings on the data matrix. The method of determining the case type for a particular case filing varies by report type and is defined in the individual JBSIS report chapter. The chart below provides a summary of how cases are classified for each report type.

An additional case type, “Pre-JBSIS” (case type 00), appears on the following reports: Appellate Division Appeals (4b) Civil Limited (5a), Civil Unlimited (5b), Family Law (6a), Mental Health (10a), and Probate (12a). The purpose of this case type is to permit a court to report pending cases entered in their case management system prior to JBSIS implementation when the specific case type category is unknown. Usually, when the case is scheduled for an event, the JBSIS case type is determined and the count subtracted from the pre-JBSIS column and added to the new case type column. This action can be tracked by using the optional Classification of Pre-JBSIS Case (see Data Element Definitions for each report type). Cases filed after JBSIS implementation cannot be reported as Pre-JBSIS.

- c) **Data sections, subsections, and headings.** Sections, subsections, and headings are labels to provide definition and organization to the Data Matrix. They are not reportable, nor are they calculated as totals by the system. They are indicated by shading on the both the Data Matrix and the Data Element Definitions. Subsections and headings vary by report type. Each individual report chapter Data Matrix and Data Element Definition should be consulted for detailed information. Each section and selected subsections are defined below:

1. **Caseload/Caseflow.** The types of cases processed during a specified period of time and the method of disposition. The following subsections are found in all or most reports:
 - a. **Inventory.** An accounting of the cases processed in a reporting period. The court reports the number of pending cases at the beginning of a reporting period, adds the cases filed, restored to court’s control, or reopened during the reporting period, and then subtracts the total dispositions and cases removed from court’s control that occurred in the reporting period. The number of cases remaining ideally becomes the pending cases at the beginning of the next reporting period.¹
 - b. **Case Aging.** Most JBSIS reports contain a Case Aging subsection, which requires data concerning the age of pending cases, the age of cases at final disposition, or the age of cases under court supervision. Case aging data have been collected from the courts for criminal and most types of civil cases for more than a decade. JBSIS introduced aging for Juvenile Delinquency, Juvenile Dependency, and Probate cases under the supervision of the court. Case aging does not apply to Family Law, Appellate Court Appeals, or Appellate Division Appeals cases.

Case aging time intervals vary among the reports; please refer to the individual JBSIS report chapters for report-specific case aging requirements.

2. **Workload.** The primary subsection of workload is events; some reports include an additional subsection— trials. The purpose of the workload section is to capture events that contribute to judicial and staff work activity. Workload is reported on the last day of the report period and captures the actual number of events occurring in a report period. A case may have multiple workload counts in a report period.

Workload measures vary among report types. Please refer to individual JBSIS report chapters for more detailed information. Table 1 summarizes the primary workload measures by report type.

3. **Case Characteristics.** JBSIS collects information on specific issues that contribute to case complexity; these are reported in the data section Case Characteristics. Typically, Case Characteristics are reported only once per case in a report period. For example, a defendant may have used an interpreter three times in one reporting period, but the court would report the use of an interpreter only once for that defendant in the reporting period. Please refer to individual JBSIS report

¹ See Appendix B more a detailed explanation of validation tests for end pending. Beginning pending is not expected to be exactly the same as end pending from the previous report period for a variety of reasons that are explained in Appendix B.

chapters for more detailed information. Table 1 summarizes the primary case characteristics measures by report type.

- d) **Data Items.** Case information is reported according to the data items listed as rows in the reports. A row number is assigned to each data item, found to the left of the data item on the matrix and is used to cross reference the Data Element Definitions. Sections, subsections, and headings generally are not considered data items and therefore may not have row numbers.

It is optional to report rows that are labeled as Totals. If a court does not submit data for totals, the JBSIS data warehouse will calculate and display totals based on the component data items. If totals are reported, JBSIS will check the total and replace the court's reported total with the system total if they do not match. When replacements are made, the automated notice to the court contact will include a warning to this effect and an accounting of the change.

The definition of each data item is located in the Data Element Definitions section of each chapter in the order displayed on the Data Matrix. Please note that the definitions have been customized to particular areas of court operations and will vary across report types.

- e) **Data Elements.** Data Elements are defined by the intersection of the case types (columns) and the data items (rows). Shaded cells indicate that the data element is not applicable to a particular Case Type. Courts may find that they have data to report for a Data Element that is shaded. In this case, please see **Appendix B, Unanticipated Data** for detailed instructions.

- 3) **Record Layouts.** This section of the report chapter provides the data record layout for the report type. For related information, please see **Appendix C, File Formats** and **File Layout**.

Table of Reports

Report ID	Case Type	Report Name	Method for Classifying Case Type	Workload				Case Characteristics		Case Aging	Pre-JBSIS Case Type
				Hearing	Review	Events		Pro Per	Fee Waiver		
05a	Civil	Limited Civil	Civil Case Cover Sheet, CM-010	X		X	X	X	X		X
05b	Civil	Unlimited Civil	Civil Case Cover Sheet, CM-010	X		X	X	X	X		X
06a	Family Law	Family Law	Judicial Council Forms	X		X	X	X	X		X
12a	Probate	Probate	Judicial Council Forms	X		X	X	X	X	n/a	X
13a	Small Claims	Small Claims	n/a	X		X	X		X		
07c	Felony	Felony	Most severe charge as determined by DOJ hierarchy	X		X		X			
11a	Felony	Misdemeanor/Infraction	Most severe charge as determined by DOJ hierarchy	X		X		X			
08a	Juvenile	Juvenile Delinquency	Judicial Council Forms	X	X	X					
09a	Juvenile	Juvenile Dependency	Judicial Council Forms	X	X	X		X			
04a	Other	Appellate Court Appeals	Dependent on type of appeal	X				X	X	n/a	
04b	Other	Appellate Division Appeals	Dependent on type of appeal	X		X		X	X	n/a	X
10a	Other	Mental Health	Welfare & Institutions Code; Penal Code	X		X		X			X

Note: Report 4a is not required of Web Portal Users.

Appellate Court Appeals – 04a

Overview

Appellate Court Appeals case types represent cases appealed to the appellate or Supreme Court. The Appellate Court Appeals report captures the trial courts' workflow generated by sending cases to the appellate court.

Appellate Court Appeals case types are reported according to the Judicial Branch Statistical Information System (JBSIS) data collection and reporting standards:

1. Judicial Branch Statistical Information System (JBSIS): The JBSIS standards include a detailed breakdown of cases by case type and disposition, and includes workload measures, such as the number of hearings.

Case Type Definitions

Civil	JBSIS
	10

A notice of appeal filed regarding a civil case, including a notice of appeal for a case in which actions were coordinated under rule 3.501 of the California Rules of Court.

Note: Refer to Report 05a/05b, Civil, Data Matrix columns 00–110, for case types.

Probate	JBSIS
	20

A notice of appeal filed regarding a probate case.

Note: Refer to Report 12a, Probate, Data Matrix columns 00–60, for case types.

Family Law	JBSIS
	30

A notice of appeal filed regarding a family law case.

Note:

- Refer to Report 06a, Family Law, Data Matrix columns 00–110 and 130, for case types.
- Both family law and juvenile dependency adoptions are reported in column 40.

Adoption	JBSIS
	40

A notice of appeal filed regarding an adoption case.

Note: Refer to Report 06a, Family Law, Data Matrix column 120, and Report 09a, Juvenile Dependency, Data Matrix column 40.

Juvenile Delinquency	JBSIS
	50

A notice of appeal filed regarding a juvenile delinquency case.

Note: Refer to Report 08a, Juvenile Delinquency, Data matrix columns 10–50, for case types.

Juvenile Dependency	JBSIS
	60

A notice of appeal filed regarding a juvenile dependency case.

Note:

- Refer to Report 09a, Juvenile Dependency, Data matrix columns 10–30, for case types.
- Juvenile dependency adoptions are reported in column 40.

Juvenile Writ Petition	JBSIS
	70

A notice of intent to file an extraordinary writ regarding the setting of a Welf. & Inst. Code, § 366.26 hearing (Judicial Council form JV-820).

Mental Health – Civil	JBSIS
	80

A notice of appeal filed regarding a mental health case with an underlying civil case.

Note:

- Refer to Report 10a, Mental Health, Data matrix columns 00, 210, 220, 250, and 260 for case types.
- Some courts may process mental health cases differently from others. For example, in column 220 (Welf. & Inst. Code, § 5300), LPS conservatorships might be handled in the probate division in some courts and the mental health division in others. Regardless of where the cases are processed, please report under the case columns as defined in JBSIS.

Mental Health – Criminal	JBSIS
	90

A notice of appeal filed regarding a mental health case that has an underlying criminal case.

Note:

- Refer to Report 10a, Mental Health, Data matrix columns 00, 230, 240, and 250.
- Some courts may process mental health cases differently from others. For example, in column 250 (Welf. & Inst. Code, § 6500), Developmental disability and dangerous might be handled in the criminal division in some courts and in the civil division in others. Regardless of where the cases are processed, please report under the case columns as defined in JBSIS.

Death Penalty	JBSIS
	100

An automatic appeal upon imposition of the death penalty.

Other Criminal	JBSIS
	110

A notice of appeal filed regarding a criminal case, excluding capital cases in which the death penalty was imposed.

Note: Refer to Report 07c, Felonies, Data matrix columns 10–90.

Filing

An appellate court appeal begins with a filing of a document in the trial court giving notice of an appeal of a superior court case to a reviewing court. JBSIS courts report filings in the following location:

JBSIS: Filings are reported on row 200

Appellate Court Appeals case types are reported according to the Judicial Branch Statistical Information System (JBSIS) only.

Data Matrix Breakdown

Caseload/Caseflow

CASELOAD/CASEFLOW (unit of count = appeal). An appeal is the unit of count and consists of the filing of an appeal regardless of the number of defendants or respondents or causes of action.

INVENTORY

04a Appellate Court Appeals	10	20	30	40	50	60	70	80	90	100	110
JBSIS Data Reporting Standards effective July 1, 2018.											
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.											
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date											
	Civil	Probate	Family Law	Adoption	Juvenile Delinquency	Juvenile Dependency	Juvenile Writ Petition	Mental Health—Civil	Mental Health—Criminal	Death Penalty	Other Criminal
CASELOAD/CASEFLOW (unit of count = appeal)											
50	Inventory										
100	Beginning pending										
200	+ Filing										
300	+ Reinstatement										
400	+ Restored to court's control										
450	+ Existing appeal entered in CMS										
500	- Removed from court's control										
▼600	- Total dispositions										
700	End pending										

Key:	Unshaded cell = data expected	▼	Value calculated in JBSIS
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.		

Row	Case Type	Definition
	JBSIS	
50	Inventory	An accounting of the number of cases filed, disposed, and pending in a reporting period.
100	10–110	beginning pending The number of appeals awaiting disposition in a court before the first day of a reporting period. Note: Appeals that are removed from the court's control are not reported in inventory.

Row	Case Type	Definition
	JBSIS	
200	10–110	<p>filing (+) The beginning of an appeal by formal submission of a notice of appeal requesting review of the trial court’s ruling/judgment or by imposition of the death penalty in a capital case.</p> <p><u>What/how to report:</u> If more than one appeal is filed in a case, report each notice of appeal as a new filing.</p>
300	10–110	<p>reinstatement (+) An appeal that is returned to the superior court’s jurisdiction after decertification (it does not meet required standards) by the reviewing court or after the setting aside of a dismissal.</p> <p><u>What/how to not report:</u> Do not include corrections or augmentations to the record.</p>
400	10	<p>restored to court’s control (+) An appeal that is restored to the court’s jurisdiction when a bankruptcy stay is vacated</p>
450	10–110	<p>existing case entered into CMS (+) A pending appeal that had not been previously entered into the case management system (CMS) and was therefore not reported in pending.</p> <p><u>What/how to report:</u> Such appeals are reported at the time an event is calendared and the appeal is entered in the CMS.</p>
500	10	<p>removed from court’s control (–) An appeal that is removed from the court’s jurisdiction by a bankruptcy stay.</p> <p><u>What/how to report:</u> Report the stays that apply to the entire case. Although a stay action may occur at a “person level” and there is no further activity pertaining to that particular person, case aging is not stopped unless the stay applies to the entire case. At that point, the entire case is removed from court’s control; aging stops and does not begin again until an appropriate action occurs that restores the case to court’s control.</p>
600	10–110	<p>total dispositions (–) See row 800 for definitions.</p>
700	10–110	<p>end pending (=) The number of appeals awaiting disposition in a court on the last day of a reporting period.</p>

Row	Case Type	Definition
	JBSIS	
		<p>Note: In rare instances related to changes in case types, this element may contain negative values. This is the only item for which negative numbers can be reported.</p> <p><u>What/how to report:</u> Appeals that are removed from court's control are not reported in inventory.</p>

DISPOSED CASES

04a Appellate Court Appeals		10	20	30	40	50	60	70	80	90	100	110
JBSIS Data Reporting Standards effective July 1, 2018.												
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.												
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date		Civil	Probate	Family Law	Adoption	Juvenile Delinquency	Juvenile Dependency	Juvenile Writ Petition	Mental Health—Civil	Mental Health—Criminal	Death Penalty	Other Criminal
CASELOAD/CASEFLOW (unit of count = appeal)												
Disposed Cases, in Ascending Stage and Outcome Hierarchy												
800	Dispositions (total rows 900 - 1100)											
900	Abandonment											
1000	Dismissal before certification											
1100	Certified											
Key:	Unshaded cell = data expected					▼	Value calculated in JBSIS					
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the AOC.											

Row	Case Type	Definition
	JBSIS	
800	10–110	dispositions (total rows 900–1100) The termination of an appeal pending before the court.
900	10–90 110	abandonment A disposition in which the appellant files a written request to the trial court to withdraw the appeal prior to the filing of the record in the reviewing court (Cal. Rules of Court, rules 8.240, 8.450).
1000	10–110	dismissal before certification A disposition in which the reviewing court orders the appeal terminated prior to certification.
1100	10–110	certified A disposition in which the record is certified and transmitted to the reviewing court. <i>What/how to report:</i> Although the record is not “certified” in rule 5.1 and 5.2 appeals, record the disposition on this row when the appendix or file is sent to the Court of Appeal.

Workload

WORKLOAD (unit of count = action). Data collected to reflect workload. Report on the last day of the reporting period. Capture the actual number of events occurring during that period.

HEARINGS

04a Appellate Court Appeals		10	20	30	40	50	60	70	80	90	100	110
JBSIS Data Reporting Standards effective July 1, 2018.												
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.												
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date												
		Civil	Probate	Family Law	Adoption	Juvenile Delinquency	Juvenile Dependency	Juvenile Writ Petition	Mental Health—Civil	Mental Health—Criminal	Death Penalty	Other Criminal
WORKLOAD (unit of count = action)												
Hearings												
1200	Predisposition hearings (total rows 1300 - 1400)											
1300	Settled statement hearing											
1400	Other predisposition hearing											

Key:	Unshaded cell = data expected	▼	Value calculated in JBSIS
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.		

Row	Case Type	Definition
	JBSIS	
Hearings		
1200	10–110	<p>predisposition hearings (total rows 1300 and 1400) Formal judicial predisposition proceedings to decide issues of fact or law arising in the course of a court action.</p> <p>Note:</p> <ul style="list-style-type: none"> A hearing begins when one or more parties or counsel appear and oral arguments and presentations relevant to the proceedings are submitted to the court. Hearings are initiated by the official placement of a case on a judicial officer’s calendar by the filing of written documents, such as motions, or are based on impromptu oral motions or issues presented in court and heard by the judicial officer.

Row	Case Type	Definition
	JBSIS	
		<p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report each hearing that actually takes place. If multiple proceedings are heard at one time (regardless of whether they are initiated by one or more documents), count each proceeding. • Hearings that extend over more than one day are counted as separate hearings for each hearing day. • If a judicial ruling made at a hearing results in the disposition of a case, count both the hearing and the disposition. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not report hearings that are not heard at all and are reset at the request of the parties or on the court’s motion. • Do not count ex parte proceedings unless they are calendared and heard. • Do not count impromptu oral motions that do not require a presentation and are not heard by the judicial officer.
1300	10–110	<p>settled statement hearing A predisposition hearing by a trial judge to settle the statement.</p> <p>Note: If the proposed statement is not changed at the hearing, it is considered certified by the judge. If changes are made, an engrossed statement will be prepared and certified (Cal. Rules of Court, rules 8.137, 8.630).</p>
1400	10–110	<p>other predisposition hearing A predisposition hearing other than a settled statement hearing—e.g., relief from proceedings under rule 8.124, certificates of probable cause, and other predisposition matters.</p>

EVENTS

04a Appellate Court Appeals		10	20	30	40	50	60	70	80	90	100	110
JBSIS Data Reporting Standards effective July 1, 2018.												
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.												
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date		Civil	Probate	Family Law	Adoption	Juvenile Delinquency	Juvenile Dependency	Juvenile Writ Petition	Mental Health—Civil	Mental Health—Criminal	Death Penalty	Other Criminal
WORKLOAD (unit of count = action)												
1500 Events												
1550	Default notice issued											
1600	Augmentation/correction											
Key:	Unshaded cell = data expected					▼	Value calculated in JBSIS					
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the AOC.											

Row	Case Type	Definition
	JBSIS	
1500	Events	To measure workload, capture the actual number of events occurring during that period. Report on the last day of the report period.
1550	10–40	default notice issued A default notice issued by the trial court to a party for noncompliance with court rules. <i>What/how to report:</i> Report each notice issued.
1600	10–110	augmentation/correction The number of augmentations/corrections prepared for the reviewing court. <i>What/how to report:</i> Report each augmentation/correction regardless of the number per appeal. These records may be documents or transcripts omitted from the original record on appeal that augment or correct the reporter’s transcript or clerk’s transcript (Cal. Rules of Court, rules 8.155, 8.616(e)).

Case Characteristics

APPEAL CHARACTERISTICS (unit of count = appeal/action). Capture once per appeal regardless of how long the appeal is pending. Report on the last day of the month in which the characteristic was entered in the CMS, unless specified otherwise. Characteristics of postdisposition appeals are not captured except for the following, which occur after disposition:

- Augmented clerk’s transcripts, row 2410–2440
- Remittitur filed, row 2500

APPEAL CHARACTERISTICS

04a Appellate Court Appeals		10	20	30	40	50	60	70	80	90	100	110
JBSIS Data Reporting Standards effective July 1, 2018.												
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.												
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date												
		Civil	Probate	Family Law	Adoption	Juvenile Delinquency	Juvenile Dependency	Juvenile Writ Petition	Mental Health—Civil	Mental Health—Criminal	Death Penalty	Other Criminal
APPEAL CHARACTERISTICS (unit of count = appeal/action)												
1700	Multiple appeals											
1900	No. of appeals categorized by no. of volumes (original clerk’s transcript)											
1910	1–5 volumes											
1920	6–10 volumes											
1930	11–20 volumes											
1940	GE 21 volumes											
2000	Rule 5.1 transcript											
2100	Rule 5.2 transcript											
2400	No. of appeals categorized by no. of volumes (augmented clerk’s transcript)											
2410	1–5 volumes											
2420	6–10 volumes											
2430	11–20 volumes											
2440	GE 21 volumes											
2500	Remittitur filed											
2600	Coordinated case											
2700	Pro per appellant											
2800	Untimely appeal											
2900	Fee waiver requested											
2950	Transcript fee waiver requested											
3000	Transcript fee waiver granted											
3100	Government exemption											

Key:	Unshaded cell = data expected	▼	Value calculated in JBSIS
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.		

Row	Case Type	Definition
	JBSIS	
1700	10–110	<p>multiple appeals More than one appeal is taken from the same judgment or a related order.</p> <p>Note:</p> <ul style="list-style-type: none"> • A multiple appeals includes all instances in which opposing parties or multiple parties on the same side of the case appeal from the judgment. • “Related order” includes all cases in which one party appeals from the judgment and another party appeals from any appealable order arising from or related to the judgment (Cal. Rules of Court, rule 8.147). <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Each notice of appeal is reported as a separate appeal, and the original appeal reports a characteristic of “multiple appeals” only once, regardless of the number of appeals filed or the length of time the appeal is pending. • Later appeals are reported as separate appeals.
1900	Number of appeals categorized by number of volumes (original clerk’s transcript)	
1910–1940	10–110	<p>original clerk’s transcripts Report the number of appeals categorized by the number of volumes of original clerk’s transcript.</p> <p>Example: During the report period, three appeals have two volumes and two appeals have seven volumes. Report “3” on row 1910 and “2” on row 1920.</p> <p>1–5 volumes 6–10 volumes 11–20 volumes ≥ 21 volumes</p> <p><u>What/how not to report:</u> Do not report the number of volumes.</p>
2000	10–40	<p>rule 8.124 transcript An appeal in which the parties, not the superior court, prepare the clerk’s transcript (Cal. Rules of Court, rule 8.124).</p>

Row	Case Type	Definition
	JBSIS	
2100	10–40	rule 8.128 transcript An appeal in which the parties stipulate to using the superior court file in lieu of the clerk’s transcript, upon approval of the court of appeal (Cal. Rules of Court, rule 8.128).
2400	Number of appeals categorized by number of volumes (augmented clerk’s transcript)	
2410–2440	10–110	<p>augmented clerk’s transcripts Report the number of appeals categorized by the number of volumes of augmented clerk’s transcript.</p> <p>Example: During the report period, three appeals have two volumes and two appeals have seven volumes. Report “3” on row 2410 and “2” on row 2420.</p> <p>1–5 volumes 6–10 volumes 11–20 volumes ≥ 21 volumes</p> <p><u>What/how not to report:</u> Do not report the number of volumes.</p>
2500	10–110	remittitur filed A remittitur received by the trial court from the reviewing court.
2600	10	coordinated case A notice of appeal on a case in which actions were coordinated under rule 3.501 of the California Rules of Court.
2700	10–110	<p>pro per appellant A self-represented appellant.</p> <p><u>What/how to report:</u> Report once at the time of disposition.</p>
2800	50 60 110	untimely appeal Appeal received but not filed in accordance with rule 8.320 of the California Rules of Court.
2900	10–40	<p>fee waiver requested Application for waiver of the reviewing court’s filing fee submitted pursuant to Gov. Code, § 68634(e).</p> <p><u>What/how to report:</u> Report once per appeal (Cal. Rules of Court, rules 8.100, 3.50–3.58).</p>

Row	Case Type	Definition
	JBSIS	
2950	10-40	transcript fee waiver requested A written request filed with superior court for a court order permitting the preparation of the clerk's transcript without payment of fees (Cal. Rules of Court, rules 8.100, 3.50-3.58).
3000	10-40	transcript fee waiver granted Application for waiver of preparation of the clerk's transcript fees granted in full or in part by the superior court.
3100	10-40	<p>government exemption This waiver applies to "the filing of any document or paper, for the performance of any official service, or the filing of any stipulation or agreement, which may constitute an appearance." (Gov. Code, § 6103)</p> <p><u>What/how to report:</u> Report the first waiver of fees in the appeal for a government agency at the time of filing.</p>

Appellate Division Appeals – 04b

Overview

Appellate Division Appeals case types represent cases appealed to the appellate division of the superior court (California Rules of Court, rule 8.100 et seq.). The appellate division consists of a panel of superior court judges that review appeals on limited civil, misdemeanor, and infraction cases.

Appellate Division Appeals case types are reported according to one of two data collection and reporting standards:

- 1) Judicial Branch Statistical Information System (JBSIS): The JBSIS standards include a more detailed breakdown of cases by case type and disposition than the Portal, and include workload measures, such as the number of hearings
- 2) Portal: The Portal standards include fewer case types, dispositions and workload measures than JBSIS. The Portal data elements can be mapped to the JBSIS data matrix, defined on the next page.

Case Type Mapping

JBSIS: Courts reporting via JBSIS standards report data for the following four case types:

- Pre-JBSIS criminal appeals, for courts that could not distinguish between misdemeanor and infraction appeals cases at the time they implemented JBSIS.
- Civil (limited jurisdiction)
- Misdemeanors
- Infractions

Small claims appeals are not an appellate division appeal as they receive a completely new trial. They are reported on the JBSIS 05b Civil Unlimited report, case type 120.

Portal: Courts reporting via Portal standards report civil appeals in total (column 05) and criminal appeals in total (column 15).

The association of the Portal case type definitions with those definitions for JBSIS case types is shown in the table below:

Portal		JBSIS	
05	Civil	10	Civil
15	Criminal	20	Misdemeanor
		30	Infraction

Case Type Definitions

Pre-JBSIS Criminal	Portal	JBSIS

A criminal (misdemeanor or infraction) appeal, filed prior to JBSIS implementation, in which a specific JBSIS case type cannot be determined by the case management system (CMS).

Note: Case type 00, pre-JBSIS, is included to permit a court to report pending appeals cases entered in their case management system prior to JBSIS implementation where the case type category is unknown. Usually, when the case is scheduled for an event, the case type is determined, and the count subtracted from the pre-JBSIS column and added to the new case type column.

Civil	Portal	JBSIS
		05

An appeal of a civil limited case from lower court for which a record on appeal was filed in the reporting court to an appellate department.

Note:

- Small claims appeals are reported on the JBSIS 05b Civil Unlimited report under column 120.
- Refer to the JBSIS 05a Civil Limited report for civil case types.

What/how not to report: Do not include small claims appeals.

Criminal	Portal	JBSIS
		15

A criminal appeal from lower court for which a record on appeal was filed in the reporting court to an appellate department.

Misdemeanor	Portal	JBSIS

The record on appeal in a misdemeanor case.

Note:

- Refer to JBSIS 11a Misdemeanors and Infractions report for misdemeanor case types.

- A felony case, regardless if it is reduced to a misdemeanor, is appealed to the Court of Appeals and not the Appellate Division Appeals (see Cal. Rules of Court, rule 8.304(a)(2); Pen. Code, § 851.8(p)).

Infraction	Portal	JBSIS
	---	30

The record on appeal in an infraction case.

Note: Refer to the JBSIS 11a Misdemeanors and Infractions report for infraction case types.

Filing

An appellate division appeal begins with the formal submission of the record. JBSIS and Portal courts report filings in the following locations:

JBSIS: Filings are reported on row 200

Portal: Filings are reported on row 200

Although there are different reporting categories in JBSIS compared to the Portal, the overall types and rules for counting appellate division appeal filings in JBSIS and the Portal should be the same.

Data Matrix Breakdown

CASELOAD/CASEFLOW

CASELOAD/CASEFLOW (unit of count = appeal). An appeal is the unit of count and consists of the filing of an appeal regardless of the number of defendants or respondents or causes of action.

INVENTORY

Appellate Division Appeals 04b - Data Matrix		00	05	10	15	20	30
JBSIS Data Reporting Standards effective July 1, 2018.							
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.							
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date							
	Pre-JBSIS Criminal						
	Civil						
	Criminal						
	Misdemeanor						
	Infraction						
		1A		1A			
CASELOAD/CASEFLOW (unit of count = appeal)							
50 Inventory							
100	Beginning pending						
200	+ Filing						
300	+ Reopened						
350	+ Existing appeal entered in CMS						
360	+/- Classification of pre-JBSIS case						
▼400	- Total dispositions (from row 600)						
500	End pending						
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS					
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.						

Row	Case Type		Definition
	Portal	JBSIS	
50	Inventory		An accounting of the number of cases filed, disposed, and pending in a reporting period.
100		00 10 20 30	beginning pending The number of appeals awaiting disposition in a court before the first day of a reporting period.
200	05 15	10 20 30	filing (+) The beginning of an appeal by formal submission of the record to the superior court appellate division. <u>What/how to report:</u> <ul style="list-style-type: none"> Report only one filing even if appeal may contain more than one petitioner.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> If more than one appeal is filed in a case, report each notice of appeal as a new filing.
300		00 10 20 30	<p>reopened (+) An appeal that was previously reported as disposed but is resubmitted to a court—e.g., a dismissal is set aside, a rehearing is ordered, the appeal is recertified, etc.</p> <p><u>What/how to report:</u> Report one reopened appeal for every disposed appeal resubmitted.</p> <p><u>What/how not to report:</u> Do not report appeals that were closed in error. Since beginning pending and end pending do not have to match, submit an amended report after the error is corrected.</p>
350		10 20 30	<p>existing appeal entered in CMS (+) A pending appeal that was not previously entered into the CMS and therefore was not reported in pending.</p> <p><u>What/how to report:</u> Report appeals at the time an event is calendared and the appeal is entered in the CMS.</p>
360		00 20 30	<p>classification of pre-JBSIS appeal (-/+) Classification of a pre-JBSIS criminal appeal into the JBSIS misdemeanor or infraction appeal type requires two counts in the inventory section:</p> <ul style="list-style-type: none"> One count is added to the appropriate JBSIS category in columns 20–30, to be used for all future reporting; and One count is deducted from the pre-JBSIS category, column 00, to indicate the removal of a case. <p>Note:</p> <ul style="list-style-type: none"> The JBSIS file validation routine will check to see that counts for the pre-JBSIS case type (row 360, column 00) are balanced against counts in the JBSIS case types (row 360, columns 20–30). Courts wishing to classify pre-JBSIS cases usually do so as they are scheduled for an event and when the appropriate case type is known. Courts have the option of continuing to report these cases under the pre-JBSIS category, but no new filings may be added to this case type.

Row	Case Type		Definition
	Portal	JBSIS	
400	05 15	00 10 20 30	total dispositions (-) See row 600 for definition.
500		00 10 20 30	end pending (=) The number of appeals awaiting disposition in a court on the last day of a reporting period. Note: In rare instances related to changes in case types, this element may contain negative values. This is the only item for which negative numbers can be reported.

DISPOSED CASES

Appellate Division Appeals 04b - Data Matrix		00	05	10	15	20	30
JBSIS Data Reporting Standards effective July 1, 2018.							
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Criminal	Civil	Criminal	Misdemeanor	Infraction	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date							1A
CASELOAD/CASEFLOW (unit of count = appeal)							
50	Inventory						
Disposed Cases, in Ascending Stage and Outcome Hierarchy							
600	Dispositions (total rows 650, 950)						
650	Before Hearing (total rows 700 - 900)						
700	Remand						
800	Certified						
900	Dismissal before hearing						
950	After Hearing (total rows 1000 - 1200)						
1000	Dismissal after hearing						
1100	Judgment without opinion						
1200	Judgment with opinion						
Key:	Unshaded cell = data expected		▼ Value calculated in JBSIS				
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.						

Row	Case Type		Definition
	Portal	JBSIS	
600	05 15	00 10 20 30	dispositions The termination of an appeal either before or after hearing. JBSIS: Totals rows 650 and 950.
650	05 15	00 10 20 30	dispositions before hearing termination of an appeal pending before hearing (oral argument). JBSIS: The total of rows 700–900.
700		00 10 20 30	remand A disposition before hearing in which the appeal record is returned to the trial department with directions to perform some act to perfect the record. <i>What/how to report:</i> Report an appeal as reopened on row 300 if the appeal record is recertified.
800		00 10 20 30	certified A disposition before hearing in which the appeal record is certified and transmitted to the Court of Appeal.

Row	Case Type		Definition
	Portal	JBSIS	
			Note: The appeals court may order an appellate division appeal transferred to it, or a superior court judge or the appellate division panel may order certification on its own motion or motion of a party (Cal. Rules of Court, rule 8.1002 et seq.).
900		00 10 20 30	dismissal before hearing A disposition in which the appeal is terminated before one or more parties or counsel present oral argument—e.g., the appeal is abandoned, a request for dismissal is filed by the appellant, or the appeal is dismissed by the court.
950	05 15	00 10 20 30	dispositions after hearing The termination of an appeal pending after hearing (oral argument). JBSIS: The total of rows 1000–1200.
1000		00 10 20 30	dismissal after hearing A disposition in which the appeal is terminated after one or more parties or counsel present oral argument—e.g., the appeal is abandoned, a request for dismissal is filed by the appellant, or the appeal is dismissed by the court.
1100		00 10 20 30	judgment without opinion A disposition in which the reviewing court issues the judgment without a statement of reasons for its decision.
1200		00 10 20 30	judgment with opinion A disposition in which the reviewing court issues the judgment with a written statement of reasons for its decision. Note: The opinion affirms (upholds), reverses (overturns), or modifies the trial court’s ruling/judgment.

WORKLOAD

WORKLOAD (unit of count = action). Data collected to reflect workload. Report on the last day of the reporting period. Capture the actual number of events occurring during that period.

HEARINGS

Appellate Division Appeals 04b - Data Matrix		00	05	10	15	20	30
JBSIS Data Reporting Standards effective July 1, 2018. Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications. NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date		Pre-JBSIS Criminal					
			Civil		Criminal	Misdemeanor	Infraction
			1A		1A		
WORKLOAD (unit of count = action)							
Hearings							
1300	Motion filed						
1400	Predisposition hearing						
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS					
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.						

Row	Case Type		Definition
	Portal	JBSIS	
Hearings			
1300		00 10 20 30	motion filed A motion filed to obtain a ruling or an order directing some act to be done in favor of a party. Examples: Relief from extension of time, relief from default, petition for rehearing, petition for certification.
1400		00 10 20 30	predisposition hearings Formal judicial predisposition proceedings to decide issues of fact or law arising in the course of a court action. Note: <ul style="list-style-type: none"> A hearing begins when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court (i.e., “first evidence”). Hearings are initiated by the official placement of a case on a judicial officer’s calendar by the filing of written documents,

Row	Case Type		Definition
	Portal	JBSIS	
			<p>such as motions, or are based on impromptu oral motions presented in court and heard by the judicial officer.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report each hearing that actually takes place. If multiple proceedings are heard at one time (regardless of whether they are initiated by one or more documents), count each proceeding. • Hearings that extend over more than one day are reported as separate hearings for each hearing day. • If a judicial ruling made at a hearing results in the disposition of a case, report both the hearing and the disposition. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not report hearings that are not heard at all and are reset at the request of the parties or on the court’s motion. These are recorded as continuances on rows 1495–1600. • Do not report ex parte proceedings unless they are calendared and heard. • Do not report impromptu oral motions that do not require a presentation and are not heard by the judicial officer.

EVENTS

Appellate Division Appeals 04b - Data Matrix		00	05	10	15	20	30
JBSIS Data Reporting Standards effective July 1, 2018.		Pre-JBSIS Criminal	Civil	Criminal	Misdemeanor	Infraction	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.							
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date							
WORKLOAD (unit of count = action)							
1490	Events						
1495	Continuances (total rows 1500 - 1600)						
1500	Court's motion						
1600	Party's motion						
Key:	Unshaded cell = data expected						Value calculated in JBSIS
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.						

Row	Case Type		Definition
	Portal	JBSIS	
1490			Events Data collected to measure workload. Capture the actual number of events occurring during that reporting period. Report on the last day of the reporting period.
1495		00 10 20 30	continuances (total rows 1500 and 1600) A hearing set on a calendar and re-calendared to a future date, at the request of a party or on the court's own motion, before any proceedings take place—i.e., before oral argument commences. <u>What/how to report:</u> <ul style="list-style-type: none"> Report all continuances, whether handled by the clerk's office or in court. Report stipulated continuances on row 1600.
1500		00 10 20 30	continuance: court's motion A hearing set on a calendar and re-calendared to a future date, on the court's own motion, before any proceedings take place.
1600		00 10 20 30	continuance: party's motion A hearing set on a calendar and re-calendared to a future date, on a party's motion, before any proceedings take place. <u>What/how to report:</u> Report stipulated continuances.

APPEAL CHARACTERISTICS

APPEAL CHARACTERISTICS (unit of count = appeal/action). Capture once per appeal regardless of how long the appeal is pending. Report on the last day of the month in which the characteristic was entered into the CMS, unless specified otherwise.

Characteristics of postdisposition appeals are not captured except for the following, which occur after disposition:

- Remittitur issued, row 1800
- Published opinion, row 1900

APPEAL CHARACTERISTICS

Appellate Division Appeals 04b - Data Matrix		00	05	10	15	20	30
JBSIS Data Reporting Standards effective July 1, 2018.							
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.							
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date							
	Pre-JBSIS Criminal						
			Civil				
				Criminal			
					Misdemeanor		
						Infraction	
			1A		1A		
APPEAL CHARACTERISTICS (unit of count = appeal/action)							
1800	Remittitur issued						
1900	Published opinion						
2000	Appointed counsel						
2100	Pro per appellant						
2200	Fee waiver requested						
2300	Fee waiver granted						
2400	Transcript fee waiver requested						
2500	Transcript fee waiver granted						

Key:	Unshaded cell = data expected	▼	Value calculated in JBSIS
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.		

Row	Case Type		Definition
	Portal	JBSIS	
1800		00 10 20 30	remittitur issued A remittitur issued by the superior court after final disposition.

Row	Case Type		Definition
	Portal	JBSIS	
1900		00 10 20 30	published opinion An opinion published in <i>California Appellate Reports</i> .
2000		00	appointed counsel The number of counsel appointed for criminal appeals in which the appellant is indigent (Cal. Rules of Court, rule 8.786).
2100		00 10 20 30	pro per appellant A self-represented appellant. <u>What/how to report:</u> Report once at the time of disposition.
2200		10	fee waiver requested Application for waiver of the court's filing fee submitted pursuant to Gov. Code, § 68634(e) (Cal. Rules of Court, rules 3.50–3.58). <u>What/how to report:</u> Report once per appeal, regardless of the number of extensions filed.
2300		10	fee waiver granted Application for waiver of filing fee that is granted in full or in part by the court. <u>What/how to report:</u> Report once per appeal, regardless of the number of extensions granted.
2400		10	transcript fee waiver requested An application filed with the court to obtain a court order permitting the preparation of the clerk's transcript without payment of fees.
2500		10	transcript fee waiver granted Application for waiver of the clerk's transcript fees that is granted in full or in part by the court.

Limited Civil – Report 05a

Overview

Limited Civil case types represent a broad classification category for trial court civil caseload involving lawsuits brought to redress private wrongs, such as breach of contract or negligence, or to enforce civil remedies, such as compensation, damages, and injunctions. The civil limited category captures limited jurisdiction workload (cases under \$25,000).

A case is the unit of count and consists of the filing of a complaint or petition regardless of the number of defendants or respondents or causes of action. Civil cases that contain multiple defendants or respondents are counted as a single filing but are not reported closed or disposed until each defendant or respondent has received a judgment, been dismissed, or is otherwise disposed.

Limited Civil case types are reported according to one of two data collection and reporting standards:

1. Judicial Branch Statistical Information System (JBSIS): The JBSIS standards include a more detailed breakdown of cases by case type and disposition than the Portal, and include workload measures, such as the number of hearings. Courts reporting via JBSIS standards report civil case types that are derived from the categories listed in the Civil Case Cover Sheet (form CM-010, rev. 7/1/07), available at www.courts.ca.gov/documents/cm010.pdf.
2. Portal: The Portal standards include fewer case types, dispositions and workload measures than JBSIS. The Portal data elements can be mapped to the JBSIS data matrix, defined on the next page.

Case Type Mapping

The JBSIS standards include a more detailed breakdown of cases by case type than the Portal but the rules for counting civil limited filings in JBSIS and the Portal are the same. The definition for certain more aggregate Portal case types are made up of the individual definitions of several different types of case types reported in JBSIS. The association of the Portal case type definitions with those definitions for JBSIS case types is shown in the table below.

For example, the definition for the Civil Limited Complaints and Petitions (05) case type on the Portal is made up of the individual definitions of the following nine case types reported in JBSIS:

- 10–Auto Tort
- 20–Other PI/PD/WD
- 30–Other Tort
- 40–Employment
- 50–Contract
- 60–Real Property
- 80–Judicial Review
- 90–Provisionally Complex Litigation
- 100–Enforcement of Judgment
- 110–Other Civil Limited Complaints and Petitions

A type of civil case is reported on the 05a–Civil Limited report based on a \$25,000 jurisdictional limit which is reflected on the Civil Case Cover Sheet.

Portal	JBSIS
05 Other Civil Limited Complaints and Petitions (non-UD)	10 Auto Tort
	20 Other PI/PD/WD
	30 Other Tort
	40 Employment
	50 Contract
	60 Real Property
	80 Judicial Review
	90 Provisionally Complex Litigation
	100 Enforcement of Judgment
110 Other Civil Limited Complaints and Petitions	
65 Unlawful Detainer (UD)	70 Unlawful Detainer (UD)

Case Type Definitions

Pre-JBSIS Civil	Portal	JBSIS
	---	00

A civil case filed prior to JBSIS implementation in which a JBSIS-specific case type cannot be determined by case management system (CMS).

Note: Case type 00, pre-JBSIS, is included to permit a court to report pending civil cases entered in their management system prior to JBSIS implementation where the case type category is unknown. Usually, when the case is scheduled for an event, the case type is determined, and the count is subtracted from the pre-JBSIS column and added to the new case type column in row 460.

Auto Tort	Portal	JBSIS
	05 *	10

* **Auto Tort** is one of the several case types reported in this category in the Portal

An action that results from a party's alleged negligent operation of a motor vehicle. Includes Civil Case Cover Sheet codes:

22	PI/PD/WD–Auto
46	Uninsured motorist

Other PI/PD/WD (personal injury/property damage/wrongful death)	Portal	JBSIS
	05 *	20

* **Other PI/PD/WD** is one of the several case types reported in this category in the Portal

An action alleging that one party has caused an injury or death to another party or damage to another party's property caused by an action other than automobile tort. Includes Civil Case Cover Sheet codes:

04	Asbestos
23	PI/PD/WD–Other
24	Product liability
45	Medical malpractice

*Other examples of **Other PI/PD/WD** cases:*

- Asbestos Property Damage
- Asbestos Personal Injury/Wrongful Death
- Medical Malpractice–Physicians and Surgeons
- Other Professional Health Care Malpractice
- Premises Liability (e.g., slip and fall)

Intentional Bodily Injury/PD/WD (e.g., assault, vandalism)
 Intentional Infliction of Emotional Distress
 Negligent Infliction of Emotional Distress

Other Tort	Portal	JBSIS
	05 *	30

* **Other Tort** is one of the several case types reported in this category in the Portal

An action involves a civil wrong or injury for which the court may provide a remedy in the form of an action for damages. Includes Civil Case Cover Sheet codes:

- 07 Business tort
- 08 Civil rights
- 13 Defamation
- 16 Fraud
- 19 Intellectual property
- 25 Professional negligence
- 35 Non-PI/PD/WD tort–Other

*Other examples of **Other Tort** cases:*

- Unfair Business Practice
- Civil Rights discrimination or false arrest (but not civil harassment)
- Slander or libel
- Legal Malpractice
- Other Professional Malpractice (but not medical or legal)

Employment	Portal	JBSIS
	05 *	40

* **Employment** is one of the several case types reported in this category in the Portal

An action involves a civil wrong or injury related to employment for which the court may provide a remedy in the form of an action for damages. Includes Civil Case Cover Sheet codes:

- 15 Other employment
- 36 Wrongful termination

Contract	Portal	JBSIS
	05 *	50

* **Contract** is one of the several case types reported in this category in the Portal

An action involving a dispute over a promissory agreement between two or more individuals or organizations. Includes Civil Case Cover Sheet codes:

06	Breach of contract/warranty
09	Collections
18	Insurance coverage
37	Contract–Other

*Other examples of **Contract** cases:*

Breach of Rental/Lease Contract (but not unlawful detainer or wrongful eviction)
 Contract/Warranty Breach—Seller Plaintiff (not fraud or negligence)
 Negligent Breach of Contract/Warranty
 Other Breach of Contract/Warranty
 Collections (e.g., money owed, open book accounts)
 Collection Case—Seller Plaintiff
 Other Promissory Note/Collections Case
 Auto Insurance Subrogation
 Other Insurance Coverage
 Contractual Fraud
 Other Contract Dispute

Real Property	Portal	JBSIS
	05 *	60

* **Real Property** is one of the several case types reported in this category in the Portal

An action that arises out of the ownership, use, or disposition of land or real estate. Includes Civil Case Cover Sheet codes:

14	Eminent domain/inverse condemnation
26	Other real property
33	Wrongful eviction

*Other examples of **Real Property** cases:*

Other Real Property (e.g., quiet title)
 Writ of Possession of Real Property
 Mortgage Foreclosure
 Quiet Title
 Other Real Property (but not eminent domain, landlord/tenant, or foreclosure)

Unlawful Detainer	Portal	JBSIS
	65 *	70

* **Unlawful Detainer** is one of the several case types reported in this category in the Portal

An action involving the possession of real property by a commercial or residential tenant whose original entry was lawful but whose right to the possession has terminated. Includes Civil Case Cover Sheet codes:

- 31 Unlawful detainer–Commercial
- 32 Unlawful detainer–Residential
- 38 Drugs

Judicial Review	Portal	JBSIS
	05 *	80

* **Judicial Review** is one of the several case types reported in this category in the Portal

A procedure for seeking judicial review of the validity of an order or a decision. Include appeals of decisions by the Labor Commissioner and the Employment Development Department (EDD). Includes Civil Case Cover Sheet codes:

- 02 Writ of mandate
- 05 Asset forfeiture
- 11 Petition re: arbitration award
- 39 Judicial review–Other

Other examples of Judicial Review cases:

- Writ–Administrative Mandamus
- Writ–Mandamus on Limited Court Case
- Matter Writ–Other Limited Court Case Review
- Review of Health Officer Order
- Notice of Appeal–Labor Commissioner Appeals
- Appeal of potentially dangerous or vicious dog determination
- Claims Opposing Forfeiture

Provisionally Complex Litigation	Portal	JBSIS
	05 *	90

* **Provisionally Complex Litigation** is one of the several case types reported in this category in the Portal

Provisionally complex civil litigation. (Cal. Rules of Court, rules 3.400–3.403.) Includes Civil Case Cover Sheet codes:

- 03 Antitrust/trade regulation
- 10 Construction defect
- 28 Securities litigation
- 30 Toxic tort/environmental
- 40 Claims involving mass tort
- 41 Insurance coverage claims arising from the above-listed provisionally complex case types

In addition, a civil case with other codes checked on the Civil Case Cover Sheet should be reported in the Provisionally Complex Litigation category if item 2 is also checked indicating that this case is complex.

For example:

If the Civil Case Cover Sheet has Asbestos (04) checked and also box 2 indicating that this case is complex, then this case should be reported in the Provisionally Complex Litigation category for JBSIS (and in Other Civil Unlimited Complaints and Petitions for the Portal).

If just the Asbestos (04) box is checked on the Civil Case Cover Sheet, then the case should be reported in the Other PI/PD/WD category for both JBSIS and the Portal.

Note: Although “a court may declare by local rule that certain types of cases are or are not provisionally complex pursuant to this subdivision” (Cal. Rules of Court, rule 3.400(d)), unless the Civil Case Cover Sheet designates the case as complex, the case is reported under the specific case type column.

Enforcement of Judgment	Portal	JBSIS
	05 *	100

* **Enforcement of Judgment** is one of the several case types reported in this category in the Portal

An action that gives the local court jurisdiction (for enforcement purposes) over a judgment rendered by another agency or in another county, state, or country. Includes Civil Case Cover Sheet code 20, enforcement of judgment (e.g., sister state, foreign, out-of-county abstracts, etc.).

*Other examples of **Enforcement of Judgment** cases:*

- Enforcement of obligation of the bail bond for a surety or bondsman
- Abstract of Judgment (Out of County)
- Confession of Judgment (non-domestic relations)
- Sister State Judgment
- Administrative Agency Award (but not unpaid taxes)
- Petition/Certification of Entry of Judgment on Unpaid Taxes
- Other Enforcement of Judgment Case

Other Civil Complaints and Petitions	Portal	JBSIS
	05 *	110

* **Other Civil Complaints and Petitions** is one of the several case types reported in this category in the Portal

Other civil complaints and civil petitions not defined in the other JBSIS or Portal case types.
Includes Civil Case Cover Sheet codes:

- Miscellaneous civil complaint
- 27 RICO
- 42 Other
- Miscellaneous civil petition
- 21 Partnership and corporate governance
- 43 Other

*Other examples of **Other Civil Complaints and Petitions** cases:*

- Petition to determine potentially dangerous or vicious dog
- Declaratory Relief Only
- Injunctive Relief Only
- Mechanics Lien
- Other Commercial Complaint Case (but non-tort/non-complex)
- Election Contest
- Petition for Name Change
- Petition for Relief from Late Claim

Filing

Civil case types are determined at the time of filing based on the codes used on the Civil Case Cover Sheet. For statistical reporting purposes, a civil case begins with the court's acceptance of the formal submission of the initial complaint or petition alleging the facts and requesting relief. Civil Limited filings are reported on Report 05a. JBSIS and Portal courts report filings in the following locations:

Report 05a: Civil Limited

JBSIS: Filings are reported on row 200

Portal: Filings are reported on row 200

Although there are different case type categories in JBSIS compared to the Portal, the types of filings reported in all the civil limited categories are the same in JBSIS and the Portal. In addition, the rules for counting civil limited filings in JBSIS and the Portal are the same.

Data Matrix Breakdown

CASELOAD/CASEFLOW

CASELOAD/CASEFLOW (unit of count = case). A case is the unit of count and consists of the filing of a complaint or petition regardless of the number of defendants or respondents or causes of action.

Civil cases that contain multiple defendants or respondents are not reported closed until each defendant or respondent has received a judgment, been dismissed, or is otherwise disposed. The case disposition is then reported according to a hierarchy, i.e., on the row according to the defendant that obtained the most serious disposition, based on impact to court time and resources.

INVENTORY

Limited Civil 05a - Data Matrix		00	05	10	20	30	40	50	60	65	70	80	90	100	110
JBSIS Data Reporting Standards effective July 1, 2018.															
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Civil	Civil Limited	Auto Tort	Other PIPD/W/D	Other Tort	Employment	Contract	Real Property	Unlawful Detainer	Judicial Review	Provisionally Complex Litigation	Enforcement of Judgment	Other Civil Complaints and Petitions	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.															
	P	JBSIS Web Portal Case Type	P							P					
CASELOAD/CASEFLOW (unit of count = case)															
50 Inventory															
100	Beginning pending														
200	+	Filing													
300	+	Reopened													
400	+	Restored to court's control													
450	+	Existing case entered in CMS													
460	-/+	Classification of pre-JBSIS case													
▼ 500	-	Total dispositions (from row 900)													
▼ 550	-	Removed from court's control (total rows 600 - 700)													
600		Conditional settlement filed													
700		Other removed													
800	End pending														
Key:	Unshaded cell = data expected											▼ Value calculated in JBSIS			
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.														

Row	Case Type		Definition
	Portal	JBSIS	
50	Inventory		An accounting of the number of cases filed, disposed, and pending in a reporting period.
100	05 65	00 10-60 70-110	beginning pending The number of cases awaiting disposition before the first day of a reporting period.

Row	Case Type		Definition
	Portal	JBSIS	
			<p>Note: This element cannot contain negative numbers. See note in “end pending,” row 800.</p> <p><u>What/how not to report:</u> Do not report cases that are removed from the court’s control.</p>
200	05 65	10–60 70–110	<p>filing (+) For statistical reporting purposes, a civil case begins with the court’s acceptance of the formal submission of documents alleging the facts and requesting relief.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Each civil case is reported as one filing regardless of the number of plaintiffs/petitioners or defendants/respondents or the number of causes of action. • A civil case commences with the filing of one of the following documents: <ul style="list-style-type: none"> ○ Complaint: The initial written pleading by the plaintiff in a civil case. ○ Petition: The initial written document by the petitioner in a civil case. ○ Change of venue: A case in which a judicial officer transfers a case from outside the county to the reporting court. <ul style="list-style-type: none"> ▪ A new filing is counted only if the change of venue occurs before the case reaches final disposition, which would be when each defendant or respondent in the case has received a judgment, been dismissed, or is otherwise disposed. A case transferred after final disposition would not be counted as a new filing for the receiving court, but all hearings and events should be captured in the postdisposition section on the JBSIS report. ○ Jurisdictional (intra-county) transfer: A case that is transferred in from a court within a county to a court of another jurisdiction within the same county <ul style="list-style-type: none"> ▪ For example: When a case originally filed as a civil limited matter has a change in the amount of the dispute that would exceed \$25,000 or the jurisdictional

Row	Case Type		Definition
	Portal	JBSIS	
			<p>limit of a civil limited case. The original civil limited case would be disposed as a “transfer” and a new civil unlimited case filing would be recorded in the corresponding case type category.</p> <ul style="list-style-type: none"> ○ Coordinated action: Case(s) transferred to a court under an order coordinating actions. Report one filing for each case transferred in from other county under an order coordinating actions. Report one additional filing for the coordinating action itself if a new coordinated case number is assigned. Do not report additional filings for local case(s) that are part of the coordinating action; these cases should have already been reported as a filing at the time of the initial filing of the case. <ul style="list-style-type: none"> ▪ For example: An order is granted to coordinate 10 civil cases in Court A; 8 cases originally filed in Court A and 2 cases originally filed in Court B. These 8 cases should have already been reported as a filing at the time of initial filing in Court A, and the 2 cases should have already been counted as a filing in Court B. When the coordinated action has been granted, Court A would report new filings for the 2 cases transferred from Court B to Court A as part of coordination. Court A would also report an additional filing for the coordinated action itself if a new coordinated case number is assigned. <p>This example would result in 11 civil filings reported by Court A; 8 filings for the cases originally filed in Court A, 2 filings for the cases transferred from Court B as part of coordination, and 1 filing for the coordinated action itself.</p> <ul style="list-style-type: none"> • Civil case type classification is determined at the time of filing based on the codes used on the Civil Case Cover Sheet and cannot be changed during the life of the case. • A civil property case that contains multiple parcels in the complaint should be counted as a single filing. <ul style="list-style-type: none"> ○ This type of property case with multiple parcels is much like a civil case with multiple parties where there should

Row	Case Type		Definition
	Portal	JBSIS	
			<p>only be a single filing count, but the case is not considered disposed until all parties or parcels have been resolved.</p> <ul style="list-style-type: none"> • An Interpleader should be counted as a filing only if it is filed as an independent action as the initial filing in a case. An Interpleader filed within an existing civil case should not be counted as a filing. • If a petition/complaint falls under “Other Civil Complaints and Petitions,” report it as a filing only if it is filed as an independent action and not a subsequent petition/complaint within an existing civil case. <p><u>What/how not to report filings:</u></p> <ul style="list-style-type: none"> • Reopened cases are reported separately from filings in the reopened row on both the JBSIS and Portal reports and are not included in the filings data for civil unlimited or civil limited. • A consolidated case should not be counted as a new or separate filing. <ul style="list-style-type: none"> ○ There is already a lead case in the court with the other consolidated cases being subsumed under the lead case. Each case that is being consolidated should have already been counted as a filing, and the consolidated case continues under the lead case without a new filing being counted. • A motion requesting coordination, or a petition filed to coordinate complex actions should not be counted as a new filing. <ul style="list-style-type: none"> ○ New filing(s) for coordinated cases should only be counted when coordination has been granted and the coordinated case(s) have been assigned to a court. • Do not report additional filings for local case(s) that are part of the coordinating action; these cases should have already been reported as a filing at the time of the initial filing of the case. • A case transferred after final disposition would not get a new filing for the receiving court, but all hearings and events should be captured in the postdisposition section on the JBSIS report.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> Do not count cases that are transferred or reassigned between courtrooms, courthouses, or judicial districts within the same county. Do not count a separate filing for a subsequent petition/complaint if it is filed within an existing civil case. However, all hearings and events for these subsequent petitions/complaints should be captured in the workload section of the JBSIS report or in Section C. Other Data on the Portal report if applicable. Do not report temporary civil harassment restraining orders (CH-120) as a filing. JBSIS and the Portal capture “Request for Orders to Stop Harassment” petitions (CH-100) as a filing but not their accompanying temporary petitions (CH-120). A request to renew a restraining order should not be counted as a separate filing. This is considered a subsequent petition filed in the existing civil harassment case. Opposing or cross-petitions (e.g., in a civil harassment matter) should not be counted as a separate filing. Amended complaints or cross-complaints should not be counted as a separate filing. An Interpleader filed within an existing civil case should not be counted as a filing. Adoption complaints adding plaintiffs to an existing civil case (e.g., the Master Complaint) should not be reported as a separate filing. Parking appeals should be reported on the 11a Misdemeanor and Infraction report (JBSIS only) even if they are handled in the civil department. Elder Abuse cases should be reported on the 06a Family Law report even if they are handled in the civil department.
300	05 65	00 10–60 70–110	<p>reopened (+) A case that was previously reported as disposed but is resubmitted to a court.</p> <p>Examples: Reopening after the granting of a motion to vacate judgment, setting aside a dismissal, or reversal on appeal of judgment.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u> One disposition for each reopened case.</p> <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not report cases that were closed in error. Since beginning and end pending do not have to match, submit an amended report after the error is corrected. • Reopened cases are not aged.
400	05 65	00 10–60 70–110	<p>restored to court’s control (+) The status of a case that is available for court processing after it was removed from court’s control (Cal. Stds. Jud. Admin., § 2.2(n)(1), eff. 1/1/07).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • The aging of a case restored to court’s control should include any period prior to removal when the case was within the court’s control. • The events that restore a case to the court’s control are: <ul style="list-style-type: none"> ○ Previously removed under a notice of conditional settlement (Cal. Rules of court, rule 3.1385, eff. 1/1/07) <ul style="list-style-type: none"> ▪ Entry of request for dismissal filed ▪ When plaintiff/petitioner fails to file a request for dismissal, by filed, a signed and dated court ordered dismissal or unsigned minute order entered more than 45 days from the date specified in the notice of conditional settlement. ○ Vacating the following stays (Cal. Rules of Court, rule 3.650, eff. 1/1/07) or removals: <ul style="list-style-type: none"> ▪ An automatic stay resulting from the filing of an action in a federal bankruptcy court ▪ The removal of a case to federal court (diversity, jurisdiction, etc.) ▪ An order of a federal court or higher state court staying the case ▪ An order staying the case based on proceedings in a court of equal standing in another jurisdiction ▪ The pendency of contractual arbitration, Code Civil Proc., § 1281.4

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> ▪ The pendency of attorney fee arbitration, Bus. & Prof. Code, § 6201 ▪ A stay by the reporting court for active military duty or incarceration ▪ 180-day exemption for uninsured motorist cases, rule 3.712(c)
450		00 10–60 70–110	<p>existing case entered in CMS (+) A civil complaint/petition not previously entered into the CMS and not reported in pending.</p> <p><u>What/how to report:</u> Report at the time an event is calendared, and the case is entered into the CMS.</p> <p><u>What/how not to report:</u> Do not report cases calendared for a postdisposition event. Report postdisposition activity in workload.</p>
460		00 10–60 70–110	<p>classification of pre-JBSIS case (-/+) Classification of a pre-JBSIS case into a JBSIS civil case type requires two counts in the inventory section:</p> <ul style="list-style-type: none"> • One count is added to the appropriate case type (columns 10–120) that will be used for future reporting. • A second count is deducted from the pre-JBSIS case type (column 00). <p>Note:</p> <ul style="list-style-type: none"> • The JBSIS file validation routine will verify that the pre-JBSIS case type counts (row 460, column 00) are balanced against counts in the remaining case types (row 460, columns 10–120). • Courts wishing to classify pre-JBSIS cases usually do so as they are scheduled for an event and the appropriate case type is known. Courts have the option of continuing to report these cases under the pre-JBSIS category, but no new filings may be added to this case type.

Row	Case Type		Definition
	Portal	JBSIS	
500	05 65	00 10–60 70–110	total dispositions (–) See row 900 for definitions.
550	05 65	00 10–60 70–110	<p>removed from court’s control (–) Report removals that apply to an entire case.</p> <p>Note: Although a removal may occur at a “person level” and there is no further activity pertaining to that particular person, case aging continues unless the removal applies to the entire case. At that point, the entire case is removed from court’s control; aging stops and does not begin again until an appropriate action restores the case to court’s control.</p> <p>JBSIS: Total rows 600 and 700</p> <p>Portal: Removed from active status</p>
600		00 10–60 70–110	<p>removed from court’s control: conditional settlement filed (–) The filing of a notice of conditional settlement (Cal. Rules of Court, rules 3.1385, Cal. Stds. Jud. Admin., § 2.2(n)(1), eff. 1/1/07).</p> <p>Note: The notice removes a case from the court’s control so that the time involved in that event is not counted in aging the case. Subsequently the case will be restored to the court’s control for dismissal.</p>
700		00 10–60 70–110	<p>removed from court’s control: other removed (–) Events other than notice of conditional settlement that remove a case from court’s control where time is excluded from case disposition time standards (Cal. Stds. Jud. Admin., § 2.2(n)(1), eff. 1/1/07):</p> <ul style="list-style-type: none"> • An automatic stay resulting from the filing of an action in a federal bankruptcy court • The removal of a case to federal court (diversity, jurisdiction, etc.) • An order of a federal court or higher state court staying the case • An order staying the case based on proceedings in a court of equal standing in another jurisdiction

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> • The pendency of contractual arbitration, Code Civ. Proc., § 1281.4 • The pendency of attorney fee arbitration, Bus. & Prof. Code, § 6201 • A stay by the reporting court for active military duty or incarceration • 180-day exemption for uninsured motorist cases, rule 3.712(c)
800	05 65	00 10–60 70–110	<p>end pending (=) The total number of cases awaiting disposition on the last day of the reporting period.</p> <p>Note: End pending for a month does not have to equal beginning pending for the next month. Case type classification changes, technical problems, or delayed data entry can make month-to-month balancing impossible.</p> <p><u>What/how not to report:</u> Cases removed from court’s control are not reported in inventory.</p> <p>JBSIS: In rare instances related to changes in case types, this element may contain negative values. This is the only item for which negative numbers can be reported. Normally end pending numbers for one month equal beginning pending for the next month. However, since the negative end pending number is attributable to disposed cases, this does not truly reflect the actual number of beginning pending. Therefore, beginning pending should only reflect those cases that are actually pending at the beginning of the report month.</p>

DISPOSED CASES

Limited Civil 05a - Data Matrix		00	05	10	20	30	40	50	60	65	70	80	90	100	110
JBSIS Data Reporting Standards effective July 1, 2018.															
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.															
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.															
	P JBSIS Web Portal Case Type		P							P					
CASELOAD/CASEFLOW (unit of count = case)															
Disposed Cases, in Ascending Stage and Outcome Hierarchy															
900	Dispositions (total rows 1000, 2800, 3500, 4200 - 4300)														
1000	Before trial (total rows 1050 and 2200)														
▼1050	Dismissal/Transfer (total rows 1075 and 1250)														
▼1075	Transfer (total rows 1100 - 1200)														
1100	Change of venue														
1150	Jurisdictional transfer														
1200	Consolidated														
▼1250	Dismissal (total rows 1300 and 1800)														
1300	Entry of req. for dismissal (total rows 1400 - 1700)														
1400	After settlement conference														
1500	After judicial arbitration														
1600	After court-ordered mediation														
1650	After other ADR														
1700	No ADR														
1800	Entry of court-ordered dismissal (total rows 1900 - 2100)														
1900	Dismissal—Lack of prosecution														
2000	Dismissal—Delay reduction rules														
2100	Other court-ordered dismissal														
2200	Entry of judgment (total rows 2300 - 2700)														
2300	Arbitration award														
2400	Clerk default judgment														
2500	Other clerk judgment														
2550	Default judgment by court														
2600	Stipulated judgment														
2700	Summary judgment														
2800	After court trial (total rows 2900 - 3000)														
2900	Entry of court-ordered dismissal														
3000	Entry of judgment (total rows 3100 - 3400)														
3100	Default judgment by court														
3200	Stipulated judgment														
3300	Motion for judgment granted														
3400	Court finding														
3500	After jury trial (total rows 3600 - 3700)														
3600	Entry of court-ordered dismissal														
3700	Entry of judgment (total rows 3800 - 4100)														
3800	Default judgment by court														
3900	Stipulated judgment														
4000	Motion for nonsuit granted														
4100	Jury verdict														
4200	Before hearing														
4300	After trial de novo														
Key:	Unshaded cell = data expected														
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.														

Row	Case Type		Definition
	Portal	JBSIS	
900	05 65	00 10–60 70–110	dispositions (total rows 1000, 2800, 3500) The termination of a case pending before the court.

Row	Case Type		Definition
	Portal	JBSIS	
			<p>Note: Civil case dispositions are defined and reported in three major categories: before trial, after court trial, and after jury trial. Report one disposition for each filing reported.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • The disposition is reported on the row according to the defendant/respondent who obtained the most serious disposition. Dispositions are listed in order of least to most serious—e.g. row 1050, dismissal/transfer, is less serious than row 2800, disposition after court trial. • A case is considered disposed on the date the judgment is filed with the clerk and entered. Judgment includes any judgment, decree, or signed appealable order (Code Civ. Proc., § 664 et seq.). • For statistical reporting purposes, unlawful detainer cases are reported as disposed at the time possession is granted even though there may be a subsequent monetary judgment. • One disposition is reported for each: <ul style="list-style-type: none"> ○ filing reported on row 200, Civil cases with multiple defendants/respondents (including eminent domain) are reported disposed only after all defendants/ respondents are disposed. ○ reopened case reported on row 300, ○ existing case entered in the CMS reported on row 450, classified pre-JBSIS case reported on row 460, and ○ report workload relating to the subsequent judgment under postdisposition hearings and events. <p>Portal: Disposition totals. Report disposition of all civil limited cases. Report post dispositional workload in row 7700.</p>
1000	05 65	00 10–60 70–110	<p>before trial (total rows 1050 and 220)</p> <p>JBSIS: Disposition occurs prior to the swearing-in of the 12 jurors and alternates in a jury trial or before the introduction of first evidence in a court trial. First evidence is when one or more parties or counsel appear and oral arguments, presentations</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<p>relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.</p> <p>Portal: Include all civil limited cases. Disposition occurs prior to the commencement of jury selection in a jury trial or before an opening statement or evidence has been introduced by either side in a court trial.</p>
1050	05 65	00 10–60 70–90 110	<p>dismissal/transfer (total rows 1075 and 1250) A disposition before trial in which the case is dismissed or transferred.</p> <p>Portal: Dismissed for lack of prosecution & Other dismissals and transfers. The total from row 1250.</p>
1075	05 65	00 10–60 70–90 110	<p>transfer A disposition before trial in which the case is transferred to a court in another county or within the same county.</p> <p>JBSIS: Total rows 1100, 1150, and 1200</p>
1100		00 10–60 70–90 110	<p>change of venue A disposition before trial in which the venue of a case changes to another county.</p> <p><u>What/how to report:</u> Report cases that are transferred to another county under an order coordinating actions pursuant to Code Civ. Proc., § 404.</p>
1150		00 10–60 70–90 110	<p>jurisdictional (intra-county) transfer A disposition before trial in which a case is transferred from a court within the county to a court of another jurisdiction within the same county.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report cases in which there is a change in jurisdictional limit. Example: When the jurisdictional amount for a limited civil case is exceeded, it is disposed on row 1150 in Report 05a and reported as a new filing on row 200 of Report 05b. (Code Civ. Proc., § 403.03 et seq.) • Report cases that are transferred to another court within the county under an order coordinating actions pursuant to Code Civ. Proc., § 404.

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> Do not report cases transferred to another county. Report as change of venue on row 1100. Do not report cases that are subsumed into a coordinated action within the court. Report as consolidated on row 1200.
1200		00 10–60 70–90 110	<p>consolidated A disposition before trial in which a case is subsumed into another pending (lead) case when the cases involve a common question of law or fact.</p> <p>Note: Under consolidation, all actions in the subsumed case become part of the lead case and are resolved by disposition of the lead case.</p> <p><u>What/how to report:</u> Coordinated cases—Report cases that are subsumed into a coordinated action within the court under an order coordinating actions pursuant to Code Civ. Proc., § 404. A coordinated case is aged from the earliest date the complaints/petitions are filed in the court of original jurisdiction.</p> <p><u>What/how not to report:</u> Do not report cases that are consolidated for trial purposes only and are not subsumed.</p>
1250	05 65	00 10–60 70–90 110	<p>dismissal (total rows 1300 and 1800) A disposition before trial in which the case is dismissed.</p> <p>Portal: Dismissed for lack of prosecution & Other dismissals and transfers. The total from row 1800.</p>
1300	05 65	00 10–60 70–90 110	<p>entry of request for dismissal (voluntary) A disposition before trial in which a request for dismissal is filed by one of the parties and entered (Code Civ. Proc., § 581(c)).</p> <p>JBSIS: Total rows 1400–1700</p>
1400		00 10–60 70–90 110	<p>after settlement conference A disposition before trial in which an entry of request for dismissal occurs within 60 days of a settlement conference.</p> <p><u>What/how to report:</u> Report dispositions on this row if the settlement conference was the only alternative dispute resolution</p>

Row	Case Type		Definition
	Portal	JBSIS	
			(ADR) (i.e., no judicial arbitration or court-ordered mediation) or if it was the most recent type of ADR prior to disposition.
1500		00 10–60 70–90 110	<p>after judicial arbitration A disposition before trial in which an entry of request for dismissal occurs within 60 days of judicial arbitration (Code Civ. Proc., § 1141 et seq.).</p> <p>Note: Contractual arbitration is reported separately from judicial arbitration. Cases with a contractual arbitration agreement are removed from the court’s control (row 700). Some courts monitor these cases, while others make it the parties’ responsibility to report back to the court. Regardless, when arbitration is complete, the case is restored to the court’s control (row 400). Remaining issues are addressed (if any), and the case is disposed based upon the most important manner of disposition.</p> <p><u>What/how to report:</u> Report dispositions on this row if judicial arbitration was the only ADR (i.e., no settlement conference) or if it was the most recent type of ADR prior to disposition. A case sent to judicial arbitration may be tracked and reported in multiple ways: If a dismissal is filed, report as dismissal after judicial arbitration (row 1500).</p> <ul style="list-style-type: none"> • If an arbitration award is filed, report as a judgment (row 2300). • If a request for trial de novo is filed, report in row 8250. • If a trial de novo is held, report on row 8300.
1600		00 10–60 70–90 110	<p>after court-ordered mediation A disposition before trial in which an entry of request for dismissal occurs within 60 days of court-ordered mediation.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report dismissals following court-ordered mediation, regardless of whether parties participated in court-annexed or private mediation. • Report dispositions if court-ordered mediation was the only ADR (i.e., no settlement conference) or if it was the most recent type of ADR prior to disposition.

Row	Case Type		Definition
	Portal	JBSIS	
1650		00 10-60 70-90 110	<p>after other ADR A disposition before trial in which an entry of request for dismissal occurs within 60 days of ADR.</p> <p>Note: This row captures all other dismissals following a type of ADR not specified in rows 1400-1600 if it was the most recent ADR prior to disposition.</p>
1700		00 10-60 70-90 110	<p>no ADR A disposition before trial in which an entry of request for dismissal does not follow any type of ADR proceedings—i.e., dismissal occurs without a settlement conference, judicial arbitration, court-ordered mediation, or other ADR—or more than 60 days has elapsed since any type of ADR.</p>
1800	05 65	00 10-60 70-90 110	<p>entry of court-ordered dismissal (total rows 1900-2100) A disposition before trial in which the court dismisses the entire case by signed and dated order on the court's own motion or at the request of a party. Include cases where the court minutes stand as the order and no other document is prepared.</p> <p>Portal: Dismissed for lack of prosecution & Other dismissals and transfers. See rows 1900 and 2100 for definitions.</p>
1900	05 65	00 10-60 70-90 110	<p>dismissal—lack of prosecution A disposition before trial in which the court dismisses the case on its own motion or on the motion of a party if the case meets one of the conditions outlined in Code Civ. Proc., § 583 et seq.</p> <p>Portal: Dismissed for lack of prosecution.</p>
2000	05 65	00 10-60 70-90 110	<p>dismissal—delay reduction rules A disposition before trial in which the court dismisses an action for failure to comply with delay reduction rules, pursuant to Gov. Code, § 68608(b).</p>
2100	05 65	00 10-60 70-90 110	<p>other court-ordered dismissal Entry of any other court-ordered dismissal.</p> <p>Examples: Dismissal of filings voided due to a bad check, nonpayment of fees after denial of fee waiver request, dismissals due to a deceased party, dismissals emanating from a conditional settlement or good faith settlement. Do not report a dismissal unless it results in the termination of all proceedings in the case.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			Portal: Other dismissals and transfers. Report all cases dismissed, other than for lack of prosecution, in the clerk's office or in court before a trial commences (trial defined in row 1000). Include the number of cases transferred to any other court in the same or different county. Do not report a dismissal unless it results in the termination of all proceedings in the case.
2200	05 65	00 10-60 70-110	<p>entry of judgment Entry of the final determination of the rights of the parties in an action or proceeding before trial. Cases are disposed on the date of entry, which is the date the judgment is filed with the clerk (Code Civ. Proc., § 668.5).</p> <p>JBSIS: Total of rows 2300-2700.</p> <p>Portal: Summary Judgments & All other judgments. The total of summary and all other judgments before trial, including default judgments entered by the clerk under subdivision 1 of Code Civ. Proc., § 585(a), judgments by confession under Code Civ. Proc., § 1134, and judgments pursuant to an offer and acceptance under Code Civ. Proc., § 998.</p>
2300		00 10-60 70-90 110	<p>arbitration award Entry of an arbitration award (Code Civ. Proc., § 1141.23) before trial as final judgment in the case.</p>
2400		00 10-60 70-90 110	<p>clerk default judgment Entry of judgment before trial by the clerk when a defendant/respondent fails to respond to the complaint or the answer is stricken.</p>
2500		00 10-60 70-110	<p>other clerk judgment All other entries of judgment before trial by the clerk, including but not limited to enforcement of judgment, confession of judgment, Employment Development Department (EDD) judgments, sister state judgments, Labor Commissioner decisions, and judgments submitted to the court by private judges.</p>
2550		00	<p>default judgment by court Entry of judgment before trial following a prove-up (default) hearing or default by affidavit.</p>

Row	Case Type		Definition
	Portal	JBSIS	
		10–60 70–90 110	
2600		00 10–60 70–90 110	<p>stipulated judgment Entry of judgment before trial based on the terms of a stipulated settlement pursuant to Code Civ. Proc., § 664.6.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report judgments emanating from good faith settlements even though they are not truly a stipulated judgment. • Report judgments stipulating monthly payments. • Any activity on judgments with monthly payments is considered postdisposition.
2700		00 10–60 70–90 110	<p>summary judgment Entry of judgment before trial based on a motion by either party contending that the action has no merit or that there is no defense to the action or proceeding, pursuant to Code Civ. Proc., § 437c.</p>
2800	05 65	00 10–60 70–90 110	<p>after court trial A disposition that occurs after the introduction of the first evidence or opening statement at a trial in which the judicial officer will determine both the issues of fact and law in a case.</p> <p>JBSIS: Total of rows 2900 and 3000</p> <p>Note: First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.</p>
2900		00 10–60 70–90 110	<p>entry of court-ordered dismissal A disposition after court trial in which the court dismisses the entire case by signed and dated order on the court’s own motion or at the request of a party.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report dismissals due to a deceased party. • Report filings voided due to a bad check.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> • Report nonpayment of fees after denial of fee waiver requests. • Report cases where the court minutes stand as the order and no other document is prepared.
3000		00 10–60 70–90 110	<p>entry of judgment (total rows 3100–3400) Entry of the final determination of the rights of the parties in an action or proceeding after court trial.</p> <p>Note: Cases are disposed on the date of entry of judgment, which is the date the judgment is filed with the clerk (Code Civ. Proc., § 668.5).</p>
3100		00 10–60 70–90 110	<p>default judgment by court Entry of judgment after court trial following a court order for default judgment when the defendant/respondent fails to appear for the trial or the answer is stricken pursuant to Code Civ. Proc., § 585.</p>
3200		00 10–60 70–90 110	<p>stipulated judgment Entry of judgment after court trial based on the terms of a stipulated settlement pursuant to Code Civ. Proc., § 664.6.</p>
3300		00 10–60 70–90 110	<p>motion for judgment granted Entry of judgment after court trial following the court’s granting of a motion for judgment pursuant to Code Civ. Proc., § 631.8.</p>
3400		00 10–60 70–90 110	<p>court finding Entry of judgment after court trial following the court’s decision concerning the matters at issue.</p> <p>Note: All civil petitions under case type “other civil” (column 110) are disposed as “court finding” if the petition is granted or denied.</p>
3500	05 65	00 10–60 70–90 110	<p>after jury trial</p> <p>Disposition occurs after the swearing-in of the 12 jurors and alternates who will determine the issues of fact in a case.</p> <p>JBSIS: Total of rows 3600 and 3700.</p> <p>Portal: A jury trial commences once a jury selection begins.</p>

Row	Case Type		Definition
	Portal	JBSIS	
3600		00 10-60 70-90 110	<p>entry of court-ordered dismissal A disposition after jury trial in which the court dismisses the entire case by signed and dated order on the court's own motion or at the request of a party.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report dismissals due to a deceased party, • Report filings voided due to a bad check, • Report nonpayment of fees after denial of fee waiver requests, and • Report cases where the court minutes stand as the order and no other document is prepared.
3700		00 10-60 70-90 110	<p>entry of judgment (total rows 3800-4100) Entry of the final determination of the rights of the parties in an action or a proceeding after jury trial.</p> <p><u>What/how to report:</u> Cases are disposed on the date of entry of judgment, which is the date the judgment is filed with the clerk (Code Civ. Proc., § 668.5).</p>
3800		00 10-60 70-90 110	<p>default judgment by court Entry of judgment after jury trial following a court order for default judgment when the defendant/respondent fails to appear for the trial or the answer is stricken (Code Civ. Proc., § 585).</p>
3900		00 10-60 70-90 110	<p>stipulated judgment Entry of judgment after jury trial based on the terms of a stipulated settlement pursuant to Code Civ. Proc., § 664.6.</p>
4000		00 10-60 70-90 110	<p>motion for nonsuit granted Entry of judgment after jury trial following the court's granting of a motion for a nonsuit (Code Civ. Proc., § 581c).</p>
4100		00 10-60 70-90 110	<p>jury verdict Entry of judgment after jury trial following a jury's decision of the matters at issue in the trial.</p> <p><u>What/how to report:</u> Report directed verdicts here as well.</p>

Row	Case Type		Definition
	Portal	JBSIS	
4200			before hearing Does not apply to limited civil report 05a case types; see unlimited civil report 05b.
4300			after trial de novo Does not apply to limited civil report 05a case types; see unlimited report 05b.

CASE AGING

Limited Civil 05a - Data Matrix		00	05	10	20	30	40	50	60	65	70	80	90	100	110
JBSIS Data Reporting Standards effective July 1, 2018.															
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.															
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.															
	P	JBSIS Web Portal Case Type	P							P					
CASELOAD/CASEFLOW (unit of count = case)															
4350 Case Aging															
4400 Age of disposed cases (unlawful detainer)															
4500		0–30 days													
4600		31–45 days													
4700		GE 46 days													
4800 Age of pending cases (unlawful detainer)															
4900		0–30 days													
5000		31–45 days													
5100		GE 46 days													
5200 Age of disposed cases (all civil except unlawful detainers or exceptional)															
5300		0–LT 12 months													
5400		12–LT 18 months													
5500		18–LT 24 months													
5600		GE 24 months													
5700 Age of disposed cases (exceptional)															
5800		0 - LT 3 years													
5900		GE 3 years													
6000 Age of pending cases (all civil except unlawful detainers or exceptional)															
6100		0–LT 12 months													
6200		12–LT 18 months													
6300		18–LT 24 months													
6400		GE 24 months													
6500 Age of pending cases (exceptional)															
6600		LT 3 years													
6700		GE 3 years													
Key:		Unshaded cell = data expected	▼	Value calculated in JBSIS											
		Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.													

Row	Case Type		Definition
	Portal	JBSIS	
4350			<p>Case Aging The number of cases falling into specific time intervals measuring the age of a pending case or the age of a case at the time of disposition (Cal. Stds. Jud. Admin., § 2.2, eff. 1/1/07).</p> <ul style="list-style-type: none"> Pending cases are aged from filing date to the last day of the reporting period, excluding time the case was removed from court’s control (see rows 600–700). Disposed cases are aged from filing date to disposition date, excluding time the case was removed from court’s control. Cases transferred in are aged from the filing date in the court of original jurisdiction. Coordinated cases are aged from the earliest date the complaints/petitions are filed in the court of original jurisdiction.

Row	Case Type		Definition
	Portal	JBSIS	
4400	Age of disposed cases (unlawful detainer)		Unlawful detainer cases is disposed at entry of judgment for possession, even though a money judgment may be pending. Report the number of disposed cases falling into each of the following time intervals:
4500	65	00 70	0–30 days
4600	65	00 70	31–45 days
4700	65	00 70	Greater than 46 days
4800	Age of pending cases (unlawful detainer)		Unlawful detainer cases are pending until entry of judgment for possession, even though a money judgment may be pending. Report the number of cases pending disposition that fall into each of the following time intervals:
4900	65	00 70	0–30 days
5000	65	00 70	31–45 days
5100	65	00 70	Greater than 46 days
5200	Age of disposed cases (all civil except unlawful detainees or exceptional)		The number of all other disposed civil cases (except unlawful detainer and exceptional) falling into each of the following time intervals:
5300	5	00 10–60 80–110	0–Less than 12 months
5400	5	00 10–60 80–110	12–Less than 18 months
5500	5	00 10–60 80–110	18–Less than 24 months
5600	5	00	Greater than 24 months

Row	Case Type		Definition
	Portal	JBSIS	
		10-60 80-110	
5700			Age of disposed cases (exceptional) The number of disposed limited exceptional cases (Cal. Rules of Court, rule 3.714(d)) falling into each of the following time intervals:
5800		00 10-60 80-110	0-Less than 3 years
5900		00 10-60 80-110	Greater than 3 years
6000			Age of pending cases (all civil except unlawful detainers or exceptional) The number of all other civil cases (except unlawful detainers and exceptional) pending disposition that fall into each of the following time intervals:
6100		00 10-60 80-110	0-Less than 12 months
6200		00 10-60 80-110	12-Less than 18 months
6300		00 10-60 80-110	18-Less than 24 months
6400		00 10-60 80-110	Greater than 24 months
6500			Age of pending cases (exceptional) The number of limited exceptional cases (Cal. Rules of Court, rule 3.714(d)) pending disposition that fall into each of the following time intervals:
6600		00 10-60 80-110	Less than 3 years
6700		00	Greater than 3 years

Row	Case Type		Definition
	Portal	JBSIS	
		10-60 80-110	

WORKLOAD

WORKLOAD (unit of count = action). Data collected to reflect workload. Report workload resulting from the initial and subsequent filings. Report on the last day of the reporting period. Capture the actual number of events occurring during that period. If an event changes the case type, enter the event under the old case type but report subsequent events under the new case type.

PREDISPOSITION HEARINGS

Limited Civil 05a - Data Matrix		00	05	10	20	30	40	50	60	65	70	80	90	100	110
JBSIS Data Reporting Standards effective July 1, 2018.															
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Civil	Civil Limited	Auto Tort	Other PIPD/W/D	Other Tort	Employment	Contract	Real Property	Unlawful Detainer	Judicial Review	Provisionally Complex Litigation	Enforcement of Judgment	Other Civil Complaints and Petitions	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.															
P JBSIS Web Portal Case Type			P							P					
WORKLOAD (unit of count = action)															
Hearings (predisposition hearings: rows 6800–7600; postdisposition hearings: rows 7700–8000)															
6800	Predisposition hearings (total rows 7200 - 7600)														
7200	Demurrer/motion to strike hearing														
7300	Summary judgment hearing														
7400	Discovery hearing														
7500	OSC hearing														
7600	Other predisposition hearing														
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS													
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.														

Row	Case Type		Definition
	Portal	JBSIS	
Hearings			
6800	05 65	00 10–60 70–110	<p>predisposition hearings Formal judicial predisposition proceedings held to decide issues of fact or law arising in the course of a court action.</p> <p>Examples: Civil motion hearings, order to show causes (OSCs) for child custody and support, dependency review hearings, etc.</p> <p>JBSIS: Total rows 7200–7600</p> <p>Note:</p> <ul style="list-style-type: none"> A hearing begins when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court (i.e., “first evidence”).

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> • Hearings are initiated: <ul style="list-style-type: none"> ○ By the official placement of a case on a judicial officer’s calendar ○ by the filing of written documents such as motions and OSCs, etc., ○ on the court’s own motion, or ○ at the request of a party to the action or another interested party (e.g., sheriff, Family Court Services, etc.); or ○ Based on impromptu oral motions presented in court and heard by the judicial officer. <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report each hearing that actually takes place. If multiple proceedings are heard at one time (regardless of whether they are initiated by one or more documents), count each proceeding. • Hearings that extend over more than one day are counted as separate hearings for each hearing day. • If a judicial ruling made at a hearing results in the disposition of a case, count both the hearing and the disposition. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not report hearings that are not heard at all and are reset at the request of the parties or on the court’s motion. Count these as continuances in the Events section. • Do not count ex parte proceedings unless they are calendared and heard. • Do not count impromptu oral motions that do not require a presentation and are not heard by the judicial officer. <p>Portal: The number of hearings in civil cases on questions of pleading, motions for temporary orders, and other matters heard before trial.</p>
7200		00	<p>demurrer/motion to strike hearing A predisposition hearing on the defendant/respondent’s motion that the plaintiff/petitioner’s</p>

Row	Case Type		Definition
	Portal	JBSIS	
		10–60 70–110	complaint is not sufficient to oblige the defendant/respondent to answer, pursuant to Code Civ. Proc., § 430.30. <i>What/how to report:</i> A judicial decision at a hearing may or may not dispose of a case. If a disposition occurs, count both the hearing and the disposition.
7300		00 10–60 70–110	summary judgment hearing A predisposition hearing on a motion by either party contending that the action or cross-complaint has no merit or that there is no defense to the action or proceeding, pursuant to Code Civ. Proc., § 437c.
7400		00 10–60 70–110	discovery hearing A predisposition hearing held on a party’s motion to obtain facts and information about the case from the opposing party in order to assist in preparation for trial.
7500		00 10–60 70–110	order to show cause (OSC) hearing A predisposition hearing on a court order to appear as directed and present to the court reasons that a particular order should not be confirmed.
7600		00 10–60 70–110	other predisposition hearing A predisposition hearing not specified on rows 7200–7500. Examples: Motions on pleadings, etc.

TRIAL AND POSTDISPOSITION HEARINGS

Limited Civil 05a - Data Matrix		00	05	10	20	30	40	50	60	65	70	80	90	100	110
JBSIS Data Reporting Standards effective July 1, 2018.															
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Civil	Civil Limited	Auto Tort	Other P/DP/WD	Other Tort	Employment	Contract	Real Property	Unlawful Detainer	Judicial Review	Provisionally Complex Litigation	Enforcement of Judgment	Other Civil Complaints and Petitions	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.															
	P	JBSIS Web Portal Case Type			P						P				
WORKLOAD (unit of count = action)															
7650	Trial (rows 7660-7670)														
7660	Mistrial														
7670	Retrial														
7700	Postdisposition hearings (total rows 7800 - 8000)														
7800	Enforcement of judgment hearing														
7900	OSC hearing														
8000	Other postdisposition hearing														
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS													
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.														

Row	Case Type		Definition
	Portal	JBSIS	
7650	Trial (rows 7660 and 7670)		Workload data regarding trials that are not captured in caseload disposition categories.
7660		00 10-60 70-90 110	mistrial A trial terminated prior to its normal conclusion.
7670		00 10-60 70-90 110	retrial A new trial of an action that has already been tried once, regardless of the reason for the retrial. Examples: the granting of a motion for a new trial, reversal on appeal or a mistrial.
7700	05 65	00 10-60 70-110	postdisposition hearings A proceeding at which first evidence is presented and heard by a judicial officer after final disposition. Refer to "hearing" definition on row 6800. JBSIS: Total of rows 7800-8000. Portal: The number of hearings in civil cases of all proceedings connected with the enforcement of judgments, hearings on motions for new trials, hearings on motion to have judgments set aside or vacated and hearings of any other proceedings occurring after trial.

Row	Case Type		Definition
	Portal	JBSIS	
7800		00 10–60 70–110	enforcement of judgment hearing A postdisposition hearing on a motion to carry out a mandate or decision of the court (Code Civ. Proc., § 680 et seq.).
7900		00 10–60 70–110	OSC hearing A postdisposition hearing on a court order to appear as directed and present to the court reasons that a particular order should not be confirmed.
8000		00 10–60 70–110	other postdisposition hearing A postdisposition hearing not specified on row 7800 or 7900. Note: Report alternative dispute resolution (ADR) events, including settlement conferences, judicial arbitration, court-ordered mediation, and other ADR events are reported, in rows 8070–8680.

EVENTS

Limited Civil 05a - Data Matrix		00	05	10	20	30	40	50	60	65	70	80	90	100	110
JBSIS Data Reporting Standards effective July 1, 2018.															
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.															
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.															
	P														
JBSIS Web Portal Case Type			P								P				
WORKLOAD (unit of count = action)															
8050 Events															
8060 Settlement conference (rows 8070 - 8090)															
8070	Cases submitted														
8080	Trial requested														
8090	Trial held after settlement conference														
8100 Judicial arbitration (rows 8200 - 8300)															
8200	Cases submitted														
8250	Trial de novo requested														
8300	Trial de novo held after arbitration														
8400 Court-ordered mediation (rows 8500 - 8600)															
8500	Cases submitted														
8550	Trial requested														
8600	Trial held after mediation														
8650 Other ADR (rows 8660 - 8680)															
8660	Cases submitted														
8670	Trial requested														
8680	Trial held after other ADR														
8700	Tentative decisions														
8800	Case management conference														
8900	Pretrial conference														
9000	Subsequent fee waiver requested														
9050	Subsequent fee waiver granted														
9100 Continuances (total rows 9150, 9400 - 9550)															
9150	Court's motion (total rows 9200 - 9300)														
9200	Court's motion: hearing														
9300	Court's motion: trial														
9400	Resets														
9500	Stipulated continuances														
9550 Party's motion (total rows 9600 - 9700)															
9600	Party's motion: hearing														
9700	Party's motion: trial														
Key:	Unshaded cell = data expected														
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.														

Row	Case Type		Definition
	Portal	JBSIS	
8050	Events		To measure workload, capture the actual number of events occurring during the reporting period. Report event(s) resulting from the initial and subsequent filing(s). Report on the last day of the reporting period.
8060	Settlement conference (rows 8070–8090)		A settlement conference is defined as a calendared conference, before or after the start of trial, among parties and the judicial officer or other individuals given authority by the judge to settle the case, for the specific purpose of settling the case.
8070	05 65	00 10–60	cases submitted The number of cases ordered or referred to settlement conference. Count each referral. If a case is referred to

Row	Case Type		Definition
	Portal	JBSIS	
		70–90 110	<p>settlement conference and the conference begins but must be continued to another date for completion, report one referral to settlement conference. If a settlement conference is completed and later the case is once again referred to settlement conference, report a second referral.</p> <p>Portal: Include pretrial settlement conferences that were calendared and heard. Do not report informal, noncalendared settlement discussions.</p>
8080		00 10–60 70–90 110	<p>trial requested A request for a court or jury trial following a settlement conference.</p>
8090		00 10–60 70–90 110	<p>trial held after settlement conference The start of a court or jury trial following a settlement conference.</p> <p>Note: A court trial begins when first evidence is introduced in a trial at which the judicial officer will determine the issues of fact. A jury trial begins when the 12 jurors and alternates are sworn to try the case.</p>
8100	Judicial arbitration (rows 8200–8300)		Events captured to study judicial arbitration (Code Civ. Proc., § 1141.10 et seq.) and measure workload.
8200		00 10–60 80–90 110	<p>cases submitted The number of cases ordered or referred to judicial arbitration pursuant to Code Civ. Proc., § 1141.10 et seq.</p> <p><u>What/how to report:</u> Count each referral.</p>
8250		00 10–60 80–90 110	<p>trial de novo requested A request for court or jury trial following an arbitration award.</p>
8300		00 10–60 80–90 110	<p>trial de novo held after arbitration The start of a court or jury trial following an arbitration award.</p> <p>Note: A court trial begins when first evidence is introduced in a trial at which the judicial officer will determine the issues of fact.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			A jury trial begins when the 12 jurors in and alternates are sworn to try the case.
8400	Court-ordered mediation (rows 8500–8600) Events captured to study court-ordered mediation and measure workload. Report all court orders for mediation regardless of whether parties participate in court-annexed or private mediation.		
8500		00 10–60 70–90 110	cases submitted The number of cases ordered or referred to court-ordered mediation. <u>What/how to report:</u> Count each referral regardless of whether parties participate in court-annexed or private mediation.
8550		00 10–60 70–90 110	trial requested A request for court or jury trial following court-ordered mediation.
8600		00 10–60 70–90 110	trial held after mediation The start of a court or jury trial following court-ordered mediation.
8650	Other ADR (rows 8660–8680) Events captured to study alternative dispute resolution other than settlement conference, judicial arbitration, and court-ordered mediation, and measure workload.		
8660		00 10–60 70–90 110	cases submitted The number of cases ordered or referred to ADR other than a settlement conference, judicial arbitration, or court-ordered mediation. <u>What/how to report:</u> Report each referral. <u>What/how not to report:</u> Do not report cases referred to settlement conference, judicial arbitration, or court-ordered mediation, since they are reported elsewhere.
8670		00 10–60 70–90 110	trial requested A request for court or jury trial following ADR other than a settlement conference, judicial arbitration, or court-ordered mediation.

Row	Case Type		Definition
	Portal	JBSIS	
8680		00 10–60 70–90 110	trial held after other ADR The start of a court or jury trial following ADR other than a settlement conference, judicial arbitration, or court-ordered mediation.
8700		00 10–60 70–110	tentative decisions The number of tentative decisions in trial proceedings issued by judicial officers, which may be made by an oral statement in court, in writing, or by copy of the clerk’s minutes (Cal. Rules of Court, rule 3.1590).
8800		00 10–60 70–110	case management conference A calendared conference among parties and the judicial officer or other individual given authority by the judge to hold the conference, where the primary purpose is to monitor the progress of the case. <i>What/how not to report:</i> Do not include pretrial conferences and settlement conferences as they are reported elsewhere.
8900		00 10–60 70–110	pretrial conference A meeting of the opposing parties in a case with the judicial officer prior to trial for the purposes of stipulating those things that are agreed upon and thus narrowing the trial to the issues that are in dispute, disclosing required information about witnesses and evidence, making motions, and generally organizing the presentation of motions, witnesses, and evidence.
9000		00 10–60 70–110	subsequent fee waiver requested Subsequent application for waiver of filing fee submitted pursuant to Gov. Code, § 68634(e). <i>What/how to report:</i> Report separately each time a subsequent fee waiver request is filed. <i>What/how not to report:</i> Do not report initial application for fee waiver. Report initial fee waiver request on row 10200.
9050		00 10–60 70–110	subsequent fee waiver granted Subsequent application for waiver of filing fee granted in full or in part by the court. <i>What/how to report:</i> Report separately each time a subsequent fee waiver request is granted.

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how not to report</u> : Do not report the granting of the initial application for fee waiver. Report the initial fee waiver granted on row 10300.
9100		00 10–60 70–110	continuances (total rows 9150, 9400, and 9550) A hearing set on a calendar and recalendared to a future date for the same proceedings, at the request of a party or on the court’s own motion, before any proceedings take place–i.e., before first evidence is presented. <u>What/how to report</u> : Report all continuances, whether handled by the clerk’s office or in court.
9150		00 10–60 70–110	court’s motion (total rows 9200–9300) Total continuances of hearings and trials on the court’s own motion.
9200		00 10–60 70–110	court’s motion: hearing A continuance of a hearing by motion of the court. (Code Civ. Proc., § 594a.) <u>What/how not to report</u> : Do not include resets, which are reported on row 9400.
9300		00 10–60 70–110	court’s motion: trial A continuance of a trial by motion of the court (Code Civ. Proc., § 594a).
9400		00 10–60 70–90 110	resets A case that is reset for trial owing to the unavailability of a trial department.
9500		00 10–60 70–110	stipulated continuances A hearing set on a calendar and recalendared to a future date before any proceedings take place (before the first evidence is introduced) as a result of the parties’ written agreement to continue the hearing/trial. (Gov. Code, § 68616(d).) Note: Other stipulations are reported on rows 9550–9700.
9550		00	party’s motion (total rows 9600–9700) Total continuances of hearings/trials by party’s motion.

Row	Case Type		Definition
	Portal	JBSIS	
		10-60 70-110	
9600		00 10-60 70-110	party's motion: hearing A continuance of a hearing by party's motion. Include verbal or other stipulated continuances not in accordance with Gov. Code, § 68616(d).
9700		00 10-60 70-110	party's motion: trial A continuance of a trial by party's motion. Include verbal or other stipulated continuances not in accordance with Gov. Code, § 68616(d).

CASE CHARACTERISTICS

CASE CHARACTERISTICS (unit of count = case/action) Capture once per case regardless of how long the case is pending. Case characteristics can reflect either the initial or subsequent filing, but should only be captured once per case. Report on the last day of the month in which the characteristic was entered into the CMS, unless specified otherwise. Do not capture attributes of postdisposition cases.

CASE CHARACTERISTICS

Limited Civil 05a - Data Matrix		00	05	10	20	30	40	50	60	65	70	80	90	100	110
JBSIS Data Reporting Standards effective July 1, 2018.															
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Civil	Civil Limited	Auto Tort	Other PIPDWD	Other Tort	Employment	Contract	Real Property	Unlawful Detainer	Judicial Review	Provisionally Complex Litigation	Enforcement of Judgment	Other Civil Complaints and Petitions	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.															
	P														
JBSIS Web Portal Case Type			P												
CASE CHARACTERISTICS (unit of count = case/action)															
9900	Multiple plaintiffs/defendants														
10000	Pro per plaintiff/petitioner														
10100	Pro per defendant/respondent														
10200	Fee waiver requested														
10300	Fee waiver granted														
10400	Government exemption														
10500	Certified as class action														
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS													
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.														

Row	Case Type		Definition
	Portal	JBSIS	
9900		00 10-60 70-90 110	<p>multiple plaintiffs/defendants The number of cases in which there are multiple plaintiffs/petitioners and/or multiple defendants/respondents.</p> <p><u>What/how to report:</u> Report at the time of disposition.</p> <p><u>What/how not to report:</u> Do not report cross-complainants, cross-defendants, intervenors, or other parties not designated as plaintiff/petitioner or defendant/respondent.</p>
10000		00 10-60 70-110	<p>pro per plaintiff/petitioner A self-represented plaintiff/petitioner at the time of disposition.</p> <p><u>What/how to report:</u> For cases in which there are multiple pro per parties, report each pro per.</p>

Row	Case Type		Definition
	Portal	JBSIS	
10100		00 10-60 70-110	<p>pro per defendant/respondent A self-represented defendant/respondent at the time of disposition.</p> <p><i>What/how to report:</i> For cases in which there are multiple pro per parties, report each pro per.</p>
10200		00 10-60 70-110	<p>fee waiver requested Application for waiver of filing fee submitted pursuant to Gov. Code, § 68634(e).</p> <p><i>What/how to report:</i></p> <ul style="list-style-type: none"> • Report the first instance of a fee waiver granted pursuant to Gov. Code, § 68634(e). • Report once per case regardless of the number of extensions granted. The filing fee submitted is not required to be associated with the initial petitioner. • Report subsequent fee waivers granted on row 9050.
10300		00 10-60 70-110	<p>fee waiver granted Application for waiver of filing fee granted in full or in part by the court.</p> <p><i>What/how to report:</i></p> <ul style="list-style-type: none"> • Report the first instance of a fee waiver granted pursuant to Gov. Code, § 68634(e). • Report once per case regardless of the number of extensions granted. The filing fee submitted is not required to be associated with the initial petitioner. • Report subsequent fee waivers granted on row 9050.
10400		00 10-60 70-110	<p>government exemption This waiver applies to “the filing of any document or paper, for the performance of any official service, or for the filing of any stipulation or agreement, which may constitute an appearance.” (Gov. Code, § 6103)</p> <p><i>What/how to report:</i> Report the first waiver of fees for a government agency at the time of filing.</p>
10500		00 10-60 70-90 110	<p>certified as class action A filing designated as a class action by the court.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u> Report only if the court actually designates the case as a class action.</p> <p><u>What/how not to report:</u> Do not report the filing of motions for class action on this row.</p>

05a Limited Civil

RAS Case Categories: JBSIS and Portal Case Types

The Resource Assessment Study (RAS) model uses the filings data reported in JBSIS and the Portal to estimate court workload and court staffing needs. The RAS model uses the filings data along with workload standards for several different case categories based on the case types reported in JBSIS and the Portal. The table below illustrates the Civil case categories used in RAS, and how the JBSIS and Portal case types are mapped to this RAS categories.

RAS Case Category	Portal	JBSIS
Unlawful Detainer (UD)	Unlawful Detainer (UD)	Unlawful Detainer
Civil Limited (non-UD)	Other Civil Limited Complaints and Petitions (non-UD)	Auto Tort Other PI/PD/WD Other Tort Employment Contract Real Property Judicial Review Provisionally Complex Litigation Enforcement of Judgment
EDD	Sacramento only For purposes of the RAS model every year, Sacramento manually reports EDD data which is backed out of their Civil Limited filings.	

Unlimited Civil – Report 05b

Overview

Unlimited Civil case types represent a broad classification category for trial court civil caseload involving lawsuits brought to redress private wrongs, such as breach of contract or negligence, or to enforce civil remedies, such as compensation, damages, and injunctions. The civil unlimited category captures unlimited jurisdiction workload (cases over \$25,000).

A case is the unit of count and consists of the filing of a complaint or petition regardless of the number of defendants or respondents or causes of action. Civil cases that contain multiple defendants or respondents are counted as a single filing but are not reported closed or disposed until each defendant or respondent has received a judgment, been dismissed, or is otherwise disposed.

Unlimited Civil case types are reported according to one of two data collection and reporting standards:

1. Judicial Branch Statistical Information System (JBSIS): The JBSIS standards include a more detailed breakdown of cases by case type and disposition than the Portal, and include workload measures, such as the number of hearings. Courts reporting via JBSIS standards report civil case types are derived from the categories listed in the Civil Case Cover Sheet (form CM-010, rev. 7/1/07), available at www.courts.ca.gov/documents/cm010.pdf.
2. Portal: The Portal standards include fewer case types, dispositions and workload measures than JBSIS. The Portal data elements can be mapped to the JBSIS data matrix, defined on the next page.

Case Type Mapping

The JBSIS standards include a more detailed breakdown of cases by case type than the Portal but the rules for counting civil unlimited filings in JBSIS and the Portal are the same. The definition for certain more aggregate Portal case types would be made up of the individual definitions of several different types of case types reported in JBSIS. The association of the Portal case type definitions with those definitions for JBSIS case types is shown in the table below.

For example, the definition for the Other Civil Unlimited Complaints and Petitions (105) case type on the Portal is made up of the individual definitions of the following nine case types reported in JBSIS:

- 30—Other Tort
- 40—Employment
- 50—Contract
- 60—Real Property
- 70—Unlawful Detainer
- 80—Judicial Review
- 90—Provisionally Complex Litigation
- 100—Enforcement of Judgment
- 110—Other Civil Limited Complaints and Petitions

A type of civil case is reported on the 05b—Civil Unlimited report based on the amount reflected on the Civil Case Cover Sheet.

Portal		JBSIS	
05	Auto Tort	10	Auto Tort
15	Other PI/PD/WD	20	Other PI/PD/WD
105	Other Civil Unlimited Complaints and Petitions	30	Other Tort
		40	Employment
		50	Contract
		60	Real Property
		70	Unlawful Detainer
		80	Judicial Review
		90	Provisionally Complex Litigation
		100	Enforcement of Judgment
		110	Other Civil Limited Complaints and Petitions
115	Small Claims Appeals	120	Small Claims Appeals

Case Type Definitions

Pre-JBSIS Civil	Portal	JBSIS
	---	00

A civil case filed prior to JBSIS implementation in which a JBSIS-specific case type cannot be determined by case management system (CMS).

Note: Case type 00, pre-JBSIS, is included to permit a court to report pending civil cases entered in their management system prior to JBSIS implementation where the case type category is unknown. Usually, when the case is scheduled for an event, the case type is determined, and the count is subtracted from the pre-JBSIS column and added to the new case type column in row 460.

General Civil	Portal	JBSIS
	03	---

Case Inventory and Case Processing Time: General Civil. All civil unlimited jurisdiction cases.

Auto Tort	Portal	JBSIS
	05 *	10

* **Auto Tort** is one of the several case types reported in this category in the Portal.

An action that results from a party's alleged negligent operation of a motor vehicle. Includes Civil Case Cover Sheet codes:

22	PI/PD/WD—Auto
46	Uninsured motorist

Other PI/PD/WD (personal injury/property damage/wrongful death)	Portal	JBSIS
	15 *	20

* **Other PI/PD/WD** is one of the several case types reported in this category in the Portal.

An action alleging that one party has caused an injury or death to another party or damage to another party's property caused by an action other than automobile tort. Includes Civil Case Cover Sheet codes:

04	Asbestos
23	PI/PD/WD—Other
24	Product liability
45	Medical malpractice

Other examples of **Other PI/PD/WD** cases:

- Asbestos Property Damage
- Asbestos Personal Injury/Wrongful Death
- Medical Malpractice—Physicians and Surgeons
- Other Professional Health Care Malpractice
- Premises Liability (e.g., slip and fall)
- Intentional Bodily Injury/PD/WD (e.g., assault, vandalism)
- Intentional Infliction of Emotional Distress
- Negligent Infliction of Emotional Distress

Other Tort	Portal	JBSIS
		105 *

* **Other Tort** is one of the several case types reported in this category in the Portal.

An action involves a civil wrong or injury for which the court may provide a remedy in the form of an action for damages. Includes Civil Case Cover Sheet codes:

- 07 Business tort
- 08 Civil rights
- 13 Defamation
- 16 Fraud
- 19 Intellectual property
- 25 Professional negligence
- 35 Non-PI/PD/WD tort—Other

Other examples of **Other Tort** cases:

- Unfair Business Practice
- Civil Rights discrimination or false arrest (but not civil harassment)
- Slander or libel
- Legal Malpractice
- Other Professional Malpractice (but not medical or legal)

Employment	Portal	JBSIS
		105 *

* **Employment** is one of the several case types reported in this category in the Portal.

An action involves a civil wrong or injury related to employment for which the court may provide a remedy in the form of an action for damages. Includes Civil Case Cover Sheet codes:

- 15 Other employment
- 36 Wrongful termination

Contract	Portal	JBSIS
	105 *	50

* **Contract** is one of the several case types reported in this category in the Portal.

An action involving a dispute over a promissory agreement between two or more individuals or organizations. Includes Civil Case Cover Sheet codes:

06	Breach of contract/warranty
09	Collections
18	Insurance coverage
37	Contract—Other

Other examples of **Contract** cases:

Breach of Rental/Lease Contract (but not unlawful detainer or wrongful eviction)
 Contract/Warranty Breach—Seller Plaintiff (not fraud or negligence)
 Negligent Breach of Contract/Warranty
 Other Breach of Contract/Warranty
 Collections (e.g., money owed, open book accounts)
 Collection Case—Seller Plaintiff
 Other Promissory Note/Collections Case
 Auto Insurance Subrogation
 Other Insurance Coverage
 Contractual Fraud
 Other Contract Dispute

Real Property	Portal	JBSIS
	105 *	60

* **Real Property** is one of the several case types reported in this category in the Portal.

An action that arises out of the ownership, use, or disposition of land or real estate. Includes Civil Case Cover Sheet codes:

14	Eminent domain/inverse condemnation
26	Other real property
33	Wrongful eviction

Other examples of **Real Property** cases:

Other Real Property (e.g., quiet title)
 Writ of Possession of Real Property
 Mortgage Foreclosure
 Quiet Title
 Other Real Property (but not eminent domain, landlord/tenant, or foreclosure)

Unlawful Detainer	Portal	JBSIS
	105 *	70

* **Unlawful Detainer** is one of the several case types reported in this category in the Portal.

An action involving the possession of real property by a commercial or residential tenant whose original entry was lawful but whose right to the possession has terminated. Includes Civil Case Cover Sheet codes:

31	Unlawful detainer—Commercial
32	Unlawful detainer—Residential
38	Drugs

Judicial Review	Portal	JBSIS
	105 *	80

* **Judicial Review** is one of the several case types reported in this category in the Portal.

A procedure for seeking judicial review of the validity of an order or a decision. Include appeals of decisions by the Labor Commissioner and the Employment Development Department (EDD). Includes Civil Case Cover Sheet codes:

02	Writ of mandate
05	Asset forfeiture
11	Petition re: arbitration award
39	Judicial review—Other

Other examples of **Judicial Review** cases:

- Writ—Administrative Mandamus
- Writ—Mandamus on Limited Court Case
- Matter Writ—Other Limited Court Case Review
- Review of Health Officer Order
- Notice of Appeal—Labor Commissioner Appeals
- Appeal of potentially dangerous or vicious dog determination
- Claims Opposing Forfeiture

Provisionally Complex Litigation	Portal	JBSIS
	105 *	90

* **Provisionally Complex Litigation** is one of the several case types reported in this category in the Portal.

Provisionally complex civil litigation. (Cal. Rules of Court, rules 3.400–3.403.) Includes Civil Case Cover Sheet codes:

03	Antitrust/trade regulation
10	Construction defect

28	Securities litigation
30	Toxic tort/environmental
40	Claims involving mass tort
41	Insurance coverage claims arising from the above-listed provisionally complex case types

In addition, a civil case with other codes checked on the Civil Case Cover Sheet should be reported in the Provisionally Complex Litigation category if item 2 is also checked indicating that this case is complex.

For example:

If the Civil Case Cover Sheet has Asbestos (04) checked and also box 2 indicating that this case is complex, then this case should be reported in the Provisionally Complex Litigation category for JBSIS (and in Other Civil Unlimited Complaints and Petitions for the Portal).

If just the Asbestos (04) box is checked on the Civil Case Cover Sheet, then the case should be reported in the Other PI/PD/WD category for both JBSIS and the Portal.

Note: Although “a court may declare by local rule that certain types of cases are or are not provisionally complex pursuant to this subdivision” (Cal. Rules of Court, rule 3.400(d)), unless the Civil Case Cover Sheet designates the case as complex, the case is reported under the specific case type column.

Enforcement of Judgment	Portal	JBSIS
	105 *	100

* **Enforcement of Judgment** is one of the several case types reported in this category in the Portal.

An action that gives the local court jurisdiction (for enforcement purposes) over a judgment rendered by another agency or in another county, state, or country. Includes Civil Case Cover Sheet code 20, enforcement of judgment (e.g., sister state, foreign, out-of-county abstracts, etc.).

Other examples of **Enforcement of Judgment** cases:

- Enforcement of obligation of the bail bond for a surety or bondsman
- Abstract of Judgment (Out of County)
- Confession of Judgment (non-domestic relations)
- Sister State Judgment
- Administrative Agency Award (but not unpaid taxes)
- Petition/Certification of Entry of Judgment on Unpaid Taxes
- Other Enforcement of Judgment Case

Other Civil Complaints and Petitions	Portal	JBSIS
	105 *	110

* **Other Civil Complaints and Petitions** is one of the several case types reported in this category in the Portal.

Other civil complaints and civil petitions not defined in the other JBSIS or Portal case types.
Includes Civil Case Cover Sheet codes:

Miscellaneous civil complaint

27 RICO

42 Other

Miscellaneous civil petition

21 Partnership and corporate governance

43 Other

*Other examples of **Other Civil Complaints and Petitions** cases:*

Petition to determine potentially dangerous or vicious dog

Declaratory Relief Only

Injunctive Relief Only

Mechanics Lien

Other Commercial Complaint Case (but non-tort/non-complex)

Civil Harassment

Workplace Violence

Gun Violence Restraining Order

Election Contest

Petition for Name Change

Petition for Relief from Late Claim

Small Claims Appeals	Portal	JBSIS
	105 *	120

The filing of a notice of appeal regarding a small claims judgment (Code Civ. Proc., § 116.750).

Filing

For statistical reporting purposes, a civil case begins with the court's acceptance of the formal submission of the initial complaint or petition alleging the facts and requesting relief. Civil Limited filings are reported on Report 05a. JBSIS and Portal courts report filings in the following locations:

Report 05b: Civil Unlimited

JBSIS: Filings are reported on row 200

Portal: Filings are reported on row 200

Although there are different case type categories in JBSIS compared to the Portal, the types of filings reported in all the civil unlimited categories are the same in JBSIS and the Portal. In addition, the rules for counting civil unlimited filings in JBSIS and the Portal are the same.

Data Matrix Breakdown

CASELOAD/CASEFLOW

CASELOAD/CASEFLOW (unit of count = case). A case is the unit of count and consists of the filing of a complaint or petition regardless of the number of defendants or respondents or causes of action.

Civil cases that contain multiple defendants or respondents are not reported closed until each defendant or respondent has received a judgment, been dismissed, or is otherwise disposed. The case disposition is then reported according to a hierarchy, i.e., on the row according to the defendant that obtained the most serious disposition, based on impact to court time and resources.

INVENTORY

Unlimited Civil 05b - Data Matrix																00	03	05	10	15	20	30	40	50	60	70	80	90	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																																	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																																	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																																	
JBSIS Web Portal Case Type																P		P		P											P		P
CASELOAD/CASEFLOW (unit of count = case)																																	
50 Inventory																																	
100 Beginning pending																																	
200 + Filing																																	
300 + Reopened																																	
400 + Restored to court's control																																	
450 + Existing case entered in CMS																																	
460 +/- Classification of pre-JBSIS case																																	
▼ 500 - Disposed (from line 900)																																	
▼ 550 - Removed from court's control (total rows 600 - 700)																																	
600 Conditional settlement filed																																	
700 Other removed																																	
800 End pending																																	
Key: Unshaded cell = data expected																																	
Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.																																	
Value calculated in JBSIS																																	

Row	Case Type		Definition
	Portal	JBSIS	
50	Inventory		An accounting of the number of cases filed, disposed, and pending in a reporting period.
100	03	00 10 20-100 110 120	beginning pending The number of cases awaiting disposition before the first day of a reporting period Note: This element cannot contain negative numbers. See note in "end pending," row 800.

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how not to report:</u> Do not report cases that are removed from the court's control.
200	05 15 105 115	10 20–100 110 120	<p>filing (+) For statistical reporting purposes, a civil case begins with the court's acceptance of the formal submission of documents alleging the facts and requesting relief.</p> <p><u>What/how to report:</u> Each civil case is reported as one filing regardless of the number of plaintiffs/petitioners or defendants/respondents or the number of causes of action. A civil case commences with the filing of one of the following documents:</p> <ul style="list-style-type: none"> • Complaint: The initial written pleading by the plaintiff in a civil case. • Petition: The initial written document by the petitioner in a civil case. • Change of venue: A case in which a judicial officer transfers a case from outside the county to the reporting court. • Jurisdictional (intracounty) transfer: A case that is transferred in from a court within a county to a court of another jurisdiction within the same county (see row 1150) for examples). • Coordinated action: A case transferred in under an order coordinating actions, including cases transferred from another county or within the county. Report one filing for a coordinated case regardless of the number of cases within the coordinated action.
300	05 15 105	00 10 20–100 110	<p>reopened (+) A case that was previously reported as disposed but is resubmitted to a court.</p> <p>Examples: Reopening after the granting of a motion to vacate judgment, setting aside a dismissal, or reversal on appeal of judgment.</p> <p><u>What/how to report:</u> Report one disposition for each reopened case.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> Do not report cases that were closed in error. Since beginning and end pending do not have to match, submit an amended report after the error is corrected. Reopened cases are not aged.
400	03	00 10 20–100 110	<p>restored to court’s control (+) The status of a case that is available for court processing after it was removed from court’s control (Cal. Stds. Jud. Admin., § 2.2(n)(1), eff. 1/1/07).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> The aging of a case restored to court’s control should include any period prior to removal when the case was within the court’s control. The events that restore a case to the court’s control are: <ul style="list-style-type: none"> Previously removed under a notice of conditional settlement (Cal. Rules of Court, rule 3.1385, eff. 1/1/07) <ul style="list-style-type: none"> Entry of request for dismissal filed; or When plaintiff/petitioner fails to file a request for dismissal, by filed, a signed and dated court ordered dismissal or unsigned minute order entered more than 45 days from the date specified in the notice of conditional settlement. Vacating the following stays (Cal. Rules of court, rule 3.650, eff. 1/1/07) or removals: <ul style="list-style-type: none"> An automatic stay resulting from the filing of an action in a federal bankruptcy court; The removal of a case to federal court (diversity, jurisdiction, etc.); An order of a federal court or higher state court staying the case; An order staying the case based on proceedings in a court of equal standing in another jurisdiction; The pendency of contractual arbitration, Code Civ. Proc., § 1281.4; The pendency of attorney fee arbitration, Bus. & Prof. Code, § 6201;

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> ▪ A stay by the reporting court for active military duty or incarceration; or ▪ 180-day exemption for uninsured motorist cases, rule 3.712(c).
450		00 10 20–100 110 120	<p>existing case entered in CMS (+) A civil complaint/petition not previously entered into the CMS and not reported in pending.</p> <p><i>What/how to report:</i> Report at the time an event is calendared and the case is entered into the CMS.</p> <p><i>What/how not to report:</i> Do not report cases calendared for a postdisposition event. Report postdisposition activity in workload.</p>
460		00 10 20–100 110 120	<p>classification of pre-JBSIS case (-/+) Classification of a pre-JBSIS case into a JBSIS civil case type requires two counts in the inventory section:</p> <ul style="list-style-type: none"> • One count is added to the appropriate case type (columns 10–120) that will be used for future reporting. • A second count is deducted from the pre-JBSIS case type (column 00). <p>Note:</p> <ul style="list-style-type: none"> • The JBSIS file validation routine will verify that the pre-JBSIS case type counts (row 460, column 00) are balanced against counts in the remaining case types (row 460, columns 10–120). • Courts wishing to classify pre-JBSIS cases usually do so as they are scheduled for an event and the appropriate case type is known. Courts have the option of continuing to report these cases under the pre-JBSIS category, but no new filings may be added to this case type.
500	05 15 105 115	00 10 20–100 100 120	total dispositions (-) See row 900 for definitions.
550	03	00 10	removed from court's control (total of rows 600 and 700) (-) For JBSIS purposes, report removals that apply to an entire case.

Row	Case Type		Definition
	Portal	JBSIS	
		20-100 110	Note: Although a removal may occur at a “person level” and there is no further activity pertaining to that particular person, case aging continues unless the removal applies to the entire case. At that point, the entire case is removed from court’s control; aging stops and does not begin again until an appropriate action restores the case to court’s control.
600		00 10 20-100 110	<p>removed from court’s control: conditional settlement filed (-) The filing of a notice of conditional settlement (Cal. Rules of Court, rules 3.1385, Cal. Stds. Jud. Admin., § 2.2(n)(1), eff. 1/1/07).</p> <p>Note: The notice removes a case from the court’s control so that the time involved in that event is not counted in aging the case. Subsequently the case will be restored to the court’s control for dismissal.</p>
700		00 10 20-100 110	<p>removed from court’s control: other removed (-) Events other than notice of conditional settlement that remove a case from court’s control where time is excluded from case disposition time standards (Cal. Stds. Jud. Admin., § 2.2(n)(1), eff. 1/1/07):</p> <ul style="list-style-type: none"> • An automatic stay resulting from the filing of an action in a federal bankruptcy court; • The removal of a case to federal court (diversity, jurisdiction, etc.); • An order of a federal court or higher state court staying the case; • An order staying the case based on proceedings in a court of equal standing in another jurisdiction; • The pendency of contractual arbitration, Code Civ. Proc., § 1281.4; • The pendency of attorney fee arbitration, Bus. & Prof. Code, § 6201; • A stay by the reporting court for active military duty or incarceration; or • 180-day exemption for uninsured motorist cases, rule 3.712(c)
800	03	00 10 20-100	end pending (=) The total number of cases awaiting disposition on the last day of the reporting period.

Row	Case Type		Definition
	Portal	JBSIS	
		110 120	<p>Note: End pending for a month does not have equal beginning pending for the next month. Case type classification changes, technical problems, or delayed data entry can make month-to-month balancing impossible. In rare instances related to changes in case types, this element may contain negative values. This is the only item for which negative numbers can be reported. Normally end pending numbers for one month equal beginning pending for the next month. However, since the negative end pending number is attributable to disposed cases, this does not truly reflect the actual number of beginning pending cases. Therefore, beginning pending should only reflect those cases that are actually pending at the beginning of the report month.</p> <p><u>What/how to report:</u> Cases removed from court's control are not reported in inventory.</p>

DISPOSED CASES

Unlimited Civil 05b - Data Matrix		00	03	05	10	15	20	30	40	50	60	70	80	90	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																			
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																			
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																			
	P	JBSIS Web Portal Case Type	P	P		P		Other Tort	Employment	Contract	Real Property	Unlawful Detainer	Judicial Review	Provisionally Complex Litigation	Enforcement of Judgment	Other Civil Complaints and Petitions			Small Claims Appeals
CASELOAD/CASEFLOW (unit of count = case)																			
Disposed Cases, in Ascending Stage and Outcome Hierarchy																			
900	Dispositions (total rows 1000, 2800, 3500, 4200 - 4300)																		
1000	Before trial (total rows 1050, 2200)																		
▼1050	Dismissal/Transfer (total rows 1075, 1250)																		
▼1075	Transfer (total rows 1100 - 1200)																		
1100	Change of venue																		
1150	Jurisdictional transfer																		
1200	Consolidated																		
▼1250	Dismissal (total rows 1300, 1800)																		
1300	Entry of req. for dismissal (total rows 1400 - 1700)																		
1400	After settlement conference																		
1500	After judicial arbitration																		
1600	After court-ordered mediation																		
1650	After other ADR																		
1700	No ADR																		
1800	Entry of court-ordered dismissal (total rows 1900 - 2100)																		
1900	Dismissal—Lack of prosecution																		
2000	Dismissal—Delay reduction rules																		
2100	Other court-ordered dismissal																		
2200	Entry of judgment (total rows 2300 - 2700)																		
2300	Arbitration award																		
2400	Clerk default judgment																		
2500	Other clerk judgment																		
2550	Default judgment by court																		
2600	Stipulated judgment																		
2700	Summary judgment																		
2800	After court trial (total rows 2900 - 3000)																		
2900	Entry of court-ordered dismissal																		
3000	Entry of judgment (total rows 3100 - 3400)																		
3100	Default judgment by court																		
3200	Stipulated judgment																		
3300	Motion for judgment granted																		
3400	Court finding																		
3500	After jury trial (total rows 3600 - 3700)																		
3600	Entry of court-ordered dismissal																		
3700	Entry of judgment (total rows 3800 - 4100)																		
3800	Default judgment by court																		
3900	Stipulated judgment																		
4000	Motion for nonsuit granted																		
4100	Jury verdict																		
4200	Before hearing																		
4300	After trial de novo																		
Key:	▼ Unshaded cell = data expected																		
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.																		

Row	Case Type		Definition
	Portal	JBSIS	
900	05	00	Dispositions The termination of a case pending before the court.
		15	
		105	
		110	
		120	
		20–100	Note: Civil case dispositions are defined and reported in three major categories: before trial, after court trial, and after jury trial. Report one disposition for each filing reported.

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • The disposition is reported on the row according to the defendant/respondent who obtained the most serious disposition. Dispositions are listed in order of least to most serious—e.g., row 1050, dismissal/transfer, is less serious than row 2800, disposition after court trial. • A case is disposed on the date the judgment is filed with the clerk and entered. Judgment includes any judgment, decree, or signed appealable order pursuant to Code Civ. Proc., § 664 et seq. • For statistical reporting purposes, unlawful detainer cases are reported as disposed at the time possession is granted even though there may be a subsequent monetary judgment. • Report workload relating to the subsequent judgment under postdisposition hearings and events. • One disposition is reported for each: <ul style="list-style-type: none"> ○ filing reported on row 200, Civil cases with multiple defendants/respondents (including eminent domain) are reported disposed only after all defendants/ respondents are disposed; ○ reopened case reported on row 300; and ○ existing case entered in the CMS reported on row 450, classified pre-JBSIS case reported on row 460. <p>JBSIS: Total rows 1000, 2800, 3500, 4200 and 4300</p>
1000	05 15 105	00 10 20–100 110	<p>before trial (total rows 1050 and 2200)</p> <p>JBSIS: Disposition occurs prior to the swearing-in of the 12 jurors and alternates in a jury trial or before the introduction of first evidence in a court trial. First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.</p> <p>Portal: Disposition occurs prior to the commencement of jury selection in a jury trial or before an opening statement or evidence has been introduced by either side in a court trial.</p>

Row	Case Type		Definition
	Portal	JBSIS	
1050	05 15 105	00 10 20–90 110	<p>dismissal/transfer (total rows 1075 and 1250) A disposition before trial in which the case is dismissed or transferred.</p> <p>Portal: Dismissed for lack of prosecution & Other dismissals and transfers. The total from row 1250.</p>
1075	05 15 105	00 10 20–90 110	<p>transfer A disposition before trial in which the case is transferred to a court in another county or within the same county.</p> <p>JBSIS: Total rows 1100, 1150 and 1200.</p>
1100		00 10 20–90 110	<p>change of venue A disposition before trial in which the venue of a case changes to another county.</p> <p><u>What/how to report:</u> Report cases that are transferred to another county under an order coordinating actions pursuant to Code Civ. Proc., § 404.</p>
1150		00 10 20–90 110	<p>jurisdictional (intracounty) transfer A disposition before trial in which a case is transferred from a court within the county to a court of another jurisdiction within the same county.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> Report cases in which there is a change in jurisdictional limit. Example: When the jurisdictional amount for a limited civil case is exceeded, it is disposed on row 1150 in Report 05a and reported as a new filing on row 200 of Report 05b. (Code Civ. Proc., § 403.03 et seq.) Report cases that are transferred to another court within the county under an order coordinating actions pursuant to Code Civ. Proc., § 404. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> Do not report cases transferred to another county. Report as change of venue on row 1100. Do not report cases that are subsumed into a coordinated action within the court. Report as consolidated on row 1200.

Row	Case Type		Definition
	Portal	JBSIS	
1200		00 10 20–90 110	<p>consolidated A disposition before trial in which a case is subsumed into another pending (lead) case when the cases involve a common question of law or fact.</p> <p>Note: Under consolidation, all actions in the subsumed case become part of the lead case and are resolved by disposition of the lead case.</p> <p><u>What/how to report:</u> For coordinated cases, report cases that are subsumed into a coordinated action within the court under an order coordinating actions pursuant to Code Civ. Proc., § 404. A coordinated case is aged from the earliest date the complaints/petitions are filed in the court of original jurisdiction.</p> <p><u>What/how not to report:</u> Do not report cases that are consolidated for trial purposes only and are not subsumed.</p>
1250	05 15 105	00 10 20–90 110	<p>dismissal (total rows 1300 and 1800) A disposition before trial in which the case is dismissed.</p> <p>Portal: Dismissed for lack of prosecution & Other dismissals and transfers. The total from row 1800.</p>
1300	05 15 105	00 10 20–100 110	<p>entry of request for dismissal (voluntary) A disposition before trial in which a request for dismissal is filed by one of the parties and entered (Code Civ. Proc., § 581(c)).</p> <p>JBSIS: Total rows 1400–1700</p>
1400		00 10 20–90 110	<p>after settlement conference A disposition before trial in which an entry of request for dismissal occurs within 60 days of a settlement conference.</p> <p><u>What/how to report:</u> Report dispositions on this row if the settlement conference was the only alternative dispute resolution (ADR) (i.e., no judicial arbitration or court-ordered mediation) or if it was the most recent type of ADR prior to disposition.</p>
1500		00 10 20–90	<p>after judicial arbitration A disposition before trial in which an entry of request for dismissal occurs within 60 days of judicial arbitration (Code Civ. Proc., § 1141 et seq.).</p>

Row	Case Type		Definition
	Portal	JBSIS	
		110	<p>Note: Contractual arbitration is reported separately from judicial arbitration. Cases with a contractual arbitration agreement are removed from the court's control (row 700). Some courts monitor these cases, while others make it the parties' responsibility to report back to the court. Regardless, when arbitration is complete, the case is restored to the court's control (row 400). Remaining issues are addressed (if any), and the case is disposed based upon the most important manner of disposition.</p> <p><u>What/how to report:</u> Report dispositions on this row if judicial arbitration was the only ADR (i.e., no settlement conference) or if it was the most recent type of ADR prior to disposition. A case sent to judicial arbitration may be tracked and reported in multiple ways:</p> <ul style="list-style-type: none"> • If a dismissal is filed, report as dismissal after judicial arbitration (row 1500). • If an arbitration award is filed, report as a judgment (row 2300). • If a request for trial de novo is filed, report in row 8250. • If a trial de novo is held, report on row 8300.
1600		00 10 20–90 110	<p>after court-ordered mediation A disposition before trial in which an entry of request for dismissal occurs within 60 days of court-ordered mediation.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report dismissals following court-ordered mediation, regardless of whether parties participated in court-annexed or private mediation. • Report dispositions if court-ordered mediation was the only ADR (i.e., no settlement conference) or if it was the most recent type of ADR prior to disposition.
1650		00 10 20–90 110	<p>after other ADR A disposition before trial in which an entry of request for dismissal occurs within 60 days of ADR.</p> <p>Note: This row captures all other dismissals following a type of ADR not specified in rows 1400–1600 if it was the most recent ADR prior to disposition.</p>

Row	Case Type		Definition
	Portal	JBSIS	
1700		00 10 20–90 110	no ADR A disposition before trial in which entry of request for dismissal does not follow any type of ADR proceedings—i.e., dismissal occurs without a settlement conference, judicial arbitration, court-ordered mediation, or other ADR—or more than 60 days has elapsed since any type of ADR.
1800	05 15 105	00 10 20–90 110	entry of court-ordered dismissal (total rows 1900–2100) A disposition before trial in which the court dismisses the entire case by signed and dated order on the court’s own motion or at the request of a party. Include cases where the court minutes stand as the order and no other document is prepared. Portal: See rows 1900 and 2100 for definitions.
1900	05 15 105	00 10 20–90 110	dismissal—lack of prosecution A disposition before trial in which the court dismisses the case on its own motion or on the motion of a party if the case meets one of the conditions outlined in Code Civ. Proc., § 583 et seq. Portal: Dismissed for lack of prosecution.
2000	05 15 105	00 10 20–90 110	dismissal—delay reduction rules A disposition before trial in which the court dismisses an action for failure to comply with delay reduction rules, pursuant to Gov. Code, § 68608(b).
2100	05 15 105	00 10 20–90 110	other court-ordered dismissal Entry of any other court-ordered dismissal. Examples: dismissal of filings voided due to a bad check, nonpayment of fees after denial of fee waiver request, dismissals due to a deceased party, dismissals emanating from a conditional settlement or good faith settlement. Do not report a dismissal unless it results in the termination of all proceedings in the case. Portal: Report all cases dismissed other than for lack of prosecution, in the clerk’s office or in court before a trial commences (trial defined in row 1000). Include the number of cases transferred to any other court in the same or different county. Do not report a dismissal unless it results in the termination of all proceedings in the case.
2200	05 15	00 10	entry of judgment Entry of the final determination of the rights of the parties in an action or proceeding before trial. Report denied

Row	Case Type		Definition
	Portal	JBSIS	
	105	20–100 110	<p>and granted petitions here. Cases are disposed on the date of entry, which is the date the judgment is filed with the clerk (Code Civ. Proc., § 668.5).</p> <p>JBSIS: Total of rows 2300–2700</p> <p>Portal: Summary Judgments & All other judgments before trial. The total of summary and all other judgments before trial, including default judgments entered by the clerk under section 585(a) of the CCP, judgments by confession under section 1134 of the CCP, and judgments pursuant to an offer and acceptance under section 998 of the CCP.</p>
2300		00 10 20–90 110	<p>arbitration award Entry of an arbitration award (Code Civ. Proc., § 1141.23) before trial as final judgment in the case.</p>
2400		00 10 20–90 110	<p>clerk default judgment Entry of judgment before trial by the clerk when a defendant/respondent fails to respond to the complaint or the answer is stricken.</p>
2500		00 10 20–100 110	<p>other clerk judgment All other entries of judgment before trial by the clerk, including but not limited to enforcement of judgment, confession of judgment, EDD judgments, sister-state judgments, Labor Commissioner decisions, and judgments submitted to the court by private judges.</p>
2550		00 10 20–90 110	<p>default judgment by court Entry of judgment before trial following a prove-up (default) hearing or default by affidavit.</p>
2600		00 10 20–90 110	<p>stipulated judgment Entry of judgment before trial based on the terms of a stipulated settlement pursuant to Code Civ. Proc., § 664.6.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report judgments emanating from good faith settlements even though they are not truly a stipulated judgment.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> Report judgments stipulating monthly payments. Any activity on judgments with monthly payments is considered postdisposition.
2700		00 10 20–90 110	<p>summary judgment Entry of judgment before trial based on a motion by either party contending that the action has no merit or that there is no defense to the action or proceeding, pursuant to Code Civ. Proc., § 437c.</p>
2800	05 15 105	00 10 20–90 110	<p>after court trial A disposition that occurs after the introduction of the first evidence or opening statement at a trial in which the judicial officer will determine both the issues of fact and law in a case.</p> <p>Note: First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.</p> <p>JBSIS: total rows 2900 and 3000</p>
2900		00 10 20–90 110	<p>entry of court-ordered dismissal A disposition after court trial in which the court dismisses the entire case by signed and dated order on the court’s own motion or at the request of a party.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> Report dismissals due to a deceased party. Report filings voided due to a bad check. Report nonpayment of fees after denial of fee waiver requests. Report cases where the court minutes stand as the order and no other document is prepared.
3000		00 10 20–90 110	<p>entry of judgment (total rows 3100–3400) Entry of the final determination of the rights of the parties in an action or proceeding after court trial.</p> <p>Note: Cases are disposed on the date of entry of judgment, which is the date the judgment is filed with the clerk (Code Civ. Proc., § 668.5).</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how to report:</u> Report denied and granted civil petitions here.
3100		00 10 20–90 110	default judgment by court Entry of judgment after court trial following a court order for default judgment when the defendant/respondent fails to appear for the trial or the answer is stricken pursuant to code (Code Civ. Proc., § 585).
3200		00 10 20–90 110	stipulated judgment Entry of judgment after court trial based on the terms of a stipulated settlement pursuant to Code Civ. Proc., § 664.6.
3300		00 10 20–90 110	motion for judgment granted Entry of judgment after court trial following the court’s granting of a motion for judgment pursuant to Code Civ. Proc., § 631.8.
3400		00 10 20–90 110	court finding Entry of judgment after court trial following the court’s decision concerning the matters at issue. Note: All civil petitions under case type “other civil” (column 110) are disposed as “court finding” if the petition is granted or denied.
3500	05 15 105	00 10 20–90 110	after jury trial Disposition occurs after the swearing-in of the 12 jurors and alternates who will determine the issues of fact in a case. JBSIS: total of rows 3600 and 3700 Portal: A jury trial commences once a jury selection begins.
3600		00 10 20–90 110	entry of court-ordered dismissal A disposition after jury trial in which the court dismisses the entire case by signed and dated order on the court’s own motion or at the request of a party. <u>What/how to report:</u> <ul style="list-style-type: none"> • Report dismissals due to a deceased party. • Report filings voided due to a bad check. • Report nonpayment of fees after denial of fee waiver requests.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> Report cases where the court minutes stand as the order and no other document is prepared.
3700		00 10 20–90 110	<p>entry of judgment (total rows 3800–4100) Entry of the final determination of the rights of the parties in an action or a proceeding after jury trial.</p> <p><i>What/how to report:</i> Cases are disposed on the date of entry of judgment, which is the date the judgment is filed with the clerk (Code Civ. Proc., § 668.5).</p>
3800		00 10 20–90 110	<p>default judgment by court Entry of judgment following a court order for default judgment when the defendant/respondent fails to appear for the trial or the answer is stricken (Code Civ. Proc., § 585).</p>
3900		00 10 20–90 110	<p>stipulated judgment Entry of judgment after jury trial based on the terms of a stipulated settlement pursuant to Code Civ. Proc., § 664.6.</p>
4000		00 10 20–90 110	<p>motion for nonsuit granted Entry of judgment after jury trial following the court’s granting of a motion for a nonsuit. (Code Civ. Proc., § 581c.)</p>
4100		00 10 20–90 110	<p>jury verdict Entry of judgment after jury trial following a jury’s decision of the matters at issue in the trial.</p> <p><i>What/how to report:</i> Report directed verdicts here as well.</p>
4200		00 120	<p>before hearing A small claims appeal disposition in which the appellant abandons the appeal, the parties file a stipulation for abandonment, the appellant files a request for dismissal, or the appeal is dismissed by the court (Cal. Rules of Court, rule 8.913).</p>
4300	115	00 120	<p>after trial de novo A small claims appeal disposition after a rehearing of the trial.</p>

CASE AGING

Unlimited Civil 05b - Data Matrix		00	03	05	10	15	20	30	40	50	60	70	80	90	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																			
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Civil	General Civil	Auto Tort	Other P/DP/DWD	Other Tort	Employment	Contract	Real Property	Unlawful Detainer	Judicial Review	Provisionally Complex Litigation	Enforcement of Judgment	Other Civil Complaints and Petitions	Small Claims Appeals				
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																			
P JBSIS Web Portal Case Type		P	P		P											P			P
CASELOAD/CASEFLOW (unit of count = case)																			
4350 Case Aging																			
4400 Age of disposed cases (unlawful detainer)																			
4500	0-30 days																		
4600	31-45 days																		
4700	GE 46 days																		
4800 Age of pending cases (unlawful detainer)																			
4900	0-30 days																		
5000	31-45 days																		
5100	GE 46 days																		
5200 Age of disposed cases (all civil except unlawful detainers or exceptional)																			
5300	0-LT 12 months																		
5400	12-LT 18 months																		
5500	18-LT 24 months																		
5600	GE 24 months																		
5700 Age of disposed cases (exceptional)																			
5800	0 - LT 3 years																		
5900	GE 3 years																		
6000 Age of pending cases (all civil except unlawful detainers or exceptional)																			
6100	0-LT 12 months																		
6200	12-LT 18 months																		
6300	18-LT 24 months																		
6400	GE 24 months																		
6500 Age of pending cases (exceptional)																			
6600	0 - LT 3 years																		
6700	GE 3 years																		
Key:	Unshaded cell = data expected																		
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.																		

Row	Case Type		Definition
	Portal	JBSIS	
4350			<p>Case Aging The number of cases falling into specific time intervals measuring the age of a pending case or the age of a case at the time of disposition (Cal. Stds. Jud. Admin., § 2.2, eff. 1/1/07).</p> <ul style="list-style-type: none"> Pending cases are aged from filing date to the last day of the reporting period, excluding time the case was removed from court's control (see rows 600-700). Disposed cases are aged from filing date to disposition date, excluding time the case was removed from court's control. Cases transferred in are aged from the filing date in the court of original jurisdiction. Coordinated cases are aged from the earliest date the complaints/petitions are filed in the court of original jurisdiction.
4400			<p>Age of disposed cases (unlawful detainer) Unlawful detainer cases are disposed at entry of judgment for possession, even though a money judgment may be pending. Report the number of disposed cases falling into each of the following time intervals:</p>

Row	Case Type		Definition
	Portal	JBSIS	
4500	03	00 70	0–30 days
4600	03	00 70	31–45 days
4700	03	00 70	Greater than 46 days
4800	Age of pending cases (unlawful detainer) Unlawful detainer cases are pending until entry of judgment for possession, even though a money judgment may be pending. Report the number of cases pending disposition that fall into each of the following time intervals:		
4900	03	00 70	0–30 days
5000	03	00 70	31–45 days
5100	03	00 70	Greater than 46 days
5200	Age of disposed cases (all civil except unlawful detainers or exceptional) The number of all other disposed civil cases (except unlawful detainer and exceptional) falling into each of the following time intervals:		
5300	03	00 10 20–60 80–100 110	0–Less than 12 months
5400	03	00 10 20–60 80–100 110	12–Less than 18 months
5500	03	00 10 20–60 80–100 110	18–Less than 24 months

Row	Case Type		Definition
	Portal	JBSIS	
5600	03	00 10 20-60 80-100 110	Greater than 24 months
5700	Age of disposed cases (exceptional) The number of disposed unlimited exceptional cases (Cal. Rules of Court, rule 3.714(d)) falling into each of the following time intervals:		
5800	03	00 10 20-60 80-100 110	0-Less than 3 years
5900	03	00 10 20-60 80-100 110	Greater than 3 years
6000	Age of pending cases (all civil except unlawful detainers or exceptional) The number of all other civil cases (except unlawful detainers and exceptional) pending disposition that fall into each of the following time intervals:		
6100	03	00 10 20-60 80-100 110	0-Less than 12 months
6200	03	00 10 20-60 80-100 110	12-Less than 18 months
6300	03	00 10 20-60 80-100	18-Less than 24 months

Row	Case Type		Definition
	Portal	JBSIS	
		110	
6400	03	00 10 20-60 80-100 110	Greater than 24 months
6500	Age of pending cases (exceptional) The number of unlimited exceptional cases (Cal. Rules of Court, rule 3.714(d)) pending disposition that fall into each of the following time intervals:		
6600	03	00 10 20-60 80-100 110	0-Less than 3 years
6700	03	00 10 20-60 80-100 110	Greater than 3 years

WORKLOAD

WORKLOAD (unit of count = action). Data collected to reflect workload. Report workload resulting from the initial and subsequent filings. Report on the last day of the reporting period. Capture the actual number of events occurring during that period. If an event changes the case type, enter the event under the old case type but report subsequent events under the new case type.

PREDISPOSITION HEARINGS

Unlimited Civil 05b - Data Matrix		00	03	05	10	15	20	30	40	50	60	70	80	90	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																			
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Civil	General Civil	Auto Tort		Other PIPD/M/D		Other Tort	Employment	Contract	Real Property	Unlawful Detainer	Judicial Review	Provisionally Complex Litigation	Enforcement of Judgment	Other Civil Complaints and Petitions		Small Claims Appeals	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																			
	JBSIS Web Portal Case Type		P	P		P										P		P	
WORKLOAD (unit of count = action)																			
Hearings (predisposition hearings: rows 6800–7600; postdisposition hearings: rows 7700–8000)																			
6800	Predisposition hearings (total rows 7200 - 7600)																		
7200	Demurrer/motion to strike hearing																		
7300	Summary judgment hearing																		
7400	Discovery hearing																		
7500	OSC hearing																		
7600	Other predisposition hearing																		
Key:	Unshaded cell = data expected																		
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.																		

Row	Case Type		Definition
	Portal	JBSIS	
Hearings			
6800		00 10 20–100 110 120	<p>predisposition hearings (total rows 7200–7600) Formal judicial predisposition proceedings held to decide issues of fact or law arising in the course of a court action.</p> <p>Examples: Civil motion hearings, order to show causes (OSCs) for child custody and support, dependency review hearings, etc.</p> <p>Note:</p> <ul style="list-style-type: none"> A hearing begins when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court (i.e., “first evidence”). Hearings are initiated: <ul style="list-style-type: none"> By the official placement of a case on a judicial officer’s calendar

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> ○ by the filing of written documents such as motions and OSCs, etc., ○ on the court’s own motion, or ○ at the request of a party to the action or another interested party (e.g., sheriff, Family Court Services, etc.); or ○ Based on impromptu oral motions presented in court and heard by the judicial officer. <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> ● Report each hearing that actually takes place. If multiple proceedings are heard at one time (regardless of whether they are initiated by one or more documents), count each proceeding. ● Hearings that extend over more than one day are counted as separate hearings for each hearing day. ● If a judicial ruling made at a hearing results in the disposition of a case, count both the hearing and the disposition. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> ● Do not report hearings that are not heard at all and are reset at the request of the parties or on the court’s motion. Count these as continuances in the Events section. ● Do not count ex parte proceedings unless they are calendared and heard. ● Do not count impromptu oral motions that do not require a presentation and are not heard by the judicial officer.
7200		00 10 20–100 110	<p>demurrer/motion to strike hearing A predisposition hearing on the defendant/respondent’s motion that the plaintiff/petitioner’s complaint is not sufficient to oblige the defendant/respondent to answer, pursuant to Code Civ. Proc., § 430.30.</p> <p><u>What/how to report:</u> A judicial decision at a hearing may or may not dispose of a case. If a disposition occurs, count both the hearing and the disposition.</p>
7300		00 10	<p>summary judgment hearing A predisposition hearing on a motion by either party contending that the action or cross-complaint has</p>

Row	Case Type		Definition
	Portal	JBSIS	
		20–100 110	no merit or that there is no defense to the action or proceeding, pursuant to Code Civ. Proc., § 437c.
7400		00 10 20–100 110	discovery hearing A predisposition hearing held on a party’s motion to obtain facts and information about the case from the opposing party in order to assist in preparation for trial.
7500		00 10 20–100 110	order to show cause (OSC) hearing A predisposition hearing on a court order to appear as directed and present to the court reasons that a particular order should not be confirmed.
7600		00 10 20–100 110 120	other predisposition hearing A predisposition hearing not specified on rows 7200–7500. Examples: Motions on pleadings, etc.

TRIAL AND POSTDISPOSITION HEARINGS

Unlimited Civil 05b - Data Matrix		00	03	05	10	15	20	30	40	50	60	70	80	90	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																			
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Civil	General Civil	Auto Tort	Other PIPD/WD	Other Tort	Employment	Contract	Real Property	Unlawful Detainer	Judicial Review	Provisionally Complex Litigation	Enforcement of Judgment	Other Civil Complaints and Petitions	Small Claims Appeals				
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																			
P JBSIS Web Portal Case Type		P	P		P														
WORKLOAD (unit of count = action)																			
7650 Trial (rows 7660-7670)																			
7660	Mistrial																		
7670	Retrial																		
7700 Postdisposition hearings (total rows 7800 - 8000)																			
7800	Enforcement of judgment hearing																		
7900	OSC hearing																		
8000	Other postdisposition hearing																		
Key:		Unshaded cell = data expected		Value calculated in JBSIS															
		Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.																	

Row	Case Type		Definition
	Portal	JBSIS	
7650	Trial (rows 7660 and 7670)		Workload data regarding trials that are not captured in caseload disposition categories.
7660		00 10 20–90 110	mistrial A trial terminated prior to its normal conclusion.
7670	05 15 105	00 10 20–90 110	retrial A new trial of an action that has already been tried once, regardless of the reason for the retrial. Examples: the granting of a motion for a new trial, reversal on appeal or a mistrial. Note: Trials de novo on appeal are reported in row 4300.
7700		00 10 20–100 110	postdisposition hearings (total of rows 7800–8000) A proceeding at which first evidence is presented and heard by a judicial officer after final disposition. Note: Refer to “hearing” definition on row 6800.
7800		00 10 20–100 110	enforcement of judgment hearing A postdisposition hearing on a motion to carry out a mandate or decision of the court (Code Civ. Proc., § 680 et seq.).

Row	Case Type		Definition
	Portal	JBSIS	
7900		00 10 20–100 110	OSC hearing A postdisposition hearing on a court order to appear as directed and present to the court reasons that a particular order should not be confirmed.
8000		00 10 20–100 110	other postdisposition hearing A postdisposition hearing not specified on row 7800 or 7900. Note: Report alternative dispute resolution (ADR) events, including settlement conferences, judicial arbitration, court-ordered mediation, and other ADR events, in rows 8060–8680.

EVENTS

Unlimited Civil 05b - Data Matrix		00	03	05	10	15	20	30	40	50	60	70	80	90	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																			
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Civil	General Civil	Auto Tort	Other PIPD/WD	Other Tort	Employment	Contract	Real Property	Unlawful Detainer	Judicial Review	Provisionally Complex Litigation	Enforcement of Judgment	Other Civil Complaints and Petitions	Small Claims Appeals				
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																			
	P	JBSIS Web Portal Case Type	P	P	P											P		P	
WORKLOAD (unit of count = action)																			
8050 Events																			
8060 Settlement conference (rows 8070 - 8090)																			
8070	Cases submitted																		
8080	Trial requested																		
8090	Trial held after settlement conference																		
8100 Judicial arbitration (rows 8200 - 8300)																			
8200	Cases submitted																		
8250	Trial de novo requested																		
8300	Trial de novo held after arbitration																		
8400 Court-ordered mediation (rows 8500 - 8600)																			
8500	Cases submitted																		
8550	Trial requested																		
8600	Trial held after mediation																		
8650 Other ADR (rows 8660 - 8680)																			
8660	Cases submitted																		
8670	Trial requested																		
8680	Trial held after other ADR																		
8700	Tentative decisions																		
8800	Case management conference																		
8900	Pretrial conference																		
9000	Subsequent fee waiver requested																		
9050	Subsequent fee waiver granted																		
9100 Continuances (total rows 9150, 9400 - 9550)																			
9150	Court's motion (total rows 9200 - 9300)																		
9200	Court's motion: hearing																		
9300	Court's motion: trial																		
9400	Resets																		
9500	Stipulated continuances																		
9550 Party's motion (total rows 9600 - 9700)																			
9600	Party's motion: hearing																		
9700	Party's motion: trial																		
Key:	Unshaded cell = data expected		▼ Value calculated in JBSIS																
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.																		

Row	Case Type		Definition
	Portal	JBSIS	
8050	Events		Data collected to measure workload. Capture the actual number of events occurring during the reporting period. Report event(s) resulting from the initial and subsequent filing(s). Report events on the last day of the reporting period.
8060	Settlement conference (rows 8070–8090)		A settlement conference is defined as a calendared conference, before or after the start of trial, among parties and the judicial officer or other individuals given authority by the judge to settle the case, for the specific purpose of settling the case.
8070	05 15 105	00 10 20–90 110	cases submitted The number of cases ordered or referred to settlement conference. Count each referral. If a case is referred to settlement conference and the conference begins but must be continued to another date for completion, report one referral to settlement conference. If a settlement conference is completed

Row	Case Type		Definition
	Portal	JBSIS	
			<p>and later the case is once again referred to settlement conference, report a second referral.</p> <p>Portal: Report on this line all pretrial settlement conferences which were calendared and heard. Do not report informal, noncalendared settlement discussions.</p>
8080		00 10 20–90 110	<p>trial requested A request for a court or jury trial following a settlement conference.</p>
8090		00 10 20–90 110	<p>trial held after settlement conference The start of a court or jury trial following a settlement conference.</p> <p>Note: A court trial begins when first evidence is introduced in a trial at which the judicial officer will determine the issues of fact. A jury trial begins when the 12 jurors and alternates are sworn in to try the case.</p>
8100	Judicial arbitration (rows 8200–8300)		Events captured to study judicial arbitration (Code Civ. Proc., § 1141.10 et seq.) and measure workload.
8200		00 10 20–60 80–90 110	<p>cases submitted The number of cases ordered or referred to judicial arbitration pursuant to Code Civ. Proc., § 1141.10 et seq.</p> <p><u>What/how to report:</u> Count each referral.</p>
8250		00 10 20–60 80–90 110	<p>trial de novo requested A request for court or jury trial following an arbitration award.</p>
8300		00 10 20–60 80–90 110	<p>trial de novo held after arbitration The start of a court or jury trial following an arbitration award.</p> <p>Note: A court trial begins when first evidence is introduced in a trial at which the judicial officer will determine the issues of fact. A jury trial begins when the 12 jurors and alternates are sworn to try the case.</p>

Row	Case Type		Definition
	Portal	JBSIS	
8400	Court-ordered mediation (rows 8500–8600)		Events captured to study court-ordered mediation and measure workload. Report all court orders for mediation regardless of whether parties participate in court-annexed or private mediation.
8500		00 10 20–90 110	cases submitted The number of cases ordered or referred to court-ordered mediation. Count each referral regardless of whether parties participate in court-annexed or private mediation.
8550		00 10 20–90 110	trial requested A request for court or jury trial following court-ordered mediation.
8600		00 10 20–90 110	trial held after mediation The start of a court or jury trial following court-ordered mediation.
8650	Other ADR (rows 8660–8680)		Events captured to study alternative dispute resolution other than settlement conference, judicial arbitration, and court-ordered mediation, and to measure workload.
8660		00 10 20–90 110	cases submitted The number of cases ordered or referred to ADR. <u>What/how to report:</u> Report each referral. <u>What/how not to report:</u> Do not report cases referred to settlement conference, judicial arbitration, or court-ordered mediation, since they are reported elsewhere.
8670		00 10 20–90 110	trial requested A request for court or jury trial following ADR other than a settlement conference, judicial arbitration, or court-ordered mediation.
8680		00 10 20–90 110	trial held after other ADR The start of a court or jury trial following ADR other than a settlement conference, judicial arbitration, or court-ordered mediation.
8700		00 10	tentative decisions The number of tentative decisions in trial proceedings issued by judicial officers, which may be made by an

Row	Case Type		Definition
	Portal	JBSIS	
		20–100 110	oral statement in court, in writing, or by copy of the clerk’s minutes (Cal. Rules of Court, rule 3.1590).
8800		00 10 20–100 110	<p>case management conference A calendared conference among parties and the judicial officer or other individual given authority by the judge to hold the conference, where the primary purpose is to monitor the progress of the case.</p> <p><u>What/how not to report:</u> Do not include pretrial conferences and settlement conferences as they are reported elsewhere.</p>
8900		00 10 20–100 110	<p>pretrial conference A meeting of the opposing parties in a case with the judicial officer prior to trial to stipulate those things that are agreed upon and thus narrowing the trial to the issues that are in dispute, disclosing required information about witnesses and evidence, making motions, and generally organizing the presentation of motions, witnesses, and evidence.</p>
9000		00 10 20–100 110 120	<p>subsequent fee waiver requested Subsequent application for waiver of filing fee submitted pursuant to Gov. Code, § 68634(e).</p> <p><u>What/how to report:</u> Report separately each time a subsequent fee waiver request is filed.</p> <p><u>What/how not to report:</u> Do not include initial application for fee waiver. Report initial fee waiver request on row 10200.</p>
9050		00 10 20–100 110 120	<p>subsequent fee waiver granted Subsequent application for waiver of filing fee granted in full or in part by the court.</p> <p><u>What/how to report:</u> Report separately each time a subsequent fee waiver request is granted.</p> <p><u>What/how not to report:</u> Do not include the granting of the initial application for fee waiver. Report the initial fee waiver granted on row 10300.</p>
9100		00 10 20–100 110 120	<p>continuances (total rows 9150, 9400–9550) A hearing set on a calendar and recalendared to a future date for the same proceedings, at the request of a party or on the court’s own motion, before any proceedings take place—i.e., before first evidence is presented.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how to report:</u> Report all continuances, whether handled by the clerk's office or in court.
9150		00 10 20-100 110 120	court's motion (total rows 9200 and 9300) Total number of continuances of hearings and trials on the court's own motion.
9200		00 10 20-100 110 120	court's motion: hearing A continuance of a hearing by motion of the court (Code Civ. Proc., § 594a). <u>What/how not to report:</u> Do not include resets, which are reported on row 9400.
9300		00 10 20-100 110 120	court's motion: trial A continuance of a trial by motion of the court (Code Civ. Proc., § 594a).
9400		00 10 20-90 110	resets A case that is reset for trial owing to the unavailability of a trial department.
9500		00 10 20-100 110 120	stipulated continuance A hearing set on a calendar and recalendared to a future date before any proceedings take place (before the first evidence is introduced) as a result of the parties' written agreement to continue the hearing/trial (Gov. Code, § 68616(d). Note: Other stipulations are reported on rows 9550-9700.
9550		00 10 20-100 110 120	party's motion (total rows 9600-9700) Total number of continuances of hearings/trials by party's motion.

Row	Case Type		Definition
	Portal	JBSIS	
9600		00 10 20–100 110 120	party's motion: hearing A continuance of a hearing by party's motion. Include verbal or other stipulated continuances not in accordance with Gov. Code, § 68616(d).
9700		00 10 20–100 110 120	party's motion: trial A continuance of a trial by party's motion. Include verbal or other stipulated continuances not in accordance with Gov. Code, § 68616(d).

CASE CHARACTERISTICS

CASE CHARACTERISTICS (unit of count = case/action). Capture once per case regardless of how long the case is pending. Case characteristics can reflect either the initial or subsequent filing, but should only be captured once per case. Report on the last day of the month in which the characteristic was entered into the CMS, unless specified otherwise. Do not capture attributes of postdisposition cases.

CASE CHARACTERISTICS

Unlimited Civil 05b - Data Matrix		00	03	05	10	15	20	30	40	50	60	70	80	90	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																			
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Civil	General Civil	Auto Tort		Other PIPD/W/D	Other Tort	Employment	Contract	Real Property	Unlawful Detainer	Judicial Review	Provisionally Complex Litigation	Enforcement of Judgment	Other Civil Complaints and Petitions	Small Claims Appeals			
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																			
	JBSIS Web Portal Case Type		P	P		P										P		P	
CASE CHARACTERISTICS (unit of count = case/action)																			
9900	Multiple plaintiffs/defendants																		
10000	Pro per plaintiff/petitioner																		
10100	Pro per defendant/respondent																		
10200	Fee waiver requested																		
10300	Fee waiver granted																		
10400	Government exemption																		
10500	Certified as class action																		
Key:	Unshaded cell = data expected	▼	Value calculated in JBSIS																
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.																		

Row	Case Type		Definition
	Portal	JBSIS	
9900		00 10 20-90 110 120	<p>multiple plaintiffs/defendants The number of cases in which there are multiple plaintiffs/petitioners and/or multiple defendants/respondents.</p> <p><u>What/how to report:</u> Report at the time of disposition.</p> <p><u>What/how not to report:</u> Do not report cross-complainants, cross-defendants, intervenors, or other parties not designated as plaintiff/petitioner or defendant/respondent.</p>
10000		00 10 20-100 110 120	<p>pro per plaintiff/petitioner A self-represented plaintiff/petitioner at the time of disposition.</p> <p><u>What/how to report:</u> For cases in which there are multiple pro per parties, report each pro per.</p>
10100		00 10	<p>pro per defendant/respondent A self-represented defendant/respondent at the time of disposition.</p>

Row	Case Type		Definition
	Portal	JBSIS	
		20–100 110 120	<u>What/how to report:</u> For cases in which there are multiple pro per parties, report each pro per.
10200		00 10 20–100 110 120	<p>fee waiver requested Application for waiver of filing fee submitted pursuant to Gov. Code, § 68634(e).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report the first instance of a fee waiver requested pursuant to Gov. Code, § 68634(e). • Report once per case regardless of the number of extensions filed. The filing fee submitted is not required to be associated with the initial petitioner. • Report subsequent fee waiver requests on row 9000.
10300		00 10 20–100 110 120	<p>fee waiver granted Application for waiver of filing fee granted in full or in part by the court.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report the first instance of a fee waiver granted pursuant to Gov. Code, § 68634(e). • Report once per case regardless of the number of extensions granted. The filing fee submitted is not required to be associated with the initial petitioner. • Report subsequent fee waivers granted on row 9050.
10400		00 10 20–100 110 120	<p>government exemption This waiver applies to “the filing of any document or paper, for the performance of any official service, or for the filing of any stipulation or agreement, which may constitute an appearance” (Gov. Code, § 6103).</p> <p><u>What/how to report:</u> Report the first waiver of fees for a government agency at the time of filing.</p>
10500		00 10 20–90 110	<p>certified as class action A filing designated as a class action by the court.</p> <p><u>What/how to report:</u> Report only if the court actually designates the case as a class action.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how not to report</u> : Do not report the filing of motions for class action on this row.

05b Unlimited Civil

RAS Case Categories: JBSIS and Portal Case Types

The Resource Assessment Study (RAS) model uses the filings data reported in JBSIS and the Portal to estimate court workload and court staffing needs. The RAS model uses the filings data along with workload standards for several different case categories based on the case types reported in JBSIS and the Portal. The table below illustrates the Civil case categories used in RAS, and how the JBSIS and Portal case types are mapped to this RAS categories.

RAS Case Categories	Portal	JBSIS
Civil Unlimited	Auto Tort PI/PD/WD Other Civil Unlimited Complaints and Petitions Small Claims Appeals	Auto Tort Other PI/PD/WD Other Tort Employment Contract Real Property Unlawful Detainer Judicial Review Provisionally Complex Litigation Enforcement of Judgment Other Civil Unlimited Complaints
Complex Civil	<p>Filings data estimated from annual complex civil filing fees reported by each court.</p> <p>For purposes of the RAS model every year, the estimated complex civil filings is backed out of Civil Unlimited filings.</p>	
Asbestos	<p>These are reported in the “Other Tort” category for JBSIS and in the “Other Civil Unlimited” category for the Portal, but not in a way that can be broken out for RAS.</p> <p>For purposes of the RAS model every year, each court manually report asbestos data which is backed out of Civil Unlimited</p>	

Family Law – Report 06a

Overview

Family Law case types represent a major classification category of cases involving family actions, such as marital actions (e.g., dissolution), custody matters, child support, parental rights, adoption, and other types of family law petitions and complaints. A case is the unit of count for family law and consists of the filing of a complaint or petition regardless of the number of defendants or respondents or causes of action listed in the complaint or petition.

Family Law case types are reported according to one of two data collection and reporting standards:

- 1) Judicial Branch Statistical Information System (JBSIS): The JBSIS standards include a more detailed breakdown of cases by case type and disposition than the Portal, and include workload measures, such as the number of hearings
- 2) Portal: The Portal standards include fewer case types, dispositions and workload measures than JBSIS. The Portal data elements can be mapped to the JBSIS data matrix

Case Type Mapping

The JBSIS standards include a more detailed breakdown of family law case types than the Portal but the rules for counting Family Law filings in JBSIS and the Portal should be the same. The association of the Portal case type definitions with those definitions for JBSIS case types is shown in the table below:

Portal	JBSIS
06 Dissolution	10 Dissolution with Minor Children
	40 Dissolution without Minor Children
07 Legal Separation	20 Legal Separation with Minor Children
	50 Legal Separation without Minor Children
08 Nullity	30 Nullity with Minor Children
	60 Nullity without Minor Children
65 Establish Parental Relationship	70 Establish Parental Relationship
75 Domestic Violence	80 Domestic Violence Prevention with Minor Children
	90 Domestic Violence Prevention without Minor Children
95 Department of Child Support Services (DCSS)	100 Department of Child Support Services (DCSS)
	110 Department of Child Support Services (DCSS) – UIFSA
125 Other Family Law Petitions and Complaints	120 Adoption
	130 Other Family Law Petitions and Complaints

Case Type Definitions

Pre-JBSIS Family Law	Portal	JBSIS
	---	00

A family law case filed prior to JBSIS implementation in which a JBSIS-specific case type cannot be determined by case management system (CMS).

Note: Case type 00, pre-JBSIS, is included to permit a court to report pending family law cases entered in their management system prior to JBSIS implementation where the case type category is unknown. Usually, when the case is scheduled for an event, the case type is determined, and the count is subtracted from the pre-JBSIS column and added to the new case type column in row 460.

Dissolution with Minor Children	Portal	JBSIS
	06 *	10

* **Dissolution with Minor Children** is one of the several case types reported in this category in the Portal

A petition (form FL-100 or FL-103) seeking dissolution of a marriage or domestic partnership in which there are minor children of the marriage (Fam. Code, § 2330) or domestic partnership (Fam. Code, § 299(d)).

What/how to report:

- A filing should be counted in column 40 if a petition is filed for Summary Dissolution.
- A separate filing should be counted when a petition is filed seeking the dissolution of marriage as an alternative to Legal Separation or Nullity in the event that the petition for Legal Separation or Nullity is denied by the court or vacated by the parties. In this scenario, when a dissolution for marriage is filed as an alternative, count one filing for the Legal Separation or Nullity petition and a second filing for the dissolution.

What/how not to report:

- An amended petition for Dissolution following an initial petition for Legal Separation or Nullity should not be reported as a separate Dissolution filing.

Dissolution without Minor Children	Portal	JBSIS
	06 *	40

* **Dissolution without Minor Children** is one of the several case types reported in this category in the Portal

A petition (form FL-100 or FL-103) seeking dissolution of a marriage in which there are no minor children of the marriage (Fam. Code, § 2330) or domestic partnerships (Fam. Code, § 299(d)), or a joint petition (form FL-800) for summary dissolution of marriage (Fam. Code, § 2400).

What/how to report:

- A filing should be counted if a petition is filed for Summary Dissolution.
- A separate filing should be counted when a petition is filed seeking the dissolution of marriage as an alternative to Legal Separation or Nullity in the event that the petition for Legal Separation or Nullity is denied by the court or vacated by the parties. In this scenario, when a dissolution for marriage is filed as an alternative, count one filing for the Legal Separation or Nullity petition and a second filing for the dissolution.

What/how not to report:

- An amended petition for Dissolution following an initial petition for Legal Separation or Nullity should not be reported as a separate Dissolution filing.

Legal Separation with Minor Children	Portal	JBSIS
	07 *	20

* **Legal Separation with Minor Children** is one of the several case types reported in this category in the Portal

A petition (form FL-100 or FL-103) seeking Legal Separation of a marriage in which there are minor children of the marriage (Fam. Code, § 2330) or domestic partnership (Fam. Code, §299(d)).

What/how to report:

- A separate filing should be counted when a petition is filed seeking the dissolution of marriage as an alternative to Legal Separation or Nullity in the event that the petition for Legal Separation or Nullity is denied by the court or vacated by the parties. In this scenario, when a dissolution for marriage is filed as an alternative, count one filing for the Legal Separation or Nullity petition and a second filing for the dissolution.

Legal Separation without Minor Children	Portal	JBSIS
	07 *	50

* **Legal Separation without Minor Children** is one of the several case types reported in this category in the Portal

A petition (form FL-100 or FL-103) seeking legal separation of a marriage in which there are no minor children of the marriage (Fam. Code, § 2330).

What/how to report:

- A separate filing should be counted when a petition is filed seeking the dissolution of marriage as an alternative to Legal Separation or Nullity in the event that the petition for Legal Separation or Nullity is denied by the court or vacated by the parties. In this scenario, when a dissolution for marriage is filed as an alternative, count one filing for the Legal Separation or Nullity petition and a second filing for the dissolution.

Nullity with Minor Children	Portal	JBSIS
	08 *	30

* **Nullity with Minor Children** is one of the several case types reported in this category in the Portal

A petition (form FL-100 or FL-103) seeking nullity of a marriage in which there are minor children of the marriage (Fam. Code, § 2250) or domestic partnerships (Fam. Code, § 299(d)).

What/how to report:

- A separate filing should be counted when a petition is filed seeking the dissolution of marriage as an alternative to Legal Separation or Nullity in the event that the petition for Legal Separation or Nullity is denied by the court or vacated by the parties. In this scenario, when a dissolution for marriage is filed as an alternative, count one filing for the Legal Separation or Nullity petition and a second filing for the dissolution.

Nullity without Minor Children	Portal	JBSIS
	08 *	60

* **Nullity without Minor Children** is one of the several case types reported in this category in the Portal

A petition (form FL-100 or FL-103) seeking nullity of a marriage in which there are no minor children of the marriage (Fam. Code, § 2250) or domestic partnerships (Fam. Code, § 299(d)).

What/how to report:

- A separate filing should be counted when a petition is filed seeking the dissolution of marriage as an alternative to Legal Separation or Nullity in the event that the petition for Legal Separation or Nullity is denied by the court or vacated by the parties. In this scenario, when a dissolution for marriage is filed as an alternative, count one filing for the Legal Separation or Nullity petition and a second filing for the dissolution.

Established Parental Relationship	Portal	JBSIS
	65	70

A petition (form FL-200) brought under the Uniform Parentage Act to establish parental relationship (Fam. Code, § 7600). A surrogacy petition filed in the court should also be captured in this area.

What/how to report:

- A surrogacy petition filed in the courts is counted as a filing in case type 70–Establish Parental Relationship for JBSIS courts and case type 65–Parentage for Portal courts.

Domestic Violence Prevention with Minor Children	Portal	JBSIS
	75 *	80

* **Domestic Violence Prevention with Minor Children** is one of the several case types reported in this category in the Portal

A family law case type based on a Request for Domestic Violence Restraining Order (form DV-100) seeking protection under the Domestic Violence Prevention Act, in which there are minor children of the relationship (Fam. Code, § 6200).

What/how to report:

- Domestic violence cases: Report domestic violence cases as separate filings and dispositions (JBSIS column 80 or 90; Portal column 75) even if they are processed as part of an existing case.

What/how not to report:

- Do not report emergency protective orders (EPOs) or temporary domestic violence restraining orders (DV-110). JBSIS only captures “Request for Order” domestic violence petitions (DV-100) but not their accompanying temporary petitions (DV-110).
- Do not count a request to renew a domestic violence restraining order as a filing.

Domestic Violence Prevention without Minor Children	Portal	JBSIS
	75 *	90

* **Domestic Violence Prevention without Minor Children** is one of the several case types reported in this category in the Portal

A family law case type based on a Request for Domestic Violence Restraining Order (form DV-100) seeking protection under the Domestic Violence Prevention Act, in which there are no minor children of the relationship (Fam. Code, § 6200).

What/how to report:

- Domestic violence cases: Report domestic violence cases as separate filings and dispositions (JBSIS column 80 or 90; Portal column 75) even if they are processed as part of an existing case.

What/how not to report:

- Do not report emergency protective orders (EPOs) or temporary domestic violence restraining orders (DV-110). JBSIS only captures “Request for Order” domestic violence petitions (DV-100) but not their accompanying temporary petitions (DV-110).
- Do not count a request to renew a domestic violence restraining order as a filing.

Department of Child Support Services (DCSS)	Portal	JBSIS
	95 *	100

* **Department of Child Support Services (DCSS)** is one of the several case types reported in this category in the Portal

A child support matter where the Department of Child Support Services (DCSS) is a party to the case. Only a single filing should be counted when DCSS first enters as party to the child support matter through the filing of one of the following: a complaint (form FL-600) to establish parental obligation, parentage, and/or child support (Fam. Code, §§ 2330.1, 17400, 17404), a Statement for Registration of California Support Order (form FL-650) by DCSS (Fam. Code, § 5601), or a Notice Regarding Payment of Support (FL-632).

What/how to report:

- Report a single filing when DCSS is party to a child support case (JBSIS column 100 or 110; Portal column 95) even if it is processed as part of an existing case. Only a single DCSS filing should be counted when DCSS first enters as party to the child support matter through the filing of one of the following: a complaint (form FL-600), a Statement for Registration of California Support Order (form FL-650), or a Notice Regarding Payment of Support (FL-632).
- Supplemental DCSS Complaints filed in an existing DCSS child support case is not counted as a separate filing; only the initial time when DCSS first enters as a party to a child support matter is reported as a filing. Supplemental complaints are reported in row 400.
- A child support matter filed by DCSS is reported in case type columns 100 or 110 in JBSIS or 95 in the Portal, while a child support order filed by a private party is reported as a different case type. This private party child support order is reported as the case type Other Family Law Petitions and Complaints in column 130 in JBSIS or 125 in the Portal.

What/how not to report:

- Supplemental DCSS Complaints filed within an existing DCSS child support case is not counted as a separate filing.
 - JBSIS courts do report these supplemental complaints in row 400, which is separate from the filings row 200 and is not included in a court’s filings data.
 - Portal courts do not report these supplemental DCSS complaints filed within an existing DCSS case

Department of Child Support Services (DCSS) – UIFSA	Portal	JBSIS
	95 *	110

* **Department of Child Support Services (DCSS) – UIFSA** is one of the several case types reported in this category in the Portal.

A petition filed requesting the court to establish a support order for a spouse or child, payable by the obligor under the Uniform Interstate Family Support Act (Fam. Code, § 4900) or the registration of an interstate support order by DCSS (Fam. Code, § 5601).

What/how to report:

- Department of Child Support Services (DCSS): Report a single filing when DCSS is party to a child support case (JBSIS column 100 or 110; Portal column 95) even if it is processed as part of an existing case. Only a single DCSS filing should be counted when DCSS first enters as party to the child support matter through the filing of a complaint (form FL-600), a Statement for Registration of California Support Order (form FL-650), or a Notice Regarding Payment of Support (FL-632).
- Supplemental DCSS Complaints filed in an existing DCSS child support case is not counted as a separate filing; only the initial time when DCSS first enters as a party to a child support matter is reported as a filing.
- A child support matter filed by DCSS is reported in case type columns 100 or 110 in JBSIS or 95 in the Portal, while a child support order filed by a private party is reported as a different case type. This private party child support order is reported as the case type Other Family Law Petitions and Complaints in column 130 in JBSIS or 125 in the Portal.

What/how not to report:

- Supplemental DCSS Complaints filed within an existing DCSS child support case is not counted as a separate filing.
 - JBSIS courts do report these supplemental complaints in row 400, which is separate from the filings row 200 and is not included in a court’s filings data.
 - Portal courts do not report these supplemental DCSS complaints filed within an existing DCSS case

Adoption	Portal	JBSIS
	105 *	120

* **Adoption** is one of the several case types reported in this category in the Portal.

A petition seeking to establish a new, permanent relationship of parent and child between persons not having that relationship biologically (Fam. Code, § 8500 et seq.). An adult adoption or adoption of a married minor (form JV-193) would also be reported in this category.

What/how to report:

- An adult adoption or adoption of a married minor (form JV-193) should be reported as a filing in the Adoption case type

What/how not to report:

- Do not report petitions filed to adopt pursuant to a juvenile matter in which the child became a dependent of the court. These are reported in Juvenile Dependency Report 9a.

Other Family Law Petitions and Complaints	Portal	JBSIS
	105 *	130

* **Adoption** is also included in this category in the Portal.

Other family law petitions and complaints not specified in JBSIS case type columns 10–120, including but not limited to:

- Request for approval of minor’s contract (Fam. Code, § 6751)
- Request for approval of underage marriages (Fam. Code, §§ 302, 303) (form FL-910)
- Emancipation (Fam. Code, § 7000) (form MC-300)
- Independent action for custody (Fam. Code, § 3120) (form FL-260)
- Juvenile exit (custody) orders (Welf. & Inst. Code, § 362) (form JV-200)
- Family Law Habeas petitions (e.g., Petition to produce an unlawfully detained minor)
- Registration of California or out-of-state custody orders (Fam. Code, § 3445) (form FL-580)
- Registration of foreign, out-of-state, or tribal domestic violence restraining order (CLETS) (Fam. Code, § 6380) (form DV-600)
- Statement for Registration of California Support Order (form FL-440) filed by a private party (Fam. Code, § 5602)
- Termination of parental rights (Fam. Code, § 7505)
- Third-party visitation (Fam. Code, § 3100).
- Petition for Protective Orders (Elder or Dependent Adult Abuse) (form EA-100).
- Petition for Juvenile Restraining Order (form JV-245) only if the juvenile is not involved in a delinquency proceeding.

Note: These petitions in the Other Family Law Petitions and Complaints case type category should only be reported as a filing if they are filed as an independent action and not a subsequent petition/complaint within an existing case.

What/how to report:

- A Family Law Habeas petition should be counted as a filing in the case type Other Family Law Petitions and Complaints.
- A petition for an Elder or Dependent Adult Abuse Protective Orders (form EA-100) should be counted as a filing on the Family Law report (case type Other Family Law Petitions and Complaints) even if they are filed in a different department (e.g., Probate).

- A petition for a Juvenile Restraining Order (form JV-245) should be counted as a filing in the case type Other Family Law Petitions and Complaints only if the juvenile is the protected person in the restraining order.
- If a petition/complaint falls under the case type Other Family Law Petitions and Complaints, count it as a filing only if it is filed as an independent action and not a subsequent petition/complaint within an existing family case.

What/how not to report:

- If a petition/complaint listed under Other Family Law is filed within an existing Family Law case, do not count it as a new filing, but capture related hearings and events in workload.
- Civil harassment petitions are not reported on the Family Law report but on the Unlimited Civil Report 05b.
- Do not count a filing for a Juvenile Restraining Order if the juvenile is already involved in a delinquency proceeding. This would be considered a subsequent petition in the existing juvenile delinquency case.

Filing

The beginning of a family law court case by formal submission of an initial petition or complaint or by the transfer-in of a case from another jurisdiction before the final disposition of the case. Subsequent petitions or complaints filed in an existing case are not counted as a separate filing with the following two exceptions for the Family Law report:

Domestic violence: Report domestic violence cases as a separate filing even if they are processed as part of an existing case.

Department of Child Support Services (DCSS): Report a DCSS filing the first time the Department of Child Support Services is party to a child support matter that is filed within an existing dissolution, parental relations, or other type of family law case.

- Report one filing, one disposition, and workload resulting from the petition for dissolution in column 10, Dissolution With Minor Children.
- Report one filing, one disposition, and workload resulting from the DCSS complaint regarding parental obligations in column 100, DCSS.

JBSIS and Portal courts report filings in the following locations on the Family Law 06a report:

JBSIS: Filings are reported on row 200

Portal: Filings are reported on row 200

For a case transferred in from another jurisdiction, a new filing is counted only if the transfer occurs before the case reaches final disposition, which would be when the case has received a judgment, been dismissed, or is otherwise disposed. A case transferred after final disposition would not be counted as a new filing for the receiving court, but all hearings and events should be captured in the postdisposition section on the JBSIS report. The reopening of a case after the granting of a motion to vacate judgment, setting aside a dismissal, or reversal on appeal of judgment is not reported as a new filing but in the reopened row on the JBSIS or Portal report

Although there are different case type categories in JBSIS compared to the Portal, the overall types of family law filings reported should be the same in JBSIS and the Portal. In addition, the rules for counting family law filings in JBSIS and the Portal should be the same.

Data Matrix Breakdown

CASELOAD/CASEFLOW

CASELOAD/CASEFLOW (unit of count = case). A case is the unit of count and consists of the filing of a complaint or petition regardless of the number of defendants or respondents or causes of action.

INVENTORY

Family Law 06a - Data Matrix		00	06	07	08	10	20	30	40	50	60	65	70	75	80	90	95	100	110	120	125	130	
JBSIS Data Reporting Standards effective July 1, 2018.																							
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																							
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																							
	P	JBSIS Web Portal Case Type																					
CASELOAD/CASEFLOW (unit of count = case)																							
50 Inventory																							
100 Beginning pending																							
200 + Filing																							
300 + Reopened																							
400 + Supplemental complaint filed																							
450 + Existing case entered in CMS																							
460 +/- Classification of pre-JBSIS case																							
▼ 500 - Disposed (broken down in rows 800 - 2600)																							
600 End pending																							
Key:	Unshaded cell = data expected											▼ Value calculated in JBSIS											
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.																						

Row	Case Type		Definition
	Portal	JBSIS	
50			Inventory An accounting of the number of cases filed, disposed, and pending in a reporting period.
100		00 10–60 70 80–90 100–120 130	beginning pending The number of cases awaiting disposition in a court before the first day of a reporting period.
200	06–08 65 75 95 125	10–60 70 80–90 100–120 130	filing (+) The beginning of a court case by formal submission of an initial petition or complaint or by the transfer-in of a case from another jurisdiction.

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u> Report only one filing even though a petition may contain more than one petitioner.</p> <p><u>What/how not to report:</u> Do not include cases transferred in for postjudgment activity only. Report post judgment activity in workload.</p>
300	06–08 65 75 95 125	00 10–60 70 80–90 100–120 130	<p>reopened (+) A case that was previously reported as disposed but is resubmitted to a court.</p> <p>Examples: Reopening after the granting of a motion to vacate judgment, setting aside a dismissal, or reversal on appeal of judgment.</p> <p><u>What/how to report:</u> Report one disposition for each reopened case.</p> <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> Do not report cases that were closed in error. Since beginning and end pending do not have to match, submit an amended report after the error is corrected. Reopened cases are not aged.
400		00 100	<p>supplemental complaint filed (+) The filing of a supplemental complaint by DCSS (form FL-600) regarding parental obligations (Fam. Code, § 2330.1).</p> <p>Note: Although supplemental complaints occur under other case types, JBSIS captures this information for DCSS cases only.</p>
450		10–60 70 80–90 100–120 130	<p>existing case entered in CMS (+) An initial family law petition/complaint not previously entered in the CMS and therefore not reported in pending.</p> <p><u>What/how to report:</u> Report at the time an event is calendared, and the case is entered in the CMS.</p> <p><u>What/how not to report:</u> Do not include cases calendared for a postdisposition event only. Report postdisposition activity in workload.</p>

Row	Case Type		Definition
	Portal	JBSIS	
460		00 10–60 70 80–90 100–120 130	<p>classification of pre-JBSIS case (-/+) Classification of a pre-JBSIS case into a JBSIS Family Law case type requires two counts in the inventory section:</p> <ul style="list-style-type: none"> • One count is added to the appropriate case type (columns 10–130) that will be used for future reporting. • A second count is deducted from the pre-JBSIS case type (column 00). <p>Note:</p> <ul style="list-style-type: none"> • The JBSIS file validation routine will verify that the pre-JBSIS case type counts (row 460, column 00) are balanced against counts in the remaining case types (row 460, columns 10–130). • Courts wishing to classify pre-JBSIS cases usually do so as they are scheduled for an event and the appropriate case type is known. Courts have the option of continuing to report these cases under the pre-JBSIS category, but no new filings may be added to this case type.
500	06–08 65 75 95 125	00 10–60 70 80–90 100–120 130	<p>total dispositions (-) See row 700 for definition.</p>
600		00 10–60 70 80–90 100–120 130	<p>end pending (=) The number of cases awaiting disposition in a court on the last day of a reporting period.</p> <p>Note: End pending for a month does not have to equal beginning pending for the next month. Case type classification changes, technical problems, or delayed data entry can make month-to-month balancing impossible.</p>

DISPOSED CASES

Family Law 06a - Data Matrix		00	06	07	08	10	20	30	40	50	60	65	70	75	80	90	95	100	110	120	125	130	
JBSIS Data Reporting Standards effective July 1, 2018.																							
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Family Law	Dissolution	Legal Separation	Nullity	Dissolution w/ Minor Children	Legal Separation w/ Minor Children	Nullity w/ Minor Children	Dissolution w/o Minor Children	Legal Separation w/o Minor Children	Nullity w/o Minor Children	Establish Parental Relationship	Domestic Violence Prevention	DV Prevention w/ Minor Children	DV Prevention w/o Minor Children	Department of Child Support Services (DCSS)	Department of Child Support Services (DCSS)	DCSS—UIF SA	Adoption	Other Family Law Petitions and Complaints	Other Family Law Petitions and Complaints		
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																							
	P	JBSIS Web Portal Case Type	P	P	P							P	P			P					P		
CASELOAD/CASEFLOW (unit of count = case)																							
Disposed Cases, in Ascending Stage and Outcome Hierarchy																							
700	Dispositions (total rows 800, 1800, 2400)																						
800	Before Hearing (total rows 850, 1225, 1700)																						
▼ 850	Dismissal/Transfer (total rows 875, 1050)																						
▼ 875	Dismissal (total rows 900 - 1000)																						
900	Dismissal—Lack of prosecution																						
1000	Other dismissal																						
▼ 1050	Transfer (total rows 1100 - 1200)																						
1100	Change of Venue																						
1200	Consolidated																						
▼ 1225	Judgment (total rows 1250 - 1300)																						
1250	Entry of summary dissolution																						
1300	Entry of judgment/order																						
1700	Administrative disposition																						
1800	After Hearing (total rows 1820 and 1950)																						
▼ 1820	Dismissal/Transfer (total rows 1840, 1900)																						
▼ 1840	Transfer (total rows 1850 - 1860)																						
1850	Change of venue																						
1860	Consolidated																						
1900	Dismissal																						
▼ 1950	Judgment (total rows 2000 - 2300)																						
2000	Entry of judgment/order																						
2300	Ruling on adoption petition																						
2400	After Court Trial (total of rows 2500 - 2600)																						
2500	Dismissal																						
2600	Entry of judgment/order																						
Key:	Unshaded cell = data expected ▼ Value calculated in JBSIS																						
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.																						

Row	Case Type		Definition
	Portal	JBSIS	
700	06–08	00	dispositions (total rows 800, 1800, and 2400) The disposition of a case pending before the court. <u>What/how to report:</u> <ul style="list-style-type: none"> The case is reported on the row according to the most important manner of disposition; e.g., row 900, Dismissal—Lack of prosecution is less important than row 1225, judgment. A case is considered disposed on the date the judgment is filed with the clerk and entered. Judgment includes any judgment, decree, or signed appealable order (Code Civ. Proc., § 664 et seq.).
	65	10–60	
	75	70	
	95	80–90	
	125	100–120	
		130	

Row	Case Type		Definition
	Portal	JBSIS	
			<p>JBSIS: Family law dispositions are defined and reported in three major categories: before hearing, after hearing, and after court trial. Report one disposition for each:</p> <ul style="list-style-type: none"> • filing reported on row 200, • reopened case on row 300, • supplemental complaint on row 400, • existing case entered into the CMS on row 450, and • classified pre-JBSIS case reported on row 460.
800	06–08 65 75 95 125	00 10–60 70 80–90 100–120 130	<p>before hearing (total rows 850, 1225, and 1700) Disposition occurs without a court appearance or before the introduction of first evidence. First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.</p>
850	06–08 65 75 95 125	00 10–60 70 80–90 100–120 130	<p>dismissal/transfer (total rows 875 and 1050) A disposition before hearing in which the case is dismissed or transferred.</p>
875	06–08 65 75 95 125	00 10–60 70 80–90 100–120 130	<p>dismissal (total rows 900 and 1000) A disposition before hearing in which the case is dismissed.</p>
900	06–08 65 75 95 125	00 10–60 70 80–90 100–110 130	<p>dismissal—lack of prosecution A disposition before hearing in which the court dismisses the case on its own motion or on the motion of a party if the case meets one of the conditions outlined in Code Civ. Proc., § 583 et seq.</p>
1000	06–08 65 75	00 10–60 70	<p>other dismissal A disposition before hearing as a result of the court’s own motion to dismiss or the parties’ withdrawal of the case before hearing.</p>

Row	Case Type		Definition
	Portal	JBSIS	
	95 125	80–90 100–120 130	<u>What/how to report:</u> Include dispositions of filings voided due to a bad check and dismissals due to a deceased party.
1050	06–08 65 75 95 125	00 10–60 70 80–90 100–120 130	transfer A disposition before hearing in which the venue of the case changes to another county or the case is consolidated. JBSIS: rows 1100 and 1200
1100		00 10–60 70 80–90 100–120 130	change of venue A disposition before hearing in which the venue of the case changes to another county.
1200		00 10–60 70 80–90 100–110 130	consolidated A disposition before hearing in which a case is subsumed into another pending (lead) case when the cases involve a common question of law or fact. Note: Under consolidation all actions in the subsumed case become part of the lead case and are resolved by disposition of the lead case. <u>What/how to report:</u> Do not include cases that are consolidated for trial purposes only and are not subsumed.
1225	06–08 65 75 95 125	00 10–60 70 80–90 100–110 130	Judgment (total rows 1250 and 1300) A disposition before hearing in which a judgment was entered on the case.
1250	06	00 40	entry of summary dissolution Entry of judgment that occurs as a result of the filing of the Request for Judgment, Judgment of Dissolution of Marriage, and Notice of Entry of Judgment (form FL-820) pursuant to Fam. Code, § 2403.

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how to report:</u> If a summary dissolution is revoked by either party any time before the filing of application for judgment, the case is disposed as dismissed in row 1000, Other dismissal.
1300	06–08 65 75 95 125	00 10–60 70 80–90 100–120 130	<p>entry of judgment/order</p> <p>Entry of Judgment: Entry of the final determination of the parties’ rights in an action or proceeding before hearing (Code Civ. Proc., § 668.5). Includes submission of the following:</p> <ul style="list-style-type: none"> • Judgment (Family Law) (form FL-180) • Judgment (Uniform Parentage) (form FL-250) • Stipulation for Judgment or Supplemental Judgment Regarding Parental Obligations and Judgment (Governmental) (form FL-615) • Judgment Regarding Parental Obligations (Governmental) (form FL-630) • Do not include submission of Judgment— Status Only, which is not a final disposition. Report status-only judgments as a workload event on row 3700. • Entry of Order: Issuance of a permanent restraining order in domestic violence prevention cases (form DV-130; Fam. Code, § 6200). <p><u>What/how to report:</u> Report one disposition for each domestic violence petition filed (case type 80 or 90) even if the petition is processed within an existing case.</p>
1700	95 125	00 100 110 130	<p>administrative disposition A disposition before hearing that occurs at the time of filing and involves no court time.</p> <p>Note: This category is used only for DCSS and private-party registration of California support orders.</p>
1800	06–08 65 75 95 125	00 10–60 70 80–90 100–120	<p>disposition after hearing A disposition that occurs after the introduction of first evidence at a hearing.</p> <p>Note: First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the</p>

Row	Case Type		Definition
	Portal	JBSIS	
		130	proceedings, witness testimony, and/or documents or tangible objects are submitted to the court. JBSIS: total rows 1850 and 1950
1820		00 10–60 70 80–90 100–120 130	dismissal/transfer (total rows 1840 and 1900) A disposition after hearing in which the case is dismissed or transferred.
1840		00 10–60 70 80–90 100–120 130	transfer (total of rows 1850 and 1860) A disposition after hearing in which the venue of the case changes to another county or the case is consolidated.
1850		00 10–60 70 80–90 100–120 130	change of venue A disposition after hearing in which the venue of the case changes to another county.
1860		00 10–60 70 80–90 100–110 130	consolidated A disposition after hearing in which a case is subsumed into another pending (lead) case when the cases involve a common question of law or fact. Note: Under consolidation all actions in the subsumed case become part of the lead case and are resolved by disposition of the lead case. <u>What/how not to report:</u> Do not include cases consolidated only for trial purposes that are not subsumed.
1900		00 10–60 70 80–90 100–120	dismissal A disposition after hearing in which the parties withdraw the case after the start of a hearing and before judgment of final order is entered or on the court’s own motion. <u>What/how to report:</u> Include dismissals due to a deceased party.

Row	Case Type		Definition
	Portal	JBSIS	
		130	
1950		00 10–60 70 80–90 100–120 130	judgment (total rows 2000 and 2300) A disposition after hearing in which a judgment was entered on the case.
2000		00 10–60 70 80–90 100–110 130	<p>entry of judgment/order</p> <p>Entry of Judgment: Entry of the final determination of the parties’ rights in an action or proceeding after hearing (Code Civ. Proc., § 668.5). Includes submission of the following:</p> <ul style="list-style-type: none"> • Judgment (Family Law) (form FL-180) • Judgment (Uniform Parentage) (form FL-250) • Stipulation for Judgment or Supplemental Judgment Regarding Parental Obligations and Judgment (Governmental) (form FL-615) • Judgment Regarding Parental Obligations (Governmental) (form FL-630) • Do not include submission of Judgment—Status Only, which is not a final disposition. Report status-only judgments as a workload event on row 3700. • Entry of Order: Issuance of a permanent restraining order in domestic violence prevention cases (form DV-130; Fam. Code, § 6200). <p><u>What/how to report:</u> Report one disposition for each domestic violence petition filed (case type 80 or 90) even if the petition is processed within an existing case.</p>
2300		00 120	ruling on adoption petition A disposition of an adoption petition in which the court determines whether to grant or deny the petition.
2400	06–08 65 75 95	00 10–60 70 80–90	disposition after court trial (total rows 2500–2600) A disposition occurs after the introduction of first evidence at a trial in which the judicial officer determines both the issues of fact and law in a case.

Row	Case Type		Definition
	Portal	JBSIS	
	125	100–120 130	<p>Note: First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.</p> <p>JBSIS: total rows 2500 and 2600</p>
2500		00 10–60 70 80–90 100–110 130	<p>dismissal A disposition resulting in the parties’ withdrawal of the case after the start of a trial and before judgment or final order is entered or on the court’s own motion.</p> <p><u>What/how to report:</u> Include dismissals due to a deceased party.</p>
2600		00 10–60 70 80–90 100–110 130	<p>entry of judgment/order</p> <p>Entry of Judgment: Entry of the final determination of the parties’ rights in an action or proceeding after court trial (Code Civ. Proc., § 668.5). Includes submission of the following:</p> <ul style="list-style-type: none"> • Judgment (Family Law) (form FL-180) • Judgment (Uniform Parentage) (form FL-250) • Stipulation for Judgment or Supplemental Judgment Regarding Parental Obligations and Judgment (Governmental) (form FL-615) • Judgment Regarding Parental Obligations (Governmental) (form FL-630) • Do not include submission of Judgment—Status Only, which is not a final disposition. Report status-only judgments as a workload event on row 3700. • Entry of Order: Issuance of a permanent restraining order in domestic violence prevention cases (form DV-130; Fam. Code, § 6200). <p><u>What/how to report:</u> Report one disposition for each domestic violence petition filed (case type 80 or 90) even if the petition is processed within an existing case.</p>

WORKLOAD

WORKLOAD (unit of count = action). Data collected to reflect workload. Report workload resulting from the initial and subsequent filing(s). Report on the last day of the reporting period. Capture the actual number of events occurring during that reporting period.

Family law is the only JBSIS report where data is captured on short and long cause trials. This data applies only to marital case types 00–60 and the length of trial is determined by the attorneys’ estimate at the time the trial is set on the court calendar.

A large part of a court’s workload emanates from orders to show cause (OSC) and motion filings, hearings and issues. OSC and motion filings are tracked on rows 3100–3130; hearings on rows 3150–3230; and issues on rows 4800–4830.

Note that DCSS filings and hearings require more information than is required for private attorney filings—that is, whether the request is for an initial order, modification, or enforcement. Because there is an interest in tracking the number of OSC/motions filed and heard, rows 3100 and 3200 in the Data Element Definitions explain how to report OSC/motion filings and hearings when more than one type of request is indicated.

In addition, there is an interest in obtaining information about the number of issues the court is asked to address. For this purpose, courts are asked to report each issue indicated on an OSC or motion for child custody/visitation, child support and spousal support for all cases involving minor children. Please see row 4800 for the definition.

HEARINGS

Family Law 06a - Data Matrix		00	06	07	08	10	20	30	40	50	60	65	70	75	80	90	95	100	110	120	125	130
JBSIS Data Reporting Standards effective July 1, 2018.																						
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																						
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																						
	P	JBSIS Web Portal Case Type	P	P	P																	
WORKLOAD (unit of count = action)																						
Hearings																						
2900	Short cause trial																					
3000	Long cause trial																					
3100	Request for Order (RFO)/motions filed (total rows 3110 - 3130)																					
3110	RFO/motion filed—Initial																					
3120	RFO/motion filed—Modification																					
3130	RFO/motion filed—Enforcement																					
3150	Hearings (total rows 3200, 3300)																					
3200	Request for Order (RFO)/motion hearings (total rows 3210 - 3230)																					
3210	RFO/motion hearing—Initial																					
3220	RFO/motion hearing—Modification																					
3230	RFO/motion hearing—Enforcement																					
3300	Other hearing																					
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS																				
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.																					

Row	Case Type		Definition
	Portal	JBSIS	
Hearings			
2900		00 10–60	<p>short cause trial A trial in which the time estimated for trial is less than or equal to five hours (Cal. Rules of Court, rule 3.735).</p> <p>Note: The length of a trial is determined by attorney estimation made to the clerk at the time the trial is scheduled on the court calendar. Data on short cause trials are not currently captured for columns 70–130.</p>
3000		00 10–60	<p>long cause trial A trial in which the time estimated for trial is greater than five hours (Cal. Rules of Court, rule 3.735).</p> <p>Note: The length of a trial is determined by attorney estimation made to the clerk at the time the trial is scheduled on the court calendar. Data on long cause trials are not currently captured for columns 70–130.</p>
3100		00 10–60 70 80–90 100–120 130	<p>request for order/motions filed (total rows 3100–3130) The Request for Order (RFO) is used to schedule a court hearing requesting the court to make a new order or to change an existing order. The request can be about child custody, visitation, child support, spousal support, property, attorney fees and costs, and other matters. (See Form-300-INFO for further information and instructions). Motions are made to the court at any time before, during, or after court proceedings, asking the court to make a specified finding, decision, or order.</p> <p><i>Exceptions:</i></p> <ul style="list-style-type: none"> • Domestic Violence—to change or end domestic violence restraining orders, use form DV-130. • OSC/motions for DCSS cases require additional information. See rows 3110–3130. <p><u><i>What/how to report:</i></u></p> <ul style="list-style-type: none"> • Report the filing of an RFO/motions according to the original case type. • For all case types, report the filing of one RFO/Notice of Motion regardless of the number of issues or types of relief requested.

Row	Case Type		Definition
	Portal	JBSIS	
3110 3120 3130		100	<p>order to show cause (OSC)/motions filed—initial, modification, enforcement For DCSS cases, report further details on each OSC/Notice of Motion filed—that is, whether the request is for an initial order (row 3110), a modification (row 3120), or an enforcement (row 3130) (forms FL-683, FL-684, and FL-680, etc.).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • If there are multiple requests for relief within one DCSS filing, report only once, in priority order for AB 1058 purposes, as follows: <ul style="list-style-type: none"> ○ 1st priority—Enforcement ○ 2nd priority—Modification ○ 3rd priority—Initial ○ Examples: Two DCSS filings contain requests for: <ul style="list-style-type: none"> ▪ Initial and enforcement. Report on row 3130 (Enforcement). ▪ Modification and initial. Report on row 3120 (Modification). The “modification” box will be checked on the OSC/motion form for a modification. If it is not checked, the request is considered an initial filing. Enforcement filings include but are not limited to: <ul style="list-style-type: none"> • Report Notice of Motion on Claim of Exemption, form FL-677 • Report Request for Hearing Regarding Earnings Assignment, form FL-450 • Report Request for Judicial Determination of Support Arrearages, form FL-676 • Report Notice of Motion for Judicial Review of License Denial, form FL-670 • Report Hearing for Order for Judgment Debtor • Report Order to Show Cause and Affidavit for Contempt, form FL-410
3150	06–08 65 75 95	00 10–60 70 80–90	<p>hearings (total rows 3200 and 3300) Formal judicial proceedings held to decide issues of fact or law arising in the course of a court action.</p>

Row	Case Type		Definition
	Portal	JBSIS	
	125	100–120 130	<p>JBSIS: total rows 3200 and 3300</p> <p>Examples: Civil motions hearings, request for orders (RFO), order to show causes (OSCs) in DCSS matters, dependency review hearings, etc.</p> <p>Note:</p> <ul style="list-style-type: none"> • A hearing begins when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court (i.e., “first evidence”). • Hearings are initiated: <ul style="list-style-type: none"> ○ by the official placement of a case on a judicial officer’s calendar ○ by the filing of documents such as RFOs, motions, and OSCs, etc. ○ on the court’s own motion, or ○ at the request of a party to the action or another interested party (e.g., sheriff, Family Court Services, etc.); or ○ Based on impromptu oral motions presented in court and heard by the judicial officer. <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report each hearing that actually takes place. If multiple proceedings are heard at one time (regardless of whether they are initiated by one or more documents), count each proceeding. • Hearings that extend over more than one day are counted as separate hearings for each hearing day. • If a judicial ruling made at a hearing results in the disposition of a case, count both the hearing and the disposition. • Hearings specifically on RFOs or motions are captured on row 3200.

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> Do not report hearings that are not heard at all and are reset at the request of the parties or on the court’s motion. Count these as continuances in the Events section. Do not count ex parte proceedings unless they are calendared and heard. Do not count impromptu oral motions that do not require a presentation and are not heard by the judicial officer.
3200	06–08 65 75 95 125	00 10–60 70 80–90 100–120 130	<p>Request for Orders (RFO)/motion hearings (total rows 3210–3230) A hearing on a Request for Order (RFO) to make a new order or to change an existing order made by either party, or a hearing on a motion by either party.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> Report RFO/motions according to the original initiating case type. Report all RFO/motion hearings involving multiple issues marked on one RFO or Notice of Motion filing as one hearing. <p>For all case types except DCSS cases, report one hearing regardless of the number of issues or types of relief requested.</p>
3210 3220 3230		100	<p>order to show cause (OSC)/motion hearings—initial, modification, enforcement For DCSS cases, report each OSC/motion hearing once on either row 3210 (Initial order), 3220 (Modification), or 3230 (Enforcement).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> Multiple requests for relief within one hearing are reported in priority order for AB 1058 purposes. Report one of the following: <ul style="list-style-type: none"> 1st priority—Enforcement 2nd priority—Modification 3rd priority—Initial Examples: Two DCSS hearings consist of: <ul style="list-style-type: none"> initial and enforcement. Report on row 3230 (Enforcement).

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> ○ modification and initial. Report on row 3220 (Modification). The “modification” box will be checked on the OSC/motion form for a modification. If it is not checked, the request is considered an initial. Enforcement filings include but are not limited to: <ul style="list-style-type: none"> ▪ Report Notice of Motion on Claim of Exemption, form FL-677 ▪ Report Request for Hearing Regarding Earnings Assignment, form FL-450 ▪ Report Request for Judicial Determination of Support Arrearages, form FL-676 ▪ Report Notice of Motion for Judicial Review of License Denial, form FL-670 ▪ Report Hearing for Order for Judgment Debtor ▪ Report Order to Show Cause and Affidavit for Contempt, form FL-410
3300		00 10–60 70 80–90 100–120 130	<p>other hearing A hearing other than those regarding an OSC or notice of motion in which the court considers evidence and makes a determination.</p> <p>Note: Report hearings regarding an OSC or notice of motion on rows 3200–3230.</p>

EVENTS

Family Law 06a - Data Matrix		00	06	07	08	10	20	30	40	50	60	65	70	75	80	90	95	100	110	120	125	130	
<p>JBSIS Data Reporting Standards effective July 1, 2018.</p> <p>Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.</p> <p>NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.</p>		Pre-JBSIS Family Law	Dissolution	Legal Separation	Nullity	Dissolution w/ Minor Children	Legal Separation w/ Minor Children	Nullity w/ Minor Children	Dissolution w/ Minor Children	Legal Separation w/ Minor Children	Nullity w/ Minor Children	Establish Parental Relationship	Domestic Violence Prevention	DV Prevention w/ Minor Children	DV Prevention w/ Minor Children	Department of Child Support Services (DCSS)	Department of Child Support Services (DCSS)	DCSS—UIFSA	Adoption	Other Family Law Petitions and Complaints	Other Family Law Petitions and Complaints		
	P	JBSIS Web Portal Case Type	P	P	P							P		P			P				P		
WORKLOAD (unit of count = action)																							
3600 Events																							
3700		Status-only judgment																					
3800		Ex parte filed																					
3900		Request to enter default filed																					
4000		Declaration for default filed																					
4100		Case management/pretrial conference																					
4200		Settlement conference																					
4300		Referral to FCS mediation																					
4400		Referral to other ADR																					
4500		Review																					
4550		Subsequent fee waiver requested																					
4560		Subsequent fee waiver granted																					
4590		Continuance (total rows 4600 - 4700)																					
4600		Court's motion																					
4700		Party's motion																					
4800		Request for Order (RFO)/Motion Issues (total rows 4810 - 4830)																					
4810		Regarding child custody/visitation																					
4820		Regarding child support																					
4830		Regarding spousal support																					
Key:		Unshaded cell = data expected	▼ Value calculated in JBSIS																				
		Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.																					

Row	Case Type		Definition
	Portal	JBSIS	
3600	Events		Data collected to measure workload. Capture the actual number of events occurring during that reporting period. Report event(s) resulting from the initial and subsequent filing(s). Report on the last day of the reporting period.
3700		00 10 40	<p>status-only judgment Entry of judgment (form FL-180) on the status of marriage only.</p> <p>Note: Status-only judgments are not the final disposition of a case.</p> <p><u>What/how to report:</u> Report dispositions (i.e., final determination of the party's rights for all issues) as an entry of judgment/order on rows 1300, 2000, and 2600.</p>
3800		00 10–60 70 80–90 100–120	<p>ex parte filed An application for ex parte relief requested by one party in the absence of and usually without notice to the other party.</p> <p><u>What/how to report:</u> Report the number of applications filed.</p>

Row	Case Type		Definition
	Portal	JBSIS	
		130	<p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> Do not include domestic violence petitions, which are counted as new filings under columns 80 and 90. Do not include domestic violence temporary restraining orders (DV-110). Do not include ex parte requests for fee waiver reported on rows 4550 and 5300. Do not include Temporary Restraining Order forms for OSCs in which the party lists all their ex parte order requests as this is not a filed document.
3900		00 10–60 70 100–110 130	request to enter default filed The filing of a Request to Enter Default (form FL-165).
4000		00 10–20 40–50	declaration for default filed The filing of a Declaration for Default or Uncontested Dissolution or Legal Separation (form FL-170).
4100		00 10–60 70 80–90 100–120 130	<p>case management/pretrial conference A calendared conference among parties and the judicial officer or other individual given authority by the judge to hold the conference, where the primary purpose is to monitor the progress of the case.</p> <p><u>What/how not to report:</u> Do not include settlement conferences.</p>
4200	06–08 65 75 95 125	00 10–60 70 80–90 100–120 130	<p>settlement conference A calendared conference that occurs before or after the start of trial among the parties and the judicial officer or other individual given authority by the judge to settle the case, for the specific purpose of settling the case.</p> <p>Portal: Report pretrial settlement conferences which were calendared and heard. Do not report informal, noncalendared settlement discussions; for example, settlement discussions held at the trial calendar call or in the trial department before the start of the trial.</p>
4300		00 10–30	referral to family court services (FCS) mediation A referral of a case to family court services for child custody mediation.

Row	Case Type		Definition
	Portal	JBSIS	
		70 80 100 130	<u>What/how to report:</u> Report each time a case is referred.
4400		00 10–60 70 80–90 100–120 130	referral to other alternative dispute resolution (ADR) A referral of a case to a form of alternative dispute resolution excluding referrals to family court services mediation. <u>What/how to report:</u> Report each time a case is referred.
4500		00 10–60 70 80–90 100–120 130	review A court proceeding in which the court reviews the case on the court’s own motion—such as, but not limited to, after mandatory mediation or follow-up after assignment to Family Court Services.
4550		00 10–60 70 100–120 130	subsequent fee waiver requested Subsequent application for waiver of filing fee submitted pursuant to Gov. Code, § 68634(e). <u>What/how to report:</u> Report separately each time a subsequent fee waiver request is filed. <u>What/how not to report:</u> <ul style="list-style-type: none"> Do not include initial application for fee waiver. Report initial fee waiver request on row 5300. Do not include waivers of costs.
4560		00 10–60 70 100–120 130	subsequent fee waiver granted Subsequent application for waiver of filing fee granted in full or in part by the court. <u>What/how to report:</u> Report separately each time a subsequent fee waiver request is granted. <u>What/how not to report:</u> <ul style="list-style-type: none"> Do not include the granting of the initial application for fee waiver. Report initial fee waiver granted on row 5400. Do not include waivers of costs

Row	Case Type		Definition
	Portal	JBSIS	
4590		00 10–60 70 80–90 100–120 130	<p>continuance (total rows 4600 and 4700) A hearing/trial set on a calendar and re-calendared to a future date for the same proceedings, at the request of a party or on the court’s own motion, before any proceedings take place—i.e., before first evidence is presented.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report all continuances whether handled by the clerk’s office or in court. • Report stipulated continuance as “continuance—party’s motion.”
4600		00 10–60 70 80–90 100–120 130	<p>continuance—court’s motion A hearing/trial set on a calendar and re-calendared to a future date, on the court’s own motion, before any proceedings take place.</p>
4700		00 10–60 70 80–90 100–120 130	<p>continuance—party’s motion A hearing/trial set on a calendar and re-calendared to a future date, on a party’s motion, before any proceedings take place. Include stipulated continuances.</p>
4800		00 10–60 70 80–90 100–110 130	<p>Request for Order/Order to Show Cause (OSC)/motion issues (total rows 4810–4830) Child custody/visitation, child support, and spousal support, issues are captured from the RFO/OSC/motions filed on row 3100 and OSC/motions filed on rows 3100, 3120, and 3130 pertaining to DCSS filings</p> <p>Note: These issues are reported separately on rows 4810–4830.</p>
4810		00 10–30 70 80 100 130	<p>regarding child custody/visitation Report separately according to whether the request is for child custody and/or visitation.</p>

Row	Case Type		Definition
	Portal	JBSIS	
4820		00 10–30 70 90 100–110 130	regarding child support Report separately according to whether the request is for child support.
4830		00 10–60 80–90 100 130	regarding spousal support Report separately according to whether the request is for spousal support.

CASE CHARACTERISTICS

CASE CHARACTERISTICS (unit of count = case). Capture once per case, unless otherwise specified, regardless of how long the case is pending. Case characteristics can reflect either the initial or subsequent filing(s), but should only be captured once per case. Report on the last day of the month in which the characteristic was entered in the CMS, unless stated otherwise. Do not capture attributes of postdisposition cases.

CASE CHARACTERISTICS

Family Law 06a - Data Matrix		00	06	07	08	10	20	30	40	50	60	65	70	75	80	90	95	100	110	120	125	130	
JBSIS Data Reporting Standards effective July 1, 2018.																							
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																							
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																							
	P	JBSIS Web Portal Case Type																					
CASE CHARACTERISTICS (unit of count = case/action)																							
4900		Pro per petitioner																					
5000		Pro per respondent																					
5100		Appointment of Evid. Code, § 730 expert																					
5200		Counsel for children																					
5300		Fee waiver requested																					
5400		Fee waiver granted																					
6000		Paternity filing																					
Key:		Unshaded cell = data expected	▼ Value calculated in JBSIS																				
		Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.																					

Row	Case Type		Definition
	Portal	JBSIS	
4900		00 10–60 70 80–90 120 130	pro per petitioner A self-represented petitioner at the time of disposition. <u>What/how to report:</u> Report each pro per petitioner in the case and dispose the case on the initial filing only.
5000		00 10–60 70 80–90 100–120 130	pro per respondent A self-represented respondent at the time of disposition. <u>What/how to report:</u> Report each pro per respondent in the case.
5100		00 10–60 70	appointment of Evid. Code, § 730 expert A family law case in which the court appoints one or more expert witnesses pursuant to Evid. Code, § 730.

Row	Case Type		Definition
	Portal	JBSIS	
		80–90 100–120 130	<u>What/how not to report:</u> Do not include appointments of counsel for children, which are counted on row 5200.
5200		00 10–30 70 80 100–120 130	<p>counsel for children A family law case in which the court appoints counsel to represent minor children (Fam. Code, § 3150).</p> <p><u>What/how to report:</u> Report separately each time counsel is appointed for each child, regardless of whether he or she is appointed the same or a different attorney.</p>
5300		00 10–60 70 100–120 130	<p>fee waiver requested Application for waiver of filing fee submitted pursuant to Gov. Code, § 68634(e).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report the first instance of a fee waiver requested pursuant to Gov. Code, § 68634(e). • Report once per case regardless of the number of extensions filed. • Report subsequent fee waiver requests on row 4550. <p><u>What/how not to report:</u> Do not include waivers of costs.</p>
5400		00 10–60 70 100–120 130	<p>fee waiver granted Application for waiver of filing fee granted in full or in part by the court.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report the first instance of a fee waiver granted pursuant to Gov. Code, § 68634(e). • Report once per case regardless of the number of extensions granted. • Report subsequent fee waivers granted on row 4560. <p><u>What/how not to report:</u> Do not include waivers of costs.</p>
6000		00 100–110	<p>paternity filings The number of cases within which a judgment on paternity is sought.</p> <p><u>What/how to report:</u> Filings initiating a new paternity case are reported under column 70, Establish Parental Relationship.</p>

06a Family Law

RAS Case Categories: JBSIS and Portal Case Types

The Resource Assessment Study (RAS) model uses the filings data reported in JBSIS and the Portal to estimate court workload and court staffing needs. The RAS model uses the filings data along with workload standards for several different case categories based on the case types reported in JBSIS and the Portal. The table below illustrates the Family Law case categories used in RAS, and how the JBSIS and Portal case types are mapped to this RAS categories.

RAS Case Category	Portal	JBSIS
Family Law – Marital	Dissolution of Marriage Legal Separation Nullity of Marriage	Dissolution with Minor Children Dissolution without Minor Children Legal Separation with Minor Children Legal Separation without Minor Children Nullity with Minor Children Nullity without Minor Children
Parentage	Parentage	Established Parental Relationship
Domestic Violence	Domestic Violence	Domestic Violence with Minor Children Domestic Violence without Minor Children
Child Support	Department of Child Support Services (DCSS)	Department of Child Support Services (DCSS) Department of Child Support Services (DCSS) – UIFSA
Other Family Law	Other Family Law Petitions and Complaints Dependency Adoption (from Juvenile Dependency Report 09a)	Adoption Other Family Law Petitions and Complaints Dependency Adoption (from Juvenile Dependency Report 09a)

Note: Dependency adoption filings from the Juvenile Dependency Report 09a have been mapped to the Other Family Law case category in RAS. Portal courts had been reporting these dependency adoptions in the Other Family Law case category on the Family Law Report 06a prior to the new reporting category that was added to the Portal Dependency report in December 2015.

Felony – Report 07c

Overview

Felony case types represent a criminal case category that involves a defendant charged with a felony-level criminal offense.

The defendant is the unit of count for a criminal felony case regardless of the number of charges filed. If a criminal felony complaint names three defendants, report three separate felony filings, one for each defendant. A defendant charged with multiple offenses including at least one felony-level offense would only result in a single filing count in the felony case type category associated with the most serious charge.

The most serious charge is defined by the Department of Justice (DOJ) hierarchy of criminal offenses. In cases with multiple felony-level charges, report the case under the felony case type carrying the most severe sentence, as determined by the DOJ hierarchy code.

There is a DOJ Offense Code Table posted on the JBSIS website (<http://jbsis.courtinfo.ca.gov/>) under References that contains the DOJ hierarchy code for determining the most serious charge on a case. This DOJ Offense Code Table is updated as new offense code tables are made available on the Department of Justice website. When there are multiple charges, determine the DOJ hierarchy code for all charges and use the case type code associated with the lowest (i.e., most severe) hierarchy value. The DOJ Offense Code Table also contains the mapping for every DOJ criminal charge to the associated JBSIS case type.

Felony case types are reported according to one of two data collection and reporting standards:

- 1) Judicial Branch Statistical Information System (JBSIS): The JBSIS standards include a more detailed breakdown of cases by case type and disposition than the Portal, and include workload measures, such as the number of hearings
- 2) Portal: The Portal standards include fewer case types, dispositions and workload measures than JBSIS. The Portal data elements can be mapped to the JBSIS data matrix, defined below

History of Felony Reports 07a, 07b, 07c

JBSIS courts submit felony data on a single report (07c). Portal courts previously used two separate reports (07a and 07b) to submit felony data. However, a 07c report was automatically generated for Portal courts and stored in the JBSIS data warehouse from the two 07a and 07b reports. This 07c felony report generated for Portal courts was consistent and comparable to the general format of the 07c felony report submitted by JBSIS courts. Felony data published in the annual Court Statistics Report (CSR) and used in the Resource Allocation Study (RAS) model is based on data contained in the 07c report for both JBSIS and Portal courts.

The new version of the Portal will now have a single Felony Report 07c consistent with the data previously entered in the two reports 07a and 07b.

Case Type Mapping

The JBSIS standards include a more detailed breakdown of felony case types than the Portal but the rules for counting felony filings in JBSIS and the Portal are the same. The definitions for reporting Felony filings in the Portal is made up of the individual definitions of the 10 different felony case types reported in JBSIS (i.e., 10–Homicide through 90–Other Felony). The association of the Portal case type definitions with those definitions for JBSIS case types is shown below.

Portal		JBSIS	
05	Felony	10	Homicide
		20	Forcible Rape
		30	Kidnap
		40	Assault
		50	Robbery
		60	Sexual Offense
		70	Property Offense
		80	Drug Offense
		90	Other Felony
		95	Miscellaneous Criminal Petition
115	Criminal Habeas Corpus	120	Criminal Habeas Corpus

Case Type Definitions

The felony case types are determined based on the criminal charge(s) filed against each defendant in a criminal felony case. The DOJ Offense Code Table on the JBSIS website (<http://jbsis.courtinfo.ca.gov/>) under References contains the mapping for every DOJ criminal charge to the associated felony case type. There are over 1,200 different felony-level charges in the DOJ Offense Code Table that include not only offenses of the Penal Code, but also Vehicle Code, Health and Safety Code, Welfare and Institutions Code, and several other code types.

For example, PC 459 Burglary: First Degree is mapped to the felony case type 70–Property Offense while PC 215(A) Carjacking is mapped to the felony case type 50–Robbery.

The definitions below contain some examples of charges that are associated with each of the following felony case cases. However, these examples are not meant to be an exhaustive list and the DOJ Offense Code Table should be used to determine the felony case type associated with a given felony-level criminal charge.

Case types can change during the life of a case. If a change occurs within a month, the change is effective on the date of the next workload event following the one in which the change occurred or on the last day of the reporting month in end pending, whichever occurs first. Activity prior to the change in case type is counted in the original case type column. In some instances, these changes may also result in differences between the end pending count for a case type in one report month and the beginning pending count in the next month.

Homicide	Portal	JBSIS
	05 *	10

* **Homicide** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Homicide JBSIS case type 10. Includes felony offenses from the Penal Code, Sections 187 through 199, and the Vehicle Code, Sections 20000 through 20018.

Some examples of criminal charges for the Homicide case type (as of July 1, 2018):

PC 128	PERJURY: INNOCENT PERSON EXECUTED
PC 187(A)	MURDER: FIRST DEGREE
PC 18755(A)	DESTRUCTIVE DEVICE/EXPLOSIVE CAUSING DEATH

Forcible Rape	Portal	JBSIS
	05 *	20

* **Forcible Rape** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Forcible Rape JBSIS case type 20. Includes felony offenses from the Penal Code, Sections 261 through 269.

Some examples of criminal charges for the **Forcible Rape** case type (as of July 1, 2018):

PC 220 ASSAULT TO COMMIT RAPE
 PC 262(A)(1) RAPE SPOUSE BY FORCE/FEAR/ETC

Kidnap	Portal	JBSIS
	05 *	30

* **Kidnap** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Kidnap JBSIS case type 30. Includes felony offenses from the Penal Code, Sections 207 through 210 and 277 through 280.

Some examples of criminal charges for the **Kidnap** case type (as of July 1, 2018):

PC 207(A) KIDNAPPING
 PC 278 CHILD STEALING
 PC 280 CONCEAL/REMOVE CHILD SUBJECT TO ADOPTION: OUT OF STATE

Assault	Portal	JBSIS
	05 *	40

* **Assault** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Assault JBSIS case type 40. Includes felony offenses from Penal Code, Sections 140, 240 through 248, 273, and 346 through 368.

Some examples of criminal charges for the **Assault** case type (as of July 1, 2018):

PC 203 MAYHEM
 PC 242 BATTERY
 PC 417.3 EXHIBIT/DRAW FIREARM IN PRESENCE OF MOTOR VEHICLE
 OCCUPANT
 PC 12309 USE DESTRUCTIVE DEVICE CAUSING BODILY INJURY
 VC 21464(C) INTERFERE WITH TRAFFIC DEVICE: DEATH/INJURY

Robbery	Portal	JBSIS
	05 *	50

* **Robbery** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Robbery JBSIS case type 50. Includes felony offenses from Penal Code, Sections 211 through 215 and 470 through 483.

Some examples of criminal charges for the **Robbery** case type (as of July 1, 2018):

PC 211 ROBBERY
 PC 215(A) CARJACKING

Sexual Offense	Portal	JBSIS
	05 *	60

* **Sexual Offense** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Sexual Offense JBSIS case type 60. Includes felony offenses from the Penal Code, Sections 286 through 290 and 311 through 318.

*Some examples of criminal charges for the **Sexual Offense** case type (as of July 1, 2018):*

PC 243.4(A) SEXUAL BATTERY
 PC 266 H(A) PIMPING
 PC 288.3(A) CONTACT MINOR WITH INTENT SEX
 PC 290.013(A) SEX REGISTRANT FAIL REPORT ADDRESS CHANGE
 PC 314.1 INDECENT EXPOSURE W/PRIOR
 PC 647 F FELONY PROSTITUTION

Property Offense	Portal	JBSIS
	05 *	70

* **Property Offense** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Property Offense JBSIS case type 70. Includes felony offenses from the Business and Professions Code, Sections 11010 through 11023, the Penal Code, Sections 112 through 117 and 424 through 551, the Unemployment Insurance Code, Sections 2101 through 2129, the Vehicle Code, Sections 10850 through 10855, and the Welfare and Institutions Code, Sections 10980 and 11483.

*Some examples of criminal charges for the **Property Offense** case type (as of July 1, 2018):*

PC 459 BURGLARY
 PC 477 COUNTERFEITING
 PC 514 EMBEZZLEMENT
 BP 22430(A) MANUFACTURE/SELL/ETC DECEPTIVE IDENTIFICATION
 CC 25540 VIOLATION OF CORPORATE SECURITIES LAW/ETC
 CI 2945.4(A) FORECLOSURE FRAUD
 HN 305 SINK/ETC VESSEL/ETC
 IC 1733 THEFT OF FUNDS BY BROKER/AGENT
 UI 2110 FAIL TO PAY DEDUCTIONS WITHHELD
 VC 4463(A)(1) FORGE/ALTER VEHICLE REGISTRATION/ETC
 WI 10980(D) FOOD STAMP PROGRAM VIOLATION

Drug Offense	Portal	JBSIS
	05 *	80

* **Drug Offense** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Drug Offense JBSIS case type 80. Includes felony offenses from the Health and Safety Code, Sections 11000 through 11651 and the Business and Professions Code, Sections 2200 through 4426.

Note: Proposition 36 cases are not specifically identified, since they follow the same process as other cases that are not diverted.

Some examples of criminal charges for the **Drug Offense** case type (as of July 1, 2018):

BP 4060	POSSESS CONTROLLED SUBSTANCES WITHOUT A PRESCRIPTION
HS 11173(B)	FALSE STATEMENT IN PRESCRIPTION/ETC
HS 11379.2	POSS FOR SALE/SELL CONTROLLED SUBSTANCE

Other Felony	Portal	JBSIS
	05 *	90

* **Other Felony** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Other Felony JBSIS case type 90. Includes felony cases that cannot be classified within one of the specific categories in case types 10–80.

Some examples of criminal charges for the **Other Felony** case type (as of July 1, 2018):

PC 129	FALSE STATEMENT UNDER OATH
PC 142(A)	PEACE OFFICER REFUSE TO ARREST
PC 186.10(A)	MONEY LAUNDERING
PC 236	FALSE IMPRISONMENT
PC 451(D)	ARSON: PROPERTY
PC 518	EXTORTION
PC 25400(C)(2)	CARRY CONCEALED STOLEN WEAPON
BP 2052(A)	PRACTICE MEDICINE/ETC WITHOUT CERTIFICATE
EL 18100	VOTER REGISTRATION VIOLATION
FG 3009	KILL/INJURE WHILE HUNTING
GC 1090	CONFLICT OF INTEREST: CONTRACTS/SALES/PURCHASES
HS 12305	POSSESS EXPLOSIVE ILLEGALLY
HS 25189.5(A)	ILLEGAL DISPOSAL OF HAZARDOUS WASTE
IC 1800(A)	OPERATE WITHOUT BAIL LICENSE
RT 19721(A)(1)	WILLFUL INTENT TO DEFRAUD TAX REFUND
VC 20001(A)	HIT AND RUN RESULTING IN DEATH OR INJURY
VC 23153(A)	DUI ALCOHOL: CAUSING BODILY INJURY
WI 8101(A)	SELL/ETC DEADLY WEAPON TO MENTALLY DISORDERED PERSON

Miscellaneous Criminal Petition	Portal	JBSIS
	95	100

Miscellaneous Criminal Petition is not included in the DOJ Offense Code Table. Below are some examples of Miscellaneous Criminal Petitions that should be counted as a filing ***only if it is filed as an independent action and not part of an existing criminal case for which a new case must be opened:***

- Petitions for Certificate of Rehabilitation and Pardon (Pen. Code, § 4852.01)
- Petition to Seal and Destroy Arrest Record
- Petition for Removal from Gang Injunction
- Petition for Return of Firearm (excludes the W&I 8102 that are reported in Mental Health)
- Petitions to Expunge DNA Profiles/Samples

What/how to report: A filing for a miscellaneous criminal petition should only be counted if the petition is not part of or filed within an existing criminal case.

Example: A petition to seal and destroy arrest record should be counted as a filing if this petition is filed as an independent action and not part of an existing criminal case.

Reduced to Misdemeanor	Portal	JBSIS
	105	110

A felony case disposed in felony court under the original felony case number, where the original felony charge(s) no longer exists because:

- The felony(ies) was reduced to a misdemeanor(s) pursuant to Pen. Code, § 17(b), and other reductions to misdemeanors; or
- A conviction occurred only on a misdemeanor charge, and the felony charge(s) was dismissed or acquitted.

What/how to report:

- Report a case characteristic for the felony case of “misdemeanor sentence,” row 9400.
- Subsequent events and disposition are reported under case type reduced to misdemeanor, column 110, since the most serious charge is now a misdemeanor. Note that there is only one filing (felony) and one disposition (misdemeanor) for this case.
- A case reduced to a misdemeanor and refiled by the prosecutor as a misdemeanor case is reported as a disposition, “reduced to/processed as a misdemeanor,” on rows 1100 and 1800 and as a filing, “felony reduced to misdemeanor,” on row 500 of Report 11a, Misdemeanors and Infractions.

Criminal Habeas Corpus	Portal	JBSIS
	115	120

Petition alleging unlawful imprisonment, unlawful restraint of liberty, or unlawful confinement conditions (Pen. Code, § 1473).

Filing

For statistical reporting purposes, a criminal case begins with the court's acceptance of the formal submission of a criminal felony complaint, a grand jury indictment, a transfer-in from another jurisdiction prior to final disposition of the case, or a miscellaneous criminal petition alleging facts and requesting relief.

JBSIS courts report felony filings data in several different rows on the 07c report depending on the type of felony case. A felony complaint filed by the prosecutor is reported in row 300–complaint; a grand jury indictment is reported in row 400–indictment; a felony case that is transferred in to a court prior to final disposition of the case (see filing definition below for more detail) is reported in row 600–transfer-in; and a miscellaneous felony petition (see filing definition below for more detail) is reported in row 700–petition. Total felony filings for JBSIS courts represent the subtotal of these four individual rows on the 07c report and is included in row 200–filings.

Portal courts report all felony filings on a single row on this new report 07c. This would include criminal complaints, indictments, transfers, and petitions that are reported by JBSIS courts in separate rows. The definitions below for these four types of felony filings should be applied to the Portal data entered in the single row for felony filings.

Although there are different case type categories in JBSIS compared to the Portal, the overall types of felony filings reported are the same in JBSIS and the Portal. In addition, the rules for counting felony filings in JBSIS and the Portal are the same.

Data Matrix Breakdown

CASELOAD/CASEFLOW

CASELOAD/CASEFLOW (unit of count = defendant). The unit of count for a criminal case is the defendant. If a criminal complaint names three defendants, report three cases in inventory, one for each defendant.

Report 07c captures filings as complaints, indictments, transfers-in, and petitions. Report 07c captures dispositions at all points in the life of a felony case.

INVENTORY

Felony 07c – Data Matrix		5	10	20	30	40	50	60	70	80	90	95	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																	
	P	JBSIS Web Portal Case Type	P									P		P		P	
CASELOAD/CASEFLOW (unit of count = defendant)																	
50	Inventory																
100	Beginning pending																
200	Filings (total rows 300–700)																
300	Complaint (+)																
400	Indictment (+)																
600	Transfer-in (+)																
700	Petition (+)																
800	Reopened (+)																
900	Restored to court's control (+)																
950	Existing case entered in CMS (+)																
1000	Removed from court's control (-)																
▼1100	Total dispositions (-)																
1200	End pending (=)																
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS															
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																

Row	Case Type		Definition
	Portal	JBSIS	
50	Inventory		An accounting of the number of cases filed, disposed, and pending in a reporting period.
100	05 95 105 115	10–90 100 110 120	beginning pending The number of defendants awaiting disposition before the first day of the reporting period. Note: This element cannot contain negative numbers. See note in “end pending,” row 1200. <u>What/how to report:</u> Report according to the most serious pending charge. See DOJ Offense Hierarchy.

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how not to report:</u> Cases that are removed from the court's control are not reported in inventory.
200	05 95 115	10-90 100 120	<p>filing (+) (total rows 300-700) The beginning of a case by the court's acceptance of the formal submission of a complaint, an indictment, a transfer-in from another jurisdiction, or a miscellaneous criminal petition alleging facts and requesting relief.</p> <p>Note:</p> <ul style="list-style-type: none"> Filings are categorized according to the DOJ's hierarchy of criminal offenses. Portal courts only report filings in an aggregate felony category so the DOJ Offense Code Table is not needed to distinguish different types of felony case types. <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> Each defendant named in the complaint or indictment is reported as one filing. A defendant charged with multiple offenses is reported according to the most serious charge. <ul style="list-style-type: none"> Example: A defendant is charged with two felony offenses, PC 203, mayhem, and PC 477, counterfeiting. <ul style="list-style-type: none"> Portal courts: This case would be reported as a single felony filing in the aggregate felony category. JBSIS courts: This case would be reported as a single felony filing with a case type 40-Assault, because PC 203 has a DOJ hierarchy value of 10900 and PC 477 has a value of 16500. PC 203 is the more severe charge with the lower DOJ hierarchy value. If the PC 477 charge was the only charge on the criminal complaint, the case would be reported as a felony filing with a case type code of 70-Property Offense. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> Do not count a filing for defendants who are discharged prior to the filing of a complaint. Other documents, such as motions, are not counted as filings for caseload inventory purposes.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> Do not count a filing for a case transferred to a court after conviction or final disposition of the case (e.g., felony probation supervision under PC 1203.9). Petitions for revocation of postrelease community supervision and revocation of parole (i.e., AB 109 petitions) are not counted as filings. A defendant charged with a violation of probation is not considered a new filing. This is considered postdisposition activity on an existing criminal case and should be captured in the postdisposition section on the JBSIS report 07c or on Portal report 07c in the workload section.
300		10-90 100	complaint (+) A filing consisting of a formal written accusation made and submitted to a court by a prosecutor, alleging that a specified person(s) has committed a specified felony-level offense(s).
400		10-90	indictment (+) A filing consisting of a formal written accusation submitted to a court by a grand jury, alleging that a specified person(s) has committed a specified felony-level offense(s). The filing of an indictment bypasses the preliminary stages of criminal procedure and, for JBSIS purposes, is treated similar to an information.
600		10-90	<p>transfer-in (+) A filing in which the current court is the recipient of a change of venue from the original court on the motion of the defendant or the court, or a jurisdictional (intracounty) transfer by the prosecutor or the court.</p> <p><u>Change of venue:</u> A new felony filing is counted only if the change of venue occurs before the case reaches final disposition (i.e., dismissal or sentencing). A case transferred to a court after conviction and sentencing (e.g., felony probation supervision under PC 1203.9) is considered postdisposition activity and should not get a new filing count for the receiving court.</p> <p>Example: A felony case is originally filed in one court, but a change of venue is granted after the preliminary hearing and the case is transferred to a different court. The court receiving the case after the change in venue would report a</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<p>new felony <u>filing</u> in row 600–transfer-in on the JBSIS report, or in the single filing row on Portal report 07c. 11/02/2018</p> <p><u>Jurisdictional (intracounty) transfer</u>: A new felony filing is counted when a case originally filed as a misdemeanor is upgraded to a felony by the prosecutor or the court.</p> <p>Example: A case is originally filed as a misdemeanor, but the prosecutor amends the complaint by adding a new, felony-level charge. The court would report a felony filing for this case in row 600–transfer-in on the JBSIS</p> <p><u>What/how to report</u>: Include cases filed as misdemeanors but upgraded to felonies by the prosecutor or the court.</p> <p><u>What/how not to report</u>: Do not count a transfer between courts of equivalent jurisdiction within the same county as a new filing or another adjustment to case inventory.</p>
700		100 120	<p>petition (+) A petition filed in criminal court where there is no existing criminal case in which the petition can be filed, and which is not specified in the DOJ Offense Code Table. Other criminal proceedings not specified in the DOJ hierarchy of criminal offenses:</p> <ul style="list-style-type: none"> • that are not statutory offenses • for which there is no existing criminal case in which the petition can be filed • for which a new case must be opened <p>Examples: Petitions for Certificate of Rehabilitation and Pardon (Pen. Code, § 4852.01), Fugitive Felony Complaints (Pen. Code, § 1551), etc.</p> <p><u>What/how not to report</u>: If a petition is filed within an existing case, do not count the petition in inventory as a new filing, but capture hearings and events related to this petition in workload.</p>
800	05 95 105	10–90 100 110	<p>reopened (+) A case that was previously reported as disposed but is resubmitted to the court.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<p>Examples: Include reversal on appeal of judgment and the reopening of a case that was previously reported as a jurisdictional (intracounty) transfer.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include defendants certified to juvenile court and subsequently determined to be unfit for juvenile court (Welf. & Inst. Code, § 707.1). • Report one disposition for each reopened case. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not include resentencing and/or modification hearings. Report such hearings as postdisposition hearings on row 7300. • Do not age reopened cases. • Do not include cases that were closed in error. Since beginning and end pending do not have to match, submit an amended report after the error is corrected.
900	05 95 105	10-90 100 110	<p>restored to court's control (+) The status of a case that is available for case processing after it has been removed from the court's control. (Cal. Stds. Jud. Admin., § 2.2(n)(2), eff. 1/1/07).</p> <p>Note:</p> <ul style="list-style-type: none"> • The time following an event that restores a case to the court's control is added to the time prior to its removal from court's control for the purpose of reporting age of disposed and pending cases. • The events that restore a case to the court's control are: <ul style="list-style-type: none"> ○ Appearance following issuance of a warrant; ○ Appearance or case resolution following imposition of a civil assessment; ○ Resumption of criminal proceedings after: <ul style="list-style-type: none"> ▪ Successful or unsuccessful completion of diversion (Pen. Code, § 1000 et seq.) ○ Evaluation of mental competence (Pen. Code, § 1368); ○ Evaluation of narcotics addiction (Welf. & Inst. Code, §§ 3050, 3051);

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> ○ 90-day diagnostic and treatment services (Pen. Code, § 1203.03); ○ 90-day evaluation period of a juvenile (Welf. & Inst. Code, § 707.2); ○ Stay by a higher court or federal court is lifted; ○ Stay by the reporting court for active military duty or incarceration is lifted; or ○ First appearance with counsel (for courts that arraign at first appearance without counsel).
950		10–90 100 110 120	<p>existing case filing entered in CMS (+) A case not previously entered in the case management system and therefore not reported in pending.</p> <p><u>What/how to report:</u> Report at the time an event is calendared and the case is entered in the CMS.</p> <p><u>What/how not to report:</u> Do not include disposed cases that are being calendared for a postdisposition event. Report postdisposition activity in workload.</p>
1000	05 95 105	10–90 100 110	<p>removed from court’s control (–) An event that removes a case from the court’s control so that the time involved in that event is not counted in aging the case (Cal. Stds. Jud. Admin., § 2.2(n)(2), eff. 1/1/07).</p> <p>Note:</p> <ul style="list-style-type: none"> ● Case aging is suspended from the time the case is removed from court’s control until the time it is restored to court’s control. ● The events that remove a case from the court’s control are: <ul style="list-style-type: none"> ○ Issuance of warrant ○ Imposition of a civil assessment (Pen. Code, § 1214.1) ○ Criminal proceedings suspended pending: <ul style="list-style-type: none"> ▪ Completion of diversion (Pen. Code, § 1000 et seq.); ▪ Evaluation of mental competence (Pen. Code, § 1368); ▪ Evaluation as a narcotics addict (Welf. & Inst. Code, §§ 3050, 3051);

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> ▪ 90-day diagnostic and treatment program (Pen. Code, § 1203.03); ○ 90-day evaluation period for a juvenile (Welf. & Inst. Code, § 707.2. Stay by a higher court or federal court for proceedings in another jurisdiction. ○ Stay by the reporting court for active military duty or incarceration. ○ Time granted by court to secure counsel if the defendant is not represented at the first appearance (for courts that arraign at first appearance without counsel). <p><u>What/how to report:</u> If a defendant is diverted on only one charge of a multiple-charge case, remove the entire case from the court's control.</p>
1100	05 95 105 115	10-90 100 110 120	total dispositions (-) See row 1300 for definition.
1200	05 95 105 115	10-90 100 110 120	<p>end pending (=) The number of defendants awaiting disposition at the end of the reporting period.</p> <p>Note:</p> <ul style="list-style-type: none"> • End pending for a month does not have to equal beginning pending for the next month. Case type classification changes, technical problems, or delayed data entry can make month-to-month balancing impossible. • In rare instances related to changes in case types (particularly in the case of column 110, reduced to misdemeanor), this element may contain negative values. This is the only item for which negative numbers can be reported. Normally end pending numbers for one month equal beginning pending for the next month. However, since the negative end pending number is attributable to disposed cases, this does not truly reflect the actual number of beginning pending. Therefore, beginning pending should only reflect those cases that are actually pending at the beginning of the report month.

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how to report</u>: Report end pending according to the most serious pending charge on the last day of the reporting period. See Appendix G, DOJ Offense Hierarchy.</p> <p><u>What/how not to report</u>: Do not include cases that remained out of the court's control for the entire reporting month.</p>

DISPOSED CASES

Felony 07c – Data Matrix		5	10	20	30	40	50	60	70	80	90	95	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																	
	P JBSIS Web Portal Case Type	P										P		P		P	
CASELOAD/CASEFLOW (unit of count = defendant)																	
Disposed Cases, in Ascending Stage and Outcome Hierarchy																	
1300	Dispositions (total rows 1310, 1400, 2000, 2500, 3000–3100)																
1310	Before preliminary hearing (total rows 1315–1332, 1350–1355)																
▼1311	Dismissal/Transfer																
▼1312	Transfer																
1315	Change of venue																
1320	Intracounty transfer																
1325	Consolidated																
1330	Reduced to/processed as misdemeanor																
1332	Dismissals (total rows 1335–1345)																
1335	Dismissal after diversion																
1340	Dismissal after drug court																
1345	Other dismissal																
▼1349	Conviction																
1350	Bail forfeiture																
1355	Sentenced—Plea of guilty/nolo contendere																
1400	After preliminary hearing (total rows 1450 and 1925)																
▼1450	Dismissal/Transfer																
▼1475	Transfer																
1500	Change of venue																
1600	Intracounty transfer																
1700	Consolidated																
1750	Reduced to/processed as misdemeanor																
1775	Dismissals (total rows 1800–1900)																
1800	Dismissal after diversion																
1850	Dismissal after drug court																
1900	Other dismissal																
▼1925	Conviction																
1930	Bail forfeiture																
1950	Sentenced—Plea of guilty/nolo contendere																
2000	After court trial (total rows 2100–2400)																
▼2050	Dismissal/Acquittal																
2100	Dismissal																
2200	Acquittal																
▼2250	Conviction																
2300	Sentenced—Plea of guilty/nolo contendere																
2400	Sentenced/court finding of guilt																
2500	After jury trial (total rows 2550 and 2750)																
▼2550	Dismissal/Acquittal																
2600	Dismissal																
2700	Acquittal																
▼2750	Conviction																
2800	Sentenced—Plea of guilty/nolo contendere																
2900	Sentenced—Jury verdict of guilty																
3000	Before hearing																
3100	After hearing																
Key:	Unshaded cell = data expected																
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																

Row	Case Type		Definition
	Portal	JBSIS	
1300	05	10–90	dispositions (total rows 1310, 1400, 2000, 2500, 3000, and 3100)
	95	100	The termination of a pending case.
	115	110	

Row	Case Type		Definition
	Portal	JBSIS	
		120	<p>Note:</p> <ul style="list-style-type: none"> • A case is not disposed until all the charges in the case have been disposed. • Final disposition means that an acquittal, a dismissal, an order of judgment, entry of an appealable order, or bail forfeiture (case closure) has been entered in the case. <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report one disposition for each filing. • Report the case according to the most serious manner of disposition and the case type code representing the most severe charge. Seriousness of disposition is determined by the row-order of dispositions. The lowest disposition row number is the least serious and the highest is the most serious. For example, the less serious disposition in the felony report is transfer before preliminary hearing (row 1475) and the more serious disposition conviction after court trial (row 2250). <ol style="list-style-type: none"> 1. For single charge cases (only one disposition) use the case type code associated with the offense. 2. For multiple charges, determining the case type code depends on the relationship between dispositions and charges. After comparing the dispositions on all charges, select the charge(s) with the most serious disposition (see the row-order of dispositions in the JBSIS reports to determine seriousness). <ol style="list-style-type: none"> a. If there is only one charge with the most serious disposition, use the associated case type code found in the DOJ offense table. b. If there are multiple charges with each having the most severe disposition, compare the hierarchy codes of all such charges and use the case type code of the charge with the lowest hierarchy DOJ value. <p>Example: A defendant is disposed on two charges: PC 209(a), kidnapping for ransom, with a DOJ hierarchy code of 2000; and PC 261, rape, with a DOJ hierarchy code of 5400. If the charges were disposed in the same manner, for example a sentence following conviction by jury, the hierarchy values of the offenses</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<p>must be compared. The disposition would be reported using case type code 30, which contains the more severe charge, kidnapping, PC 209(a).</p> <p>If the defendant was convicted on only the rape charge and the other charge, kidnapping, was dismissed, the disposition would be reported under case type code 20, which contains the rape offense. While the kidnapping charge has the more severe offense hierarchy code, it resulted in the least serious disposition (i.e., dismissal).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report one disposition for each filing, reopened case, and existing case entered in the CMS. • Miscellaneous felony and habeas corpus petition (columns 100 and 120) dispositions are reported as before or after hearing on rows 3000 and 3100.
1310	05 105	10–90 110	<p>before preliminary hearing (total rows 1311 and 1349) A disposition that occurs prior to the introduction of first evidence in a hearing to determine whether there is sufficient cause to hold the defendant for trial.</p> <p>Note:</p> <ul style="list-style-type: none"> • First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court. • For JBSIS purposes, waivers of preliminary hearing and Indictments are considered disposed before preliminary hearing, since the preliminary hearing did not occur.
1311	05 105	10–90 110	<p>dismissal/transfer (total rows 1312 and 1332) A final disposition before preliminary hearing in which a case is dismissed or transferred.</p>
1312	05 105	10–90 110	<p>transfer (total rows 1315–1330) A final disposition before preliminary hearing in which a case was transferred.</p>

Row	Case Type		Definition
	Portal	JBSIS	
1315		10–90 110	change of venue A final disposition before preliminary hearing in which the venue of a case changes to another county before preliminary hearing.
1320		10–90 110	<p>jurisdictional (intracounty) transfer A final disposition before preliminary hearing in which a case is transferred out of the court’s jurisdiction to another court within the county.</p> <p><u>What/how to report:</u> Include certifications to juvenile court (Welf. & Inst. Code, § 604).</p> <p><u>What/how not to report:</u> Do not count transfers between courts of equivalent jurisdiction within the same county.</p>
1325		10–90 110	<p>consolidated A disposition before trial in which a case is subsumed into another pending (lead) case when the cases involve a common question of law or fact.</p> <p>Note: Under consolidation, all actions in the subsumed case become part of the lead case and are resolved by disposition of the lead case.</p> <p><u>What/how not to report:</u> Do not include cases consolidated only for trial that are not subsumed.</p>
1330		10–90	<p>reduced to/processed as misdemeanor A case that was originally charged as a felony but was reduced to a misdemeanor by the prosecutor or the court and refiled as a misdemeanor case.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report the disposition of the felony case according to the most serious pending charge. • The new misdemeanor filing is reported on Report 11a, Misdemeanors and Infractions, in row 500 (Felony reduced to misdemeanor) and in the appropriate column based on the most serious charge.
1332	05 105	10–90 110	dismissals (total rows 1335–1345) A final disposition before preliminary hearing in which the jurisdiction of the trial court is

Row	Case Type		Definition
	Portal	JBSIS	
			<p>terminated by the court on motion of the parties or on the court's own motion (Pen. Code, § 1385).</p> <p><u>What/how to report:</u> Include dismissals due to a deceased party.</p>
1335		10-90 110	<p>dismissal after diversion A final disposition before preliminary hearing in which the defendant is dismissed following the completion of a program of diversion ordered by the court.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include defendants who pled guilty and were granted deferred entry of judgment and dismissed following successful completion of a non-drug court diversion program. • Include defendants who completed a program of diversion prior to making a plea. <p><u>What/how not to report:</u> Do not include defendants dismissed after the completion of a drug court program. Such defendants are reported on row 1340.</p>
1340		10-90 110	<p>dismissal after drug court A final disposition before preliminary hearing in which the defendant is dismissed following the completion of a drug court program ordered by the court.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include defendants who pled guilty, were granted deferred entry of judgment under Pen. Code, § 1000.1(b), and were dismissed following successful completion of a drug court program per • Pen. Code, § 1000.3. Include defendants who completed a drug court program prior to making a plea under Pen. Code, § 1000.5. • If a defendant is sentenced and as part of the sentence is entered into a drug court program, the case would be disposed as a sentenced case, and any status hearings would be reported under Workload, postdisposition hearings, on row 7400.
1345		10-90 110	<p>other dismissal A final disposition before preliminary hearing in which the jurisdiction of the trial court is terminated by the court</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<p>on a motion by the parties or on the court’s own motion (Pen. Code, § 1385).</p> <p><i>What/how not to report:</i> Do not include dismissals after diversion and dismissals after drug court. Include dismissals due to a deceased party.</p>
1349	05 105	10–90 110	conviction (total rows 1350 and 1355) A disposition before preliminary hearing in which a conviction is found.
1350		110	bail forfeiture A final disposition before preliminary hearing in which bail is posted to settle the case—i.e., bail is forfeited without issuance of a bench warrant or calendaring of other proceedings.
1355	05 105	10–90 110	sentenced—plea of guilty/nolo contendere A final disposition before preliminary hearing in which the defendant admits having committed the offense(s) with which he or she is charged or a lesser included charge, or pleads no contest to the charge(s) and is sentenced.
1400	05 105	10–90 110	<p>after preliminary hearing (total rows 1450 and 1925) A disposition occurs after the introduction of first evidence in a hearing to determine whether there is sufficient cause to hold the defendant for trial.</p> <p>Note: First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.</p>
1450	05 105	10–90 110	dismissal/transfer (total rows 1475 and 1775) A disposition after preliminary hearing in which a case is dismissed or transferred.
1475	05 105	10–90 110	transfer (total rows 1500–1750) A disposition after preliminary hearing in which a case is transferred.
1500		10–90 110	change of venue A final disposition after preliminary hearing in which the venue of a case changes to another county.
1600		10–90 110	jurisdictional (intracounty) transfer A final disposition after preliminary hearing in which a case is transferred out of the court’s jurisdiction to another court within the county.

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u> Include certifications to juvenile court (Welf. & Inst. Code, § 604).</p> <p><u>What/how not to report:</u> Do not count transfers between courts of equivalent jurisdiction within the same county.</p>
1700		10-90 110	<p>consolidated A disposition after preliminary hearing in which a case is subsumed into another pending (lead) case when the cases involve a common question of law or fact.</p> <p>Note: Under consolidation, all actions in the subsumed case become part of the lead case and are resolved by disposition of the lead case.</p> <p><u>What/how not to report:</u> Do not include cases consolidated only for trial purposes that are not subsumed.</p>
1750		10-90	<p>reduced to/processed as a misdemeanor A case that was originally charged as a felony but was reduced to a misdemeanor by the prosecutor or the court and refiled as a misdemeanor case.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report the disposition of the felony case according to the most serious pending charge. • The new misdemeanor filing is reported on Report 11a, Misdemeanors and Infractions, in row 500 (Felony reduced to misdemeanor) and in the appropriate column based on the most serious charge.
1775	05 105	10-90 110	<p>dismissals (total rows 1800-1900) A final disposition in which the jurisdiction of the trial court is terminated by the court on a motion by the parties or on the court's own motion (Pen. Code, § 1385).</p> <p><u>What/how to report:</u> Include dismissals due to a deceased party.</p>
1800		10-90 110	<p>dismissal after diversion A final disposition in which the defendant is dismissed following the completion of a program of diversion ordered by the court.</p> <p><u>What/how to report:</u></p>

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> • Include defendants who pled guilty, were granted deferred entry of judgment under Pen. Code, § 1000.1(b), and were dismissed following successful completion of the program per Pen. Code, § 1000.3. • Include defendants who completed a program of diversion prior to making a plea under Pen. Code, § 1000.5. <p><u>What/how not to report:</u> Do not include defendants dismissed after the completion of a drug court program. Such defendants are reported on row 1850.</p>
1850		10–90 110	<p>dismissal after drug court A final disposition in which the defendant is dismissed following the completion of a drug court program ordered by the court.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include defendants who pled guilty, were granted deferred entry of judgment under Pen. Code, § 1000.1(b), and were dismissed following successful completion of a drug court program per Pen. Code, § 1000.3. • Include defendants who completed a drug court program prior to making a plea under Pen. Code, § 1000.5.
1900		10–90 110	<p>other dismissal A final disposition after preliminary hearing in which the jurisdiction of the trial court is terminated by the court on a motion by the parties or on the court’s own motion (Pen. Code, § 1385).</p> <p><u>What/how to report:</u> Include dismissals due to a deceased party. <u>What/how not to report:</u> Do not include dismissals after diversion and dismissals after drug court.</p>
1925	05 105	10–90 110	<p>conviction (total rows 1930 and 1950) A disposition after preliminary hearings in which a conviction is found.</p>
1930		110	<p>bail forfeiture A final disposition after preliminary hearing in which bail is posted to settle the case—i.e., bail is forfeited without issuance of a bench warrant or calendaring of other proceedings.</p>

Row	Case Type		Definition
	Portal	JBSIS	
1950	05 105	10-90 110	sentenced—plea of guilty/nolo contendere A final disposition after preliminary hearing in which the defendant admits having committed the offense(s) with which he or she is charged or a lesser included charge, or pleads no contest to the charge(s) and is sentenced.
2000	05 105	10-90 110	after court trial (total rows 2050 and 2250) Disposition occurs after the introduction of the first evidence at a trial in which the judicial officer will determine both the issues of fact and law in a case. Note: First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.
2050	05 105	10-90 110	dismissal/acquittal (total of rows 2100 and 2200) The total number of dispositions in which cases were dismissed or acquitted after court trial.
2100		10-90 110	dismissal A disposition after court trial in which the jurisdiction of the trial court is terminated by the court on a motion by the parties or on the court's own motion (Pen. Code, § 1385). <u>What/how to report:</u> Include dismissals due to a deceased party.
2200		10-90, 110	acquittal A disposition after court trial in which the court makes a judgment that the defendant is not guilty of any of the offenses with which he or she was charged.
2250	05 105	10-90 110	conviction (total rows 2300 and 2400) A disposition after court trial in which a conviction is found.
2300		10-90 110	sentenced—plea of guilty/nolo contendere A disposition after court trial in which the defendant admits having committed the offense(s) with which he or she is charged or a lesser included charge, or pleads no contest to the charge(s) and is sentenced.
2400		10-90 110	sentenced—court finding of guilt A disposition after court trial in which the court finds the defendant guilty of one or more of the charges and the defendant is sentenced.

Row	Case Type		Definition
	Portal	JBSIS	
2500	05 105	10-90 110	after jury trial (total rows 2550 and 2750) A disposition that occurs after the swearing-in of the 12 jurors and alternates who will determine the issues of fact in a case.
2550	05 105	10-90 110	dismissal/acquittal (total of rows 2600 and 2700) A disposition after jury trial in which a case is dismissed or acquitted.
2600		10-90 110	dismissal A disposition after jury trial in which the jurisdiction of the trial court is terminated by the court on a motion by the parties or on the court's own motion (Pen. Code, § 1385). <i>What/how to report:</i> Include dismissals due to a deceased party.
2700		10-90 110	acquittal A disposition after jury trial in which the court makes a judgment, based on the verdict of the jury that the defendant is not guilty of any of the offenses with which he or she was charged.
2750	05 105	10-90 110	conviction (total rows 2800 and 2900) A disposition after jury trial in which a conviction is found.
2800		10-90 110	sentenced—plea of guilty/nolo contendere A disposition after jury trial in which the defendant admits having committed the offense(s) with which he or she is charged or a lesser included charge, or pleads no contest to the charge(s), after a jury is sworn but before the case is submitted, and is sentenced.
2900		10-90 110	sentenced—jury verdict of guilt A disposition after jury trial in which the jury finds the defendant guilty of one or more of the charges and the defendant is sentenced.
3000	95 115	100 120	disposition before hearing A disposition of a miscellaneous felony or habeas corpus petition that occurs without a court appearance or before the introduction of first evidence. <i>What/how to report:</i> Petitions that are vacated or dropped are reported as disposed before hearing. <i>What/how not to report:</i> Petitions filed within existing cases are not counted in inventory (filing or disposition), but hearings and events related to these petitions are captured in workload.

Row	Case Type		Definition
	Portal	JBSIS	
3100	95 115	100 120	<p>disposition after hearing A disposition of a miscellaneous felony or habeas corpus petition that occurs after a court hearing or after first evidence is introduced.</p> <p><u>What/how to report:</u> Count both the occurrence of the hearing (row 6300, Other predisposition hearing) and the case disposition.</p> <p><u>What/how not to report:</u> Petitions filed within existing cases are not counted in inventory (filing or disposition), but hearings and events related to these petitions are captured in workload.</p>

CASE AGING

Felony 07c – Data Matrix		5	10	20	30	40	50	60	70	80	90	95	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																	
	P JBSIS Web Portal Case Type	P										P		P		P	
CASELOAD/CASEFLOW (unit of count = defendant)																	
3125	Case Aging																
3150	Age of disposed preinformation cases from complaint arraignment to final or interim disposition																
3155	0–30 days																
3160	31–45 days																
3165	46–90 days																
3170	GE 91 days																
3200	Age of disposed cases from date of arraignment on the complaint																
3300	0–30 days																
3400	31–60 days																
3500	61–120 days																
3600	121–180 days																
3700	181–365 days																
3800	GE 366 days																
3900	Age of disposed cases from date of arraignment on the information or indictment																
4000	0–30 days																
4100	31–60 days																
4200	61–120 days																
4300	121–180 days																
4400	181–365 days																
4500	GE 366 days																
4550	Age of cases pending arraignment on the information																
4555	0–30 days																
4560	31–45 days																
4565	46–90 days																
4570	GE 91 days																
4600	Age of pending cases from date of arraignment on the information																
4700	0–30 days																
4800	31–60 days																
4900	61–120 days																
5000	121–180 days																
5100	181–365 days																
5200	GE 366 days																
Key:	Unshaded cell = data expected																
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																
		▼	Value calculated in JBSIS														

Row	Case Type		Definition
	Portal	JBSIS	
3125			<p>Case Aging (Gov. Code, § 68604; Cal. Stds. Jud. Admin., § 2.2) The number of cases falling into each of the following time intervals. Exclude the time the case was removed from the court’s control, capital cases, and cases filed prior to 1991.</p> <ul style="list-style-type: none"> • If the capital charge is subsequently dropped, age from the arraignment date on the complaint. • Cases transferred in are aged from the complaint/information arraignment date in the original jurisdiction. • Do not age felony petitions or reopened cases. • Report all cases under the case type that corresponds with the most serious charge at date of disposition.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> Report all pending cases under the case type that corresponds with the most serious charge on the last day of the reporting period.
3150			<p>Age of disposed preinformation cases from complaint arraignment to final or interim disposition Report the number of cases that, in a stage prior to the filing of an information, were disposed (final or interim), and in which the defendant was arraigned on a complaint. Age from complaint arraignment date to final or interim disposition date.</p> <p>Include certified pleas in this category, since an information is not filed in these cases. Age from complaint arraignment date to final disposition date (sentencing).</p> <p>Final disposition (case closed):</p> <ul style="list-style-type: none"> Dismissal, consolidation, reduction to misdemeanor, change of venue, or jurisdictional (intracounty) transfer Bail forfeiture Sentenced—Plea of guilty/nolo contendere to charges on complaint (include certified pleas) Before/after hearing <p>Interim disposition (case continues):</p> <ul style="list-style-type: none"> Held to answer—Waived preliminary hearing Held to answer
3155	05	10-90 110	0-30 days
3160	05	10-90 110	31-45 days
3165	05	10-90 110	46-90 days
3170	05	10-90 110	GE 91 days
3200			<p>Age of disposed cases from date of complaint arraignment Report the number of cases that were disposed, in which informations were filed and defendants were arraigned on informations. In this section, age from complaint arraignment date to</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<p>final disposition date. Additionally, report simultaneously in rows 4000–4500 to provide complete aging details, as statutorily required:</p> <ul style="list-style-type: none"> • 3300–3800 from complaint arraignment date to disposition date AND • 4000–4500 from information arraignment date to disposition date <p>Do not include cases that were disposed prior to arraignment on an information. Such cases are aged on rows 3155–3170.</p> <p>Final disposition:</p> <ul style="list-style-type: none"> • Dismissal, consolidation, reduction to misdemeanor, change of venue, or jurisdictional (intracounty) transfer • Bail forfeiture • Sentenced—Plea of guilty/nolo contendere • Acquittal • Sentenced—Court finding of guilt • Sentenced—Jury verdict of guilt
3300	05	10–90 110	0–30 days
3400	05	10–90 110	31–60 days
3500	05	10–90 110	61–120 days
3600	05	10–90 110	121–180 days
3700	05	10–90 110	181–365 days
3800	05	10–90 110	GE 366 days
3900			<p>Age of disposed cases from date of arraignment on the information or indictment Report the number of cases that were disposed, in which informations or indictments were filed, and defendants were arraigned on the informations or indictments. In this section, age from information or indictment arraignment date to final disposition date. Additionally, report simultaneously in rows 3300–3800 to provide complete aging details, as statutorily required:</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> • 3300–3800 from complaint arraignment date to disposition date AND • 4000–4500 from information or indictment arraignment date to disposition date <p>Do not include cases that were disposed prior to arraignment on an information. Such cases are aged on rows 3155–3170.</p> <p>Final disposition:</p> <ul style="list-style-type: none"> • Dismissal, consolidation, reduction to misdemeanor, change of venue, or jurisdictional (intracounty) transfer • Bail forfeiture • Sentenced—Plea of guilty/nolo contendere • Acquittal • Sentenced—Court finding of guilt • Sentenced—Jury verdict of guilt
4000	05	10–90 110	0–30 days
4100	05	10–90 110	31–60 days
4200	05	10–90 110	61–120 days
4300	05	10–90 110	121–180 days
4400	05	10–90 110	181–365 days
4500	05	10–90 110	GE 366 days
4550			<p>Age of pending cases awaiting arraignment on the information Report the number of pending cases in which the defendant was not yet arraigned on an information. Age from complaint arraignment date to the last day of the reporting period.</p> <p>Include certified plea cases that are awaiting final disposition.</p>

Row	Case Type		Definition
	Portal	JBSIS	
	The number of cases reported in age of pending may not equal the number of end pending cases reporting on row 1200 because end pending includes cases that have not been arraigned on the information.		
4555	05	10-90 110	0-30 days
4560	05	10-90 110	31-45 days
4565	05	10-90 110	46-90 days
4570	05	10-90 110	GE 91 days
4600	<p>Age of pending cases from date of arraignment on the information or indictment Report the number of pending cases in which the defendant was arraigned on an information or indictment. Age from arraignment date to the last day of the reporting period.</p> <p>The number of cases reported in age of pending may not equal the number of end pending cases reported on row 1200, because end pending includes cases that have not been arraigned on the information.</p>		
4700	05	10-90 110	0-30 days
4800	05	10-90 110	31-60 days
4900	05	10-90 110	61-120 days
5000	05	10-90 110	121-180 days
5100	05	10-90 110	181-365 days
5200	05	10-90 110	GE 366 days

WORKLOAD

WORKLOAD (unit of count = action). Data collected to reflect workload. Report on the last day of the reporting period. Capture the actual number of events occurring in a report period under the case type that corresponds with the most serious charge at the time a hearing or event occurs. If an event affects charges and changes the case type, enter the event under the old case type, but report subsequent events under the new case type.

WORKLOAD

Felony 07c - Data Matrix		5	10	20	30	40	50	60	70	80	90	95	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																	
	P JBSIS Web Portal Case Type	P										P		P		P	
WORKLOAD (unit of count = action)																	
5300	Predisposition hearings (total rows 5400–6300)																
5400	Arraignment																
5500	Penal Code section 995 motion																
5600	Marsden motion																
5650	Diversion hearing																
5700	Penal Code section 1538.5 motion																
5800	Drug court status hearing																
6100	Motion for a new trial																
6150	Bail review hearing																
6200	Sentencing hearing																
6300	Other predisposition hearing																
Key:	Unshaded cell = data expected																
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																

Row	Case Type		Definition
	Portal	JBSIS	
5300	05 95 105 115	10–90 100 110 120	<p>predisposition hearings (total rows 5400–6300) Formal judicial predisposition proceedings held to decide issues of fact or law arising in the course of a court action.</p> <p>JBSIS: total rows 5400–6300</p> <p>Examples: criminal motions, arraignment, bail review, etc.</p> <p>Note:</p> <ul style="list-style-type: none"> A hearing begins when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court (i.e., “first evidence”).

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> • Hearings are initiated: <ul style="list-style-type: none"> ○ By the official placement of a case on a judicial officer’s calendar <ul style="list-style-type: none"> ▪ by the filing of written documents such as motions, etc., ▪ on the court’s own motion, or ▪ at the request of a party to the action or another interested party (e.g., sheriff, public defender, etc.); or ○ Based on impromptu oral motions presented in court and heard by the judicial officer. <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report each hearing that actually takes place. If multiple proceedings are heard at one time (regardless of whether they are initiated by one or more documents), count each proceeding. • Hearings that extend over more than one day are counted as separate hearings for each hearing day. • If a judicial ruling made at a hearing results in the disposition of a case, count both the hearing and the disposition. • Report predisposition hearings according to the most serious charge at the time of the hearing. If the most serious charge changes during a hearing and results in a new classification, the new classification becomes effective at the next event or at the end of the reporting month, whichever occurs first. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not report hearings that are not heard at all and are reset at the request of the parties or on the court’s motion. Count as continuances in the Events section. • Do not count ex parte proceedings unless they are calendared and heard. • Do not count impromptu oral motions that do not require a presentation and are not heard by the judicial officer.

Row	Case Type		Definition
	Portal	JBSIS	
5400		10-90 110	<p>arraignment A predisposition hearing at which the identity of the defendant is established, he or she is informed of the charges and of his or her rights, and the defendant usually enters a plea.</p> <p><u>What/how to report:</u> Count arraignments on amended complaints/information.</p>
5500		10-90 110	<p>Penal Code section 995 motion A predisposition hearing on a motion to set aside the indictment or information.</p>
5600		10-90 110	<p>Marsden motion A predisposition hearing on a motion to replace an attorney (2 Cal.2d 118).</p>
5650		10-90 110	<p>diversion hearing A predisposition hearing at which the court determines whether a defendant would benefit from diversion and whether he or she consents to diversion proceedings, or at which the court conducts a review or follow-up hearing pursuant to Pen. Code, § 1000 et seq.</p>
5700		10-90 110	<p>Pen. Code, § 1538.5, motion A predisposition hearing on a motion for the return of property or to suppress as evidence anything obtained as a result of an unreasonable search and seizure.</p>
5800		10-90 110	<p>drug court status hearing A status hearing prior to disposition to ensure effective supervision for the treatment progress of each drug court participant.</p> <p><u>What/how to report:</u> Report all status hearings held with each participant.</p>
6100		10-90 110	<p>motion for a new trial A predisposition hearing on a motion requesting a new trial pursuant to Pen. Code, § 1181.</p>
6150		10-90 110	<p>bail review hearing A predisposition hearing to reduce or increase bail, set bail, or determine source of bail pursuant to Pen. Code, § 1275.</p>
6200		10-90 110	<p>sentencing hearing A predisposition hearing to impose a sentence upon conviction of a felony.</p> <p><u>What/how to report:</u> Include reviews of presentencing reports.</p>

Row	Case Type		Definition
	Portal	JBSIS	
6300		10-90 100 110 120	other predisposition hearings A predisposition hearing other than those included on rows 5400-6300.

TRIAL

Felony 07c – Data Matrix				5	10	20	30	40	50	60	70	80	90	95	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																			
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																			
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																			
			P	JBSIS Web Portal Case Type	P									P		P		P	
WORKLOAD (unit of count = action)																			
6400	Trial																		
▼6490	Mistrial																		
6500	Mistrial—Hung jury																		
6600	Other mistrial																		
▼6690	Retrial																		
6700	Retrial—Hung jury																		
6800	Other retrial																		
6900	Penalty phase trial																		
7000	Sanity trial																		
7100	Postdisposition hearing (total rows 7200–7500)																		
7200	Probation supervision hearing																		
7300	Resentencing/modification hearing																		
7400	Drug court status hearing																		
7500	Other postdisposition hearing																		
Key:	Unshaded cell = data expected																		
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																		

Row	Case Type		Definition
	Portal	JBSIS	
6400	Trial		Workload data regarding trials that are not captured in caseload disposition measures. Report trial data according to the most serious charge pending at the time of the trial.
6490		10–90 110	mistrial (total rows 6500–6600) See rows 6500 and 6600.
6500		10–90 110	mistrial—hung jury A trial terminated prior to its normal conclusion because the court finds that there is no reasonable probability that the jury can agree (Pen. Code, § 1140).
6600		10–90 110	other mistrial A trial terminated prior to its normal conclusion for a reason other than a hung jury.
6690	05 105	10–90 110	retrial (total rows 6700–6800) See rows 6700 and 6800.
6700		10–90 110	retrial—hung jury A new trial following a mistrial on a hung jury (Pen. Code, § 1141).
6800		10–90 110	other retrial A new trial following a mistrial (other than because of a hung jury), the granting of a motion for a new trial, or reversal on appeal.

Row	Case Type		Definition
	Portal	JBSIS	
6900		10	penalty phase trial A trial to determine the sentence of death or life without the possibility of parole in a capital homicide case (Pen. Code, § 190.4).
7000		10–90 110	sanity trial A trial to determine whether or not the defendant’s sanity at the time the crime was committed was a contributing factor in the crime (Pen. Code, § 1026).
7100	05 105	10–90 100 110 120	postdisposition hearing (total rows 7200–7500) A proceeding at which first evidence is presented and heard by a judicial officer after final disposition. Note: See hearing definition on row 5300.
7200	05 105	10–90 110	probation supervision hearing A postdisposition hearing to review the status of formal probation or conditional sentence (Pen. Code, § 1203), probation/conditional sentence modification or termination, and the defendant’s compliance with the probation/conditional sentence. <u>What/how to report:</u> <ul style="list-style-type: none"> • Include hearings to revoke probation. • Include cases transferred in solely for probation supervision.
7300		10–90 110	resentencing/modification hearing A postdisposition hearing to review the sentence administered in a case and make adjustments as deemed appropriate by the court. <u>What/how not to report:</u> Do not include probation supervision hearings.
7400		10–90 110	drug court status hearing A status hearing after disposition to ensure effective supervision of treatment progress for each drug court participant. <u>What/how to report:</u> Report all status hearings held with each participant.
7500		10–90 100 110 120	other postdisposition hearing A postdisposition hearing other than those included on rows 7200–7400.

EVENTS

Felony 07c – Data Matrix		5	10	20	30	40	50	60	70	80	90	95	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																	
	P JBSIS Web Portal Case Type	P										P		P		P	
WORKLOAD (unit of count = action)																	
7550	Events																
7560	Pretrial conference																
7570	Settlement conference																
7580	Pen. Code, § 1203.03 referral																
7590	Welf. & Inst. Code § 707.2 referral																
7595	Continuances (total rows 7600–7700)																
7600	Court's motion																
7700	Party's motion																
7750	Probation supervision transfer-in																
7800	Probation supervision transfer-out																
7850	Information filed																
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS															
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																

Row	Case Type		Definition
	Portal	JBSIS	
7550	Events		Data collected to measure workload. Capture the actual number of events occurring during the reporting period. Report on the last day of the reporting period.
7560		10–90 110	pretrial conference A conference in which the opposing parties in a case meet with the judicial officer prior to trial for the purposes of stipulating those things that are agreed upon and thus narrowing the trial to the issues that are in dispute, disclosing the required information about witnesses and evidence, making motions, and generally organizing the presentation of motions, witnesses, and evidence.
7570	05 105	10–90 110	settlement conference A calendared conference that occurs before or after the start of trial among the parties and the judicial officer or other individual given authority by the judge to settle the case, for the specific purpose of settling the case.
7580		10–90 110	Pen. Code, § 1203.03, referral A referral of a defendant convicted of an offense punishable by imprisonment in state prison to the diagnostic facility of the Department of Corrections for 90-day diagnostic and treatment services.
7590		10–90 110	Welf. & Inst. Code, § 707.2, referral A referral of a minor to the custody of the Department of Juvenile Justice (DJJ) for a 90-day

Row	Case Type		Definition
	Portal	JBSIS	
			period, for evaluation and a report concerning his or her amenability to training and treatment offered by the DJJ.
7595		10-90 100 110 120	<p>continuances (total rows 7600 and 7700) A hearing/trial set on a calendar and recalendared to a future date for the same proceedings, at the request of a party or on the court’s own motion, before any proceedings take place—i.e., before first evidence is presented.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report all continuances, whether handled by the clerk’s office or in court. • Include stipulated continuance as “continuance—party’s motion.”
7600		10-90 100 110 120	<p>continuance—court’s motion A hearing/trial set on a calendar and recalendared to a future date, on the court’s own motion.</p>
7700		10-90 100 110 120	<p>continuance—party’s motion A hearing/trial set on a calendar and recalendared to a future date, on a party’s motion.</p> <p><u>What/how to report:</u> Report stipulated continuances on this row.</p>
7750		10-90 110	<p>probation supervision transfer-in The transfer of a case into a court’s jurisdiction for the purpose of monitoring probation (Pen. Code, § 1203.9).</p> <p><u>What/how to report:</u> Report according to the most serious conviction charge.</p>
7800		10-90 110	<p>probation supervision transfer-out The transfer-out of a case from the court’s jurisdiction for the purpose of monitoring probation (Pen. Code, §1203.9).</p> <p><u>What/how to report:</u> Report according to the most serious conviction charge.</p>
7850		10-90 110	<p>information filed A filing consisting of a formal written accusation made and submitted to a court by a prosecutor, alleging that a specified person(s) has committed a specified offense(s).</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how not to report</u> : Do not report the filing of amended information.

CASE CHARACTERISTICS

CASE CHARACTERISTICS (unit of count = defendant/action).

PENDING CASES

Felony 07c – Data Matrix		5	10	20	30	40	50	60	70	80	90	95	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																	
	P	JBSIS Web Portal Case Type	P									P		P		P	
CASE CHARACTERISTICS (unit of count = defendant/action)																	
7890 Pending cases																	
7900	Pro per defendant																
8000	Domestic violence filing																
8100	Second-strike filing																
8200	Third-strike filing																
8400	Juvenile offender																
8700	Capital case																
8800	Interpreter required																
Key:	Unshaded cell = data expected																
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																

Row	Case Type		Definition
	Portal	JBSIS	
7890			Case characteristics of pending cases Attributes captured once per defendant on the last day of the reporting period for each month the case is pending. Report under the case type column that corresponds with the most serious charge on the date the information is entered in the CMS. If the characteristic affects charges and changes the case type, enter the event under the old case type, but report subsequent events under the new case type.
7900		10–90 100 110 120	pro per defendant A defendant who is granted pro per status by the court and is self-represented. <u>What/how to report:</u> Report once per month per defendant whose most recent event was held, regardless of when it was held, was pro per. <u>What/how not to report:</u> Do not report in month case is disposed.
8000		10–90 100 110	domestic violence filing A case charging domestic violence as defined under Pen. Code, § 13700. Examples: Filings designated as DV also includes charges per Pen. Code, §§ 136.2(h), 243(e)(1), 273.5, 273.6, etc.

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how to report</u>: Report once per defendant in month DV filing is made and count every month thereafter until case is disposed.</p> <p><u>What/how not to report</u>: Do not report in month case is disposed.</p>
8100		10-90	<p>second-strike filing A case that has been charged as a second strike by the district attorney under three-strikes legislation.</p> <p><u>What/how to report</u>: Report in month strike filing is made and count every month thereafter until case is disposed.</p> <p><u>What/how not to report</u>: Do not report in month case is disposed.</p>
8200		10-90	<p>third-strike filing A case that has been charged as a third strike by the district attorney under three-strikes legislation.</p> <p><u>What/how to report</u>: Report in month strike filing is made and count every month thereafter until case is disposed.</p> <p><u>What/how not to report</u>: Do not report in month case is disposed.</p>
8400		10-90 100 110	<p>juvenile offender A defendant charged with a felony who was a minor at the time the offense was committed.</p> <p><u>What/how to report</u>: Report in month capital case indicator/charge is set and report every month thereafter until indicator is removed or case is disposed.</p> <p><u>What/how not to report</u>: Do not report in month case is disposed.</p>
8700		10 120	<p>capital case A case in which the district attorney is seeking a punishment of death.</p> <p><u>What/how to report</u>: Report in month strike filing is made and every month thereafter until case is closed.</p> <p><u>What/how not to report</u>: Do not report in month case is disposed.</p>
8800		10-90 100 110 120	<p>interpreter required A case in which an interpreter is required for the defendant during a court appearance.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u> Report the number of defendants requiring an interpreter during the reporting period, not the number of interpreter appearances. That is, each defendant receives one count per reporting period even if the defendant required an interpreter more than once.</p>

DISPOSED CASES

Felony 07c – Data Matrix		5	10	20	30	40	50	60	70	80	90	95	100	105	110	115	120
JBSIS Data Reporting Standards effective July 1, 2018.																	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																	
	P	JBSIS Web Portal Case Type	P									P		P		P	
CASE CHARACTERISTICS (unit of count = defendant/action)																	
8900	Disposed case																
9000	Pro per defendant																
9100	Domestic violence filing																
9200	Second-strike filing																
9300	Third-strike filing																
9400	Misdemeanor sentence																
9500	Juvenile offender																
9600	Capital case																
9700	Interpreter required																
Key:	Unshaded cell = data expected ▼ Value calculated in JBSIS																
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																

Row	Case Type		Definition
	Portal	JBSIS	
8900			Case characteristics at final disposition Attributes of cases disposed at any point during the report month, captured once per defendant at the time of final disposition. Do not capture characteristics of postdisposition cases.
9000		10–90 100 110 120	pro per defendant A defendant who is granted pro per status by the court and is self-represented. <u>What/how to report:</u> Report if defendant is in pro per status at the time a disposition is reached (most recent event was held, regardless of when it was held, was pro per).
9100		10–90 100 110	domestic violence filing A case charging domestic violence as defined under Pen. Code, § 13700. Examples: Filings designated as DV also includes charges per Pen. Code, §§ 136.2(h), 243(e)(1), 273.5, 273.6, etc. <u>What/how to report:</u> Report if case has DV marker on at the time of disposition.
9200		10–90	second-strike filing A case that has been charged as a second strike by the district attorney under three-strikes legislation.

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how to report:</u> Report if case has a strike marker on at the time of disposition.
9300		10-90	third-strike filing A case that has been charged as a third strike by the district attorney under three-strikes legislation. <u>What/how to report:</u> Report if case has a strike marker on at the time of disposition.
9400		10-90 110	misdemeanor sentence A case that was originally charged as a felony but was reduced to and/or sentenced on a misdemeanor charge. <u>What/how to report:</u> Report in the column of the initial felony case type when the case is disposed with a misdemeanor sentence (the misdemeanor sentence is the highest charge).
9500		10-90 100 110	juvenile offender A defendant charged with a felony who was a minor at the time the offense was committed. <u>What/how to report:</u> Report if case has a juvenile indicator at the time of disposition.
9600		10-90 120	capital case A case in which the district attorney is seeking a punishment of death. <u>What/how to report:</u> Report if case has a capital case indicator at the time of disposition.
9700		10-90 100 110 120	interpreter required A case in which an interpreter is required for the defendant during a court appearance. <u>What/how to report:</u> Report the number of defendants requiring an interpreter, not the number of interpreter appearances—i.e., each defendant receives one count per reporting period even if the defendant required an interpreter more than once.

07c Felony

RAS Case Categories: JBSIS and Portal Case Types

The Resource Assessment Study (RAS) model uses the filings data reported in JBSIS and the Portal to estimate court workload and court staffing needs. The RAS model uses the filings data along with workload standards for several different case categories based on the case types reported in JBSIS and the Portal. The table below illustrates the Felony case categories used in RAS, and how the JBSIS and Portal case types are mapped to these RAS categories.

RAS Case Category	Portal	JBSIS
Felony	Felony	Homicide Forcible Rape Kidnap Assault Robbery Sexual Offense Property Offense Drug Offense Other Felony
	Miscellaneous Criminal Petition	Miscellaneous Criminal Petition
	Criminal Habeas Corpus	Criminal Habeas Corpus

08a – Juvenile Delinquency

Overview

Juvenile Delinquency case types represent a major classification category of caseload that includes cases filed against a minor or non-minor dependent. Juvenile delinquency report captures the trial court's workload generated by status offenses, non-minor dependent (AB 12) cases, miscellaneous juvenile petitions, and delinquency cases in juvenile court. A minor or non-minor dependent is the unit of count for a juvenile delinquency case, so each juvenile named in a petition is reported as a separate case.

Juvenile Delinquency case types are reported according to one of two data collection and reporting standards:

- 1) Judicial Branch Statistical Information System (JBSIS): The JBSIS standards include a more detailed breakdown of cases by case type and disposition than the Portal, and include workload measures, such as the number of hearings
- 2) Portal: The Portal standards include fewer case types, dispositions and workload measures than JBSIS. The Portal data elements can be mapped to the JBSIS data matrix, defined on the next page

Case Type Mapping

The Juvenile Delinquency case types and rules for counting filings are the same in JBSIS and the Portal.

Portal	JBSIS
05 W&I 601 Original	10 Status Offense (Welf. & Inst. Code, § 601)—Original
15 W&I 602 Original	20 Delinquency (Welf. & Inst. Code, § 602)—Original
25 W&I 601 Subsequent	30 Status Offense (Welf. & Inst. Code, § 601)—Subsequent
35 W&I 602 Subsequent	40 Delinquency (Welf. & Inst. Code, § 602)—Subsequent
45 W&I 777	50 Welf. & Inst. Code, § 777 notice
55 Non-minor Dependent (AB 12)	60 Non-minor Dependent (AB 12)
65 Miscellaneous Juvenile Petition	70 Miscellaneous Juvenile Petition

Case Type Definitions

Status Offense (Welf. & Inst. Code, § 601)— Original	Portal	JBSIS
	05	10

A petition filed alleging that the minor is habitually disobedient or truant (a status offender) and may be declared a ward of the court as described by Welf. & Inst. Code, § 601.

Note: Whether or not the minor was a previously discharged ward of the court is not relevant.

What/how to report: Include minors that are certified from another court and are not wards of the receiving court on the date the offense was committed.

Delinquency (Welf. & Inst. Code, § 602)—Original	Portal	JBSIS
	15	20

A petition filed wherein the petitioner alleges the violation of some criminal statute, as provided in W&I 602 or alleges failure of the minor to obey some lawful order of the court.

Note: Whether or not the minor was a previously discharged ward of the court is not relevant.

What/how to report: Include minors who were certified from another court and were not wards of the receiving court on the date the offense was committed.

Status Offense (Welf. & Inst. Code, § 601)— Subsequent	Portal	JBSIS
	25	30

A subsequent petition filed alleging that a ward of a court has committed additional acts of disobedience or truancy (a status offender).

Delinquency (Welf. & Inst. Code, § 602)— Subsequent	Portal	JBSIS
	35	40

A subsequent petition filed alleging that a ward of the court has committed additional acts that have violated laws defining crimes.

Welf. & Inst. Code, § 777 notice	Portal	JBSIS
	45	50

A notice of hearing (formerly supplemental petition) alleging that the minor violated a court order or condition of probation not amounting to a crime (Cal. Rules of Court, rule 5.580; Welf.

& Inst. Code, § 777) to change the placement or commitment of a ward or dependent child of the juvenile court.

JBSIS: Count hearings on change of placement on row 3700. Count hearings on violation of probation on row 3500.

What/how to report:

- W&I § 777 Notice of Hearing (formerly supplemental petition)
 - Most notices request an order to change or modify the previous order by removing the minor who is a ward of the court or a probationer from the physical custody of a parent, guardian, relative, or friend for placement in a foster home or commitment to a private or county institution or to the Department of Juvenile Justice (Judicial Council form JV-735).
 - “Supplemental Petitions” refer to those petitions filed to amend the results of a previous disposition and not to allege new matters.
 - Other notices just allege violation of court orders or conditions of probation without requesting change in placement.

Non-minor Dependent (AB 12)	Portal	JBSIS
	55	60

A petition filed in juvenile court where a ward of the delinquency court has a motion filed to treat them as a non-minor dependent. An individual who becomes a non-minor dependent under AB 12 can do so in either Delinquency or Dependency, but not both.

What/how to report:

- A non-minor dependent (AB 12) case filed by a ward of the delinquency court should only be counted as a filing if there is not an existing dependency case.
- An individual who becomes a non-minor dependent under AB 12 can do so in either Delinquency or Dependency, but not both.
- Each petition to extend juvenile jurisdiction should be counted as one filing.
- Also count oral motions that captures the transition of a minor into non-minor dependency status (under W&I § 388, W&I § 388.1, W&I § 450 or W&I § 11400)

Miscellaneous Juvenile Petition	Portal	JBSIS
	65	70

A petition filed in juvenile court where there is no existing delinquency case in which the petition can be filed. Other juvenile petitions not defined in case type columns 10–60. Below are some examples of Miscellaneous Juvenile Petitions that should be counted as a filing ***only if it is filed as an independent action and not part of an existing delinquency case:***

Petition to Seal and Destroy Juvenile Arrest Record
Petition for Removal of Juvenile from Gang Injunction
Habeas corpus petitions for juveniles

What/how not to report: If a petition listed under “miscellaneous juvenile petitions” is filed within an existing case, do not count it in inventory as a new filing, but capture related hearings and events in workload.

Filing

The beginning of a court case by formal submission of an initial petition, a subsequent petition, or a notice of hearing alleging the facts and requesting relief, or the transfer-in of a case from another jurisdiction.

A juvenile delinquency filing is counted for the following case types upon the filing of:

- an initial petition or transfer in from another jurisdiction
- a subsequent petition alleging re-offenses by a minor who is still a ward of the court
- a W&I § 777 Notice of Hearing (formerly supplemental petition) requesting a change of a previous order for a ward that has violated a court order or probation. Most ask for change of placement; some just allege violation of court orders or probation without requesting change in placement
- a petition filed by a ward of the delinquency court to treat him or her as a non-minor dependent (AB 12)
- a miscellaneous juvenile petition, but only counted as a separate filing if the petition is not part of an existing juvenile case

JBSIS and Portal courts report filings in the following locations on the Juvenile Delinquency 08a report:

JBSIS: Filings are reported on row 200

Portal: Filings are reported on row 200

The case type categories and rules for counting juvenile delinquency filings in JBSIS and the Portal should be the same.

What/how to report:

- Each juvenile named in the petition or notice is reported as one initial petition, subsequent petition, or notice filed and is referred to as one case for statistical reporting purposes.
- Minors may be reported more than once if there are multiple petitions or notices filed on the same minor, even if they are the same type of petition or notice. For each petition or notice filed (per minor), report one petition or notice disposed.
- Include minors who are certified from another court and are not wards of the receiving court on the date the offense was committed.
- For a case transferred in from another jurisdiction, a new filing is counted only if the transfer occurs before the case reaches final disposition, which would be when the case has received a judgment, been dismissed, or is otherwise disposed.
- Whether or not the minor was a previously discharged ward of the court is not relevant.

- For cases with dual-status minors, both a Delinquency and Dependency filing should be counted even though a court may decide to either handle them together or separately.
- A separate filing for a miscellaneous juvenile petition should only be counted if the petition is not part of an existing juvenile case.

For example: A petition to seal and destroy a juvenile's arrest record should be counted as a filing if this petition is filed as an independent action and not part of an existing juvenile case.

What/how not to report:

- A case transferred after final disposition would not be counted as a new filing for the receiving court, but all hearings and events should be captured in the postdisposition section on the JBSIS report.
- Do not report a filing for petitions for disclosure (W&I 827), expungement, sealing, etc. If these petitions are filed within an existing case, report any hearings or events in the workload section.
- A W&I 778 hearing (form JV-740) to modify, change, or set aside an order or terminate jurisdiction of the court because of a change of circumstance or new evidence should not be reported as a filing. JBSIS courts report these in the workload section in row 3500.
- A mental competency hearing involving a juvenile subject to a delinquency case is reported on the Mental Health Report 10a.

Data Matrix Breakdown

CASELOAD/CASEFLOW

CASELOAD/CASEFLOW (unit of count = minor). Each juvenile named in a petition is reported as one case, whether it is an initial, subsequent or W&I 777 filing.

INVENTORY (INITIAL/SUBSEQUENT PETITIONS OR NOTICES)

Juvenile Delinquency 08a - Data Matrix		05	10	15	20	25	30	35	40	45	50	55	60	65	70
JBSIS Data Reporting Standards effective July 1, 2018.		Status Offense (W&I § 601) Original	Delinquency (W&I § 602) Original	Status Offense (W&I § 601) Subsequent	Delinquency (W&I § 602) Subsequent	Placement (W&I § 777 Notices)	Non-minor Dependent (AB 12)	Miscellaneous Juvenile Petition							
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.															
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.															
P JBSIS Web Portal Case Type		P	P	P	P	P	P	P	P	P	P	P	P	P	P
CASELOAD/CASEFLOW (unit of count = minor or non-minor dependent)															
50 Inventory (Initial/subsequent petitions or notices)															
100	Beginning pending														
200	+ Filing														
225	+ Reopened														
250	+ Existing petition entered in CMS														
▼300	- Disposed (broken down in rows 500 through 1460)														
400	End pending														
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS													
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.														

Row	Case Type		Definition
	Portal	JBSIS	
50	Inventory		An accounting of the number of initial, subsequent petitions or notices filed, disposed, and pending in the reporting period.
100		10 20 30 40 50 60 70	beginning pending The number of petitions or notices awaiting disposition before the first day of a of a reporting period.
200	05 15 25 35 45 55 65	10 20 30 40 50 60 70	filing (initial, subsequent petitions, or request to extend juvenile jurisdiction (+)) The beginning of a court case by formal submission of an initial petition, a subsequent petition, or a notice of hearing alleging the facts and requesting relief, or the transfer-in of a case from another jurisdiction or request to return to juvenile court jurisdiction and foster care (NMD petition).

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • A juvenile status offense (W&I § 601, columns 20 and 30), delinquency case (W&I § 602, columns 20 and 40) or W&I § 777 Notice of Hearing (column 50) is counted upon the filing of: <ul style="list-style-type: none"> ○ an initial petition or transfer in from another jurisdiction ○ a subsequent petition—alleging re-offenses by a minor that is still a ward of the court ○ a W&I § 777 Notice of Hearing to Modify, Change or Set Aside Previous Orders—requesting a change of a previous order for a ward that has violated a court order or probation. Most ask for change of placement; some just allege violation of court orders or probation without requesting change in placement. • Each juvenile named in the petition or notice is reported as one initial petition, subsequent petition, or notice filed and is referred to as one case for statistical reporting purposes. • Minors may be reported more than once if there are multiple petitions or notices filed on the same minor, even if they are the same type of petition or notice. For each petition or notice filed (per minor), report one petition or notice disposed. • A petition requesting return to juvenile court jurisdiction and foster care are treated as a new filing. Non-minor dependents (NMD) can leave juvenile jurisdiction and return again. Each re-entry is a new filing.
225	05 15 25 35 45 55 65	10 20 30 40 50 60 70	<p>reopened (+) A case that was previously reported as disposed but is resubmitted to a court.</p> <p>Examples: Reopening after the granting of a motion to vacate judgment, setting aside a dismissal, or reversal on appeal of judgment.</p> <p><u>What/how to report:</u> Report one disposition for each reopened case.</p> <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not report cases that were closed in error. Since beginning and end pending do not have to match, submit an amended report after the error is corrected.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> Reopened cases are not aged.
250		10 20 30 40 50 60 70	<p>existing petition or notice entered in CMS (+) A juvenile delinquency petition or notice that was not previously entered in the case management system and therefore was not reported in pending.</p> <p><u>What/how to report:</u> Report cases at the time an event is calendared and the case is entered in the CMS.</p> <p><u>What/how not to report:</u> Do not add cases where the wardship was terminated or the minor was placed on probation without wardship. Activity on these cases is considered postdispositional and is reported in Workload.</p>
300	05 15 25 35 45 55 65	10 20 30 40 50 60 70	<p>total dispositions (-) See row 500 for definition.</p>
400		10 20 30 40 50 60 70	<p>end pending (=) The total number of petitions or notices awaiting disposition on the last day of the reporting period.</p> <p>Note: End pending for a month does not have to equal beginning pending for the next month. Case type classification changes, technical problems, or delayed data entry can make month-to-month balancing impossible.</p>

DISPOSED CASES

Juvenile Delinquency 08a - Data Matrix		05	10	15	20	25	30	35	40	45	50	55	60	65	70
<p>JBSIS Data Reporting Standards effective July 1, 2018.</p> <p>Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.</p> <p>NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.</p>		Status Offense (W&I § 601) Original	Delinquency (W&I § 602) Original	Status Offense (W&I § 601) Subsequent	Delinquency (W&I § 602) Subsequent	Placement (W&I § 777 Notices)	Non-minor Dependent (AB 12)	Miscellaneous Juvenile Petition							
P JBSIS Web Portal Case Type		P	P	P	P	P	P	P	P	P	P	P	P	P	P
CASELOAD/CASEFLOW (unit of count = minor or non-minor dependent)															
Disposed Cases, in Ascending Stage and Outcome Hierarchy															
500	Disposition—Initial/subsequent petitions or notices (total rows 600 and 1200; 1480-1485)														
600	Before jurisdictional hearing (total rows 700 and 950)														
700	Prop 57: Juvenile Transferred to adult court (total rows 800 - 900)														
800	Uncontested														
900	Contested														
▼950	Dismissal/Transfer (total rows 1000 - 1050)														
1000	Dismissal														
▼1050	Transfer (total rows 1100 - 1150)														
1100	Change of venue														
1150	Jurisdictional transfer														
1200	After jurisdictional hearing (total rows 1300 and 1400)														
1300	Uncontested (total rows 1305 and 1340)														
▼1305	Dismissal/Transfer (total rows 1310 - 1315)														
1310	Dismissal														
▼1315	Transfer (total rows 1320 - 1330)														
1320	Change of venue														
1330	Jurisdictional transfer														
1340	Entry of judgment (total rows 1350 - 1370)														
1350	Probation														
1360	Wardship														
1370	Non-minor dependency established														
1400	Contested (total rows 1405 and 1440)														
▼1405	Dismissal/Transfer (total rows 1410 - 1415)														
1410	Dismissal														
▼1415	Transfer (total rows 1420 - 1430)														
1420	Change of venue														
1430	Jurisdictional transfer														
1440	Entry of judgment (total rows 1450 - 1470)														
1450	Probation														
1460	Wardship														
1470	Non-minor dependency established														
1480	Before hearing														
1485	After hearing														
Key:	Unshaded cell = data expected		▼ Value calculated in JBSIS												
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.														

Row	Case Type		Definition
	Portal	JBSIS	
500	05	10	initial/subsequent petitions or notices of hearing disposed A determination by the court regarding the initial/subsequent petitions or notices of hearing.
	15	20	
	25	30	
	35	40	
	45	50	JBSIS: total rows 600 and 1200; 1480–1485
	55	60	
	65	70	Note: Juvenile contains reporting on an extensive number of hearings, most of which require additional data on whether the hearing was “contested” or “uncontested.” In the case of hearings, contested means that the recommendations of social services were

Row	Case Type		Definition
	Portal	JBSIS	
			<p>opposed and uncontested means that the recommendations were not opposed.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • There are two parts to reporting dispositions for juvenile delinquency cases: <ol style="list-style-type: none"> 1. The first disposition of an initial, subsequent, or W&I 777 petition is reported on rows 500–1460. Cases that do not result in the minor being declared a ward of the court are considered closed, although postdisposition activity may occur such as a sealing of records hearings (row 3400). 2. When the first disposition results in wardship (rows 1360 and 1460), the case moves to a second inventory section for tracking (rows 1500–1800). These cases continue under the court’s supervision until such time as the wardship is terminated on row 1700 and the case is closed. • To better reflect workload, dispositions are reported by whether they are before jurisdictional hearing (row 600), or after jurisdictional hearing (row 1200), and whether the jurisdictional hearings are uncontested (row 1300) or contested (row 1400).
600	05 15 25 35 45 55	10 20 30 40 50 60	<p>before jurisdictional hearing The petition or notice is disposed before the start of a hearing in which first evidence is presented to the court to determine whether there is sufficient evidence to sustain the allegations in the petition (Welf. & Inst. Code, § 702).</p> <p>JBSIS: total rows 700 and 950</p> <p>Note: First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.</p> <p><u>What/how to report:</u> If allegations are admitted or a no-contest plea entered at a detention or first appearance hearing, and a jurisdiction hearing is waived, report the disposition as “after jurisdictional hearing” even though the hearing was not held (Cal. Rules of Court, rule 5.682).</p>

Row	Case Type		Definition
	Portal	JBSIS	
			Portal: Do not report a disposition for a case transferred out until an order has been signed transferring the juvenile to another jurisdiction. Do not report transfers from the juvenile department to another department within the reporting court. Do not report a disposition for a case dismissed until an order of dismissal is signed by an authorized officer of the court.
700		20 40	Welf. & Inst. Code, § 707, hearings, minor found unfit (total rows 800 and 900) The petition is disposed (dismissed) before jurisdictional hearing as a result of a Welf. & Inst. Code, § 707, hearing in which the minor is found unfit for juvenile court.
800		20 40	uncontested—Welf. & Inst. Code, § 707, hearings, minor found unfit The petition is disposed (dismissed) as a result of a Welf. & Inst. Code, § 707, hearing in which the recommendation for the minor is not opposed (including pleas) and in which the minor is found unfit for juvenile court.
900		20 40	contested—Welf. & Inst. Code, § 707, hearings, minor found unfit The petition is disposed (dismissed) as a result of a Welf. & Inst. Code, § 707, hearing in which the recommendation for the minor is opposed and in which the minor is found unfit for juvenile court.
950		10 20 30 40 50 60	dismissal/transfer (total rows 1000 and 1050) A disposition before jurisdictional hearing in which the case is dismissed or transferred.
1000		10 20 30 40 50 60	dismissal The petition or notice is disposed before jurisdictional hearing. <u>What/how to report:</u> <ul style="list-style-type: none"> • Include dismissals due to a deceased party. • Include dismissals due to successful completion of informal probation per Welf. & Inst. Code, § 654.2. Deferred entry of judgment programs is treated as informal probation.

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how not to report:</u> Exclude dismissals based on a finding that the minor is unfit for juvenile court. These are reported on rows 800–900.
1050		10 20 30 40 50 60	transfer (total rows 1100 and 1150) A disposition before jurisdictional hearing in which the case is transferred.
1100		10 20 30 40 50 60	change of venue A disposition before jurisdictional hearing in which the venue of a case changes to another county.
1150		10 20 30 40 50 60	jurisdictional (intracounty) transfer A disposition before jurisdictional hearing in which a case is transferred out of the court’s jurisdiction to another court within the county. <u>What/how to report:</u> Include cases in which the juvenile is found to have been an adult at the time the offense(s) was committed. <u>What/how not to report:</u> Do not include cases in which the minor is found unfit for juvenile court as a result of a Welf. & Inst. Code, § 707, hearing or transfers between courts of equivalent jurisdiction in the same county.
1200	05 15 25 35 45 55	10 20 30 40 50 60	after jurisdictional hearing (total rows 1300 and 1400) The petition or notice is disposed after the start of a hearing in which first evidence is presented to the court to determine whether there is sufficient evidence to sustain the allegations in the petition (Welf. & Inst. Code, § 702). Note: First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u> If allegations are admitted or a no-contest plea entered at a detention or first appearance hearing, and a jurisdictional hearing is waived, report the disposition as “after jurisdictional hearing” even though the hearing was not held (Cal. Rules of Court, rule 5.682).</p> <p>Portal: Do not report a disposition for a case transferred out until an order has been signed transferring the juvenile to another jurisdiction. Do not report transfers from the juvenile department to another department within the reporting court. Do not report a disposition for a case dismissed until an order of dismissal is signed by an authorized officer of the court.</p>
1300	05 15 25 35 45 55	10 20 30 40 50 60	<p>uncontested—jurisdictional hearing The petition or notice is disposed after a jurisdictional hearing in which the allegations of the petition or notice are not denied.</p> <p>JBSIS: total rows 1305 and 1340.</p>
1305		10 20 30 40 50 60	<p>dismissal/transfer (total rows 1310 and 1315) A disposition after an uncontested jurisdictional hearing in which the case is dismissed or transferred.</p>
1310		10 20 30 40 50 60	<p>dismissal The petition or notice is disposed after an uncontested jurisdictional hearing in which the specific allegations in the petition or notice are not proven.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include dismissals due to a deceased party. • Include dismissals due to successful completion of informal probation per Welf. & Inst. Code, § 654.2. • Include dispositions under Column 60 if a petition for non-minor dependency status is denied, or the person is otherwise deemed not eligible for the status.

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how not to report:</u> Exclude dismissals based on a finding that the minor is unfit for juvenile court.</p>
1315		10 20 30 40 50 60	<p>transfer (total of rows 1320 and 1330) A disposition after an uncontested jurisdictional hearing in which the case is transferred.</p>
1320		10 20 30 40 50 60	<p>change of venue A disposition after an uncontested jurisdictional hearing in which the venue of a case changes to another county.</p>
1330		10 20 30 40 50 60	<p>jurisdictional (intracounty) transfer A disposition after an uncontested jurisdictional hearing in which a case is transferred out of the court's jurisdiction to another court within the county.</p> <p><u>What/how to report:</u> Include cases in which the juvenile is found to have been an adult at the time the offense(s) was committed.</p> <p><u>What/how not to report:</u> Do not include cases in which the minor is found unfit for juvenile court as a result of a Welf. & Inst. Code, § 707, hearing or transfers between courts of equivalent jurisdiction in the same county.</p>
1340		10 20 30 40 50 60	<p>entry of judgment (total rows 1350 and 1360) A disposition after an uncontested jurisdictional hearing in which the court has determined that there is sufficient evidence to sustain the allegations in the petition or notice (Welf. & Inst. Code, § 725).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> For Welf. & Inst. Code, § 777, notices, report on this row when the court modifies a previous order by a change in placement or when the court finds the juvenile in violation of probation without change in placement.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> If the court adjudges the minor a ward and commits the minor to DJJ, report the entry of judgment as wardship, row 1360.
1350		10 20 30 40 50	<p>probation A judgment in which the court places a minor under the supervision of a probation officer without adjudging the minor a ward of the court (Welf. & Inst. Code, § 725(a)).</p> <p><u>What/how not to report:</u> Do not count the initial grant of informal probation under Welf. & Inst. Code, § 654.2. Subsequent successful completion of informal probation will result in a dismissal; unsuccessful completion may result in formal probation, wardship, or other disposition.</p>
1360		10 20 30 40 50	<p>wardship A judgment in which the court orders and declares the minor a ward of the court (Welf. & Inst. Code, § 725(b)) or allows a ward to extend juvenile jurisdiction as a non-minor dependent (NMD).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> Include minors committed to DJJ. A declaration of wardship moves the case to “under court’s supervision,” row 1600. For every wardship disposition captured in row 1360, a ward is added to supervision in row 1600.
1370		60	<p>non-minor dependency established An order or finding establishing non-minor dependency status.</p>
1400	05 15 25 35 45 55	10 20 30 40 50 60	<p>contested—jurisdictional hearing The petition or notice is disposed after a jurisdictional hearing in which the allegations are denied.</p> <p>JBSIS: total rows 1405 and 1440</p> <p>Note: The submission of a probation report is not considered a contested hearing.</p>
1405		10 20 30 40	<p>dismissal/transfer (total rows 1410 and 1415) A disposition after contested jurisdictional hearing in which the case is dismissed or transferred.</p>

Row	Case Type		Definition
	Portal	JBSIS	
		50 60	
1410		10 20 30 40 50 60	<p>dismissal The petition or notice is disposed after a contested jurisdictional hearing in which the specific allegations are not proven.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include dismissals due to a deceased party. • Include dispositions under Column 60 if a petition for non-minor dependency status is denied, or the person is otherwise deemed not eligible for the status
1415		10 20 30 40 50 60	<p>transfer (total rows 1420 and 1430) A disposition after contested jurisdictional hearing in which the case is transferred.</p>
1420		10 20 30 40 50 60	<p>change of venue A disposition after a contested jurisdictional hearing in which the venue of a case changes to another county.</p>
1430		10 20 30 40 50 60	<p>jurisdictional (intracounty) transfer A disposition after a contested jurisdictional hearing in which a case is transferred out of the court's jurisdiction to another court within the county.</p> <p><u>What/how to report:</u> Include cases in which the juvenile is found to have been an adult at the time the offense(s) was committed.</p> <p><u>What/how to not report:</u> Do not include transfers between courts of equivalent jurisdiction in the same county.</p>
1440		10 20 30 40 50	<p>entry of judgment (total rows 1450 and 1460) A disposition after a contested jurisdictional hearing in which the court has determined that there is sufficient evidence to sustain the allegations in the petition (Welf. & Inst. Code, § 725).</p>

Row	Case Type		Definition
	Portal	JBSIS	
		60	<p><u>What/how to report:</u></p> <ul style="list-style-type: none"> For Welf. & Inst. Code, § 777, notices, report on this row when the court modifies a previous order by a change in placement, or the court finds the juvenile in violation of probation without change in placement. If the court adjudges the minor a ward and commits the minor to DJJ, report the entry of judgment as wardship, row 1460.
1450		10 20 30 40 50 60	<p>probation A judgment in which the court places a minor under the supervision of a probation officer without adjudging the minor a ward of the court (Welf. & Inst. Code, § 725(a)).</p> <p><u>What/how not to report:</u> Do not count the initial granting of informal probation under Welf. & Inst. Code, § 654.2. Subsequent successful completion of informal probation will result in a dismissal; unsuccessful completion may result in formal probation, wardship, or other disposition.</p>
1460		10 20 30 40 50 60	<p>wardship A judgment in which the court orders and declares the minor a ward of the court (Welf. & Inst. Code, § 725(b)).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> Include minors committed to DJJ. A declaration of wardship moves the case to “under court’s supervision,” row 1600. For every wardship disposition captured in row 1360, a ward is added to supervision in row 1600.
1470		60	<p>non-minor dependency established An order or finding establishing non-minor dependency status.</p>
1480	65	70	<p>before hearing A disposition of a miscellaneous juvenile petition that occurs without a court appearance or before the introduction of first evidence.</p> <p><u>What/how to report:</u> Petitions that are vacated or dropped are reported as disposed before hearing.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how not to report:</u> Petitions filed within existing cases are not counted in inventory (filing or disposition), but hearings and events related to these petitions are captured in workload.
1485	65	70	<p>after hearing A disposition of a juvenile petition that occurs after a court hearing or after first evidence is introduced.</p> <p><u>What/how to report:</u> Count both the occurrence of the hearing and the case disposition.</p> <p><u>What/how not to report:</u> Petitions filed within existing cases are not counted in inventory (filing or disposition), but hearings and events related to these petitions are captured in workload.</p>

INVENTORY (MINORS OR NMD UNDER COURT'S SUPERVISION)

Juvenile Delinquency 08a - Data Matrix		05	10	15	20	25	30	35	40	45	50	55	60	65	70	
JBSIS Data Reporting Standards effective July 1, 2018. Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications. NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.		Status Offense (W&I § 601) Original														
	P	Delinquency (W&I § 602) Original														
		Status Offense (W&I § 601) Subsequent														
		Delinquency (W&I § 602) Subsequent														
		Placement (W&I § 777 Notices)														
		Non-minor Dependent (AB 12)														
		Miscellaneous Juvenile Petition														
P		JBSIS Web Portal Case Type														
CASELOAD/CASEFLOW (unit of count = minor or non-minor dependent)																
1490	Inventory (minors or non-minor dependents under court's supervision)															
1500	Beginning minors or non-minor dependents under court's supervision															
1600	+ Wards or non-minor dependents added to supervision															
1650	+ Existing case entered in CMS															
1700	- Termination of wardship or non-minor dependent															
1750	- Change of venue															
1760	- Jurisdictional transfer															
1800	End minors or non-minor dependent under court's supervision															
Key:	Unshaded cell = data expected Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.															

Row	Case Type		Definition
	Portal	JBSIS	
1490	Inventory (minors or non-minor dependents under court's supervision)		
1500		10 20 60	beginning minors under court's supervision The number of minors declared wards and awaiting termination of wardship on the first day of a reporting period.
1600		10 20 60	wards added to supervision (+) The number of minors declared wards during the reporting period. <u>What/how to report:</u> <ul style="list-style-type: none"> Include minors declared wards after failing to comply with the conditions of probation. Include minors declared wards and committed to DJJ. These minors remain under supervision until wardship is terminated. If a court receives a supervision case on change of venue where the minor is a ward, add the case on this row and maintain the case in this section until wardship is terminated.
1650		10 20 60	existing case entered in CMS (+) A juvenile delinquency case under the court's supervision that was not previously entered into the case management system and was not reported in pending. <u>What/how to report:</u> Report existing cases are reported at the time an event is calendared and the case is entered into the CMS.

Row	Case Type		Definition
	Portal	JBSIS	
			<u><i>What/how not to report:</i></u> Do not add cases where the wardship was terminated or the minor was placed on probation without wardship. Activity on these cases is considered postdispositional and is reported in Workload.
1700		10 20 60	termination of wardship (-) A termination of a juvenile case in which the court orders termination of wardship, when the minor turns 21, or when the court finds that the minor’s jurisdiction has changed between ages 18 to 21, such as when he/she commits a new crime and is sentenced as an adult, which would terminate his/her wardship that resulted from the previous offense.
1750		10 20 60	change of venue (-) A termination of a juvenile case in which the venue of a case changes to another county.
1760		10 20 60	jurisdictional (intracounty) transfer (-) A termination in which a case is transferred out of the court’s jurisdiction to another court within the county. <u><i>What/how to report:</i></u> Include cases in which the juvenile is found to have been an adult at the time the offense(s) was committed. <u><i>What/how not to report:</i></u> Do not include transfers between courts of equivalent jurisdiction in the same county.
1800		10 20 60	end minors under court’s supervision (=) The number of minors awaiting termination of wardship at the end of a reporting period.

CASE AGING

Juvenile Delinquency 08a - Data Matrix		05	10	15	20	25	30	35	40	45	50	55	60	65	70
JBSIS Data Reporting Standards effective July 1, 2018.		Status Offense (W&I § 601) Original	Delinquency (W&I § 602) Original	Status Offense (W&I § 601) Subsequent	Delinquency (W&I § 602) Subsequent	Placement (W&I § 777 Notices)	Non-minor Dependent (AB 12)	Miscellaneous Juvenile Petition							
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.															
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.															
P JBSIS Web Portal Case Type		P	P	P	P	P	P	P	P	P	P	P	P	P	P
CASELOAD/CASEFLOW (unit of count = minor or non-minor dependent)															
1850	Case Aging														
1900	Age of terminated cases														
2000	0 - LT 3 months														
2100	3-LT 6 months														
2200	6-12 months														
2300	GT 12 months														
2400	Age of cases under court's supervision														
2500	0 - LT 3 months														
2600	3-LT 6 months														
2700	6-12 months														
2800	GT 12 months														
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS													
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.														

Row	Case Type		Definition
	Portal	JBSIS	
1850			Case Aging While there is a common perception that juvenile cases remain in the court system for extended periods of time, no real data existed to support this perception. Therefore, it was determined that aging would be collected in JBSIS for cases where the minor became a ward of the court. Wardships that are terminated (case closed) are aged on rows 2000–2300; wardships that are under court supervision (pending) are aged on rows 2500–2800.
1900			Age of terminated cases
2000–2300		10 20 60	<p>age of terminated cases The numbers of cases falling into the following time intervals, beginning with the date the initial petition was filed and ending with the date of termination of wardship:</p> <p>0–LT 3 months 3–LT 6 months 6– 12 months GT 12 months</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> Each juvenile named in the initial petition is reported as one case and aged independently. For cases transferred in, calculate aging from the filing date of the initial petition in the court of original jurisdiction, except

Row	Case Type		Definition
	Portal	JBSIS	
			for cases transferred between the adult criminal and juvenile courts. In this instance, age cases from the filing date of the petition in juvenile court.
2400	Age of cases under court's supervision		
2500– 2800		10 20 60	<p>age of cases under court's supervision The numbers of cases pending termination of wardship at the end of the reporting period that fall into each of the following time intervals from the date the initial petition was filed:</p> <p>0–LT 3 months 3–LT 6 months 6–12 months GT 12 months</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Each juvenile named in the initial petition is reported as one case and aged independently. • For cases transferred in, calculate aging from the filing date of the initial petition in the court of original jurisdiction, except for cases transferred between the adult criminal and juvenile courts. In this instance, age cases from the filing date of the petition in juvenile court.

WORKLOAD

WORKLOAD (unit of count = action). Data collected to reflect workload. Report on the last day of the reporting period. Capture the actual number of events occurring during that reporting period.

HEARINGS

Juvenile Delinquency 08a - Data Matrix		05	10	15	20	25	30	35	40	45	50	55	60	65	70
JBSIS Data Reporting Standards effective July 1, 2018.		Status Offense (W&I § 601) Original	Delinquency (W&I § 602) Original	Status Offense (W&I § 601) Subsequent	Delinquency (W&I § 602) Subsequent	Placement (W&I § 777 Notices)	Non-minor Dependent (AB 12)	Miscellaneous Juvenile Petition							
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov) for detailed data definitions and reporting specifications.															
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.															
P JBSIS Web Portal Case Type		P	P	P	P	P	P	P	P	P	P	P	P	P	P
WORKLOAD (unit of count = action)															
2900	Hearings (total rows 2925, 3050, 3200, 3350 - 3550, 3700)														
▼2925	Detention/First appearance hearing (total rows 2950 - 3000)														
2950	Detention (minor or non-minor dependent in custody)														
3000	First appearance (minor or non-minor dependent out of custody)														
3050	Prop 57: Minor remains in Juvenile court (total rows 3100 - 3150)														
3100	Uncontested														
3150	Contested														
3200	Disposition hearing (total rows 3250 - 3300)														
3250	Uncontested														
3300	Contested														
3350	Welf. & Inst.Code § 778 hearing														
3400	Sealing of records hearing														
3450	Order to Show Cause (OSC) hearing														
3500	Violation of probation hearing														
3550	Rehearing (total rows 3600 - 3650)														
3600	Uncontested														
3650	Contested														
3700	Other hearing (total rows 3750 - 3800)														
3750	Uncontested														
3800	Contested														
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS													
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.														

Row	Case Type		Definition
	Portal	JBSIS	
2900	05	10	hearings Formal judicial proceedings held to decide issues of fact or law arising in the course of a court action. JBSIS: total rows 2925, 3050, 3200, 3350–3550, and 3700 Examples: Hearings on motions, OSCs, reviews, etc. Note: <ul style="list-style-type: none"> A hearing begins when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings,
	15	20	
	25	30	
	35	40	
	45	50	
	55	60	
	65	70	

Row	Case Type		Definition
	Portal	JBSIS	
			<p>witness testimony, and/or documents or tangible objects are submitted to the court (i.e., “first evidence”).</p> <ul style="list-style-type: none"> • Hearings are initiated: <ul style="list-style-type: none"> ○ By the official placement of a case on a judicial officer’s calendar; ○ by the filing of written documents such as motions and OSCs, etc.; ○ on the court’s own motion; or ○ at the request of a party to the action or other interested party; or ○ Based on impromptu oral motions presented in court and heard by the judicial officer. <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report each hearing that actually takes place. If multiple proceedings are heard at one time (regardless of whether they are initiated by one or more documents), count each proceeding. • Hearings that extend over more than one day are counted as separate hearings for each hearing day. • If a judicial ruling made at a hearing results in the disposition of a case, count both the hearing and the disposition. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not report hearings that are not heard at all and are reset at the request of the parties or on the court’s motion. Count as continuances in the Events section. • Do not count ex parte proceedings unless they are calendared and heard. • Do not count impromptu oral motions that do not require a presentation and are not heard by the judicial officer.
2925	05 15 25 35 45	10 20 30 40 50	<p>detention/first appearance hearing The total of detention and first appearance hearings.</p> <p>JBSIS: total rows 2950 and 3000.</p>

Row	Case Type		Definition
	Portal	JBSIS	
	55 65	60 70	Portal: Detention hearings held before a judge or referee pursuant to the provisions of section 632 or 637 of W&I Code.
2950		20 40 50 60	<p>detention hearing (minor in custody) A hearing to advise the minor and/or his or her parent or guardian about why the minor was taken into custody, the nature of the juvenile court proceedings, and the rights of the minor and the parent or guardian, and to determine the minor’s predisposition custody status (Welf. & Inst. Code, § 633).</p> <p><i>What/how to report:</i> Some courts divide the jurisdictional hearing into two hearings. At the first hearing, the petition is read, and advisement of rights given and the party(ies) can contest or admit the allegations or enter no-contest. The second hearing is the evidentiary hearing on the petition. Both hearings are reported in the appropriate category as determined by the court, i.e. a detention or first appearance hearing, and the second may be reported under other hearing (row 3700).</p>
3000		10 20 30 40 50 60 70	<p>first appearance hearing (minor out of custody) A hearing to advise the minor and/or his or her parent or guardian about the nature of the juvenile court proceedings and the rights of the minor and the parent or guardian, and to determine the minor’s predisposition custody status (Welf. & Inst. Code, § 700).</p> <p><i>What/how to report:</i> Some courts divide the jurisdictional hearing into two hearings. At the first hearing, the petition is read, and advisement of rights given and the party(ies) can contest or admit the allegations or enter no-contest. The second hearing is the evidentiary hearing on the petition. Both hearings are reported in the appropriate category as determined by the court, i.e., a detention or first appearance hearing is reported on row 3000, and the second may be reported under other hearing (row 3700).</p>
3050		10 20 30 40 50 70	<p>Welf. & Inst. Code, § 707, hearings, minor found fit (total rows 3100–3150) A hearing in which the court hears evidence, considers whether the minor is a fit and proper subject under juvenile court law, and finds the minor is fit for juvenile court (Welf. & Inst. Code, § 707).</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how not to report</u> : Do not report hearings in which the minors are found unfit here but report on rows 800 or 900.
3100		20 40	uncontested—Welf. & Inst. Code, § 707, hearing, minor found fit A Welf. & Inst. Code, § 707, hearing in which the recommendation for the minor is not opposed and in which the minor is found fit for juvenile court.
3150		20 40	contested—Welf. & Inst. Code, § 707, hearing, minor found fit A Welf. & Inst. Code, § 707, hearing in which the recommendation for the minor is opposed and in which the minor is found fit for juvenile court.
3200		10 20 30 40 50 60 70	disposition hearings (total rows 3250 and 3300) A hearing to determine the proper placement of a minor and other issues related to the minor’s circumstances when the minor has been found to be a person described in Welf. & Inst. Code, § 601 or § 602 (Welf. & Inst. Code, § 706).
3250		10 20 30 40 50 60 70	uncontested—disposition hearing A disposition hearing in which the recommendations made by a probation department are not opposed.
3300		10 20 30 40 50 60 70	contested—disposition hearing A disposition hearing in which the recommendations made by a probation department are opposed.
3350		10 20 60	Welf. & Inst. Code, § 778, hearing A hearing on a motion filed by a parent, the child, or another person with an interest in the child (Judicial Council form JV-740) seeking to modify, change, or set aside an order or terminate jurisdiction of the court because of a change of circumstance or new evidence.

Row	Case Type		Definition
	Portal	JBSIS	
3400		10 20 30 40 50 60 70	<p>sealing of records hearing A hearing, including ex partes if they are calendared and heard, on a petition to seal a minor’s delinquency records (Welf. & Inst. Code, § 781).</p> <p><i>What/how not to report:</i> Do not report a hearing or other workload if there is no existing delinquency case</p>
3450		10 20 30 40 50 60 70	<p>order to show cause (OSC) hearing A hearing on a court order for a party to appear and present to the court reasons that a particular order should not be confirmed.</p>
3500		10 20 30 40 50 60 70	<p>violation of probation hearing A hearing for failure to comply with the terms or conditions of probation previously imposed by the court</p>
3550	05 15 25 35 45 55 65	10 20 30 40 50 60 70	<p>rehearing A hearing on an application by a party requesting that findings/orders made by a subordinate judicial officer be heard de novo by a judge.</p> <p>JBSIS: total rows 3600 and 3650.</p> <p>Portal: Rehearings are held by judges pursuant to sections 558–560 of the W&I Code.</p>
3600		10 20 30 40 50 60 70	<p>uncontested rehearing A rehearing in which the recommendations made by a probation department are not opposed.</p>

Row	Case Type		Definition
	Portal	JBSIS	
3650		10 20 30 40 50 60 70	contested rehearing A rehearing in which the recommendations made by a probation department are opposed.
3700	05 15 25 35 45 55 65	10 20 30 40 50 60 70	<p>other hearings Hearings, excluding those in rows 2925–3650, in which the court considers evidence and makes a determination.</p> <p>JBSIS: total rows 3750 and 3800.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include petitions to disclose records if the petition is filed within an existing delinquency case. If there no existing case, do not report the hearing or other workload. • Include change of placement. • Include SB 81 & AB 191 related hearings. (Wards who were committed to Dept. of Juvenile Justice and had non-707(b) offenses and eligible for parole are returned to the juvenile court where they were formerly heard in. These hearings take place in the sentencing county to accept jurisdiction of the minor.)
3750		10 20 30 40 50 60 70	uncontested other hearing Other hearing in which the recommendations made by a probation department are not opposed.
3800		10 20 30 40 50 60 70	contested other hearing Other hearing in which the recommendations made by a probation department are opposed.

EVENTS

Juvenile Delinquency 08a - Data Matrix		05	10	15	20	25	30	35	40	45	50	55	60	65	70
<p>JBSIS Data Reporting Standards effective July 1, 2018.</p> <p>Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.</p> <p>NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.</p>		Status Offense (W&I § 601) Original	Delinquency (W&I § 602) Original	Status Offense (W&I § 601) Subsequent	Delinquency (W&I § 602) Subsequent	Placement (W&I § 777 Notices)	Non-minor Dependent (AB 12)	Miscellaneous Juvenile Petition							
	P	JBSIS Web Portal Case Type	P	P	P	P	P	P	P	P	P	P	P	P	P
WORKLOAD (unit of count = action)															
3900	Events														
4500	Pretrial conference														
4600	Settlement conference														
4700	Mediation conference														
5100	Minors or non-minor dependent committed to DJJ														
5800	Reviews (total rows 5850, 6050, 6500)														
5850	6-month reviews (total rows 5900, 6000)														
5900	Uncontested (total rows 5925 - 5950)														
5925	LE 6 months														
5950	GT 6 months														
6000	Contested (total rows 6020 - 6040)														
6020	LE 6 months														
6040	GT 6 months														
6050	12-month reviews total rows (6100, 6200)														
6100	Uncontested (total rows 6150 - 6175)														
6150	LE 12 months														
6175	GT 12 months														
6200	Contested (total rows 6300 - 6400)														
6300	LE 12 months														
6400	GT 12 months														
6500	Other periodic reviews (total rows 6600 - 6700)														
6600	Uncontested														
6700	Contested														
6790	Continuances (total rows 6800 - 6900)														
6800	Court's motion														
6900	Party's motion														
Key:	Unshaded cell = data expected Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.														
			▼ Value calculated in JBSIS												

Row	Case Type		Definition
	Portal	JBSIS	
3900	Events		Data collected to measure workload. Capture the actual number of events occurring during the reporting period. Report on the last day of the reporting period.
4500		10 20 30 40 50 60 70	pretrial conference A meeting of the opposing parties in a case with the judicial officer, prior to trial, for the purposes of stipulating those things that are agreed upon and thus narrowing the trial to the issues that are in dispute; disclosing the required information about witnesses and evidence; making motions; and generally organizing the presentation of motions, witnesses, and evidence.
4600		10 20 30 40 50	settlement conference A calendared conference of the parties and the judicial officer or other individual given authority by the judge to settle the case, for the specific purpose of settling the case.

Row	Case Type		Definition
	Portal	JBSIS	
		60 70	
4700		10 20 40 50 60	mediation conference A meeting of the opposing parties and a neutral third party who attempts to help the parties reach an agreement.
5100		20 40 50 60	minors committed to DJJ The total number of minors committed to the Department of Juvenile Justice.
5800		20 60	<p>reviews (total rows 5850, 6050, and 6500) A hearing following the initial disposition hearing for the purpose of monitoring the progress of the minor’s case plan and for making a determination regarding recommendations for change in custody or status of the minor.</p> <p>Note: Juvenile law requires review hearings to be held within specific time periods so in addition to reporting contested or uncontested data elements, the time period within which the event occurred is tracked.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Data is reported under column 20 as shown in the following example: <ul style="list-style-type: none"> ○ Row 5850 6-month review: <ul style="list-style-type: none"> ▪ Row 5900 Uncontested <ul style="list-style-type: none"> • Row 5925 LE 6 months • Row 6000 GT 6 months ▪ Row 5100 Contested <ul style="list-style-type: none"> • Row 6020 LE 6 months • Row 6040 GT 6 months • Report a review as “uncontested” or “contested” based on the actual proceeding that takes place, regardless of how it was initially calendared. • All reviews are reported in column 20.

Row	Case Type		Definition
	Portal	JBSIS	
5850		20 60	6-month reviews (total rows 5900 and 6000) A 6-month periodic review pursuant to Welf. & Inst. Code, § 11404.1.
5900		20 60	uncontested 6-month review (total rows 5925 and 5950) Reviews that are completed less than or equal to 6 months from the date of the original placement and in which the recommendations made by a probation department are not opposed.
5925		20 60	uncontested review LE 6 months from original placement date A review that is completed less than or equal to 6 months from the date of the original placement and in which the recommendations made by a probation department are not opposed.
5950		20 60	uncontested review GT 6 months from original placement date A review that is completed more than 6 months from the date of the original placement and in which the recommendations made by a probation department are not opposed.
6000		20 60	contested 6-month review (total rows 6020 and 6040) A review that is completed less than or equal to 6 months from the date of the original placement and in which the recommendations made by a probation department are opposed.
6020		20 60	contested review LT 6 months from original placement date A review that is completed less than or equal to 6 months from the date of the original placement and in which the recommendations made by a probation department are opposed.
6040		20 60	contested review GT 6 months from original placement date A review that is completed more than 6 months from the date of the original placement and in which the recommendations made by a probation department are opposed.
6050		20 60	12-month reviews (total rows 6100 and 6200) A 12-month periodic review pursuant to Welf. & Inst. Code, § 11404.1.
6100		20 60	uncontested 12-month review (total rows 6150 and 6175) Reviews that are completed less than or equal to 12 months from the date of the original placement and in which the recommendations made by a probation department are not opposed.

Row	Case Type		Definition
	Portal	JBSIS	
6150		20 60	uncontested review LE 12 months from original placement date A review that is completed less than or equal to 12 months from the date of the original placement and in which the recommendations made by a probation department are not opposed.
6175		20 60	uncontested review GT 12 months from original placement date A review that is completed more than 12 months from the date of the original placement and in which the recommendations made by a probation department are not opposed.
6200		20 60	contested 12-month review (total rows 6300 and 6400) A review that is completed less than or equal to 12 months from the date of the original placement and in which the recommendations made by a probation department are opposed.
6300		20 60	contested review LE 12 months from original placement date A review that is completed less than or equal to 12 months from the date of the original placement and in which the recommendations made by a probation department are opposed.
6400		20 60	contested review GT 12 months from original placement date A review that is completed more than 12 months from the date of the original placement and in which the recommendations made by a probation department are opposed.
6500		10 20 30 40 50 60 70	other periodic reviews (total rows 6600 and 6700) Periodic reviews in which the court considers evidence and makes a determination. <i>What/how to report:</i> Rows 6600 and 6700 should be used only if no proceedings were reported on rows 5850–6200.
6600		10 20 30 40 50 60 70	uncontested other periodic review Other periodic review in which the recommendations made by a probation department are not opposed.

Row	Case Type		Definition
	Portal	JBSIS	
6700		10 20 30 40 50 60 70	contested other periodic review Other periodic review in which the recommendations made by a probation department are opposed.
6790		10 20 30 40 50 60 70	continuances (total rows 6800 and 6900) A hearing set on a calendar and recalendared to a future date, for the same proceedings at the request of a party or on the court’s own motion before any proceedings take place—i.e., before first evidence is presented. <i>What/how to report:</i> Report all continuances, whether handled by the clerk’s office or in court. For reports other than civil, include stipulated continuances as “continuance—party’s motion.”
6800		10 20 30 40 50 60 70	continuance—court’s motion A hearing set on a calendar and recalendared to a future date, on the court’s own motion, before any proceedings take place (before first evidence is introduced). <i>What/how to report:</i> Report all continuances, whether handled by the clerk or in court.
6900		10 20 30 40 50 60 70	continuance—party’s motion A hearing set on a calendar and recalendared to a future date, on a party’s motion, before any proceedings take place (before first evidence is introduced). <i>What/how to report:</i> <ul style="list-style-type: none"> • Report all continuances, whether handled by the clerk or in court. • Include stipulated continuances.

CASE CHARACTERISTICS

CASE CHARACTERISTICS (unit of count = minor). Capture once per case, regardless of how long the case is pending. Report on the last day of the month in which the characteristic was entered in the CMS, unless specified otherwise. Do not capture attributes of postdisposition cases.

CASE CHARACTERISTICS

Juvenile Delinquency 08a - Data Matrix		05	10	15	20	25	30	35	40	45	50	55	60	65	70
JBSIS Data Reporting Standards effective July 1, 2018.		Status Offense (W&I § 601) Original	Delinquency (W&I § 602) Original	Status Offense (W&I § 601) Subsequent	Delinquency (W&I § 602) Subsequent	Placement (W&I § 777 Notices)	Non-minor Dependent (AB 12)	Miscellaneous Juvenile Petition							
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.															
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.															
P JBSIS Web Portal Case Type		P	P	P	P	P	P	P	P	P	P	P	P	P	P
CASE CHARACTERISTICS (unit of count = minor or non-minor dependent)															
7000	Interstate compact cases														
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS													
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.														

Row	Case Type		Definition
	Portal	JBSIS	
7000		10 20 60	<p>interstate compact cases The number of juveniles returned and accepted between states pursuant to Welf. & Inst. Code, § 1300.</p> <p><u>What/how to report:</u> Report only if the minor is the subject of a pending Welf. & Inst. Code, § 601 or § 602 petition.</p>

08a Juvenile Delinquency

RAS Case Categories: JBSIS and Portal Case Types

The Resource Assessment Study (RAS) model uses the filings data reported in JBSIS and the Portal to estimate court workload and court staffing needs. The RAS model uses the filings data along with workload standards for several different case categories based on the case types reported in JBSIS and the Portal. The table below illustrates the Juvenile Delinquency case categories used in RAS, and how the JBSIS and Portal case types are mapped to this RAS categories.

RAS Case Category	Portal	JBSIS
Juvenile Delinquency	W&I 601 Original W&I 602 Original W&I 601 Subsequent W&I 602 Subsequent	Status Offense (W&I 601)—Original Delinquency (W&I 602)—Original Status Offense (W&I 601)—Subsequent Delinquency (W&I 602)—Subsequent

Note: Welf. & Inst. Code, § 777 notices, Non-minor Dependent (AB 12) cases, and Miscellaneous Juvenile Petitions are not currently included as filings for RAS.

Juvenile Dependency – Report 09a

Overview

Juvenile Dependency case types represent broad classification of cases filed on behalf of a minor or non-minor dependent by a social services agency, the parents, the minor, or others interested in the welfare of the minor. The purpose of this type of proceeding is to provide safety and protection for children who are abused, neglected, exploited, or at risk of harm. A minor or juvenile is the unit of count for a juvenile dependency case, so each juvenile named in a petition is reported as a separate case.

Juvenile Dependency case types are reported according to one of two data collection and reporting standards:

- 1) Judicial Branch Statistical Information System (JBSIS): The JBSIS standards include a more detailed breakdown of cases by case type and disposition than the Portal, and include workload measures, such as the number of hearings.
- 2) Portal: The Portal standards include fewer case types, dispositions and workload measures than JBSIS. The Portal data elements can be mapped to the JBSIS data matrix, defined on the next page.

Case Type Mapping

The Juvenile Dependency case types and rules for counting filings are the same in JBSIS and the Portal.

Portal		JBSIS	
05	W&I 300 Original	10	Dependency Welf. & Inst. Code, § 300—Original
15	W&I 342 Subsequent	20	Dependency Welf. & Inst. Code, § 342—Subsequent
25	W&I 387 Placement	30	Placement Welf. & Inst. Code, § 387—Supplemental
35	Dependency or Non-minor Dependent Adoption	40	Dependency or Non-minor Dependent Adoption
45	Non-minor Dependent (AB 12)	50	Non-minor Dependent (AB 12)

Case Type Definitions

Dependency Welf. & Inst. Code, § 300—Original	Portal	JBSIS
	05	10

A petition filed by the social worker alleging that a minor comes within the jurisdiction of the juvenile court under one or more subdivisions of Welf. & Inst. Code, § 300.

Note: Whether or not the minor was a previously discharged dependent child of the court is not relevant.

What/how to report: Include minors who were certified from another court and are not dependents of the receiving court on the date the dependency was established.

Dependency Welf. & Inst. Code, § 342— Subsequent	Portal	JBSIS
	15	20

A subsequent petition alleging new facts or circumstances relating to a dependent who has been found to be a person described by Welf. & Inst. Code, § 300.

Placement Welf. & Inst. Code, § 387— Supplemental	Portal	JBSIS
	25	30

A supplemental petition (form JV-150) filed to remove a minor from physical custody of a parent, guardian, relative, or friend and directing placement in a foster home or placement in a private or county institution when the previous order has not been effective in protecting the minor.

Dependency or Non-minor Dependent Adoption	Portal	JBSIS
	35	40

A petition (form ADOPT-200) to adopt a child or non-minor dependent who is a dependent of the court.

What/how not to report: Do not include adoptions filed pursuant to Fam. Code, § 8600 et seq., which are reported on Report 06a, Family Law.

Non-minor Dependent (AB 12)	Portal	JBSIS
	45	50

A petition filed in juvenile court by a person to treat him or her as a non-minor dependent of the court (AB 12). An individual who becomes a non-minor dependent under AB 12 can do so in either Dependency or Delinquency, but not both.

What/how to report:

- A non-minor dependent (AB 12) case filed by a ward of the delinquency court should only be counted as a filing if there is not an existing dependency case.
- An individual who becomes a non-minor dependent under AB 12 can do so in either Delinquency or Dependency, but not both.
- Each petition to extend juvenile jurisdiction should be counted as one filing.
- Also count oral motions that captures the transition of a minor into non-minor dependency status (under W&I § 388, W&I § 388.1, W&I § 450 or W&I § 11400)

Filing

The beginning of a court case by formal submission of an initial petition, a subsequent petition, or a notice of hearing alleging the facts and requesting relief, or the transfer-in of a case from another jurisdiction.

A Juvenile dependency filing is counted for the following case types upon the filing of:

- an initial petition (W&I § 300) or transfer in from another jurisdiction
- a subsequent petition (W&I § 342) alleging new facts relating to a child who is a dependent of the court
- a supplemental petition (W&I § 387) requesting removal of the child from current home and recommending placement in foster care or some other institution
- a petition to adopt a child who is a dependent of the court
- a petition filed by a person to treat him or her as a non-minor dependent of the court (AB 12)

JBSIS and Portal courts report filings in the following locations on the Juvenile Dependency 09a report:

JBSIS: Filings are reported on row 200

Portal: Filings are reported on row 200

The case type categories and rules for counting juvenile dependency filings in JBSIS and the Portal should be the same.

Data Matrix Breakdown

CASELOAD/CASEFLOW

CASELOAD/CASEFLOW (unit of count = minor). Each juvenile named in a petition is reported as one case, whether it is an initial, subsequent or supplemental filing and one disposition must be reported for each case. A minor may be reported more than once in a report period if there are multiple petitions filed on the same minor.

INVENTORY

Juvenile Dependency 09a - Data Matrix		05	10	15	20	25	30	35	40	45	50
JBSIS Data Reporting Standards effective July 1, 2018.		Dependency (W&I § 300) Original	P	Dependency (W&I § 342) Subsequent	P	Placement (W&I § 387) Supplemental	P	Dependency or Non-minor Dependent Adoption	P	Non-minor Dependent (AB 12)	P
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.											
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.											
P JBSIS Web Portal Case Type											
CASELOAD/CASEFLOW (unit of count = minor or non-minor dependent)											
50	Inventory (initial/subsequent/supplemental petition)										
100	Beginning pending										
200	+ Filing (initial, subsequent, or supplemental petitions)										
225	+ Reopened										
250	+ Existing case entered in CMS										
▼300	- Disposed (initial, subsequent, or supplemental petitions) (total from row 500)										
400	End pending (=)										
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS									
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.										

Row	Case Type		Definition
	Portal	JBSIS	
50	Inventory		An accounting of the number of cases filed, disposed, and pending in the reporting period.
100		10 20 30 40 50	beginning pending The number of petitions awaiting disposition before the beginning of a reporting period.
200	05 15 25 35 45	10 20 30 40 50	filing (+) (initial, subsequent, or supplemental petitions) The beginning of a court case by formal submission of an initial, subsequent, or supplemental petition alleging the facts and requesting relief or the transfer-in of a case from another jurisdiction.

Row	Case Type		Definition
	Portal	JBSIS	
			<p>Note: Juvenile dependency case types include is counted upon the filing of an:</p> <ul style="list-style-type: none"> • initial petition (W&I § 300) or transfer in from another jurisdiction • subsequent petition (W&I § 342) —new facts are alleged relating to a child who is a dependent of the court • supplemental petition (W&I § 387)—requests removal of the child from current home and recommends placement in foster care or some other institution • petition to adopt a child who is a dependent of the court (adoptions per Fam. Code, § 8600 are reported separately on Family Law Report 06a) <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Each juvenile named in the petition is reported as one initial, subsequent, or supplemental petition filed and is referred to as one case for statistical reporting purposes. • Minors may be reported more than once if there are multiple petitions filed on the same minor. • For each petition filed (per minor), report one petition disposed. <p><u>What/how not to report:</u> Do not report the filing or workload for petitions for disclosure, expungement, sealing, etc., that are not filed within an existing case. If these petitions are filed within existing cases, report the hearing under Workload.</p>
225	05 15 25 35 45	10 20 30 40 50	<p>reopened (+) A case that was previously reported as disposed but is resubmitted to a court.</p> <p>Examples: Reopening after the granting of a motion to vacate judgment, setting aside a dismissal, or reversal on appeal of judgment.</p> <p><u>What/how to report:</u> Report one disposition for each reopened case.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> Do not report cases that were closed in error. Since beginning and end pending do not have to match, submit an amended report after the error is corrected. Reopened cases are not aged.
250		10 20 30 40 50	<p>existing petition entered in CMS (+) A juvenile dependency petition that was not previously entered in the case management system (CMS) and therefore was not reported in pending.</p> <p><u>What/how to report:</u> Report such cases at the time an event is calendared and the case is entered in the CMS.</p> <p><u>What/how not to report:</u> Do not report disposed cases where the dependency was terminated or where a dependency was never established. Activity on these cases is considered postdispositional and is reported in Workload.</p>
300	05 15 25 35 45	10 20 30 40 50	<p>total dispositions (initial, subsequent, or supplemental petitions) (-) See row 500 for definitions.</p>
400		10 20 30 40 50	<p>end pending (=) The total number of petitions awaiting disposition on the last day of the reporting period.</p> <p>Note:</p> <ul style="list-style-type: none"> In rare instances related to changes in case types, this element may contain negative values. This is the only element for which negative numbers can be reported. End pending for a month does not have to equal beginning pending for the next month. Case type classification changes, technical problems, or delayed data entry can make month-to-month balancing impossible.

DISPOSED CASES

Juvenile Dependency 09a - Data Matrix		05	10	15	20	25	30	35	40	45	50		
<p>JBSIS Data Reporting Standards effective July 1, 2018.</p> <p>Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.</p> <p>NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.</p>		P	JBSIS Web Portal Case Type	Dependency (W&I § 300) Original		Dependency (W&I § 342) Subsequent		Placement (W&I § 387) Supplemental		Dependency or Non-minor Dependent Adoption		Non-minor Dependent (AB 12)	
				P	P	P	P	P	P				
CASELOAD/CASEFLOW (unit of count = minor or non-minor dependent)													
Disposed Cases, in Ascending Stage and Outcome Hierarchy													
500	Dispositions (total rows 600, 900, 1200)												
600	Before jurisdictional hearing (total from row 650)												
▼650	Dismissal/Transfer (total rows 700 - 800)												
700	Dismissal												
800	Change of venue												
900	After jurisdictional hearing (total rows 1000, 1100)												
1000	Uncontested (total rows 1005, 1030)												
▼1005	Dismissal/Transfer (total rows 1010 - 1020)												
1010	Dismissal												
1020	Change of venue												
1030	Entry of judgment (total rows 1040 - 1050)												
1040	Dependency												
1045	Non-minor dependency established												
1050	Other judgment												
1100	Contested (total rows 1105 and 1130)												
▼1105	Dismissal/Transfer (total rows 1110 - 1120)												
1110	Dismissal												
1120	Change of venue												
1130	Entry of judgment (total rows 1140 - 1150)												
1140	Dependency												
1145	Non-minor dependency established												
1150	Other judgment												
1200	Ruling on adoption petition												
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS											
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.												

Row	Case Type		Definition
	Portal	JBSIS	
500	05 15 25 35 45	10 20 30 40 50	<p>dispositions (total rows 600, 900, and 1200) A determination by the court regarding the initial, subsequent, supplemental, and adoption petitions.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> There are two parts to reporting dispositions for juvenile dependency cases: <ol style="list-style-type: none"> The first disposition of an initial, subsequent, or supplemental petition is reported on rows 500–1200. Cases that do not result in the minor being declared a dependent of the court are considered closed. If the first disposition results in dependency (rows 1040 and 1140), the case moves to a second inventory section for

Row	Case Type		Definition
	Portal	JBSIS	
			<p>tracking (rows 1300–1600). These cases continue under the court’s supervision until such time as the dependency is terminated on row 1600 and the case is closed.</p> <ul style="list-style-type: none"> To better reflect workload, petition dispositions are reported by whether they are before jurisdictional hearing (rows 600) or after jurisdictional hearing (rows 900–1150) and whether the jurisdictional hearings are uncontested (rows 1000–1050) or contested (rows 1100–1150).
600	05 15 25 35 45	10 20 30 40 50	<p>disposition before jurisdictional hearing The petition is disposed before the start of a hearing in which first evidence is presented to the court for a determination of whether there is sufficient evidence to sustain the allegations in the petition (Welf. & Inst. Code, § 355).</p> <p>JBSIS: total from row 650</p> <p>Note: First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.</p> <p><u>What/how to report:</u> If allegations are admitted at a detention or first appearance hearing, and a jurisdiction hearing is waived, report the disposition as “after jurisdictional hearing” even though the hearing was not held (Cal. Rules of Court, rule 5.682).</p> <p>Portal: Do not report a disposition for a case transferred out until an order has been signed transferring the juvenile to another jurisdiction. Do not report transfers from the juvenile department to another department within the reporting court. Do not report a disposition for a case dismissed until an order of dismissal is signed by an authorized officer of the court.</p>
650		10 20 30 40 50	<p>dismissal/transfer (total rows 700 and 800) The petition is disposed before a jurisdictional hearing in which the petition was dismissed or transferred.</p>

Row	Case Type		Definition
	Portal	JBSIS	
700		10 20 30 40 50	<p>dismissal The petition is disposed before a jurisdictional hearing in which (1) the specific allegations in the petition are not proven or (2) the petition is dismissed because the jurisdictional hearing was not begun within the time limits.</p> <p><u>What/how to report:</u> Include dismissals due to a deceased party.</p>
800		10 20 30 40 50	<p>change of venue A disposition before jurisdictional hearing in which the venue of a case changes to another county.</p>
900	05 15 25 35 45	10 20 30 40 50	<p>disposition after jurisdictional hearing (total rows 1000 and 1100) The petition is disposed after the start of a hearing in which first evidence is presented to the court for a determination of whether there is sufficient evidence to sustain the allegations in the petition (Welf. & Inst. Code, § 355).</p> <p>Note: First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.</p> <p><u>What/how to report:</u> If allegations are admitted at a detention or first appearance hearing, and a jurisdiction hearing is waived, report the disposition as “after jurisdictional hearing” even though the hearing was not held (Cal. Rules of Court, rule 5.682).</p> <p>Portal: Do not report a disposition for a case transferred out until an order has been signed transferring the juvenile to another jurisdiction. Do not report transfers from the juvenile department to another department within the reporting court. Do not report a disposition for a case dismissed until an order of dismissal is signed by an authorized officer of the court.</p>
1000	05 15 25 35 45	10 20 30 40 50	<p>uncontested jurisdictional hearing The petition is disposed after a jurisdictional hearing in which the allegations of the petition are not denied.</p> <p>JBSIS: total rows 1005 and 1030.</p>

Row	Case Type		Definition
	Portal	JBSIS	
1005		10 20 30 40 50	dismissal/transfer (total rows 1010 and 1020) A disposition after uncontested jurisdictional hearing in which the case was dismissed or transferred.
1010		10 20 30 40 50	<p>uncontested dismissal The petition is disposed after an uncontested jurisdictional hearing in which the specific allegations in the petition are not proven.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include dismissals due to a deceased party. • Include dispositions under Columns 50 if a petition for non-minor dependency status is denied, or the person is otherwise deemed not eligible for the status
1020		10 20 30 40 50	uncontested change of venue A disposition after an uncontested jurisdictional hearing in which the venue of a case changes to another county.
1030		10 20 30 50	entry of judgment after uncontested jurisdictional hearing (total rows 1040 and 1050) A disposition after an uncontested jurisdictional hearing in which the court has determined that there is sufficient evidence to sustain the allegations in the petition (Welf. & Inst. Code, § 360) or the court has ordered a change or modification to a previous order by removing a minor from the physical custody of a parent, guardian, relative, or friend (Welf. & Inst. Code, § 387).
1040		10 20	<p>dependency A judgment in which the court orders and declares the minor a dependent of the court (Welf. & Inst. Code, § 360(d)).</p> <p><u>What/how to report:</u> After dependency is declared, the case is then reported in the supervision section, row 1400. For every minor declared a dependent in row 1040, a count is reported in row 1400, “dependents added to supervision.”</p>
1045		50	non-minor dependency established An order or finding establishing non-minor dependency status.

Row	Case Type		Definition
	Portal	JBSIS	
1050		10 20 50	<p>other judgment A judgment in which the court determines that there is sufficient evidence to sustain the allegations in the petition but does not declare the minor to be a dependent of the court.</p> <p><u>What/how to report:</u> Include judgments establishing legal guardianship (Welf. & Inst. Code, § 360(a)–(c)).</p> <p><u>What/how not to report:</u> Do not report the case in the supervision section if the minor is not declared a dependent.</p>
1100	05 15 25 35 45	10 20 30 40 50	<p>contested jurisdictional hearing (total rows 1105 and 1130)</p> <p>The petition is disposed after a jurisdictional hearing in which the allegations of the petition are denied.</p> <p>Note: The submission of a report is not considered a contested hearing.</p>
1105		10 20 30 40 50	<p>dismissal/transfer (total rows 1110 and 1120) A disposition after contested jurisdictional hearing in which the case was dismissed or transferred.</p>
1110		10 20 30 40 50	<p>contested dismissal The petition is disposed after a contested jurisdictional hearing in which the specific allegations in the petition are not proven.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include dismissals due to a deceased party. • Include dispositions under Columns 50 if a petition for non-minor dependency status is denied, or the person is otherwise deemed not eligible for the status
1120		10 20 30 40 50	<p>contested change of venue A disposition after a contested jurisdictional hearing in which the venue of a case changes to another county.</p>
1130		10 20 30 50	<p>entry of judgment after contested jurisdictional hearing (total rows 1140 and 1150) A disposition after a contested jurisdictional hearing in which the court has determined that there is sufficient evidence to sustain the allegations in the petition (Welf. & Inst.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			Code, § 360) or the court has ordered a change or modification to a previous order by removing a minor from the physical custody of a parent, guardian, relative, or friend (Welf. & Inst. Code, § 387).
1140		10 20	<p>dependency A judgment in which the court orders and declares the minor a dependent of the court (Welf. & Inst. Code, § 360(d)).</p> <p><i>What/how to report:</i> After dependency is declared, the case is then reported to the supervision section, row 1400. For every minor declared a dependent in row 1140, a count is reported in row 1400, “dependents added to supervision.”</p>
1145		50	non-minor dependency established An order or finding establishing non-minor dependency status.
1150		10 20 50	<p>other judgment A judgment in which the court determines that there is sufficient evidence to sustain the allegations in the petition but does not declare the minor to be a dependent of the court.</p> <p><i>What/how to report:</i> Include judgments establishing legal guardianship (Welf. & Inst. Code, § 360(a), (b), –(c)).</p> <p><i>What/how not to report:</i> Do not report the case in the inventory section row 1400 if the minor is not declared a dependent.</p>
1200	35	40	ruling on adoption petition The disposition of an adoption petition in which the court determines whether to grant or deny the petition.

INVENTORY (MINORS OR NMD UNDER COURT'S SUPERVISION)

Juvenile Dependency 09a - Data Matrix		05	10	15	20	25	30	35	40	45	50
JBSIS Data Reporting Standards effective July 1, 2018. Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications. NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.		Dependency (W&I § 300) Original									
	P	JBSIS Web Portal Case Type									
		P	P	P	P	P	P	P	P	P	P
CASELOAD/CASEFLOW (unit of count = minor or non-minor dependent)											
1290 Inventory (minors or non-minor dependents under court's supervision)											
1300	Beginning minors or non-minor dependents under court's supervision										
1400	+ Dependents or non-minor dependents added to supervision										
1450	+ Existing case entered in CMS										
1500	- Termination of dependency or non-minor dependent										
1550	- Change of venue										
1600	End minors or non-minor dependents under court's supervision										
Key:	Unshaded cell = data expected		▼ Value calculated in JBSIS								
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.										

Row	Case Type		Definition
	Portal	JBSIS	
1290	Inventory (minors or non-minor dependent under court's supervision)		
1300		10 50	beginning minors under court's supervision The number of minors awaiting termination of dependency on the first day of a reporting period.
1400		10 50	dependents added to supervision (+) The number of minors declared dependents of the court during the reporting period. <u>What/how to report:</u> <ul style="list-style-type: none"> Include minors declared dependents following the filing of a petition pursuant to Welf. & Inst. Code, § 332 alleging that a previous petition has been sustained and has been ineffective (Welf. & Inst. Code, § 332). Include supervision cases on change of venue where the minor is a dependent. Add the case on this row and maintain the case in this section until dependency is terminated.
1450		10 50	existing case entered in CMS (+) A juvenile dependency case under the court's supervision that was not previously entered in the case management system and therefore was not reported in pending.

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how to report</u> : Existing cases are reported at the time an event is calendared and the case is entered in the CMS.
1500		10 50	termination of dependency (-) The court orders termination of the dependency.
1550		10 50	change of venue (-) A termination in which the venue of a case changes to another county.
1600		10 50	end minors under court's supervision (=) The number of minors awaiting termination of dependency on the last day of a reporting period.

CASE AGING

Juvenile Dependency 09a - Data Matrix		05	10	15	20	25	30	35	40	45	50
<p>JBSIS Data Reporting Standards effective July 1, 2018.</p> <p>Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.</p> <p>NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.</p>		Dependency (W&I § 300) Original		Dependency (W&I § 342) Subsequent		Placement (W&I § 387) Supplemental		Dependency or Non-minor Dependent Adoption		Non-minor Dependent (AB 12)	
	P	JBSIS Web Portal Case Type	P		P		P		P		P
CASELOAD/CASEFLOW (unit of count = minor or non-minor dependent)											
1690	Case Aging										
1700	Age of terminated cases										
1800	0 - LT 18 months										
1900	18 months—LT 3 years										
2000	3–5 years										
2100	GT 5 years										
2200	Age of cases under court's supervision										
2300	0 - LT 18 months										
2400	18 months—LT 3 years										
2500	3–5 years										
2600	GT 5 years										
Key:	Unshaded cell = data expected		▼ Value calculated in JBSIS								
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.										

Row	Case Type		Definition
	Portal	JBSIS	
1690			<p>Case Aging While there is a common perception that juvenile cases are in the court system for extended periods of time, no real data exist to support this perception. Therefore, it was determined that aging would be collected in JBSIS for cases in which the minor became a dependent of the court. Dependencies that are terminated (case closed) are aged on rows 1800–2100; dependencies that are under court supervision (pending) are aged on rows 2300–2600.</p>
1700			<p>Age of terminated cases</p>
1800–2100		10 50	<p>age of terminated cases The numbers of cases falling into the following time intervals, beginning with the date the initial petition was filed and ending with date of dependency termination:</p> <p style="text-align: center;">0–LT 18 months 18 months–LT 3 years 3–5 years GT 5 years</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> Each juvenile named in the initial petition is reported as one case and aged independently.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> For cases transferred in, aging is calculated from the date the initial petition was filed in the court of original jurisdiction.
2200	Age of cases under court's supervision		
2300– 2600		10 50	<p>age of cases under court's supervision The numbers of cases pending termination of dependency at the end of the reporting period that fall into each of the following time intervals from the date the initial petition was filed:</p> <p style="padding-left: 40px;">0–LT 18 months 18 months–LT 3 years 3–5 years GT 5 years</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> Each juvenile named in the initial petition is reported as one case and aged independently. For cases transferred in, aging is calculated from the date the initial petition was filed in the court of original jurisdiction.

WORKLOAD

WORKLOAD (unit of count = action). Data collected to reflect workload. Report on the last day of the reporting period. Capture the actual number of events occurring during that reporting period.

Juvenile contains reporting on an extensive number of hearings, most of which require additional data on whether the hearing was “contested” or “uncontested”. In the case of hearings, contested means that the recommendations of social services were opposed and uncontested means that the recommendations were not opposed.

A W&I § 366.26 hearing is the only workload event where the outcome of the hearing is reported in addition to the occurrence of the hearing itself. These hearings are very important as they determine if the parents’ rights should be terminated and the child freed for adoption, placed in a legal guardianship or Planned Permanent Living Arrangement (long-term foster care).

- occurrence of the hearing, whether it is uncontested or contested, and time period are reported on rows 3150–3175.
- outcome of the hearing is reported on rows 5900–6400.

HEARINGS

Juvenile Dependency 09a - Data Matrix		05	10	15	20	25	30	35	40	45	50
<p>JBSIS Data Reporting Standards effective July 1, 2018.</p> <p>Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.</p> <p>NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.</p>		Dependency (W&I § 300) Original	Dependency (W&I § 342) Subsequent	Placement (W&I § 387) Supplemental	Dependency or Non-minor Dependent Adoption	Non-minor Dependent (AB 12)					
P JBSIS Web Portal Case Type							P	P	P	P	P
WORKLOAD (unit of count = action)											
2700	Hearings total (2750 - 2790, 2900, 2950 - 3100, 3150, and 3200)										
2750	Adoption/guardianship hearing										
2790	Detention/First appearance hearing (total rows 2800 - 2850)										
2800	Detention hearing (in custody)										
2850	First appearance hearing (out of custody)										
2900	Disposition hearings (total rows 2910 - 2920)										
2910	Uncontested										
2920	Contested										
2950	Welf. & Inst.Code, § 388 hearing										
3000	Sealing of records hearing										
3050	Order to Show Cause (OSC) hearing										
▼3100	Rehearing (total rows 3110 - 3120)										
3110	Uncontested										
3120	Contested										
3150	Welf. & Inst. Code, § 366.26 hearing (total rows 3160, 3170)										
3160	Uncontested (total rows 3162 - 3165)										
3162	LE 12 months										
3165	GT 12 months										
3170	Contested (total rows 3172 - 3175)										
3172	LE 12 months										
3175	GT 12 months										
3200	Other hearing (total rows 3210 - 3220)										
3210	Uncontested										
3220	Contested										
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS									
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.										

Row	Case Type		Definition
	Portal	JBSIS	
2700	05	10	<p>hearings Formal proceedings held to decide issues of fact or law arising in the course of a court action.</p> <p>Examples: Hearings on motions, OSCs, review hearings, etc.</p> <p>Note:</p> <ul style="list-style-type: none"> The total from rows 2750, 2790, 2900, 2950–3100, 3150, 3200. A hearing begins when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court (i.e., “first evidence”).
	15	20	
	25	30	
	35	40	
	45	50	

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> • Hearings are initiated: <ul style="list-style-type: none"> ○ By the official placement of a case on a judicial officer’s calendar <ul style="list-style-type: none"> ▪ by the filing of written documents such as motions and OSCs, etc., ▪ on the court’s own motion, or ▪ at the request of a party to the action or other interested party; or ▪ Based on impromptu oral motions presented in court and heard by the judicial officer. <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report each hearing that actually takes place. If multiple proceedings are heard at one time (regardless of whether they are initiated by one or more documents), count each proceeding. • Hearings that extend over more than one day are counted as separate hearings for each hearing day. • If a judicial ruling made at a hearing results in the disposition of a case, count both the hearing and the disposition. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not report hearings that are not heard at all and are reset at the request of the parties or on the court’s motion. Count as continuances in the Events section. • Do not count ex parte proceedings unless they are calendared and heard. • Do not count impromptu oral motions that do not require a presentation and are not heard by the judicial officer.
2750		10 40 50	adoption/guardianship hearing A hearing at which the court considers, and may rule on, a petition for adoption or a recommendation for guardianship.
2790	05 15 25 35	10 20 30 40	detention/first appearance hearing The total of detention and first appearance hearings. JBSIS: total rows 2800 and 2850.

Row	Case Type		Definition
	Portal	JBSIS	
	45	50	Portal: Detention hearings held before a judge or referee pursuant to the provisions of section 632 or 637 of W&I code.
2800		10 20 30 50	<p>detention hearing (in custody) A hearing to advise the minor and/or his or her parent or guardian about why the minor was taken into custody, the nature of the juvenile court proceedings, and the rights of the minor and the parent or guardian, and to determine the minor’s predisposition custody status (Welf. & Inst. Code, §§ 316, 319).</p> <p><i>What/how to report:</i> Some courts divide the jurisdictional hearing into two hearings. At the first hearing, the petition is read, and advisement of rights given and the party(ies) can contest or admit the allegations or enter no-contest. The second hearing is the evidentiary hearing on the petition. Both hearings are reported in the appropriate category as determined by the court, e.g., a detention or first appearance hearing (row 2800), and the second reported under other hearing (row 3200).</p>
2850		10 20 30 50	<p>first appearance hearing (out of custody) A hearing to advise the minor and/or his or her parent or guardian about the nature of the juvenile court proceedings and the rights of the minor and the parent or guardian, and to determine the minor’s predisposition custody status (Welf. & Inst. Code, § 358(a)(2)).</p> <p><i>What/how to report:</i> Some courts divide the jurisdictional hearing into two hearings. At the first hearing, the petition is read, and advisement of rights given and the party(ies) can contest or admit the allegations or enter no-contest. The second hearing is the evidentiary hearing on the petition. Both hearings are reported in the appropriate category as determined by the court, i.e. a detention or first appearance hearing (row 2850), and the second m reported under other hearing (row 3200).</p>
2900		10 20 30 50	<p>disposition hearing (total rows 2910 and 2920) A hearing to determine the proper placement of a minor found to be a person described in Welf. & Inst. Code, § 300 (Welf. & Inst. Code, § 358), and other issues related to the minor’s circumstances.</p>
2910		10 20	<p>uncontested disposition hearing A disposition hearing in which the recommendations of social services are not opposed.</p>

Row	Case Type		Definition
	Portal	JBSIS	
		30 50	
2920		10 20 30 50	contested disposition hearing A disposition hearing in which the recommendations of social services are opposed.
2950		10 50	Welf. & Inst. Code, § 388 hearing A hearing on a motion filed by a parent, the child, or other person with an interest in a child who is a dependent of the juvenile court (Judicial Council form JV-180) seeking to modify, change, or set aside an order or terminate jurisdiction of the court because of a change of circumstance or new evidence.
3000		10 20 30 40 50	sealing of records hearing A hearing on a petition to seal a minor's dependency records (Welf. & Inst. Code, § 389). <i>What/how to report:</i> Report only the hearings that are conducted for petitions filed within existing cases.
3050		10 20 30 50	order to show cause (OSC) hearing A hearing on a court order for a party to appear and present to the court reasons that a particular order should not be confirmed.
3100	05 15 25 35 45	10 20 30 50	rehearing: A hearing on an application by a party requesting that findings/orders made by a subordinate judicial officer be heard de novo by a judge. JBSIS: total rows 3110 and 3120. Portal: Rehearings are held by a judge pursuant to sections 558–560 of the W&I Code.
3110		10 20 30 50	uncontested rehearing A rehearing in which the recommendations of social services are not opposed.
3120		10 20	contested rehearing A rehearing in which the recommendations of social services are opposed.

Row	Case Type		Definition
	Portal	JBSIS	
		30 50	
3150		10 50	Welf. & Inst. Code, § 366.26 hearing (total rows 3160 and 3170) A hearing to determine whether parental rights should be terminated.
3160		10 50	uncontested (total rows 3162 and 3165) A Welf. & Inst. Code, § 366.26 hearing in which the recommendations of social services for the minor are not opposed.
3162		10 50	uncontested Welf. & Inst. Code, § 366.26 hearing LE 12 months from disposition hearing A hearing that begins less than or equal to 12 months from the date of the disposition hearing in which the recommendations of social services for the minor are not opposed (Welf. & Inst. Code, § 366.3).
3165		10 50	uncontested Welf. & Inst. Code, § 366.26 hearing GT 12 months from disposition hearing A hearing that begins more than 12 months from the date of the disposition hearing in which the recommendations of social services for the minor are not opposed (Welf. & Inst. Code, § 366.3).
3170		10 50	contested (total rows 3172 and 3175) A Welf. & Inst. Code, § 366.26 hearing in which the recommendations of social services for the minor are opposed.
3172		10 50	contested Welf. & Inst. Code, § 366.26 hearing LE 12 months from disposition hearing A hearing that begins less than or equal to 12 months from the date of the disposition hearing in which the recommendations for the minor are opposed (Welf. & Inst. Code, § 366.3).
3175		10 50	contested Welf. & Inst. Code, § 366.26 hearing GT 12 months from disposition hearing A hearing that begins more than 12 months from the date of the disposition hearing in which the recommendations for the minor are opposed (Welf. & Inst. Code, § 366.3).
3200	05 15 25	10 20 30	other hearing Hearings not reported in rows 2750–3175 in which the court considers evidence and makes a determination.

Row	Case Type		Definition
	Portal	JBSIS	
	35 45	40 50	JBSIS: total rows 3210 and 3220.
3210		10 20 30 40 50	<p>uncontested other hearing Other hearing in which the recommendations of social services are not opposed.</p> <p><u>What/how to report:</u> Report hearings held on petitions for disclosure, expungement, etc., that are filed within existing cases.</p>
3220		10 20 30 40 50	<p>contested other hearing Other hearing in which the recommendations of social services are opposed.</p> <p><u>What/how to report:</u> Report hearings held on petitions for disclosure, expungement, etc., that are filed within existing cases.</p>

EVENTS

Juvenile Dependency 09a - Data Matrix		05	10	15	20	25	30	35	40	45	50
<p>JBSIS Data Reporting Standards effective July 1, 2018.</p> <p>Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.</p> <p>NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.</p>		Dependency (W&I § 300) Original		Dependency (W&I § 342) Subsequent		Placement (W&I § 387) Supplemental		Dependency or Non-minor Dependent Adoption		Non-minor Dependent (AB 12)	
P JBSIS Web Portal Case Type											
WORKLOAD (unit of count = action)											
3300	Events										
3700	Pretrial conference										
3800	Settlement conference										
3900	Mediation conference										
4900	Reviews (total rows 4990, 5190, 5390, 5600)										
4990	6-month reviews (total rows 5000, 5100)										
5000	Uncontested (total rows 5050 - 5075)										
5050	LE 6 months										
5075	GT 6 months										
5100	Contested (total rows 5150 - 5175)										
5150	LE 6 months										
5175	GT 6 months										
5190	12-month reviews (total rows 5200, 5300)										
5200	Uncontested (total rows 5250 - 5275)										
5250	LE 12 months										
5275	GT 12 months										
5300	Contested (total rows 5350 - 5375)										
5350	LE 12 months										
5375	GT 12 months										
5390	18-month reviews (total rows 5400, 5500)										
5400	Uncontested (total rows 5450 - 5475)										
5450	LE 18 months										
5475	GT 18 months										
5500	Contested (total rows 5550 - 5575)										
5550	LE 18 months										
5575	GT 18 months										
5600	Other periodic reviews (total rows 5700 - 5800)										
5700	Uncontested										
5800	Contested										
5900	W&I Code, § 366.26 hearing outcomes (total rows 6000, 6100)										
6000	Parents' rights terminated (total rows 6010 - 6030)										
6010	Legal guardianship										
6020	Planned Permanent Living Arrangement (Long-term foster care)										
6030	Adoption as permanent placement goal										
6100	Parents' rights not terminated (total rows 6200 - 6400)										
6200	Legal guardianship										
6300	Planned Permanent Living Arrangement (Long-term foster care)										
6400	Adoption as permanent placement goal										
6700	Continuances (total rows 6800 - 6900)										
6800	Court's motion										
6900	Party's motion										

Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.	

Row	Case Type		Definition
	Portal	JBSIS	
3300	Events		Data collected to measure workload. Capture the actual number of events occurring during the reporting period. Report on the last day of the reporting period.
3700		10 20 30 50	pretrial conference A meeting of the opposing parties in a case with the judicial officer, prior to trial, for the purposes of stipulating those things that are agreed upon and thus narrowing the trial to the issues that are in dispute; disclosing the required information about witnesses and evidence; making motions; and generally organizing the presentation of motions, witnesses, and evidence.
3800		10 20 30 50	settlement conference A calendared conference, before or after the start of trial, of the parties and the judicial officer or other individual given authority by the judge to settle the case, for the specific purpose of settling the case.
3900		10 20 30 50	mediation conference A meeting of the opposing parties and a neutral third party who attempts to help the parties reach an agreement.
4900	05 15 25 35 45	10 50	<p>reviews Juvenile law requires review hearings to be held within specific time periods so in addition to reporting contested or uncontested data elements, the time period within which the event occurred is tracked.</p> <p>A hearing following the initial disposition hearing for the purpose of monitoring the progress of the minor’s case plan and for making a determination regarding recommendations for change in custody or status of the minor. Report a review as “uncontested” or “contested” based on the actual proceeding that takes place, regardless of how it was initially calendared. Report all reviews in column 10.</p> <p>JBSIS: total rows 4990, 5190, 5390, and 5600.</p> <p>Portal: Hearings for the purpose of periodic or annual reviews of the status of dependent children pursuant to sections 365 and 366 of W&I.</p>
4990		10 50	6-month reviews (total rows 5000 and 5100) A 6-month periodic review pursuant to Welf. & Inst. Code, § 366.

Row	Case Type		Definition
	Portal	JBSIS	
5000		10 50	uncontested hearing (total rows 5050 and 5075) A 6-month review hearing in which the recommendations of social services for the minor are not opposed.
5050		10 50	uncontested 6-month review LE 6 months from disposition hearing A review completed less than or equal to 6 months from the date of the disposition hearing and in which the recommendations of social services are not opposed (Welf. & Inst. Code, § 366.21(e)).
5075		10 50	uncontested 6-month review GT 6 months from disposition hearing A review completed more than 6 months from the date of the disposition hearing and in which the recommendations of social services are not opposed (Welf. & Inst. Code, § 366.21(e)).
5100		10 50	contested hearing (total rows 5150 and 5175) A 6-month review hearing in which the recommendations of social services for the minor are opposed.
5150		10 50	contested 6-month review LE 6 months from disposition hearing A review completed less than or equal to 6 months from the date of the disposition hearing and in which the recommendations of social services are opposed (Welf. & Inst. Code, § 366.21(e)).
5175		10 50	contested 6-month review GT 6 months from disposition hearing A review completed more than 6 months from the date of the disposition hearing and in which the recommendations of social services are opposed (Welf. & Inst. Code, § 366.21(e)).
5190		10 50	12-month reviews (total rows 5200 and 5300) A 12-month periodic review pursuant to Welf. & Inst. Code, § 366.
5200		10 50	uncontested hearing (total rows 5250 and 5275) A 12-month review hearing in which the recommendations of social services for the minor are not opposed.
5250		10 50	uncontested 12-month review LE 12 months from disposition hearing A review completed less than or equal to 12 months from the date of the disposition hearing and in which the recommendations of social services are not opposed (Welf. & Inst. Code, § 366.21(f)).

Row	Case Type		Definition
	Portal	JBSIS	
5275		10 50	uncontested 12-month review GT 12 months from disposition hearing A review completed more than 12 months from the date of the disposition hearing and in which the recommendations of social services are not opposed (Welf. & Inst. Code, § 366.21(f)).
5300		10 50	contested hearing (total rows 5350 and 5375) A 12-month review hearing in which the recommendations of social services for the minor are opposed.
5350		10 50	contested 12-month review LE 12 months from disposition hearing A review completed less than or equal to 12 months from the date of the disposition hearing and in which the recommendations of social services are opposed (Welf. & Inst. Code, § 366.21(f)).
5375		10 50	contested 12-month review GT 12 months from disposition hearing A review completed more than 12 months from the date of the disposition hearing and in which the recommendations of social services are opposed (Welf. & Inst. Code, § 366.21(f)).
5390		10 50	18-month reviews (total rows 5400 and 5500) An 18-month periodic review pursuant to Welf. & Inst. Code, § 366.
5400		10 50	uncontested hearing (total rows 5450 and 5475) An 18-month review hearing in which the recommendations of social services for the minor are not opposed.
5450		10 50	uncontested 18-month review LE 18 months from date of custody A review completed less than or equal to 18 months from the date the child was originally taken from the physical custody of his or her parent or guardian (date the court order for custody was issued) and in which the recommendations of social services are not opposed (Welf. & Inst. Code, § 366.21(g)).
5475		10 50	uncontested 18-month review GT 18 months from date of custody A review completed more than 18 months from the date the child was originally taken from the physical custody of his or her parent or guardian (the date the court order for custody was issued) and in which the recommendations of social services are not opposed (Welf. & Inst. Code, § 366.21(g)).

Row	Case Type		Definition
	Portal	JBSIS	
5500		10 50	contested hearing (total rows 5550 and 5575) An 18-month review hearing in which the recommendations of social services for the minor are opposed.
5550		10 50	contested 18-month review LE 18 months from date of custody A review completed less than or equal to 18 months from the date the child was originally taken from the physical custody of his or her parent or guardian (date the court order for custody was issued) and in which the recommendations of social services are opposed (Welf. & Inst. Code, § 366.21(g)).
5575		10 50	contested 18-month review GT 18 months from date of custody A review completed more than 18 months from the date the child was originally taken from the physical custody of his or her parent or guardian (the date the court order for custody was issued) and in which the recommendations of social services are opposed (Welf. & Inst. Code, § 366.21(g)).
5600		10 50	other periodic reviews (total rows 5700 and 5800) Periodic reviews in which the court considers evidence and makes a determination. <i>What/how to report:</i> Rows 5700 and 5800 should be used only if a proceeding was not reported on rows 4990–5575.
5700		10 50	uncontested other periodic review Other periodic review in which the recommendations of social services are not opposed.
5800		10 50	contested other periodic review Other periodic review in which the recommendations of social services are opposed.
5900		10 50	Welf. & Inst. Code, § 366.26 hearing outcomes (total rows 6000 and 6100) The results of a Welf. & Inst. Code, § 366.26 hearing.
6000		10 50	parents' rights terminated (total rows 6010 and 6030) A result of a Welf. & Inst. Code, § 366.26 hearing in which the parents' rights are terminated and the outcome is identification of adoption as a permanent placement goal, appointment of a legal guardian, or placement in Planned Permanent Living Arrangement (long-term foster care).

Row	Case Type		Definition
	Portal	JBSIS	
6010		10 50	legal guardianship A result of a Welf. & Inst. Code, § 366.26 hearing in which the court finds that legal guardianship is the appropriate permanent plan and appoints the guardian.
6020		10 50	Planned Permanent Living Arrangement (long-term foster care) A result of a Welf. & Inst. Code, § 366.26 hearing in which the court orders the care, custody, and control of the child transferred to a licensed foster family agency.
6030		10 50	adoption as permanent placement goal A result of a Welf. & Inst. Code, § 366.26 hearing in which the court identifies adoption as a permanent placement goal and orders the public agency responsible for seeking adoptive parents to make efforts to locate an appropriate adoptive family.
6100		10 50	parents' rights not terminated (total rows 6200–6400) A result of a Welf. & Inst. Code, § 366.26 hearing in which the parents' rights are not terminated; rather, the outcome is identification of adoption as a permanent placement goal, appointment of a legal guardian, or placement in Planned Permanent Living Arrangement (long-term foster care).
6200		10 50	legal guardianship A result of a Welf. & Inst. Code, § 366.26 hearing in which the court finds that legal guardianship is the appropriate permanent plan and appoints the guardian.
6300		10 50	Planned Permanent Living Arrangement (long-term foster care) A result of a Welf. & Inst. Code, § 366.26 hearing in which the court orders the care, custody, and control of the child transferred to a licensed foster family agency.
6400		10 50	adoption as permanent placement goal A result of a Welf. & Inst. Code, § 366.26 hearing in which the court identifies adoption as a permanent placement goal and orders the public agency responsible for seeking adoptive parents to make efforts to locate an appropriate adoptive family.
6700		10 20 30 40 50	continuances (total rows 6800 and 6900) A hearing set on a calendar and recalendared to a future date for the same proceedings, at the request of a party or on the court's own motion, before any proceedings take place—i.e., before first evidence is presented.

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report all continuances whether handled by the clerk’s office or in court. • Include stipulated continuance as “continuance—party’s motion.”
6800		10 20 30 40 50	<p>continuance—court’s motion A hearing set on a calendar and recalendared to a future date, on the court’s own motion, before any proceedings take place (before the first evidence is introduced).</p> <p><u>What/how to report:</u> Report all continuances, whether handled by the clerk or in court.</p>
6900		10 20 30 40 50	<p>continuance—party’s motion A hearing set on a calendar and recalendared to a future date, on a party’s motion, before any proceedings take place (before the first evidence is introduced).</p> <p><u>What/how to report:</u> Report all continuances, whether handled by the clerk or in court. Include stipulated continuances.</p>

CASE CHARACTERISTICS

CASE CHARACTERISTICS (unit of count = minor). Capture once per case, regardless of how long the case is pending. Report on the last day of the month in which the characteristic was entered in the CMS, unless specified otherwise. Do not capture attributes of postdisposition cases.

CASE CHARACTERISTICS

Juvenile Dependency 09a - Data Matrix		05	10	15	20	25	30	35	40	45	50
JBSIS Data Reporting Standards effective July 1, 2018.		Dependency (W&I § 300) Original	P	Dependency (W&I § 342) Subsequent	P	Placement (W&I § 387) Supplemental	P	Dependency or Non-minor Dependent Adoption	P	Non-minor Dependent (AB 12)	P
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.											
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.											
	P	JBSIS Web Portal Case Type									
CASE CHARACTERISTICS (unit of count = minor or non-minor dependent/action)											
7100	Indian Child Welfare Act cases										
7200	Interstate compact cases										
7300	Pro per parent										
7400	Court appointed counsel for parent										
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS									
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.										

Row	Case Type		Definition
	Portal	JBSIS	
7100		10 50	Indian Child Welfare Act cases The number of petitions that involve the federal Indian Child Welfare Act (25 U.S.C. § 1901 et seq.). <i>What/how to report:</i> Involvement begins upon notification to the Indian custodian or tribe.
7200		10 50	interstate compact cases The number of juveniles returned and accepted between states pursuant to Welf. & Inst. Code, § 1300. <i>What/how to report:</i> Report only if the minor is the subject of a pending Welf. & Inst. Code, § 300 petition.
7300		10 50	pro per parent The parent or de facto parent (Cal. Rules of Court, rule 5.534(e)) is not represented by an attorney at the time the initial petition is disposed.
7400		10 50	court-appointed counsel for parent A juvenile dependency case in which the court appoints counsel to represent the dependent's parent(s) or de facto parent(s).

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how to report</u> : Report separately each time counsel is appointed.

09a Juvenile Dependency

RAS Case Categories: JBSIS and Portal Case Types

The Resource Assessment Study (RAS) model uses the filings data reported in JBSIS and the Portal to estimate court workload and court staffing needs. The RAS model uses the filings data along with workload standards for several different case categories based on the case types reported in JBSIS and the Portal. The table below illustrates the Juvenile Dependency case categories used in RAS, and how the JBSIS and Portal case types are mapped to this RAS categories.

RAS Case Category	Portal	JBSIS
Juvenile Dependency	W&I 300 Original W&I 342 Subsequent	Dependency (W&I 300)—Original Dependency (W&I 342)—Subsequent

Note: Placement Welf. & Inst. Code, § 387—Supplemental are not currently included as filings for RAS.

Dependency adoption filings are mapped to the Other Family Law case category for purposes of RAS and the Court Statistics Report. Portal courts had been reporting these dependency adoptions in the Other Family Law case category on the Family Law Report 06a prior to the new reporting category that was added to the Portal Dependency report in December 2015.

Mental Health – Report 10a

Overview

Mental Health case types represent a broad classification of cases in which a trial court is asked to legally determine probable cause or lack of capacity of an individual due to mental illness, developmental or intellectual disability, addiction to narcotics, or, in the case of an individual who has committed a crime, his or her competency to stand trial and whether the individual should be placed or should remain under care, custody, and treatment. A case is the unit of count for mental health and consists of the filing of an initial petition.

Mental Health case types are reported according to one of two data collection and reporting standards:

- 1) Judicial Branch Statistical Information System (JBSIS): The JBSIS standards include a more detailed breakdown of cases by case type and disposition than the Portal, and include workload measures, such as the number of hearings.
- 2) Portal: The Portal standards include fewer case types, dispositions and workload measures than JBSIS. The Portal data elements can be mapped to the JBSIS data matrix, on the next page.

Case Type Mapping

The case type reporting categories on the Mental Health report 10a have been significantly restructured from the previous JBSIS version 2.3. The 13 reporting categories for JBSIS courts have been consolidated into six new Mental Health case type categories. Portal courts that had previously reported two Mental Health case type categories will also report data for these six new case types. These six new Mental Health case type categories are listed below, and the following page shows the mapping of the six new categories with the previous 13 JBSIS case types and two Portal case types from version 2.3. The association of the Portal case type definitions with those definitions for JBSIS case types is shown in the table below:

Portal		JBSIS	
205	Certification (W&I 5250)	210	Certification (W&I 5250)
215	LPS Conservatorship (W&I 5350)	220	LPS Conservatorship (W&I 5350)
225	Mental Competency (PC 1368; W&I 709)	230	Mental Competency (PC 1368; W&I 709)
235	Civil Commitment with an underlying Criminal Case	240	Civil Commitment with an underlying Criminal Case
245	Civil Commitment without a Criminal Case	250	Civil Commitment without a Criminal Case
255	Other Mental Health	260	Other Mental Health

Case Type Definitions

The case type reporting categories on the Mental Health report 10a have been significantly restructured from the previous JBSIS version 2.3. The 13 reporting categories for JBSIS courts have been consolidated into six new Mental Health case type categories. Portal courts that had previously reported two Mental Health case type categories will also report data for these six new case types.

Not all case types within the Mental Health case categories are handled by every court. Some courts process Mental Health cases differently from others. For example, Lanterman-Petris-Short (LPS) conservatorships might be handled in the probate division in some courts and the mental health division in others. Regardless of where the cases are processed, please report under the case columns defined.

Pre-JBSIS Mental Health	Portal	JBSIS
	---	00

A mental health case filed prior to JBSIS implementation in which a specific JBSIS case type cannot be determined by the case management system (CMS).

Note: Case type 00, pre-JBSIS is included to permit a court to report pending mental health cases entered into their case management system prior to JBSIS implementation where case type category is unknown. Usually, when the case is scheduled for an event, the case type is determined, and the count subtracted from the pre-JBSIS column and added to the new case type column.

Certification (W&I 5250)	Portal	JBSIS
	205	210

A certification to detain and treat a person under the following:

- Welf. & Inst. Code, § 5250—A 14-day certification to detain and treat a person who, owing to a mental disorder or chronic alcoholism, is alleged to be a danger to self and/or others and/or is gravely disabled.

What/how to report:

- A certification filing should only be counted if the certification hearing is handled by a judge, subordinate judicial officer (SJO), mental health hearing officer of the court, or other court-employed personnel. A certification filing should not be counted if the certification hearing is handled by county personnel not employed by the court.
- Only the initial certification hearing should be reported as a filing. Subsequent certification hearings (i.e., W&I §§ 5260, 5270.10) should be reported as subsequent petitions and not as new filings.

What/how not to report:

- A certification filing should not be counted if the certification hearing is handled by county personnel not employed by the court.
- Subsequent certification hearings (i.e., W&I §§ 5260, 5270.10) should be reported as subsequent petitions and not as new filings.
- Do not report a filing for a petition seeking a court ordered evaluation when a person is detained 72 hours or less.

LPS Certification (W&I 5350)	Portal	JBSIS
	215	220

A petition seeking a conservatorship for the person or person and estate of someone who is gravely disabled as a result of a mental disorder or impairment by chronic alcoholism.

What/how to report:

- Only conservatorships filed under the Lanterman-Petris-Short (LPS) Act should be reported on the Mental Health report in case type LPS Conservatorship (W&I §§ 5350, 5008(h)(1)(A), and 5008(h)(1)(A) & (B)).

What/how not to report:

- Conservatorships filed under Prob. Code, § 1800 are reported on the Probate report 12a and not on Mental Health.
- Do not count a renewal or reappointment of an LPS Conservatorship as a new filing.

Mental Competency (PC 1368; W&I 709)	Portal	JBSIS
	225	230

A mental health case in which the competency of the defendant (PC § 1368) in a trial or other criminal matter such as probation violation, mandatory supervised release, postrelease community supervision, and parole (under SB 1412), or a minor involved in a juvenile delinquency matter is being questioned (W&I § 709).

What/how to report:

- A mental competency filing should be counted when/if the competency of the defendant or juvenile is being questioned. The court finding of competent or not competent would be considered the disposition of the case.
- A mental competency filing should be counted each time doubt is declared for each underlying criminal or juvenile case. For example:
 - If a competency petition is filed for a defendant with multiple criminal cases, it would get a competency filing count for each of the underlying criminal cases, each time doubt is declared in one of those cases.

- If a defendant or juvenile has multiple competency petitions that are filed and evaluated separately throughout a single criminal or juvenile case, then a separate competency filing would be counted for each time doubt is declared and criminal or juvenile proceedings are suspended.

Civil Commitment with underlying Criminal case	Portal	JBSIS
	235	240

A petition filed seeking commitment or extended commitment of a defendant convicted of a crime or an individual with an underlying criminal case:

- A petition filed by a prisoner under PC § 2966 who disagrees with the decision of the Board of Prison Terms that he or she met the criteria of Pen. Code, § 2962 as of the date of the board’s hearing. Also include a petition filed under PC § 2970 by a hospital director or by the District Attorney for an extended commitment
- A mental health case in which a defendant was found not guilty of a crime by reason of insanity (PC § 1026).
- A petition filed by the District Attorney for the extended commitment of a defendant who was found not guilty of a crime by reason of mental insanity (PC § 1026.5(b))
- A petition filed by the district attorney for extended commitment of a person found to be a mentally disordered sex offender (W&I § 6300). There should be no new filings because W&I § 6300 was repealed, but existing cases should still be reported in the supervision and workload sections of the report.
- A petition filed by the district attorney or county counsel seeking to commit a person to the State Department of State Hospitals as a sexually violent predator (W&I § 6600).
- A petition filed by the district attorney seeking an order directing that an individual remain under the control of the Department of Juvenile Justice beyond the time of discharge because the person would be physically dangerous to the public (W&I § 1800).

Civil Commitment without a Criminal case	Portal	JBSIS
	245	250

A petition filed seeking commitment or extended commitment of an individual because the person may pose a danger to self or others where there is no underlying criminal case:

- A petition filed by the district attorney or county counsel for an order requiring a person confined for 14-day intensive treatment to undergo an additional treatment period of 180 days because he or she poses a demonstrable danger to others (W&I 5300).
- A petition requested by a parent, a guardian, a conservator, or another person charged with support of the developmentally disabled person; the probation officer; the Department of Juvenile Justice; any person designated by the judge of the court; the

director of corrections, or the regional center director, asking the district attorney to file a petition to commit a developmentally disabled person who has been found to be a danger to self or others by the state Department of Developmental Services (W&I 6500).

- A petition filed by the regional center seeking commitment of a developmentally disabled person to a state Developmental Center (case law, *In re Hop*, 29 Cal.3d 82).
- A petition for Assistend Outpatience Treatment filed under W&I § 5346

What/how not to report:

- Orders of commitment for Welf. & Inst. Code, § 6500 expire after one year and subsequent petitions for additional periods of commitment are not reported as a new filing. JBSIS courts report these subsequent petitions in row 3300.

Other Mental Health	Portal	JBSIS
	255	260

Other mental health petitions not specified in the other Mental Health case types, including but not limited to:

- Welf. & Inst. Code, § 5332 (*Riese* hearing)—A petition for a hearing to determine a patient’s capacity to refuse medication.
- Welf. & Inst. Code, § 5326.7 (convulsive treatment)—A petition to determine an involuntary or a voluntary patient’s capacity to give written informed consent to convulsive treatment.
 - Report a filing for “Other Mental Health” for a *Riese* hearing or hearing for convulsive treatment when the individual is the subject of a Welf. & Inst. Code, § 5150 hold or does not already have an active mental health case or one currently under the court’s supervision.
 - Alternatively, do not report a filing but include a *Reise* hearing or a hearing for convulsive treatment on JBSIS row 3000 (subsequent petition) if the individual is:
 - on an existing hold order under a Welf. & Inst. Code, § 5250, 5260, or 5270.10 certification;
 - the subject of postcertification treatment (Welf. & Inst. Code, § 5300);
 - an LPS conservatee; or
 - has an active mental health case or one currently under the court’s supervision.
- Welf. & Inst. Code, § 8102 (weapons)—A petition filed by a law enforcement agency for a hearing to determine whether the return of a firearm or other deadly weapon to a person detained for examination of his or her mental condition would result in endangerment to self or others.

- Welf. & Inst. Code, § 8103 (weapons)—A petition filed by an individual requesting the lifting of the restriction placed on his or her ownership, possession, control, receipt, or purchase of a firearm or deadly weapon.
- Writ of habeas corpus (civil commitment)—Petitions that challenge an involuntary hold or civil commitment.

Note: These petitions in the Other Mental Health case type category should only be reported as a filing if they are filed as an independent action and not a subsequent petition/complaint within an active mental health case or one currently under the court’s supervision.

What/how to report:

- A mental health petition for a writ of habeas corpus is one that challenges an involuntary hold or a civil commitment. A filing should be reported in Other Mental Health only if the petition is the initial filing and there is no existing mental health court case, which may occur when the respondent resides in a county that is not the county where the original court case was filed.
- Report a filing for “Other Mental Health” for a *Riese* hearing or hearing for convulsive treatment when the individual is the subject of a Welf. & Inst. Code, § 5150 hold or does not already have an active mental health case or one currently under the court’s supervision.

What/how not to report:

- Do not report a filing (it would be a subsequent petition) for a *Riese* hearing or hearing for convulsive treatment if the individual is:
 - on an existing hold order under a Welf. & Inst. Code, § 5250, 5260, or 5270.10 certification;
 - the subject of postcertification treatment;
 - an LPS conservatee; or
 - has an active mental health case or one currently under the court’s supervision.

Filing

The beginning of a court case or mental health proceeding by formal submission of an initial petition or a certification alleging the facts and requesting relief or by the transfer-in of a case from another jurisdiction. Include declarations and waivers from courtroom proceedings in Pen. Code, § 1368 cases.

Petitions or certifications may not be filed in all mental health cases because of the need for expediency or local practices. A determination in court on the defendant's status can initiate a "filing" on the mental health report. For example, in a mental competency matter, upon oral motion of the district attorney the court finds a defendant not competent to stand trial and immediately commits the defendant to a state hospital. Even though a petition was not actually filed, a mental competency filing should be counted in JBSIS (row 200) and the Portal (row 200) as well as a disposition for this mental competency case. However, the court should maintain internal records that support when a mental competency filing is counted regardless of how the case is initiated.

For a case transferred in from another jurisdiction, a new filing is counted only if the transfer occurs before the case reaches final disposition or the case is placed under court supervision, which would be when the case has received a judgment, been dismissed, or is otherwise disposed.

Although there are different reporting categories in JBSIS compared to the Portal, the overall types and rules for counting mental health filings in JBSIS and the Portal should be the same.

Data Matrix Breakdown

CASELOAD/CASEFLOW

CASELOAD/CASEFLOW (unit of count = case). A case is the unit of count and consists of the filing of a petition. However, an initiating document may not always be filed in all mental health cases because of the need for expediency or local practices. A determination in court on a defendant’s status can initiate a “filing” on the mental health report.

INVENTORY (INITIAL PETITION)

Mental Health 10a - Data Matrix		00	205	210	215	220	225	230	235	240	245	250	255	260
JBSIS Data Reporting Standards effective July 1, 2018.														
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.														
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.														
	P	JBSIS Web Portal Case Type												
	P													
CASELOAD/CASEFLOW (unit of count = case)														
50		Inventory (initial petition)												
100		Beginning pending												
200	+	Initial petition filed												
225	+	Reopened												
250	+	Existing case entered in CMS												
260	-/+	Classification of pre-JBSIS case												
▼300	-	Total initial petitions disposed												
400		End pending												
Key:		Unshaded cell = data expected												
			▼	Value calculated in JBSIS										
		Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.												

Row	Case Type		Definition
	Portal	JBSIS	
50	Inventory		An accounting of the number of cases filed, disposed, and pending in a reporting period.
100		00 210 220 230 240 250 260	beginning pending The number of initial petitions awaiting disposition before the first day of a reporting period. Note: This element cannot contain negative numbers. See note in “end pending,” row 400.

Row	Case Type		Definition
	Portal	JBSIS	
200	205 215 225 235 245 255	00 210 220 230 240 250 260	<p>Initial petition filed (+) The beginning of a court case by formal submission of an initial petition or a certification alleging the facts and requesting relief or by the transfer-in of a case from another jurisdiction. Include declarations and waivers from courtroom proceedings in Pen. Code, § 1368 cases.</p> <p>Petitions or certifications may not be filed in all mental health cases because of the need for expediency or local practices. A determination in court on the defendant’s status can initiate a “filing” on the mental health report.</p> <p>For example, a mental competency matter, upon oral motion of the district attorney the court finds a defendant not competent to stand trial and immediately commits the defendant to a state hospital. Even though a petition was not actually filed, a mental competency filing should be counted in JBSIS (row 200) and the Portal (row 200) as well as a disposition for this mental competency case. However, the court should maintain internal records that support when a mental competency is counted regardless of how the case it initiated.</p>
225	205 215 225 235 245 255	00 210 220 230 240 250 260	<p>reopened (+) A case that was previously reported as disposed but is resubmitted to a court.</p> <p>Examples: Reopening after the granting of a motion to vacate judgment, setting aside a dismissal, or reversal on appeal of judgment.</p> <p><u>What/how to report:</u> Report one disposition for each reopened case.</p> <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> Do not report cases that were closed in error. Since beginning and end pending do not have to match, submit an amended report after the error is corrected. Reopened cases are not aged.
250		00 210 220	<p>existing case entered into CMS (+) A mental health case that was not previously entered in the case management system and was</p>

Row	Case Type		Definition
	Portal	JBSIS	
		230 240 250 260	not reported in pending. Such cases are reported at the time an event is calendared and the case is entered in the CMS. <u>What/how not to report:</u> Do not add cases that were previously disposed or terminated. Activity on these cases is considered postdispositional and is reported in Workload.
260		00 210 220 230 240 250 260	classification of pre-JBSIS case (-/+) Classification of a pre-JBSIS case into a JBSIS mental health case type requires two counts in the inventory section: <ul style="list-style-type: none"> • One count is added to the appropriate case type that will be used for future reporting. • A second count is deducted from the pre-JBSIS case type, column 00. <p>Note:</p> <ul style="list-style-type: none"> • The JBSIS file validation routine will verify that the pre-JBSIS case type counts (row 260, column 00) are balanced against counts in the remaining case types (row 260, columns 210, 220, 230, 240, 250, and 260). • Courts wishing to classify pre-JBSIS cases usually do so as they are scheduled for an event and the appropriate case type is known. Courts have the option of continuing to report these cases under the pre-JBSIS category, but no new filings may be added to this case type.
300	205 215 225 235 245 255	00 210 220 230 240 250 260	total initial petitions disposed (-) See row 500 for definitions.

Row	Case Type		Definition
	Portal	JBSIS	
400		00 210 220 230 240 250 260	<p>end pending (=) The total number of initial petitions awaiting disposition on the last day of the reporting period.</p> <p>Note:</p> <ul style="list-style-type: none"> • End pending for a month does not have to equal beginning pending for the next month. Case type classification changes, technical problems, or delayed data entry can make month-to-month balancing impossible. • In rare instances related to changes in case types, this element may contain negative values. This is the only item for which negative numbers can be reported. Normally end pending for one month is beginning pending for the next month. However, since a negative end pending number is attributable to disposed cases, it does not truly reflect the number of beginning pending. Therefore, beginning pending should reflect only those cases that are actually pending at the beginning of the report month.

DISPOSED CASES (INITIAL PETITION)

Mental Health 10a - Data Matrix		00	205	210	215	220	225	230	235	240	245	250	255	260
JBSIS Data Reporting Standards effective July 1, 2018.														
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov) for detailed data definitions and reporting specifications.														
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.														
	P	JBSIS Web Portal Case Type	P		P		P		P		P		P	
CASELOAD/CASEFLOW (unit of count = case)														
Disposed Cases, in Ascending Stage and Outcome Hierarchy														
500	Dispositions—initial petitions (total rows 600, 1100 and 1400)													
600	Before trial (total rows 700 - 1000)													
700	Change of venue													
800	Consolidated													
900	Dismissal													
950	Remand													
1000	After probable cause hearing													
1100	After court trial (total rows 1200 - 1300)													
1200	Dismissal													
1300	Court finding													
1400	After jury trial (total rows 1500 - 1600)													
1500	Dismissal													
1600	Jury verdict													
Key:	Unshaded cell = data expected													
	▼ Value calculated in JBSIS													
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.													

Row	Column		Definition
	Portal	JBSIS	
500	205	00	dispositions—initial petitions (total rows 600, 1100, and 1400) The manner in which an initial petition is disposed. <u>What/how to report:</u> <ul style="list-style-type: none"> Report an initial petition disposition for each: <ul style="list-style-type: none"> initial petition reported on row 200 reopened case reported on row 225 existing petition entered in the CMS reported on row 250 classified pre-JBSIS case reported on row 260 There are two parts to reporting dispositions for mental health cases in JBSIS standards: <ul style="list-style-type: none"> The initial petition is reported on rows 500–1600. When the court issues an order of commitment, a finding of incompetence or insanity or appoints a conservator (see row 1800), the case moves to the second inventory section for tracking (rows 1700–
	215	210	
	225	220	
	235	230	
	245	240	
	255	250	
		260	

Row	Column		Definition
	Portal	JBSIS	
			<p>2600). These cases remain under the court’s supervision until they are terminated (rows 2100–2600) and the case is closed.</p> <p>Portal: Only one disposition should be reported for each petition or affidavit filed. If no petition or affidavit has been filed or no certification has been made, then no disposition should be reported. Proceedings under the Lanterman-Petris-Short Act, other Welfare and Institutions Code sections, and Penal Code sections, report a disposition when a petition or affidavit is granted or denied or when a determination is made in any of the matters listed in the corresponding section of Filings above. The total of rows 600, 1100, and 1400.</p>
600	205 215 225 235 245 255	00 210 220 230 240 250 260	<p>before trial The initial petition is disposed prior to the swearing-in of the 12 jurors and alternates in a jury trial or before the introduction of first evidence in a court trial. First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.</p> <p>JBSIS: Total of rows 700–1000.</p> <p>Portal: Report all dismissals, transfers and other dispositions occurring before the start of a hearing or before an opening statement of any evidence is introduced or before a jury selection of a jury trial begins.</p>
700		00 210 220 230 240 250 260	<p>change of venue A disposition before trial in which the venue of a case changes to another county.</p>
800		00 220 240 250 260	<p>consolidated A disposition before trial in which a case is subsumed into another pending (lead) case when the cases involve a common question of law or fact.</p>

Row	Column		Definition
	Portal	JBSIS	
			<p>Note: Under consolidation, all actions in the subsumed case become part of the lead case and are resolved by disposition of the lead case.</p> <p><u>What/how not to report:</u> Do not include cases consolidated only for trial that are not subsumed.</p>
900		00 210 220 230 240 250 260	<p>dismissal A disposition before trial as a result of the court’s own motion to dismiss or the petitioner’s withdrawal of the petition.</p> <p><u>What/how to report:</u> Include dismissals due to a deceased party.</p>
950		00 230 240 250	<p>remand A disposition before hearing or trial in which a case is returned to the court that directed the filing of a mental health case and criminal case processing continues.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Case type 230, mental competency—When the defendant is found competent to stand trial. • Case type 250, Developmental Disability and Dangerous—If defendant is part of a criminal case, he or she may be sent back for further proceedings.
1000		240	<p>after probable cause hearing A disposition before trial in which a hearing officer holds a certification review hearing (column 210) or a disposition before trial in which the judicial officer finds no probable cause that a person is a sexually violent predator and dismisses the petition (Welf. & Inst. Code, § 6602) (column 240).</p>
1100	205 215 225 235 245 255	00 210 220 230 240 250 260	<p>after court trial The initial petition is disposed after the introduction of first evidence at a trial in which the judicial officer determines the issues of both fact and law in a case.</p> <p>JBSIS: The total of rows 1200 and 1300.</p>
1200		00 210 220	<p>dismissal A disposition after court trial as a result of the court’s own motion to dismiss or the petitioner’s withdrawal of the petition.</p>

Row	Column		Definition
	Portal	JBSIS	
		230 240 250 260	<u>What/how to report</u> : Include dismissals due to a deceased party.
1300		00 210 220 230 240 250 260	court finding A disposition after court trial resulting from the court’s decision concerning the matters at issue in a court trial. Note: Court finding after trial is the disposition for mental health petitions that have been granted or denied although they are not actively tried with witnesses in court as these petitions are typically submitted without hearings. JBSIS states that the time of disposition is considered “after court trial” when first evidence is introduced. For JBSIS reporting purpose of mental health cases, first evidence includes documents and tangible objects that are submitted to the court and the submission itself is the trial. There is no later “trial” of the mental health issue that is submitted on papers (medical reports, police reports, etc.).
1400	205 215 225 235 245	00 210 220 230 240 250	after jury trial The initial petition is disposed after the swearing-in of the 12 jurors and alternates who will determine the issues of fact in a case. JBSIS: The totals of rows 1500 and 1600.
1500		00 210 220 230 240 250	dismissal A disposition after jury trial as a result of the court’s own motion to dismiss or the petitioner’s withdrawal of the petition. <u>What/how to report</u> : Include dismissals due to a deceased party.
1600		00 210 220 230 240 250	jury verdict A disposition resulting from a decision reached by a jury concerning the matters at issue in the trial.

INVENTORY (CASES UNDER COURT'S SUPERVISION)

Mental Health 10a - Data Matrix		00	205	210	215	220	225	230	235	240	245	250	255	260
JBSIS Data Reporting Standards effective July 1, 2018. Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications. NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.		Pre-JBSIS Mental Health	Certification (W&I 5250)	LPS Conservatorship (W&I 5350)	Mental Competency (PC 1368; W&I 709)	Civil Commitment with an underlying Criminal case	Civil Commitment without a Criminal case	Other Mental Health						
P		JBSIS Web Portal Case Type												
P		JBSIS Web Portal Case Type												
CASELOAD/CASEFLOW (unit of count = case)														
1690	Inventory (cases under court's supervision)													
1700	Beginning cases under court's supervision													
1800	+ Cases added to supervision													
1850	+ Existing case entered in CMS													
1860	-/+ Classification of pre-JBSIS case													
▼1900	- Total terminations													
2000	End cases under court's supervision													
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS												
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.													

Row	Case Type		Definition																		
	Portal	JBSIS																			
1690	Inventory (cases under court's supervision)																				
1700		00 220 230 240 250	beginning cases under court's supervision The number of cases under the supervision of the court and awaiting termination on the first day of the reporting period.																		
1800	215 225 235 245	00 220 230 240 250	cases added to supervision (+) The number of cases added to the court's supervision after a disposition during the reporting period. Supervision is initiated by the following court decisions: <table style="margin-left: 20px; border: none;"> <thead> <tr> <th style="text-align: left;"><i>Column No.</i></th> <th style="text-align: left;"><i>Case Type</i></th> <th style="text-align: left;"><i>Order or Finding</i></th> </tr> </thead> <tbody> <tr> <td>220</td> <td>LPS Conservatorship</td> <td>Appointment of Conservator</td> </tr> <tr> <td>230</td> <td>Mental Competency</td> <td>Mental Incompetency</td> </tr> <tr> <td>240</td> <td>Not Guilty by Reason of Insanity</td> <td>Insanity</td> </tr> <tr> <td>240</td> <td>Sexually Violent Predator</td> <td>Commitment</td> </tr> <tr> <td>240</td> <td>Juvenile</td> <td>Commitment</td> </tr> </tbody> </table>	<i>Column No.</i>	<i>Case Type</i>	<i>Order or Finding</i>	220	LPS Conservatorship	Appointment of Conservator	230	Mental Competency	Mental Incompetency	240	Not Guilty by Reason of Insanity	Insanity	240	Sexually Violent Predator	Commitment	240	Juvenile	Commitment
<i>Column No.</i>	<i>Case Type</i>	<i>Order or Finding</i>																			
220	LPS Conservatorship	Appointment of Conservator																			
230	Mental Competency	Mental Incompetency																			
240	Not Guilty by Reason of Insanity	Insanity																			
240	Sexually Violent Predator	Commitment																			
240	Juvenile	Commitment																			

Row	Case Type		Definition
	Portal	JBSIS	
			<p>240 PC 2966 or PC2970 Commitment Commitments</p> <p>250 Postcertification Commitment Treatment</p> <p>250 Developmental Commitment Disability and Dangerous</p> <p>250 <i>In re Hop</i> Commitment</p> <p><u>What/how to report:</u> If a supervision case is received on change of venue, add the case on this row and maintain it in this section until the case is terminated.</p>
1850		00 220 230 240 250	<p>existing case entered in CMS (+) A mental health case under the court’s supervision that was not previously entered in the case management system and was not reported in pending.</p> <p><u>What/how to report:</u> Report existing cases at the time an event is calendared and the case is entered in the CMS.</p> <p><u>What/how not to report:</u> Do not add cases that were previously terminated. Activity on these cases is considered postdispositional and is reported in Workload.</p>
1860		00 220 230 240 250	<p>classification of pre-JBSIS case (-/+) Classification of a pre-JBSIS case into a JBSIS civil case type requires two counts in the inventory section:</p> <ul style="list-style-type: none"> • One count is added to the appropriate case type that will be used for future reporting. • A second count is deducted from the pre-JBSIS case type, column 00. <p>Note:</p> <ul style="list-style-type: none"> • The JBSIS file validation routine will verify that the pre-JBSIS case type counts (row 1860, column 00) are balanced against counts in the remaining case types (row 1860, columns 20–120).

Row	Case Type		Definition
	Portal	JBSIS	
			Courts wishing to classify pre-JBSIS cases usually do so as they are scheduled for an event and the appropriate case type is known. Courts have the option of continuing to report these cases under the pre-JBSIS category, but no new filings may be added to this case type.
1900		00 220 230 240 250	total terminations (-) See row 2100 for definitions.
2000		00 220 230 240 250	end pending cases under court's supervision (=) The number of cases under the court's supervision awaiting termination on the last day of a reporting period.

TERMINATED CASES

Mental Health 10a - Data Matrix		00	205	210	215	220	225	230	235	240	245	250	255	260
JBSIS Data Reporting Standards effective July 1, 2018.														
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov) for detailed data definitions and reporting specifications.														
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.														
	P	JBSIS Web Portal Case Type	P		P		P		P		P		P	
CASELOAD/CASEFLOW (unit of count = case)														
Terminated Cases, in Ascending Stage and Outcome Hierarchy														
2100	Terminations													
2150	Change of venue													
2200	LPS conservatorship initiated													
2300	Release													
2400	Remand													
2500	Release after restoration to sanity													
2600	Terminations—Other													
Key:	Unshaded cell = data expected													
	▼ Value calculated in JBSIS													
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.													

Row	Case Type		Definition
	Portal	JBSIS	
2100		00 220 230 240 250	terminations (total rows 2150–2600) A mental health case is terminated when the court no longer has jurisdiction over the case. Cases terminate as follows:
		<i>Case Type</i>	<i>Terminations</i>
		Postcertification Treatment	Change of venue, LPS conservatorship initiated, or release
		LPS Conservatorship	Change of venue, or termination of conservatorship
		PC 2966 or OC 2970 Commitments	Change of venue, LPS conservatorship initiated, or release
		Mental Competency	Change of venue, LPS conservatorship initiated, remand, or release (after maximum term of finding of unlikely to regain competency)
		Not Guilty by Reason of Insanity	Change of venue, release (after maximum term), or release after restoration to sanity

Row	Case Type		Definition								
	Portal	JBSIS									
			<p>Mentally Disordered Sex Offender Change of venue, release (after maximum term), or remand</p> <p>Sexually Violent Predator Change of venue or release</p> <p>Juvenile Change of venue or release</p> <p>Developmental Disability and Dangerous Change of venue, release, or remand</p> <p><i>In re Hop</i> Change of venue or release</p> <p><u><i>What/how to report:</i></u> Report terminations due to operation of law or death on row 2600. Also include cases where the time period for commitment has elapsed, there has been no activity in the case, and no further action is requested of the court.</p>								
2150		00 220 230 240 250	<p>change of venue A termination in which the venue of a case changes to another county.</p>								
2200		00 230 240 250	<p>LPS conservatorship initiated A termination in which the petition that was initially filed is terminated by the initiation of LPS conservatorship proceedings because a patient continues to be gravely disabled. LPS conservatorship proceedings are specified in the following code sections:</p> <table border="0"> <tr> <td><i>Case Type</i></td> <td><i>Code Sections</i></td> </tr> <tr> <td>Postcertification Treatment</td> <td>Welf. & Inst. Code, § 5300</td> </tr> <tr> <td>Commitments</td> <td>Pen. Code, § 2974</td> </tr> <tr> <td>Mental Competency</td> <td>Pen. Code, §§ 1370(e), 1370.1(e), W&I § 709</td> </tr> </table> <p>Note: A separate filing for the initiation of the LPS conservatorship is counted in column 220/row 200.</p>	<i>Case Type</i>	<i>Code Sections</i>	Postcertification Treatment	Welf. & Inst. Code, § 5300	Commitments	Pen. Code, § 2974	Mental Competency	Pen. Code, §§ 1370(e), 1370.1(e), W&I § 709
<i>Case Type</i>	<i>Code Sections</i>										
Postcertification Treatment	Welf. & Inst. Code, § 5300										
Commitments	Pen. Code, § 2974										
Mental Competency	Pen. Code, §§ 1370(e), 1370.1(e), W&I § 709										

Row	Case Type		Definition																		
	Portal	JBSIS																			
2300		00 240 250	<p>release A termination in which a patient/respondent is unconditionally released from involuntary commitment or outpatient status. Release provisions are specified in the following code sections:</p> <table> <thead> <tr> <th><i>Case Type</i></th> <th><i>Code Sections</i></th> </tr> </thead> <tbody> <tr> <td>Commitments</td> <td>Pen. Code, § 2972(d)</td> </tr> <tr> <td>Not Guilty by Reason of Insanity</td> <td>Pen. Code, § 1026.5</td> </tr> <tr> <td>Mentally Disordered Sex Offender</td> <td>Pen. Code, §§ 6316.1 and 6316.2</td> </tr> <tr> <td>Sexually Violent Predator</td> <td>Welf. & Inst. Code, §§ 6604, 6605, 6608(d)</td> </tr> <tr> <td>Juvenile</td> <td>Welf. & Inst. Code, § 1801</td> </tr> <tr> <td>Developmental Disability and Dangerous</td> <td>Welf. & Inst. Code, § 6500</td> </tr> <tr> <td><i>In re Hop</i></td> <td>Welf. & Inst. Code, § 4825</td> </tr> <tr> <td>Postcertification Treatment</td> <td>Welf. & Inst. Code, §§ 5303, 5304(b), 5309</td> </tr> </tbody> </table>	<i>Case Type</i>	<i>Code Sections</i>	Commitments	Pen. Code, § 2972(d)	Not Guilty by Reason of Insanity	Pen. Code, § 1026.5	Mentally Disordered Sex Offender	Pen. Code, §§ 6316.1 and 6316.2	Sexually Violent Predator	Welf. & Inst. Code, §§ 6604, 6605, 6608(d)	Juvenile	Welf. & Inst. Code, § 1801	Developmental Disability and Dangerous	Welf. & Inst. Code, § 6500	<i>In re Hop</i>	Welf. & Inst. Code, § 4825	Postcertification Treatment	Welf. & Inst. Code, §§ 5303, 5304(b), 5309
<i>Case Type</i>	<i>Code Sections</i>																				
Commitments	Pen. Code, § 2972(d)																				
Not Guilty by Reason of Insanity	Pen. Code, § 1026.5																				
Mentally Disordered Sex Offender	Pen. Code, §§ 6316.1 and 6316.2																				
Sexually Violent Predator	Welf. & Inst. Code, §§ 6604, 6605, 6608(d)																				
Juvenile	Welf. & Inst. Code, § 1801																				
Developmental Disability and Dangerous	Welf. & Inst. Code, § 6500																				
<i>In re Hop</i>	Welf. & Inst. Code, § 4825																				
Postcertification Treatment	Welf. & Inst. Code, §§ 5303, 5304(b), 5309																				
2400		00 230 240 250	<p>remand A disposition in which a case is returned to the court that directed the filing of a mental health case and criminal case processing continues.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Case type: mental competency—When the defendant is found competent to stand trial. • Case type: Mentally Disordered Sex Offender—When commitment has terminated, the defendant may be returned to court for resumption of criminal proceedings. 																		
2500		00 240	<p>release after restoration to sanity A termination in which the court finds that the defendant’s sanity has been restored and grants an unconditional release (Pen. Code, § 1026.2).</p>																		

Row	Case Type		Definition
	Portal	JBSIS	
2600		00 220 230 240 250	<p>terminations—other</p> <ul style="list-style-type: none"> • LPS Conservatorship: automatic expiration after one year or other termination (Welf. & Inst. Code, § 5361) • Postcertification Treatment, Commitments, Not Guilty by Reason of Insanity, Mentally Disordered Sex Offender, Sexually Violent Predator, Juvenile, Developmental Disability, and Dangerous, and <i>In re Hop</i>: by operation of law or death • Cases where the time period for commitment has elapsed, there has been no activity in the case, and no further action is requested of the court.

Workload

WORKLOAD (unit of count = action). Data to reflect workload. Report workload resulting from the initial and subsequent filings. Report on the last day of the reporting period. Capture the actual number of events occurring during that period.

JBSIS: Subsequent petitions are a large part of the court’s workload for mental health cases and are reported separately on rows 2900–3700.

WORKLOAD

Mental Health 10a - Data Matrix		00	205	210	215	220	225	230	235	240	245	250	255	260
<p>JBSIS Data Reporting Standards effective July 1, 2018.</p> <p>Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.</p> <p>NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.</p>														
		P	JBSIS Web Portal Case Type											
WORKLOAD (unit of count = action)														
2700	Certification filed													
2800	Certification disposed													
2900	Subsequent petition filed (total rows 3000 - 3300)													
3000	W&I § 5332 and 5326.7													
3100	LPS accounting													
3200	LPS reappointment													
3250	Writ of habeas corpus													
3300	Other subsequent petition													
3400	Subsequent petition disposed (total rows 3500 - 3700)													
3500	Before trial													
3600	After court trial													
3700	After jury trial													
3750	Hearings (total rows 3760 - 3790)													
3760	Probable-cause hearing													
3770	Rehearing													
3780	Pretrial hearing													
3790	Other hearing													
Key:	Unshaded cell = data expected	▼		Value calculated in JBSIS										
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.													

Row	Case Type		Definition
	Portal	JBSIS	
2700			This is a historical row that is no longer in use.
2800			This is a historical row that is no longer in use.
2900		00 210 220 230	subsequent petition filed (total rows 3000–3300) The submission of a written document, after the filing of the initial petition, for subsequent action in an existing case.

Row	Case Type		Definition
	Portal	JBSIS	
		240 250 260	
3000		00 210 220 250	<p>Welf. & Inst. Code, §§ 5332 (Riese hearings), 5326.7 (convulsive treatment) A subsequent petition for a hearing to determine a patient’s capacity to refuse medication (Welf. & Inst. Code, § 5332) or to determine a patient’s capacity to give written informed consent to convulsive treatment (Welf. & Inst. Code, § 5326.7).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report on this row only the petitions filed on individuals who are: <ul style="list-style-type: none"> ○ on a hold order as a result of certification under Welf. & Inst. Code, § 5250, 5260, or 5270.10 ○ subjects of postcertification treatment under Welf. & Inst. Code, § 5300 ○ LPS conservatees (column 220 cases) • Report in column 260 as a new filing any petition filed for an individual who is the subject of a Welf. & Inst. Code, § 5150 hold.
3100		00 220	<p>LPS conservatorship accounting A subsequent petition filed to provide a periodic summary of the conservatee’s assets and to review payments made by the conservator.</p>
3200		00 220	<p>LPS conservatorship reappointment A subsequent petition filed (prior to the termination of conservatorship) to request reappointment of the conservator and renewal of the conservatorship.</p>
3250		00 210 220 230	<p>writ of habeas corpus Petition for release from commitment filed within an existing court case by a committed person.</p> <p><u>What/how to report:</u> Report in column 260 as a new filing if there is no existing case.</p>
3300		00	<p>other subsequent petition Examples: Petition for Authority, Petition for Conditional Release, Petition for Rehearing</p>

Row	Case Type		Definition
	Portal	JBSIS	
		210 220 230 240 250 260	
3400		00 210 220 230 240 250 260	<p>subsequent petition disposed (total rows 3500–3700) The manner in which a subsequent petition is disposed.</p> <p><i>What/how to report:</i> Report a subsequent petition disposition for each subsequent petition filed.</p>
3500		00 210 220 230 240 250 260	<p>before trial The subsequent petition is disposed before the start of trial.</p> <p>Note:</p> <ul style="list-style-type: none"> • A court trial begins after the first evidence is introduced. • A jury trial begins after the swearing-in of the 12 jurors and alternates.
3600		00 210 220 230 240 250 260	<p>after court trial The subsequent petition is disposed after the introduction of the first evidence at a trial in which the judicial officer will determine both the issues of fact and law in a case.</p>
3700		00 220 230 240 250 260	<p>after jury trial The subsequent petition is disposed after the swearing-in of the 12 jurors and alternates who will determine the issues of fact in a case.</p>
3750		00 210 220	<p>hearings (total rows 3760–3790) Formal judicial predisposition proceedings held to decide issues of fact or law arising in the course of a court action.</p>

Row	Case Type		Definition
	Portal	JBSIS	
		230 240 250 260	<p>Note: A hearing begins when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court (i.e., “first evidence”). Hearings are initiated:</p> <ul style="list-style-type: none"> • By the official placement of a case on a judicial officer’s calendar <ul style="list-style-type: none"> ○ by the filing of written documents such as motions and OSCs, etc., ○ on the court’s own motion, or ○ at the request of a party to the action or another interested party (e.g., sheriff, Family Court Services, etc.); or ○ Based on impromptu oral motions presented in court and heard by the judicial officer. <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report each hearing that actually takes place. If multiple proceedings are heard at one time (regardless of whether they are initiated by one or more documents), count each proceeding. • Hearings that extend over more than one day are counted as separate hearings for each hearing day. • If a judicial ruling made at a hearing results in the disposition of a case, count both the hearing and the disposition. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not report hearings that are not heard at all and are reset at the request of the parties or on the court’s motion. Count these as continuances in the Events section. • Do not count ex parte proceedings unless they are calendared and heard. • Do not count impromptu oral motions that do not require a presentation and are not heard by the judicial officer.

Row	Case Type		Definition
	Portal	JBSIS	
3760		00 210 240	<p>probable-cause hearing A proceeding to determine whether a person meets the legal criteria to be held.</p> <p>Note: A court-appointed officer is defined as a judge, commissioner, referee, pro tem, or hearing officer.</p> <p><u>What/how not to report:</u> A probable-cause hearing should not be reported unless a court-appointed officer holds the hearing.</p>
3770		00 210 220 230 240 250 260	<p>rehearing A hearing in which a decision previously rendered by the court is reconsidered.</p>
3780		00 210 220 230 240 250 260	<p>pretrial hearing A pretrial proceeding in which the identity of the defendant/respondent is established and he or she is informed of the issues and his or her rights.</p>
3790		00 210 220 230 240 250 260	<p>other hearing A hearing not specified on rows 3760–3780.</p>

EVENTS

Mental Health 10a - Data Matrix		00	205	210	215	220	225	230	235	240	245	250	255	260
JBSIS Data Reporting Standards effective July 1, 2018.														
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.														
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.														
	P	JBSIS Web Portal Case Type	P		P		P		P		P		P	
WORKLOAD (unit of count = action)														
3900 Events														
4200	Pretrial conference													
4590	Continuances (total rows 4600 - 4700)													
4600	Court's motion													
4700	Party's motion													
Key:	Unshaded cell = data expected													
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.													

Row	Case Type		Definition
	Portal	JBSIS	
3800	Events		To measure workload, capture the actual number of events occurring during the reporting period. Report event(s) resulting from the initial and subsequent filing(s). Report on the last day of the reporting period.
4200		00 220 230 240 250 260	pretrial conference A conference, including a settlement conference, in which the opposing parties in a case meet with the judicial officer prior to trial for the purposes of stipulating those things that are agreed upon and thus narrowing the trial to the issues that are in dispute; disclosing the required information about witnesses and evidence; making motions; and generally organizing the presentation of motions, witnesses, and evidence.
4590		00 210 220 230 240 250 260	continuances (total rows 4600 and 4700) A hearing set on a calendar and recalendared to a future date for the same proceedings, at the request of a party or on the court's own motion, before any proceedings take place—i.e., before first evidence is presented. <u>What/how to report:</u> <ul style="list-style-type: none"> Report all continuances whether handled by the clerk's office or in court. Include stipulated continuances as "continuance—party's motion."

Row	Case Type		Definition
	Portal	JBSIS	
4600		00 210 220 230 240 250 260	continuance—court’s motion A hearing or trial set on a calendar and recalendared to a future date, on the court’s own motion, before any proceedings take place—i.e., before first evidence is presented.
4700		00 210 220 230 240 250 260	continuance—party’s motion A hearing or trial set on a calendar and recalendared to a future date, on a party’s motion, before any proceedings take place—i.e., before first evidence is presented. <u>What/how to report:</u> Include stipulated continuances on this row.

CASE CHARACTERISTICS

CASE CHARACTERISTICS (unit of count = case/action). Attributes captured once per case on the last day of the reporting period for each month the case is pending unless specified otherwise. Case characteristics can reflect either the initial or subsequent filing(s) but capture once per case. Do not capture attributes of terminated cases.

CASE CHARACTERISTICS

Mental Health 10a - Data Matrix		00	205	210	215	220	225	230	235	240	245	250	255	260
JBSIS Data Reporting Standards effective July 1, 2018.														
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.														
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.														
	P	JBSIS Web Portal Case Type	P		P		P		P		P		P	
CASE CHARACTERISTICS (unit of count = case/action)														
4800	Pro per respondent													
4900	Pro per petitioner													
5000	Mental status report													
5100	Conditional outpatient treatment													
Key:	Unshaded cell = data expected													
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.													

Row	Case Type		Definition
	Portal	JBSIS	
4800		00	pro per respondent The appearance of a respondent without legal representation at the time the initial petition is disposed.
		210	
		220	
		230	
		240	
		250	
		260	
4900		00	pro per petitioner The appearance of a petitioner without legal representation at the time the initial petition is disposed.
		210	
		220	
		230	
		240	
		250	
		260	

Row	Case Type		Definition
	Portal	JBSIS	
5000		00 220 230 240 250	mental status report A written document regarding a defendant's or respondent's mental status, filed with the court for the court's review and decision.
5100		00 230 240 250	conditional outpatient treatment The number of individuals placed in conditional outpatient treatment pursuant to Pen. Code, §1600.

10a Mental Health

RAS Case Categories: JBSIS and Portal Case Types

The Resource Assessment Study (RAS) model uses the filings data reported in JBSIS and the Portal to estimate court workload and court staffing needs. The RAS model uses the filings data along with workload standards for several different case categories based on the case types reported in JBSIS and the Portal. The table below illustrates the current Mental Health case category used in RAS, and how the JBSIS and Portal case types are mapped to this RAS category.

RAS Case Category	Current Mental Health Case Types*	
	Portal	JBSIS
Mental Health	Mental Health Other Mental Health	Postcertification Treatment (W&I 5300) LPS Conservatorship (W&I 5350) Mental competency (PC 1368) Juvenile (W&I 1800) Developmental disability and dangerous (W&I 6500) <i>In re Hop</i> (developmentally disabled) (W&I 4500) Other Mental Health

* Because of the significant changes to the Mental Health case type categories, the Workload Assessment Advisory Committee (WAAC) will need to evaluate which filings data to use in RAS. The table above shows how the current JBSIS and Portal case types are used in RAS, which may change with the six new categories.

Misdemeanor and Infraction – Report 11a

Overview

Misdemeanor and Infraction case types represent criminal case category that involves a defendant charged with a misdemeanor-level criminal offense, vehicle or non-vehicle code infraction, or violation of a county/municipal ordinance.

The defendant is the unit of count for a misdemeanor and infraction case regardless of the number of charges or violations filed. If a criminal misdemeanor complaint or citation names three defendants, report three separate filings, one for each defendant.

A defendant charged with multiple offenses including at least one misdemeanor-level offense would only result in a single filing count in the misdemeanor case type category associated with the most serious charge. The most serious charge is defined by the Department of Justice (DOJ) hierarchy of criminal offenses. In cases with multiple misdemeanor charges, report the case under the misdemeanor case type carrying the most severe sentence, as determined by the DOJ hierarchy code.

There is a DOJ Offense Code Table posted on the JBSIS website (<http://jbsis.courtinfo.ca.gov/>) under References that contains the DOJ hierarchy code for determining the most serious charge on a case. This DOJ Offense Code Table is updated as new offense code tables are made available on the Department of Justice website. When there are multiple misdemeanor charges, determine the DOJ hierarchy code for all charges and use the misdemeanor case type code associated with the lowest (i.e., most severe) hierarchy value. The DOJ Offense Code Table also contains the mapping for every DOJ criminal charge to the associated JBSIS case type.

Misdemeanor and Infraction case types are reported according to one of two data collection and reporting standards:

- 1) Judicial Branch Statistical Information System (JBSIS): The JBSIS standards include a more detailed breakdown of cases by case type and disposition than the Portal, and include workload measures, such as the number of hearings.
- 2) Portal: The Portal standards include fewer case types, dispositions and workload measures than JBSIS. The Portal data elements can be mapped to the JBSIS data matrix, defined on the next page.

Case Type Mapping

The JBSIS standards include a more detailed breakdown of misdemeanor case types than the Portal but the rules for counting misdemeanor filings in JBSIS and the Portal should be the same. The association of the Portal case type definitions with those definitions for JBSIS case types is shown below.

Portal	JBSIS
205 Nontraffic Misdemeanors	210 Assault and Battery
	220 Property Offenses
	230 Drug Offenses
	240 Sexual Offenses
	250 Other Nontraffic Misdemeanors
255 Traffic Misdemeanors	260 DUI
	270 Other Traffic Misdemeanors
	280 Driving while License Suspended
285 Traffic Infractions/Ordinances	290 Traffic Infractions/Ordinances
295 Nontraffic Infractions/Ordinances	300 Nontraffic Infractions/Ordinances
305 Parking Appeals	310 Parking Appeals

JBSIS: Courts reporting via JBSIS standards adhere to the reporting rules below:

1. Case types can change during the life of a case. If this occurs, report the new case type on the last day of the reporting month. If a change occurs within a month, the change is effective on the date of the next workload event following the one in which the change occurred or on the last day of the reporting month in end pending, whichever occurs first. Activity prior to the change in case type is counted in the original case type column. In some instances these changes may also result in differences between the end pending count for a case type in one report month and the beginning pending count in the next month.
2. In cases with multiple criminal charges, report the case under the case type carrying the most severe sentence, as determined by the DOJ hierarchy code.
3. When a case starts as a misdemeanor but only an infraction remains due to dismissal or reduction of charges, the misdemeanor is disposed and the case moves

to infraction column 290 or 300 for a second disposition. This will result in a minor inflation of infraction dispositions until new case types for misdemeanors reduced to infractions/ordinances are added to JBSIS in the future.

Note: For courts that prefer to dispose these cases as infractions/ordinances only, report the outcome in the traffic or non-traffic infraction/ordinance case type column using the appropriate misdemeanor or infraction/ordinance disposition and case aging (rows), regardless of whether the cell is shaded out on the data matrix. A court deciding to take this approach should contact the Judicial Council of California for details.

4. Failure to appear or pay (Veh. Code, § 40508(a), (b)): This charge is subject to Pen. Code, § 17(d), which treats it as a wobbler (misdemeanor or infraction). For JBSIS purposes, report according to how your court handles the charge:
 - If it is processed as an infraction, the case type remains 290.
 - If it is processed as a misdemeanor, the case type changes to 270.
5. Columns 290–310 (infractions, ordinances, and parking appeals): pending inventory is not tracked for these case types, and rows 100, 300, 400, 500, 600, and 800 do not apply.
6. Report cases involving a juvenile defendant (i.e., traffic or truancy filings by citation) according to the most serious charge (DOJ hierarchy code), and report a case characteristic of juvenile offender on row 7600 or 8500.
7. If your court processes School Attendance Review Board (SARB) citations to the parents of truant juveniles in your criminal or traffic system, report under case type 300, Non-traffic infractions.

Portal: Courts reporting via Portal standards report counts for misdemeanor in total (column 200), and non-traffic misdemeanors (205), traffic misdemeanors (255), traffic infractions/Ordinances (285) and non-traffic infractions/ordinances separately. For general misdemeanor cases (200), only case inventory and aging are reported. All disposition and workload counts are reported in non-traffic misdemeanors(205), traffic misdemeanors (255), traffic infractions/Ordinances (285) and non-traffic infractions/ordinances.

Case Type Definitions

The misdemeanor case types are determined based on the criminal charge(s) filed against each defendant in a criminal misdemeanor case. The DOJ Offense Code Table on the JBSIS website (<http://jbsis.courtinfo.ca.gov/>) under References contains the mapping for every DOJ criminal charge to the associated misdemeanor case type. There are over 1,900 different misdemeanor-level charges in the DOJ Offense Code Table that include not only offenses of the Penal Code, but also Vehicle Code, Health and Safety Code, Welfare and Institutions Code, and several other code types.

For example, PC 488 Petty Theft is mapped to the misdemeanor case type 220–Property offenses while HS 11157 Issue a False Prescription is mapped to the misdemeanor case type 230–Drug offenses.

The definitions below contain some examples of charges that are associated with each of the following misdemeanor case cases. However, these examples are not meant to be an exhaustive list and the DOJ Offense Code Table should be used to determine the misdemeanor case type associated with a given misdemeanor-level criminal charge.

Effective July 2011: AB 2499 requires the reporting of a defendant’s successful completion of a course at a DMV-licensed traffic violator school as a “confidential conviction” rather than a “dismissal.” For JBSIS reporting courts, a defendant’s successful completion of traffic school will no longer be reported as a “dismissal after diversion,” row 1600, but as a conviction in row 1400, 2000, 2100 or 2800. For Portal reporting courts, a defendant’s successful completion of traffic school is reported in row 1400, 2000, or 2790.

General Misdemeanors (2C)	Portal	JBSIS
	200	---

Case Inventory and Case Processing Time: Misdemeanors. All general misdemeanor cases.

Assault and Battery	Portal	JBSIS
	205 *	210

* **Assault and Battery** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Assault and Battery JBSIS case type 210.

*Some examples of criminal charges for the **Assault and Battery** case type (as of July 1, 2018):*

PC 240	ASSAULT
PC 242	BATTERY: SPOUSE/EX SPOUSE/DATE/ETC
PC 412(A)(2)	EXHIBIT FIREARM

Property Offenses	Portal	JBSIS
	205 *	220

* **Property Offenses** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Property Offenses JBSIS case type 220.

Some examples of criminal charges for the **Property Offenses** case type (as of July 1, 2018):

BP 17500	FALSE/ETC ADVERTISING
CI 2945.4(A)	FORECLOSURE FRAUD
HS 114010	IMPROPERLY PROTECT FOOD FROM CONTAMINATION
PC 459	BURGLARY
PC 487(C)	GRAND THEFT FROM PERSON

Drug Offenses	Portal	JBSIS
	205 *	230

* **Drug Offenses** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Drug Offenses JBSIS case type 230.

Some examples of criminal charges for the **Drug Offenses** case type (as of July 1, 2018):

BP 4163	MFG/ETC FURNISH DANGEROUS DRUG/DEVICE
HS 11157	ISSUE FALSE PRESCRIPTION
PC 377	IMPERSONATE TO GET PRESCRIPTION DRUG

Sexual Offenses	Portal	JBSIS
	205 *	240

* **Sexual Offenses** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Sexual Offenses JBSIS case type 240.

Some examples of criminal charges for the **Sexual Offenses** case type (as of July 1, 2018):

PC 314.1	INDECENT EXPOSURE
PC 647(B)	DISORDERLY CONDUCT: PROSTITUTION

Other Nontraffic Misdemeanors	Portal	JBSIS
	205 *	250

* **Other Nontraffic Misdemeanors** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Other Nontraffic Misdemeanors JBSIS case type 250.

Some examples of criminal charges for the **Other Nontraffic Misdemeanors** case type (as of July 1, 2018):

BP 2052(A)	PRACTICE MEDICINE/ETC WITHOUT CERTIFICATE
BP 25662(A)	MINOR POSSESS ALCOHOL
CA 14 700	CA REGS: HUNT/FISH W/O A LICENSE
FG 2006	POSSESS LOADED RIFLE/SHOTGUN IN ANY VEHICLE
HS 12677	POSSESS FIREWORKS W/O PERMIT
LC 1199(B)	PAY LESS THAN MINIMUM FIXED WAGE
PC 192(C)(1)	VEHICULAR MANSLAUGHTER WITH GROSS NEGLIGENCE
PC 273.6(A)	VIOLATE COURT ORDER TO PREVENT DOMESTIC VIOLENCE
PC 646.9(A)	STALKING
PC 597(A)	CRUELTY TO ANIMALS
VC 10852	TAMPER WITH VEHICLE

DUI	Portal	JBSIS
	255 *	260

* **DUI** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the DUI JBSIS case type 260.

Some examples of criminal charges for the **DUI** case type (as of July 1, 2018):

HN 655(B)	USE WATERCRAFT WHILE UNDER INFLUENCE OF ALCOHOL/DRUGS/COMBO
VC 23152(A)	DUI ALCOHOL
VC 23573(I)	FAIL TO INSTALL IGNITION INTERLOCK DEVICE

Other Traffic Misdemeanors	Portal	JBSIS
	255 *	270

* **Other Traffic Misdemeanors** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Other Traffic Misdemeanors JBSIS case type 270.

Some examples of criminal charges for the **Other Traffic Misdemeanors** case type (as of July 1, 2018):

PC 487(D)(1)	GRAND THEFT: AUTO
VC 23104(A)	RECKLESS DRIVING WITH INJURY
VC 12500(A)	DRIVE W/O LICENSE

Driving While License Suspended	Portal	JBSIS
	255 *	280

* ***Driving While License Suspended*** is one of the several case types reported in this category in the Portal

All charges in the DOJ Offense Code Table mapped to the Driving While License Suspended JBSIS case type 280.

Some examples of criminal charges for the **Driving While License Suspended** case type (as of July 1, 2018):

14601.1(A) DRIVE WHILE LICENSE SUSPENDED/REVOKED

Traffic Infractions/Ordinances	Portal	JBSIS
	285	290

Includes all Vehicle Code infractions and county/municipal traffic-related ordinances.

Nontraffic Infractions/Ordinances	Portal	JBSIS
	295	300

Includes all non-Vehicle Code infractions and county/municipal nontraffic ordinances.

Parking Appeals	Portal	JBSIS
	305	310

A case in which a person contests a parking violation and seeks judicial review of the citation.

Filing

For statistical reporting purposes, a misdemeanor or infraction case begins with the court's acceptance of the formal submission of a criminal misdemeanor complaint or a citation.

Although there are different case type categories in JBSIS compared to the Portal, the overall types of misdemeanor and infraction filings reported are the same in JBSIS and the Portal. In addition, the rules for counting misdemeanor and infraction filings in JBSIS and the Portal are the same.

Data Matrix Breakdown

CASELOAD/CASEFLOW

CASELOAD/CASEFLOW (unit of count = defendant). If a criminal complaint names three defendants, report three cases in inventory, one for each defendant.

In cases with multiple criminal charges, report the case under the case type carrying the most severe sentence, as determined by the DOJ hierarchy code. Please see www.jbsis.courtinfo.ca.gov.

<http://jbsis.courtinfo.ca.gov> under References for the DOJ Offense Code Table and Appendix E for a detailed explanation of categorizing criminal case types.

Although a case is classified by the most serious charge at time of filing, it is disposed according to the most serious charge and most severe manner of disposition. These criteria may cause the case to move to another case type so although filings and dispositions will balance across the entire report, they may not balance within a particular case type. This reclassification of cases subtracts one count from one case type and adds one count to “beginning pending” of the new case type. This movement is facilitated by the fact that “beginning pending” for a month does not have to equal “end pending” of the previous month. A change in case type is effective on the date of the next workload event following the one in which the change occurred or on the last day of the reporting month, whichever occurs first.

INVENTORY

Misdemeanors/Infractions 11a - Data Matrix		200	205	210	220	230	240	250	255	260	270	280	285	290	295	300	305	310
JBSIS Data Reporting Standards effective July 1, 2018.																		
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov) for detailed data definitions and reporting specifications.		General Misdemeanors	Non-Traffic Misdemeanors	Assault and Battery	Property Offenses	Drug Offenses	Sexual Offenses	Other Nontraffic Misdemeanor/Ordinances	Traffic Misdemeanors	DUI	Other Traffic Misdemeanors	Driving While License Suspended	Traffic Infractions/Ordinances	Nontraffic Infractions/Ordinances				
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																		
	P JBSIS Web Portal Case Type	P	P						P				P		P		P	
CASELOAD/CASEFLOW (unit of count = defendant)																		
50	Inventory																	
100	Beginning pending																	
200	+ Filing																	
300	+ Reopened																	
400	+ Restored to court's control																	
500	+ Felony reduced to misdemeanor																	
550	+ Existing case entered in CMS																	
600	- Removed from court's control																	
▼700	- Total dispositions																	
800	End pending (=)																	
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS																
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																	

Row	Case Type		Definition
	Portal	JBSIS	
50	Inventory		An accounting of the number of cases filed, disposed, and pending in the reporting period.
100	200	210–250 260–280	<p>beginning pending The number of defendants awaiting disposition before the first day of the reporting period.</p> <p><i>What/how to report:</i> Report according to the most serious pending charge. See Appendix G, DOJ Offense Hierarchy.</p> <p><i>What/how not to report:</i></p> <ul style="list-style-type: none"> • Misdemeanor cases that are removed from the court’s control are not reported in inventory. • Infraction cases are not aged and are therefore never removed nor restored to court’s control. Infraction cases remain pending until disposed. <p>JBSIS: This element cannot contain negative numbers. See note in “end pending,” row 800.</p>
200	205 255 285 295 305	210–250 260–280 290 300 310	<p>filing (+) The beginning of a court case by acceptance of the formal submission of either of the following:</p> <ul style="list-style-type: none"> • Citation: An order or summons notifying a defendant/respondent of the charges being made and commanding the defendant to appear in court and/or post bail. • Complaint: A filing consisting of a formal written accusation made and submitted to a court by a prosecutor, alleging that a specified person(s) has committed a specified offense(s). <p><i>What/how to report:</i></p> <ul style="list-style-type: none"> • Each defendant named in a complaint/citation is reported as one filing. • Filings are categorized according to DOJ’s hierarchy of criminal offenses. For JBSIS reporting courts, if the most serious offense can’t be matched to the DOJ table, assign the most appropriate JBSIS case type and use the interim hierarchy code for the offense. • A defendant charged with multiple offenses is reported according to the most serious charge.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> When several unconnected citations or complaints were filed against a defendant during the period, report a filing for each citation or complaint. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> A filing is not reported for defendants who are discharged prior to the filing of the complaint/citation. When a citation goes to complaint, do not report a filing for such complaint or complaints. For example, if a complaint is filed against a defendant who has ignored a series of illegal parking citations, a filing should not be reported for the complaint, but a disposition should be reported for each citation included in the complaint when the case is disposed of. Other filed documents, such as motions, are not reported as filings for caseload inventory purposes. Example: the filing of motions per Penal Code, §1203.4a (requests to withdraw plea or set aside verdict) filed within existing cases are not reported. For JBSIS, report hearings related to these filings under Workload.
300	205 255 285	210–250 260–280 290	<p>reopened (+) A case that was previously reported as disposed but is resubmitted to the court.</p> <p>Examples: Reversal on appeal of judgment; the reopening of a case that was reported previously as an intracounty transfer; and defendants certified to juvenile court and subsequently determined to be unfit for juvenile court (Welf. & Inst. Code, § 707.01).</p> <p><u>What/how to report:</u> Report one disposition for each reopened case. Re-opened cases start new reporting and don't consider or include what had occurred before, such as their previous dispositions.</p> <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> Do not age reopened cases. Do not include cases that were closed in error. Since beginning pending and end pending do not have to match, submit an amended report after the error is corrected.

Row	Case Type		Definition
	Portal	JBSIS	
400	200	210–250 260–280	<p>restored to court’s control (+) The status of a case that is available for case processing after it has been removed from the court’s control (Cal. Stds. Jud. Admin., § 2.2(n)(2), eff. 1/1/07).</p> <p>Note:</p> <ul style="list-style-type: none"> • The time following an event that restores a case to the court’s control is added to the time prior to its removal from court’s control for the purpose of reporting age of disposed and pending cases. • The events that restore a case to the court’s control are: <ul style="list-style-type: none"> ○ Appearance following issuance of a warrant of a misdemeanor case. Issuance of a warrant of an infraction case does not remove it from court’s control. Infraction cases are not aged for the purpose of JBSIS; therefore, infraction cases are never removed nor restored to court’s control but remain pending until disposed. ○ Appearance or case resolution following imposition of a civil assessment of a misdemeanor case. Imposition of a civil assessment of an infraction case does not remove it from court’s control. Infraction cases are not aged for the purpose of JBSIS; therefore, infraction cases are never removed nor restored to court’s control but remain pending until disposed. ○ Resumption of criminal proceedings after: <ul style="list-style-type: none"> ▪ Successful or unsuccessful completion of diversion (Pen. Code, § 1000 et seq.), <ul style="list-style-type: none"> • Diversion programs and drug court per Penal Code §§ 1000, 1000.8. These pretrial programs postpone the prosecution of an offense and remove the case from court’s control while the defendant is in the program. There are deferred entry of judgment programs which require the defendant to enter a plea of guilty before entry into a program (Pen. Code, § 1000.1(b)), while others are before entry of a plea (Pen. Code, § 1000.5). If the defendant is not successful, the case is restored to the court’s control and a judgment of guilty may be entered. ▪ Evaluation of mental competence (Pen. Code, § 1368),

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> ▪ Evaluation of narcotics addiction (Pen. Code, §§ 3050, 3051), ▪ 90-day diagnostic and treatment services (Pen. Code, § 1203.03), ▪ 90-day evaluation period of a juvenile (Welf. & Inst. Code, § 707.2). ○ Stay by a higher court or federal court is lifted. ○ Stay by the reporting court for active military duty or incarceration is lifted. ○ First appearance with counsel (for courts that arraign at first appearance without counsel).
500	205 255	210–250 260–280	felony reduced to misdemeanor (+) A case that was originally charged as a felony but was reduced to a misdemeanor by the prosecutor or the court and the complaint is refiled as a misdemeanor.
550		210–250 260–280 290 300 310	<p>existing complaint/citation entered in CMS (+) A misdemeanor/infraction complaint/citation not previously entered in the case management system (CMS) and therefore not reported in pending.</p> <p><u>What/how to report:</u> Report existing cases at the time an event is calendared and the case is entered in the CMS.</p> <p><u>What/how not to report:</u> Do not include cases calendared for a postdisposition event. Report postdisposition activity in workload.</p>
600	200	210–250 260–280	<p>removed from court’s control (–) An event that removes a case from the court’s control so that the time involved in that event is not counted in aging the case (Cal. Stds. Jud. Admin., § 2.2(n)(2), eff. 1/1/07).</p> <p>Note:</p> <ul style="list-style-type: none"> • Case aging is suspended from the time the case is removed from court’s control until the time it is restored to court’s control. • The events that remove a case from the court’s control are: <ul style="list-style-type: none"> ○ Issuance of a warrant of a misdemeanor case. Issuance of a warrant for an infraction case does not remove it from

Row	Case Type		Definition
	Portal	JBSIS	
			<p>court’s control. Infraction cases are not aged for the purpose of JBSIS; therefore, infraction cases are never removed nor restored to court’s control but remain pending until disposed. Imposition of a civil assessment for a misdemeanor case (Pen. Code, § 1214.1).</p> <ul style="list-style-type: none"> ○ Imposition of a civil assessment of an infraction case does not remove it from court’s control. Infraction cases are not aged for the purpose of JBSIS; therefore, infraction cases are never removed nor restored to court’s control but remain pending until disposed. ○ Criminal proceedings suspended pending: <ul style="list-style-type: none"> ▪ Completion of diversion (Pen. Code, § 1000 et seq.), <ul style="list-style-type: none"> • Diversion programs and drug court per Penal Code §§ 1000–1000.8. These pretrial programs postpone the prosecution of an offense and remove the case from court’s control while the defendant is in the program. There is deferred entry of judgment programs which require the defendant to enter a plea of guilty before entry into a program (Pen. Code, § 1000.1(b)), while others are before entry of a plea (Pen. Code, § 1000.5). If the defendant is not successful, the case is restored to the court’s control and a judgment of guilty may be entered. ▪ Evaluation of mental competence (Pen. Code, § 1368), ▪ Evaluation as a narcotics addict (Pen. Code, §§ 3050, 3051), ▪ 90-day diagnostic and treatment program (Pen. Code, § 1203.03), ▪ 90-day evaluation period for a juvenile (Welf. & Inst. Code, § 707.2). ○ Stay by a higher court or federal court for proceedings in another jurisdiction. ○ Stay by the reporting court for active military duty or incarceration. ○ Time granted by court to secure counsel if the defendant is not represented at the first appearance (for courts that arraign at first appearance without counsel).

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how to report:</u> If a defendant is diverted on only one charge of a multiple-charge case, remove the entire case from the court's control.
700	205 255 285 295 305	210–250 260–280 290 300 310	total dispositions (-) See row 900 for definitions.
800	200	210–250 260–280	<p>end pending (=) The number of defendants awaiting disposition at the end of the reporting period.</p> <p><u>What/how to report:</u> Report end pending according to the most serious pending charge on the last day of the reporting period. See Appendix G, DOJ Offense Hierarchy.</p> <p><u>What/how not to report:</u> Do not include cases that remained out of the court's control for the entire reporting month.</p> <p>JBSIS: End pending for a month does not have to equal beginning pending for the next month. Case type classification changes, technical problems, or delayed data entry can make month-to-month balancing impossible.</p> <p>In rare instances related to changes in case types, this element may contain negative values. This is the only item for which negative numbers can be reported. Normally end pending numbers for one month are beginning pending for the next month. However, since the negative end pending number is attributable to disposed cases, this does not truly reflect the actual number of beginning pending. Therefore, beginning pending should only reflect those cases that are actually pending at the beginning of the report month.</p>

DISPOSED CASES

Misdemeanors/Infractions 11a - Data Matrix		200	205	210	220	230	240	250	255	260	270	280	285	290	295	300	305	310
JBSIS Data Reporting Standards effective July 1, 2018.		General Misdemeanors	Non-Traffic Misdemeanors	Assault and Battery	Property Offenses	Drug Offenses	Sexual Offenses	Other Nontraffic Misdemeanor/Ordinances	Traffic Misdemeanors	DUI	Other Traffic Misdemeanors	Driving While License Suspended	Traffic Infractions/Ordinances	Nontraffic Infractions/Ordinances				
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																		
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																		
	P JBSIS Web Portal Case Type	P	P						P				P					P

CASELOAD/CASEFLOW (unit of count = defendant)																		
Disposed Cases, in Ascending Stage and Outcome Hierarchy																		
900	Dispositions (total rows 950, 1500, 2100, 2500, 3000, 3500 and 3600)																	
950	Before hearing (total rows 975 and 1350)																	
▼975	Dismissal/Transfer (total rows 980 and 1275)																	
▼980	Transfer (total rows 1000 - 1100)																	
1000	Change of venue																	
1050	Jurisdictional transfer																	
1100	Consolidated																	
1275	Dismissals (total row 1300)																	
1300	Dismissal - Other																	
▼1350	Conviction (total row 1400)																	
1400	Bail forfeiture																	
1500	After hearing (total rows 1520 and 1890)																	
▼1520	Dismissal/Transfer (total rows 1530 and 1590)																	
▼1530	Transfer (total rows 1550 - 1570)																	
1550	Change of venue																	
1560	Jurisdictional transfer																	
1570	Consolidated																	
1590	Dismissals (total rows 1600 - 1800)																	
1600	Dismissal after diversion																	
1700	Dismissal after drug court																	
1800	Other dismissal																	
▼1890	Conviction (total rows 1900 - 2000)																	
1900	Bail forfeiture																	
2000	Sentenced—Plea of guilty/nolo contendere																	
2100	After trial by declaration (total rows 2190 and 2400)																	
▼2190	Dismissal/Acquittal (total rows 2200 - 2300)																	
2200	Dismissal																	
2300	Acquittal																	
2400	Court finding of guilt																	
2500	After court trial (total rows 2590 and 2790)																	
▼2590	Dismissal/Acquittal (total rows 2600 - 2700)																	
2600	Dismissal																	
2700	Acquittal																	
▼2790	Conviction (total rows 2800 - 2900)																	
2800	Sentenced on plea/nolo																	
2900	Sentenced/court finding of guilt																	
3000	After jury trial (total rows 3090 and 3290)																	
▼3090	Dismissal/Acquittal (total rows 3100 - 3200)																	
3100	Dismissal																	
3200	Acquittal																	
▼3290	Conviction (total rows 3300 - 3400)																	
3300	Sentenced—Plea of guilty/nolo contendere																	
3400	Sentenced—Jury verdict of guilt																	
3500	Before hearing																	
3600	After hearing																	
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS																
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																	

Row	Case Type		Definition
	Portal	JBSIS	
900	200 205 255 285 295 305	210–250 260–280 290 300 310	<p>dispositions (JBSIS total rows 950, 1500, 2100, 2500, 3000, 3500 and 3600) The termination of a pending case.</p> <p>Note:</p> <ul style="list-style-type: none"> • A criminal case is not disposed until all the charges in the case have been disposed. • Final disposition means that a change of venue, an acquittal, a dismissal, a judgment, entry of an appealable order, bail forfeiture (case closure), or another disposition as defined by JBSIS has been entered in the case for all charges. • Seriousness of disposition is determined by the row order of dispositions. The lowest disposition row number is the least serious and the highest is the most serious. For example: <ul style="list-style-type: none"> ○ the least serious disposition in the misdemeanor report is change of venue before trial (row 1000). ○ the most serious is sentenced—jury verdict of guilt (row 3400). <p>Example: A defendant is disposed on two charges: PC 148(a)(1), obstructing a peace officer, with a hierarchy code of 89500; and PC 484(a), petty theft, with a hierarchy code of 104400. If the charges were disposed in the same manner, for example, a sentence following conviction by jury, the hierarchy values of the offenses must be compared. The disposition would be reported using case type code 210, which contains the more severe charge, PC 148(a)(1), obstructing a peace officer.</p> <p>If the defendant was convicted on only the petty theft and the other charge, obstructing a peace officer, was dismissed, the disposition would be reported under case type code 220, which contains the petty theft. While the obstruction charge has the more severe offense hierarchy code, it resulted in the least serious disposition (i.e., dismissal).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report one disposition for each filing.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> • Report the case according to the most serious manner of disposition and the case type code representing the most severe charge as follow: <ol style="list-style-type: none"> 1. For single charge cases (only one disposition) use the case type code associated with the offense. 2. For multiple charges, determining the case type code depends on the relationship between dispositions and charges. After comparing the dispositions on all charges, select the charge or charges with the most serious disposition (see the row order of dispositions in the JBSIS reports to determine seriousness). 3. If there is only one charge with the most serious disposition, use the associated case type code found in the DOJ offense table. 4. If there are multiple charges with each having the most severe disposition, compare the hierarchy codes of all such charges and use the case type code of the charge with the lowest hierarchy value. <p>JBSIS: Report one disposition for each filing (row 200), reopened case (row 300), felony reduced to misdemeanor (row 500), and existing complaint/citation entered in the CMS (row 550). Parking appeal (column 310) dispositions are reported as before or after hearing on row 3500 or 3600.</p> <p>Dismissal of misdemeanor charges and disposition of remaining infractions: When a case starts as a misdemeanor but only an infraction remains due to dismissal or reduction of charges, the misdemeanor is disposed, and the case is then reported in the infraction column 290 or 300 for a second disposition. This will result in minor inflation of infraction dispositions until changes are made to JBSIS in the future.</p> <p>Portal: When a criminal case involving several defendants is disposed of, report a disposition for each defendant. When a citation goes to complaint, report one disposition regardless of the number of complaints filed on that citation. If unconnected citations were combined in a complaint, or a warrant was issued for such citations, report a disposition for each citation when the</p>

Row	Case Type		Definition
	Portal	JBSIS	
			case is disposed of. Do not report an additional disposition for a violation of an oral or written promise to appear. Do not report a disposition for defendants diverted.
950	205 255 285 295	210–250 260–280 290 300	<p>before hearing (total rows 975 and 1350) A disposition occurs without the appearance of the defendant in court before a judicial officer or prior to the introduction of first evidence.</p> <p>Note: First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.</p> <p>Portal: Number of defendants disposed of before trial.</p>
975	205 255 285 295	210–250 260–280 290 300	<p>dismissal/transfer (total rows 980 and 1275) A disposition before hearing in which a case is dismissed or transferred.</p> <p>Portal: Number of defendants disposed of before trial: Dismissals without appearance & Transferred to another court.</p>
980	205 255 285 295	210–250 260–280 290 300	<p>Transfer (JBSIS total rows 1000–1100) A disposition before hearing in which a case is transferred.</p> <p>Portal: The number of defendants whose cases were transferred for trial to some other court in the same or a different county. Include juveniles certified to the juvenile court and defendants certified to the superior court for determination of their sanity at the time of trial.</p> <p>If a defendant who was certified to the superior court for determination of his or her sanity at the time of trial is later remanded to the reporting court for criminal trial, report a disposition in the appropriate column and line when final disposition is made of the case.</p> <p>Do not include on this line defendants charged with felonies who were bound over to the superior court after preliminary hearings or defendants who were transferred from one department or division to another within the reporting court.</p>

Row	Case Type		Definition
	Portal	JBSIS	
1000		210–250 260–280 290 300	change of venue A disposition before hearing in which the venue of a case changes to another county.
1050		210–250 260–280 290 300	<p>jurisdictional (intracounty) transfer A disposition before hearing in which a case is transferred to another court within the county.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include certifications to juvenile court (Welf. & Inst. Code, § 604). • Include cases that were originally filed as misdemeanors but are upgraded to felonies by the prosecutor or the court. <p><u>What/how not to report:</u> Do not count transfers between courts of equivalent jurisdiction within the same county.</p>
1100		210–250 260–280 290 300	<p>consolidated A disposition before hearing in which a case is subsumed into another pending (lead) case when the cases involve a common question of law or fact.</p> <p>Note: Under consolidation, all actions in the subsumed case become part of the lead case and are resolved by disposition of the lead case.</p> <p><u>What/how not to report:</u> Do not include cases consolidated only for trial that are not subsumed.</p>
1275	205 255 285 295	210–250 260–280 290 300	<p>dismissal (total from row 1300) See row 1300 for definition.</p> <p>Portal: Number of defendants disposed of before trial: Dismissals without appearance.</p>
1300	205 255 285 295	210–250 260–280 290 300	<p>dismissal A disposition before hearing in which the jurisdiction of the trial court is terminated by the court on a motion by the parties or on the court’s own motion (Pen. Code, § 1385).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include dismissals pursuant to Veh. Code, § 41500 (dismissed while defendant incarcerated in state prison or DJJ)

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> Dismissals due to a deceased party. <p>Portal: Dismissals without appearance. Report defendants whose cases were dismissed without their making an appearance before the court while it was in session.</p>
1350	205 255 285 295	210–250 260–280 290 300	<p>conviction (total from row 1400) A disposition before hearing in which a conviction is found. See row 1400 for definition.</p> <p>Portal: Number of defendants disposed of before trial: bail forfeiture.</p>
1400	205 255 285 295	230 250 260–280 290 300	<p>bail forfeiture A final disposition before hearing in which bail is posted to settle the case—i.e., bail is forfeited without issuance of a bench warrant or calendaring of other proceedings. A bail forfeiture is to be reported as of the date on which a defendant’s bail was declared forfeited. Include defendants who paid money after communication with the clerk or judge or under a written admission of guilt but who did not appear before the court while it was in session to enter a plea.</p> <p>Note: Effective July 1, 2011, AB 2499 requires the reporting of a defendant’s successful completion of a course at a DMV-licensed traffic violator school as a “confidential conviction” rather than a “dismissal.” Include defendants who successfully complete a course at a DMV-licensed traffic violator school before a court hearing.</p> <p><u>What/how to report:</u> Include cases in which pleas were taken by the clerk at the counter.</p> <p>Portal: Number of defendants disposed of before trial: bail forfeiture.</p>
1500	205 255 285 295	210–250 260–280 290 300	<p>disposition after hearing (total rows 1520 and 1890) Disposition occurs after the introduction of first evidence in a hearing but before the start of a trial by declaration, court trial, or jury trial.</p> <p>Note: First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings,</p>

Row	Case Type		Definition
	Portal	JBSIS	
			witness testimony, and/or documents or tangible objects are submitted to the court. Portal: Number of defendants disposed of before trial.
1520	205 255 285 295	210–250 260–280 290 300	dismissal/transfer (total rows 1530 and 1590) A disposition after hearing in which a case is dismissed or transferred. Portal: Dismissals after court appearance.
1530	205 255 285 295	210–250 260–280 290 300	transfer (JBSIS total rows 1550–1570) A disposition after hearing in which a case is transferred.
1550		210–250 260–280 290 300	change of venue A disposition after hearing in which the venue of a case changes to another county.
1560		210–250 260–280 290 300	jurisdictional (intracounty) transfer A disposition after hearing in which a case is transferred to another court within the county. <u>What/how to report:</u> <ul style="list-style-type: none"> • Include certifications to juvenile court (Welf. & Inst. Code, § 604.) • Include cases that were originally filed as misdemeanors but were upgraded to felonies by the prosecutor or the court. <u>What/how not to report:</u> Do not count transfers between courts of equivalent jurisdiction within the same county.
1570		210–250 260–280 290 300	consolidated A disposition after hearing in which a case is subsumed into another pending (lead) case when the cases involve a common question of law or fact. Note: Under consolidation, all actions in the subsumed case become part of the lead case and are resolved by disposition of the lead case.

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how not to report:</u> Do not include cases consolidated only for trial that are not subsumed.
1590	205 255 285 295	210–250 260–280 290 300	<p>dismissals</p> <p>JBSIS: Dispositions after hearing in which the jurisdiction of the trial court is terminated by the court on a motion by the parties or on the court’s own motion (Pen. Code, § 1385). Include dismissals due to a deceased party. The total of rows 1600–1800.</p> <p>Portal: Include cases that were dismissed before trial but after the defendant or his or her attorney appeared before the court while it was in session.</p>
1600		210–250 260–280 290 300	<p>dismissal after diversion (including traffic school) A disposition after hearing in which the defendant is dismissed following the completion of a program of diversion ordered by the court.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include defendants who pled guilty, were granted deferred entry of judgment and dismissed following successful completion of the program. • Include defendants who completed a program of diversion prior to making a plea. • Report on this row only if dismissal was the first disposition. If cases were initially disposed by bail forfeiture, report on row 1900. In both instances, also report a case characteristic of traffic school referral. Any activity after the first disposition is reported under Workload. <p><u>What/how not to report:</u> Do not include defendants dismissed after the completion of a drug court program. Such defendants are reported on row 1700.</p>
1700		210–250 260–280 290 300	<p>dismissal after drug court A disposition after hearing in which the defendant is dismissed following the completion of a drug court program ordered by the court.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include defendants who pled guilty, were granted deferred entry of judgment under Pen. Code, § 1000.1(b), and were dismissed following successful completion of a drug court program per Pen. Code, § 1000.3. • Include defendants who completed a drug court program prior to making a plea under Pen. Code, § 1000.5. • If a defendant is sentenced and as part of the sentence is entered into a drug court program, the case would be disposed as a sentenced case, and any status hearings would be reported under Workload, postdisposition hearings, on row 6600.
1800		210–250 260–280 290 300	<p>other dismissal A disposition after hearing in which the jurisdiction of the trial court is terminated by the court on a motion by the parties or on the court’s own motion (Pen. Code, § 1385).</p> <p><u>What/how to report:</u> Include dismissals due to a deceased party.</p>
1890	205 255 285 295	210–250 260–280 290 300	<p>conviction (total rows 1900 and 2000) A disposition after hearing in which a conviction is found.</p> <p>Portal: Number of defendants disposed of before trial: pleas of guilty.</p>
1900	205 255 285 295	210–250 260–280 290 300	<p>bail forfeiture A disposition after hearing in which bail is posted to settle the case—i.e., bail is forfeited without issuance of a bench warrant or calendaring of other proceedings.</p>
2000	205 255 285 295	210–250 260–280 290 300	<p>sentenced—plea of guilty/nolo contendere A disposition after hearing in which the defendant admits having committed the offense(s) with which he or she is charged or a lesser included charge or pleads no contest to the charge(s) and is sentenced.</p> <p>Note: Effective July 1, 2011, AB 2499 requires the reporting of a defendant’s successful completion of a course at a DMV-licensed traffic violator school as a “confidential conviction” rather than a “dismissal.” Include defendants who successfully complete a course at a DMV-licensed traffic violator school after a court hearing.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			Portal: Include defendants who pleaded only “not guilty by reason of insanity” and were certified to the superior court under section 1429.5 of the Penal Code for a determination of their sanity at the time the offense was committed.
2100	285	290	<p>disposition after trial by declaration (total rows 2190 and 2400) A disposition in which a defendant charged with a traffic infraction elected to have a trial by written declaration (Veh. Code, § 40902).</p> <p>Note: Effective July 1, 2011, AB 2499 requires the reporting of a defendant’s successful completion of a course at a DMV-licensed traffic violator school as a “confidential conviction” rather than a “dismissal.” Include defendants who successfully complete a course at a DMV-licensed traffic violator school after a trial by declaration.</p>
2190		290	dismissal/acquittal (total rows 2200 and 2300) A disposition after trial by declaration in which the case is dismissed or acquitted.
2200		290	<p>dismissal A disposition after trial by declaration in which the jurisdiction of the trial court is terminated by the court on a motion by the parties or on the court’s own motion (Pen. Code, § 1385).</p> <p><i>What/how to report:</i> Include dismissals due to a deceased party.</p>
2300		290	acquittal A disposition after trial by declaration in which the court makes a judgment that the defendant is not guilty of any of the offenses with which he or she was charged.
2400		290	court finding of guilt A disposition after trial by declaration in which the court makes a judgment that the defendant is guilty of the offense(s) or a lesser included offense with which he or she was charged.
2500	205 255 285 295	210–250 260–280 290 300	<p>disposition after court trial (total rows 2590 and 2790) Disposition occurs after the introduction of the first evidence at a trial in which the judicial officer determines the issues of both fact and law in a case.</p> <p>Note: First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings,</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<p>witness testimony, and/or documents or tangible objects are submitted to the court.</p> <p>Portal: Number of defendants disposed of after trial.</p>
2590	205 255 285 295	210–250 260–280 290 300	<p>dismissal/acquittal A disposition after court trial in which the case is dismissed or acquitted.</p> <p>JBSIS: total rows 2600 and 2700</p> <p>Portal: Acquitted or dismissed. Include dismissals and acquittals here. A dismissal is a disposition after court trial in which the jurisdiction of the trial court is terminated by the court on a motion by the parties or on the court’s own motion. (Pen. Code, § 1385.) Include dismissals due to a deceased party. Acquittal is a disposition after court trial in which the court makes a judgment that the defendant is not guilty of any of the offenses with which he or she was charged.</p>
2600		210–250 260–280 290 300	<p>dismissal A disposition after court trial in which the jurisdiction of the trial court is terminated by the court on a motion by the parties or on the court’s own motion (Pen. Code, § 1385).</p> <p><u>What/how to report:</u> Include dismissals due to a deceased party.</p>
2700		210–250 260–280 290 300	<p>acquittal A disposition after court trial in which the court makes a judgment that the defendant is not guilty of any of the offenses with which he or she was charged.</p>
2790	250 255 285 295	210–250 260–280 290 300	<p>conviction A disposition after court trial in which a conviction is found.</p> <p>JBSIS: Include sentenced cases resulting from plea of guilty/nolo contendere and court finding of guilt. The total of rows 2800 and 2900.</p> <p>Portal: Convicted and juvenile order.</p> <p>Note: Effective July 1, 2011, AB 2499 requires the reporting of a defendant’s successful completion of a course at a DMV-licensed</p>

Row	Case Type		Definition
	Portal	JBSIS	
			traffic violator school as a “confidential conviction” rather than a “dismissal.” Include defendants who successfully complete a course at a DMV-licensed traffic violator school after a court trial.
2800		210–250 260–280 290 300	<p>sentenced—plea of guilty/nolo contendere A disposition after court trial in which the defendant admits having committed the offense(s) with which he or she is charged or a lesser included charge or pleads no contest to the charge(s) and is sentenced.</p> <p>Note: Per AB 2499, effective July 1, 2011, include defendants following the successful completion of a course at a DMV-licensed traffic violator school after a court trial, which deems the case a “confidential conviction” rather than a “dismissal.”</p>
2900		210–250 260–280 290 300	<p>sentenced—court finding of guilt A disposition after court trial in which the court finds the defendant guilty of one or more of the charges and the defendant is sentenced.</p>
3000	205 255	210–250 260–280	<p>disposition after jury trial (total rows 3090 and 3290)</p> <p>JBSIS: Disposition occurs after the swearing-in of the 12 jurors and alternates who will determine the issues of fact in a case. Portal: A jury trial begins when the jury selection in a jury trial begins.</p>
3090	205 255	210–250 260–280	<p>dismissal/acquittal A disposition after jury trial in which the case is dismissed or acquitted.</p> <p>JBSIS: The total of rows 3100 and 3200.</p> <p>Portal: Acquitted or dismissed. Include acquittals. Acquittal is a disposition after jury trial in which the court makes a judgment that the defendant is not guilty of any of the offenses with which he or she was charged.</p>
3100		210–250 260–280	<p>dismissal A disposition after jury trial in which the jurisdiction of the trial court is terminated by the court on a motion by the parties or on the court’s own motion (Pen. Code, § 1385).</p> <p><u>What/how to report:</u> Include dismissals due to a deceased party.</p>

Row	Case Type		Definition
	Portal	JBSIS	
3200		210–250 260–280	acquittal A disposition after jury trial in which judgment is entered, based on the verdict of the jury, that the defendant is not guilty of any of the offenses with which he or she was charged.
3290	205 255	210–250 260–280	<p>conviction A disposition after jury trial in which a conviction is found.</p> <p>JBSIS: Include sentenced cases resulting from plea of guilty/nolo contendere and a jury verdict of guilt. The total of rows 3300 and 3400.</p> <p>Portal: Number of defendants disposed of after trial by jury: convicted.</p>
3300		210–250 260–280	sentenced—plea of guilty/nolo contendere A disposition after jury trial (after a jury is sworn and the defendant changes his or her plea, but before the case is submitted to the jury) in which the defendant admits having committed the offense(s) with which he or she was charged or a lesser included charge, or pleads no contest to the charge(s) and is sentenced.
3400		210–250 260–280	sentenced—jury verdict of guilt A disposition after jury trial in which the jury finds the defendant guilty of one or more of the charges and the defendant is sentenced.
3500	305	310	disposition before hearing A disposition of a parking appeal without the appearance of the defendant in court before a judicial officer.
3600	305	310	disposition after hearing A disposition of a parking appeal after the appearance of the defendant in court before a judicial officer.

CASE AGING

Case Aging (Gov. Code, § 68604; Cal. Stds. Jud. Admin., § 2.2) Misdemeanor cases are aged until defendants are sentenced or the case is otherwise disposed. However, if a case is removed from the court’s control aging stops and is not restored until an event occurs that reactivates the case. Report the number of cases falling into each of the following time intervals.

Cases are not aged nor reported in pending inventory while the case is out of court’s control but any activity occurring during this period, such as a drug court status hearing, would be reported under Workload.

Additional notes to consider when reporting case aging:

- Infraction cases, reopened cases, and misdemeanor cases reduced to infractions, are not aged.
- Cases transferred in are aged from the complaint arraignment date in the original jurisdiction.
- Infractions upgraded to misdemeanors are aged according to the date of arraignment on the misdemeanor charge.

Misdemeanors/Infractions 11a - Data Matrix		200	205	210	220	230	240	250	255	260	270	280	285	290	295	300	305	310
JBSIS Data Reporting Standards effective July 1, 2018.																		
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		General Misdemeanors	Non-Traffic Misdemeanors	Assault and Battery	Property Offenses	Drug Offenses	Sexual Offenses	Other Nontraffic Misdemeanor/Ordinances	Traffic Misdemeanors	DUI	Other Traffic Misdemeanors	Driving While License Suspended	Traffic Infractions/Ordinances	Nontraffic Infractions/Ordinances				
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																		
	P	P	P						P				P		P		P	
CASELOAD/CASEFLOW (unit of count = defendant)																		
3690 Case Aging																		
3700 Age of disposed cases																		
3800	0–30 days																	
3900	31–90 days																	
4000	91–120 days																	
4100	GE 121 days																	
4200 Age of pending cases																		
4300	0–30 days																	
4400	31–90 days																	
4500	91–120 days																	
4600	GE 121 days																	
Key:	Unshaded cell = data expected																	
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																	

Row	Case Type		Definition
	Portal	JBSIS	
3700			Age of disposed misdemeanor cases Report all disposed cases under the case type that corresponds with the most serious charge at date of disposition. Exclude the time the case was removed from the court’s control.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> • Cases with appearance: Age from the arraignment date to the disposition date. • Cases without appearance: Age from the date the case was filed to the disposition date.
3800	200	210–250 260–280	0–30 days
3900	200	210–250 260–280	31–90 days
4000	200	210–250 260–280	91–120 days
4100	200	210–250 260–280	Greater than 121 days
4200			<p>Age of pending misdemeanor cases Report all pending cases under the case type that corresponds with the most serious charge on the last day of the reporting period. Exclude the time the case was removed from the court’s control.</p> <ul style="list-style-type: none"> • Cases with appearance: Age from the arraignment date to the last day of the reporting period. • Cases without appearance: Age from the date the case was filed to the last day of the reporting period. • Age of pending cases may not equal the number of end pending cases reported on row 800, because end pending includes defendants that have not been arraigned.
4300		210–250 260–280	0–30 days
4400		210–250 260–280	31–90 days
4500		210–250 260–280	91–120 days
4600		210–250 260–280	Greater than 121 days

WORKLOAD

WORKLOAD (unit of count = action). Data collected to reflect workload. Include workload of cases that are in and out of court’s control (i.e. drug court status hearing). Though cases are not aged nor reported in pending inventory while the case is out of court’s control, any activity occurring during this period, such as a drug court status hearing, would be reported under Workload. Report on the last day of the reporting period. Capture the actual number of events occurring in a report period under the case type that corresponds with the most serious charge at the time a hearing or event occurs. If an event affects charges and changes the case type, enter the event under the old case type, but report subsequent events under the new case type.

HEARINGS

Misdemeanors/Infractions 11a - Data Matrix		200	205	210	220	230	240	250	255	260	270	280	285	290	295	300	305	310
JBSIS Data Reporting Standards effective July 1, 2018.																		
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		General Misdemeanors	Non-Traffic Misdemeanors	Assault and Battery	Property Offenses	Drug Offenses	Sexual Offenses	Other Nontraffic Misdemeanor/Ordinances	Traffic Misdemeanors	DUI	Other Traffic Misdemeanors	Driving While License Suspended	Traffic Infractions/Ordinances	Nontraffic Infractions/Ordinances				
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																		
	P	JBSIS Web Portal Case Type	P	P					P				P		P		P	
WORKLOAD (unit of count = action)																		
4700	Predisposition hearings (total rows 4800 - 5500)																	
4800	Arrestment																	
5100	Diversion hearing																	
5150	Pen. Code, § 1538.5 motion																	
5200	Drug court status hearing																	
5300	Bail review hearing																	
5400	Sentencing hearing																	
5500	Other predisposition hearing																	
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS																
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																	

Row	Case Type		Definition
	Portal	JBSIS	
4700	205	210–250	predisposition hearings (JBSIS total rows 4800–5500) Formal judicial predisposition proceedings held to decide issues of fact or law arising in the course of a court action. Examples: Include civil motion hearings, order to show causes (OSCs) for child custody and support, dependency review hearings, etc. Note: <ul style="list-style-type: none"> A hearing begins when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings,
	255	260–280	
	285	290	
	295	300	

Row	Case Type		Definition
	Portal	JBSIS	
			<p>witness testimony, and/or documents or tangible objects are submitted to the court (i.e., “first evidence”).</p> <ul style="list-style-type: none"> • Hearings are initiated: <ul style="list-style-type: none"> ○ By the official placement of a case on a judicial officer’s calendar <ul style="list-style-type: none"> ▪ by the filing of written documents such as motions and OSCs, etc., ▪ on the court’s own motion, or ▪ at the request of a party to the action or another interested party (e.g., sheriff, Family Court Services, etc.); or ○ Based on impromptu oral motions presented in court and heard by the judicial officer. <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report each hearing that actually takes place. If multiple proceedings are heard at one time (regardless of whether they are initiated by one or more documents), count each proceeding. • Hearings that extend over more than one day are counted as separate hearings for each hearing day. • If a judicial ruling made at a hearing results in the disposition of a case, count both the hearing and the disposition. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not report hearings that are not heard at all and are reset at the request of the parties or on the court’s motion. Count these as continuances in the Events section. • Do not count ex parte proceedings unless they are calendared and heard. • Do not count impromptu oral motions that do not require a presentation and are not heard by the judicial officer.
4800		210–250 260–280 290 300	<p>arraignment A predisposition hearing at which the defendant’s identity is established, he or she is informed of the charges and his or her rights, and the defendant usually enters a plea. Include arraignments on amended complaints/citations.</p>

Row	Case Type		Definition
	Portal	JBSIS	
5100		210–250 260–280 290 300	diversion hearing A predisposition hearing at which the court determines whether a defendant would benefit from diversion and whether he or she consents to diversion proceedings, or at which the court conducts a review or follow-up hearing pursuant to Pen. Code, § 1000 et seq.
5150		210–250 260–280	Penal Code, § 1538.5 motion A predisposition hearing on a motion for the return of property or to suppress as evidence anything obtained as a result of an unreasonable search and seizure.
5200		210–250 260–280 290 300	drug court status hearing A status hearing prior to disposition to ensure effective supervision for the treatment progress of each drug court participant. Report all status hearings held with each participant.
5300		210–250 260–280 290 300	bail review hearing A hearing to reduce or increase bail, set bail, or determine source of bail pursuant to Pen. Code, § 1275.
5400		210–250 260–280	sentencing hearing A predisposition hearing to impose a sentence upon conviction of a misdemeanor. <i><u>What/how to report:</u></i> Include reviews of presentencing reports.
5500		210–250 260–280 290 300	other predisposition hearing A predisposition hearing other than those listed on rows 4800–5400.

TRIALS AND POSTDISPOSITION HEARINGS

Misdemeanors/Infractions 11a - Data Matrix		200	205	210	220	230	240	250	255	260	270	280	285	290	295	300	305	310
JBSIS Data Reporting Standards effective July 1, 2018.																		
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		General Misdemeanors	Non-Traffic Misdemeanors	Assault and Battery	Property Offenses	Drug Offenses	Sexual Offenses	Other Nontraffic Misdemeanor/Ordinances	Traffic Misdemeanors	DUI	Other Traffic Misdemeanors	Driving While License Suspended	Traffic Infractions/Ordinances	Nontraffic Infractions/Ordinances				
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																		
	P JBSIS Web Portal Case Type	P	P										P		P		P	
WORKLOAD (unit of count = action)																		
5600	Trial																	
▼5690	Mistrial (total rows 5700 - 5800)																	
5700	Mistrial on hung jury																	
5800	Other mistrial																	
▼5890	Retrial (total rows 5900 - 6000)																	
5900	Retrial																	
6000	Trial de novo																	
6100	Postdisposition hearings (total rows 6200 - 6700)																	
6200	Violation of probation hearing																	
6300	Probation supervision hearing																	
6400	Resentencing/modification hearing																	
6500	Failure to comply hearing																	
6600	Drug court status hearing																	
6700	Other postdisposition hearing																	
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS																
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																	

Row	Case Type		Definition
	Portal	JBSIS	
5600	Trial		Workload data regarding trials that are not captured in caseload disposition measures. Report trial data according to the most serious charge pending at the time of the trial.
5690		210–250 260–280 290 300 310	mistrial (total rows 5700 and 5800) The total number of trials terminated prior to its normal conclusion as a result of a hung jury or for other reasons.
5700		210–250 260–280	mistrial on hung jury A trial terminated prior to its normal conclusion because the court finds that there is no reasonable probability that the jury can agree (Pen. Code, § 1140).
5800		210–250 260–280	other mistrial A trial terminated prior to its normal conclusion for a reason other than a hung jury.
5890		210–250 260–280 290	retrials (total rows 5900–6000) The total number of new trials granted following mistrials.

Row	Case Type		Definition
	Portal	JBSIS	
5900		210–250 260–280	retrial A new trial following a mistrial, the granting of a motion for a new trial, or reversal on appeal.
6000		290	trial de novo A trial for a traffic infraction following a conviction after a trial by declaration.
6100	205 255 285 295	210–250 260–280 290 300	postdisposition hearings (total rows 6200–6700) A proceeding at which first evidence is presented and heard by a judicial officer after final disposition. Note: See hearing definitions on row 4700.
6200		210–250 260–280	violation of probation hearing A postdisposition hearing for failure to comply with the terms or conditions of probation previously imposed by the court.
6300		210–250 260–280	probation supervision hearing A postdisposition hearing to review the status of formal probation or conditional sentence (Pen. Code, § 1203).
6400		210–250 260–280	resentencing/modification hearing A postdisposition hearing for the purpose of reviewing the sentence administered in a case and making adjustments as deemed appropriate by the court.
6500		210–250 260–280 290 300	failure to comply hearing A postdisposition hearing on a failure to comply with a court order by a defendant not on probation.
6600		210–250 260–280 290 300	drug court status hearing A status hearing after disposition to ensure effective supervision of treatment progress for each drug court participant. <u>What/how to report:</u> Report all status hearings held with each participant.
6700		210–250 260–280 290 300	other postdisposition hearings A postdisposition hearing other than those listed on rows 6200–6600. Examples: Pen. Code, § 1203.4a motions, etc.

EVENTS

Misdemeanors/Infractions 11a - Data Matrix		200	205	210	220	230	240	250	255	260	270	280	285	290	295	300	305	310
JBSIS Data Reporting Standards effective July 1, 2018.																		
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		General Misdemeanors	Non-Traffic Misdemeanors	Assault and Battery	Property Offenses	Drug Offenses	Sexual Offenses	Other Nontraffic Misdemeanor/Ordinances	Traffic Misdemeanors	DUI	Other Traffic Misdemeanors	Driving While License Suspended	Traffic Infractions/Ordinances	Nontraffic Infractions/Ordinances				
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																		
	P JBSIS Web Portal Case Type	P	P						P				P		P		P	
WORKLOAD (unit of count = action)																		
6750	Events																	
6760	Pretrial conference																	
6770	Settlement conference																	
6790	Continuances																	
6800	Court's motion																	
6900	Party's motion																	
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS																
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																	

Row	Case Type		Definition
	Portal	JBSIS	
6750	Events		Data collected to measure workload. Capture the actual number of events occurring during the reporting period. Report on the last day of the reporting period.
6760		210–250 260–280	pretrial conference A conference in which the opposing parties in a case meet with the judicial officer prior to trial for the purposes of stipulating those things that are agreed upon and thus narrowing the trial to the issues that are in dispute; disclosing the required information about witnesses and evidence, making motions; and generally organizing the presentation of motions, witnesses, and evidence.
6770	205 255	210–250 260–280	settlement conference JBSIS: A calendared conference that occurs before or after the start of trial among the parties and the judicial officer or other individual given authority by the judge to settle the case, for the specific purpose of settling the case. Portal: All pretrial settlement conferences which were calendared and heard. Do not report informal, noncalendared settlement discussions.
6790		210–250 260–280 290 300	continuances (total rows 6800 and 6900) A hearing/trial set on a calendar and recalendared to a future date for the same proceedings, at the request of a party or on the court's own

Row	Case Type		Definition
	Portal	JBSIS	
			<p>motion, before any proceedings take place i.e. before first evidence is presented.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report all continuances whether handled by the clerk’s office or in court. • Include stipulated continuance as “continuance—party’s motion.”
6800		210–250 260–280 290 300	<p>continuance—court’s motion A hearing/trial set on a calendar and recalendared to a future date on the court’s own motion.</p>
6900		210–250 260–280 290 300	<p>continuance—party’s motion A hearing/trial set on a calendar and recalendared to a future date on a party’s motion.</p> <p><u>What/how to report:</u> Include stipulated continuances.</p>

CASE CHARACTERISTICS

CASE CHARACTERISTICS (unit of count = defendant/action).

PENDING CASES

Misdemeanors/Infractions 11a - Data Matrix		200	205	210	220	230	240	250	255	260	270	280	285	290	295	300	305	310
JBSIS Data Reporting Standards effective July 1, 2018.																		
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov) for detailed data definitions and reporting specifications.		General Misdemeanors	Non-Traffic Misdemeanors	Assault and Battery	Property Offenses	Drug Offenses	Sexual Offenses	Other Nontraffic Misdemeanor/Ordinances	Traffic Misdemeanors	DUI	Other Traffic Misdemeanors	Driving While License Suspended	Traffic Infractions/Ordinances	Nontraffic Infractions/Ordinances				
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																		
	P	JBSIS Web Portal Case Type	P	P						P					P			P
CASE CHARACTERISTICS (unit of count = defendant/action)																		
7000 Pending cases																		
7100	Proof of correction submitted																	
7200	Traffic violation school (TVS) referral																	
7300	Pro per defendant																	
7400	Represented by counsel																	
7500	Domestic violence filing																	
7600	Juvenile offender																	
7700	DUI with priors																	
7800	Interpreter required																	
Key:	<input type="checkbox"/> Unshaded cell = data expected <input type="checkbox"/> Value calculated in JBSIS <input checked="" type="checkbox"/> Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																	

Row	Case Type		Definition
	Portal	JBSIS	
7000			<p>Case characteristics of pending cases Case characteristics are attributes that increase a case’s complexity and these attributes are tracked in the Case Characteristics section. Characteristics are reported under the case type column that corresponds with the most severe charge on the date the information is entered in the CMS.</p> <p>Attributes captured once per defendant on the last day of the reporting period for each month the case is pending. If the characteristic affects charges and changes the case type, enter the event under the old case type, but report subsequent events under the new case type.</p>
7100		290 300	<p>proof of correction submitted Submission of proof of correction in order to obtain a dismissal of a charge/citation.</p> <p><u>What/how to report:</u> Report in month POC is submitted, and report in every month thereafter until case is disposed.</p> <p><u>What/how not to report:</u> Do not report in month case is disposed.</p>
7200		290 300	<p>traffic violation school (TVS) referral Referral to traffic school to obtain dismissal of a traffic citation.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u> Report in month TVS is submitted, and report in every month thereafter until case is disposed.</p> <p><u>What/how not to report:</u> Do not report in month case is disposed.</p>
7300		210–250 260–280	<p>pro per defendant A defendant who is granted pro per status by the court.</p> <p><u>What/how to report:</u> Report once per month per defendant whose most recent event held, regardless of when held, was pro per.</p> <p><u>What/how not to report:</u> Do not report in month case is disposed.</p>
7400		290 300 310	<p>represented by counsel A defendant who is represented by an attorney at the time of arraignment or trial.</p> <p><u>What/how to report:</u> Report in month arraignment and/or trial is held and defendant is represented by counsel, and report in every month thereafter until case is disposed.</p> <p><u>What/how not to report:</u> Do not report in month case is disposed.</p>
7500		210–250	<p>domestic violence filing A case charging domestic violence as defined under Pen. Code, § 13700.</p> <p>Examples: Domestic violence also includes cases that have been designated as such per Pen. Code, §§ 136.2(h), 243(e)(1), 273.5, 273.6, etc.</p> <p><u>What/how to report:</u> Report once per defendant in month DV filing is made, and report in every month thereafter until case is disposed.</p> <p><u>What/how not to report:</u> Do not report in month case is disposed.</p>
7600		210–250 260–280 290 300 310	<p>juvenile offender A defendant charged with a misdemeanor and/or infraction who was a minor (under 18 years) at the time the offense was committed.</p> <p><u>What/how to report:</u> Report in month the juvenile indicator is set, and report in every month thereafter until case is disposed.</p>

Row	Case Type		Definition
	Portal	JBSIS	
			<u>What/how not to report:</u> Do not report in month case is disposed.
7700		210–250 260–280	<p>DUI with priors A defendant charged with a DUI whom the prosecutor indicates has prior DUI convictions.</p> <p><u>What/how to report:</u> Report in month DUI with priors is alleged on the complaint, and report in every month thereafter until case is disposed.</p> <p><u>What/how not to report:</u> Do not report in month case is disposed.</p>
7800		210–250 260–280 290 300 310	<p>interpreter required A case in which an interpreter is required and used for the defendant during a court appearance.</p> <p><u>What/how to report:</u> Report once per month per defendant whose most recent event is held, regardless of when it is held, required an interpreter.</p> <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not report the number of interpreter appearances; that is, each defendant receives one count per reporting period even if the defendant required an interpreter more than once. • Do not report in month case is disposed.

DISPOSED CASES

Misdemeanors/Infractions 11a - Data Matrix		200	205	210	220	230	240	250	255	260	270	280	285	290	295	300	305	310	
JBSIS Data Reporting Standards effective July 1, 2018.		General Misdemeanors	Non-Traffic Misdemeanors	Assault and Battery	Property Offenses	Drug Offenses	Sexual Offenses	Other Nontraffic Misdemeanor/Ordinances	Traffic Misdemeanors	DUI	Other Traffic Misdemeanors	Driving While License Suspended	Traffic Infractions/Ordinances	Nontraffic Infractions/Ordinances					
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.																			
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.																			
	P JBSIS Web Portal Case Type	P	P																
CASE CHARACTERISTICS (unit of count = defendant/action)																			
7900	Disposed cases																		
8000	Proof of correction submitted																		
8100	Traffic violation school (TVS) referral																		
8200	Pro per defendant																		
8300	Represented by counsel																		
8400	Domestic violence filing																		
8500	Juvenile offender																		
8600	DUI with priors																		
8700	Interpreter required																		
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS																	
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.																		

Row	Case Type		Definition
	Portal	JBSIS	
7900			Case characteristics of disposed cases Attributes of cases disposed at any point during the reporting month are captured once per defendant at the time of final disposition. Do not capture characteristics of postdisposition cases.
8000		290 300	proof of correction submitted Submission of proof of correction in order to obtain a dismissal of a charge/citation. <i>What/how to report:</i> Report if POC is submitted prior to or at the time of disposition.
8100		290 300	traffic violation school (TVS) referral Referral to traffic school to obtain dismissal of a traffic citation. <i>What/how to report:</i> Report if TVS is submitted prior to or at the time of disposition.
8200		210–250 260–280	pro per defendant A defendant who is granted pro per status by the court. <i>What/how to report:</i> Report if defendant is in pro per status (most recent event held, regardless of when held, was as a pro per) at the time disposition.
8300		290 300	represented by counsel A defendant who is represented by an attorney.

Row	Case Type		Definition
	Portal	JBSIS	
		310	<u>What/how to report:</u> Report if case is disposed at arraignment or trial and defendant is represented by counsel.
8400		210–250	<p>domestic violence filing A case charging domestic violence as defined under Pen. Code, § 13700.</p> <p>Examples: Domestic violence also includes cases that have been designated as such per Pen. Code, §§ 136.2(h), 243(e)(1), 273.5, 273.6, etc.</p> <p><u>What/how to report:</u> Report if case has a DV marker on at the time of disposition.</p>
8500		210–250 260–280 290 300 310	<p>juvenile offender A defendant charged with a misdemeanor and/or infraction who was a minor (under 18 years) at the time the offense was committed.</p> <p><u>What/how to report:</u> Report if the juvenile indicator is set at the time of disposition.</p>
8600		210–250 260–280	<p>DUI with priors A defendant charged with a DUI whom the prosecutor indicates has prior DUI convictions.</p> <p><u>What/how to report:</u> Report DUI with priors only if it is alleged on the complaint at the time of disposition.</p>
8700		210–250 260–280 290 300 310	<p>interpreter required A case in which an interpreter is required and used for the defendant during a court appearance.</p> <p><u>What/how to report:</u> Report once per defendant whose most recent event held, regardless of when held, required an interpreter at the time of disposition.</p>

11a Misdemeanor and Infractions

RAS Case Categories: JBSIS and Portal Case Types

The Resource Assessment Study (RAS) model uses the filings data reported in JBSIS and the Portal to estimate court workload and court staffing needs. The RAS model uses the filings data along with workload standards for several different case categories based on the case types reported in JBSIS and the Portal. The table below illustrates the Misdemeanor and Infraction case categories used in RAS, and how the JBSIS and Portal case types are mapped to this RAS categories.

RAS Case Category	Portal	JBSIS
Nontraffic Misdemeanors	Nontraffic Misdemeanors	Assault and Battery Property Offenses Drug Offenses Sexual Offenses
Traffic Misdemeanors	Traffic Misdemeanors	DUI Other Traffic Misdemeanors Driving while License Suspended
Infractions	Nontraffic Infractions/Ordinances Traffic Infractions/Ordinances	Nontraffic Infractions/Ordinances Traffic Infractions/Ordinances

Probate – Report 12a

Overview

Probate case types represent a broad classification category for trial court caseload that includes cases in which a court is asked to make a legal determination as to the disposition or transfer of decedents' assets, the appointment of conservators and guardians, the internal affairs or existence of a trust, and other miscellaneous probate matters. Probate cases consist of decedents' estates, trusts, adult conservatorships, guardianships of minors, and miscellaneous probate proceedings. A case is the unit of count for probate and consists of the filing of an initial petition.

Probate case types are reported according to one of two data collection and reporting standards:

- 1) Judicial Branch Statistical Information System (JBSIS): The JBSIS standards include a more detailed breakdown of cases by case type and disposition than the Portal, and include workload measures, such as the number of hearings.
- 2) Portal: The Portal standards include fewer case types, dispositions and workload measures than JBSIS. The Portal data elements can be mapped to the JBSIS data matrix, defined on the next page.

Case Type Mapping

The JBSIS standards include a more detailed breakdown of Probate case types than the Portal but the rules for counting Probate filings in JBSIS and the Portal are the same. The association of the Portal case type definitions with those definitions for JBSIS case types is shown below.

Portal		JBSIS	
25	Estate/Trust	10	Decedent's Estate
		20	Trust
45	Conservatorship/Guardianship	30	Conservatorship
		40	Guardianship
55	Other Probate with Hearing	50	Other Probate with Hearing
65	Other Probate without a Hearing	60	Other Probate without a Hearing

Case Type Definitions

Pre-JBSIS Probate	Portal	JBSIS
	---	00

A probate case filed prior to JBSIS implementation in which a JBSIS-specific case type cannot be determined by case management system (CMS).

Note: Case type 00, pre-JBSIS, is included to permit a court to report pending probate cases entered in their management system prior to JBSIS implementation where the case type category is unknown. Usually, when the case is scheduled for an event, the case type is determined, and the count is subtracted from the pre-JBSIS column and added to the new case type column.

Decedent's Estate	Portal	JBSIS
	25 *	10

* **Decedent's Estate** is one of the several case types reported in this category in the Portal

A probate case initiated by the filing of a Petition for Probate (form DE-111). The petition, which is to dispose of or transfer a decedent's assets, is for one of the following:

- Probate of will and for letters testamentary
- Probate of will and for letters of administration with will annexed
- Letters of administration
- Letters of special administration

What/how not to report:

- A will contest is considered a subsequent filing and should not be reported as a new filing.
- Safekeeping wills should not be reported as a filing.

Trust	Portal	JBSIS
	25 *	20

* **Trust** is one of the several case types reported in this category in the Portal

A probate trust case initiated in one of the following ways:

- The filing of a petition concerning the internal affairs of a trust or to determine the existence of a trust (Prob. Code, § 17200)
- The filing of a petition by a trustee or beneficiary of the filing of the notice to creditors by the trustee (Prob. Code, § 19000 et seq.)
- Special needs trust (Prob. Code, § 3602 et seq.)

What/how not to report:

- Do not report temporary petitions if they are filed as subsequent petitions.
- Disclaimers of Interest are not counted even if the court assigns a case number and opens a file.

Conservatorship	Portal	JBSIS
	45 *	30

* **Conservatorship** is one of the several case types reported in this category in the Portal

A probate case (Prob. Code, § 1800) initiated by the filing of a Petition for Appointment of Conservator (form GC-310) for one of the following:

- Person
- Estate
- Person and estate
- Limited conservatorship

What/how to report:

- Only the initial petition for appointment of a Conservatory (form GC-310) or Guardian (form GC-210) are counted as filings. A petition for a temporary conservatorship or guardianship is not reported as a filing.
- A successor conservatorship should be reported as a new filing since the existing conservatorship is terminated by the court, which can happen because of death or resignation by the conservator.
- If multiple petitions are filed by different parties for conservatorship of the same person(s), report only a single filing. Any additional petitions for conservatorship of the same person(s) are reported as subsequent petitions.

What/how not to report:

- A case transferred after final disposition or after it is placed under court supervision (e.g., court judgment on appointment of conservator) would not be counted as a new filing for the receiving court, but all hearings and events should be captured in the postdisposition section on the JBSIS report.
- Subsequent petitions, objections, and competing petitions should not be counted as a new or separate filing for conservatorship cases.
- A petition for temporary conservatorship is not reported as a filing.
- LPS conservatorships are not reported on the Probate report, but on the 10a-Mental Health report.

Guardianship	Portal	JBSIS
	45 *	40

* **Guardianship** is one of the several case types reported in this category in the Portal

A probate case (Prob. Code, § 1500) initiated by the filing of a Petition for Appointment of Guardianship of Minor (form GC-210) for one of the following:

- Person
- Estate
- Person and estate

What/how to report:

- A petition for guardianship should be reported as a single filing regardless of the number of minors listed in the petition.
- A successor guardianship should be reported as a new filing since the existing guardianship is terminated by the court, which can happen because of death or resignation by the guardian.
- If multiple petitions are filed by different parties for guardianship of the same person(s), report only a single filing. Any additional petitions for guardianship of the same person(s) are reported as subsequent petitions.
- One disposition is required for each initial guardianship petition filed.

What/how not to report:

- A case transferred after final disposition or after it is placed under court supervision (e.g., court judgment on appointment of guardian) would not be counted as a new filing for the receiving court, but all hearings and events should be captured in the postdisposition section on the JBSIS report.
- Subsequent petitions, objections, and competing petitions should not be counted as a new or separate filing for guardianship cases.
- A petition for temporary guardianship is not reported as a filing.

Other Probate with hearing	Portal	JBSIS
	55	50

A probate case other than decedent’s estate, trust, conservatorship, or guardianship.

Examples:

- Petition regarding protective proceedings involving a minor (Prob. Code, § 3300 et seq.) (form MC-350)
- Petition regarding spousal property (Prob. Code, § 13650)
- Petition to determine succession to real property

- Petition regarding management or disposition of property where spouse lacks legal capacity (Prob. Code, § 3000 et seq.)
- Petition regarding authorization of medical treatment for adult without conservator (Prob. Code, § 3200 et seq.)
- Petition to establish fact of birth
- Petition to establish fact of death
- Petition to establish fact of marriage

What/how to report:

- A petition/complaint in the Other Probate case type category should only be reported as a filing if they are filed as an independent action and not a subsequent petition/complaint within an existing Probate case

What/how not to report:

- If a petition/complain listed under Other Probate is filed within an existing Probate case, do not count it as a new filing but capture related hearings and events in workload.
- Approval of a minor’s contract (Fam. Code, § 6751) is not reported on the Probate report, but on the 06a – Family Law report.

Other Probate with no hearing (administrative)	Portal	JBSIS
	65	60

A probate case other than decedent’s estate, trust, conservatorship, or guardianship that is filed and handled administratively, with the case being disposed at the same time that it is filed.

Examples:

- Affidavit re Real Property of Small Value (\$50,000 or less) (form DE-305, Prob. Code, § 13200)
- Summary petition filed by public administrator (Prob. Code, § 7660)

What/how to report:

- A petition/complaint in the Other Probate case type category should only be reported as a filing if they are filed as an independent action and not a subsequent petition/complaint within an existing Probate case.

What/how not to report:

- If a petition/complain listed under Other Probate is filed within an existing Probate case, do not count it as a new filing but capture related hearings and events in workload.

Filing

The beginning of a probate court case by formal submission of an initial petition or complaint or by the transfer-in of a case from another jurisdiction before the final disposition of the case or the case is placed under court supervision.

JBSIS and Portal courts report filings in the following locations on the Probate 12a report:

JBSIS: Filings are reported on row 200

Portal: Filings are reported on row 200

Although there are different case type categories in JBSIS compared to the Portal, the overall types of probate filings reported are the same in JBSIS and the Portal. In addition, the rules for counting probate filings in JBSIS and the Portal are the same.

For a case transferred in from another jurisdiction, a new filing is counted only if the transfer occurs before the case reaches final disposition or is placed under court supervision, which would be when the case has received a judgment, been dismissed, or is otherwise disposed.

Data Matrix Breakdown

CASELOAD/CASEFLOW

CASELOAD/CASEFLOW (unit of count = case). A case is the unit of count and consists of the filing of an initial petition.

INVENTORY (INITIAL PETITION)

Probate 12a - Data Matrix		00	10	20	25	30	40	45	50	55	60	65
JBSIS Data Reporting Standards effective July 1, 2018.		Pre-JBSIS Probate	Decedent's Estate	Trust	Estate / Trust	Conservatorship	Guardianship	Conservatorship / Guardianship	Other Probate With At Least One Hearing	Other Probate With No Hearing		
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.												
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.												
	P	JBSIS Web Portal Case Type			P			P				P
CASELOAD/CASEFLOW (unit of count = case)												
50	Inventory (initial petition)											
100	Beginning pending											
200	+	Initial petitions filed										
225	+	Reopened										
250	+	Existing case entered into CMS										
260	-/+	Classification of pre-JBSIS case										
▼300	-	Initial petitions disposed										
400	End pending											
Key:	Unshaded cell = data expected					▼ Value calculated in JBSIS						
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.											

Row	Case Type		Definition
	Portal	JBSIS	
50	Inventory		An accounting of the number of initial petitions filed, disposed, and pending in a reporting period.
100		00 10-20 30-40 50 60	beginning pending The number of initial petitions awaiting dispositions before the first day of a reporting period. Note: This element cannot contain negative numbers. See note in "end pending" row 400.
200	25 45 55 65	10-20 30-40 50 60	initial petition filed (+) The beginning of a court case by formal submission of an initial petition or affidavit alleging the facts and requesting relief, or the transfer-in of a case from another jurisdiction.
225	25 45	10-20 30-40	reopened (+) A case that was previously reported as disposed but is resubmitted to a court.

Row	Case Type		Definition
	Portal	JBSIS	
	55 65	50 60	<p>Examples: Reopening after the granting of a motion to vacate judgment, setting aside a dismissal, or reversal on appeal of judgment.</p> <p><u>What/how to report:</u> Report one disposition for each reopened case.</p> <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> Do not report cases that were closed in error. Since beginning and end pending do not have to match, submit an amended report after the error is corrected. Reopened cases are not aged.
250		10–20 30–40 50 60	<p>existing case entered in CMS (+) An initial probate petition that was not previously entered in the case management system and was therefore not reported in pending.</p> <p><u>What/how to report:</u> Report existing at the time an event is calendared and the case is entered in the CMS.</p> <p><u>What/how not to report:</u> Do not include cases calendared for a postdisposition event. Report postdisposition activity in workload.</p>
260		00 10–20 30–40 50 60	<p>classification of pre-JBSIS case (-/+) Classification of a pre-JBSIS case into a JBSIS probate case type requires two counts in the inventory section:</p> <ul style="list-style-type: none"> One count is added to the appropriate case type (columns 10–60) that will be used for future reporting. A second count is deducted from the pre-JBSIS case type (column 00). <p>The JBSIS file validation routine will verify that the pre-JBSIS case type counts (row 260, column 00) are balanced against counts in the remaining case types (row 260, columns 10–60).</p> <p>Note:</p> <ul style="list-style-type: none"> Courts wishing to classify pre-JBSIS cases usually do so as they are scheduled for an event and the appropriate case type is known.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> Courts have the option of continuing to report these cases under the pre-JBSIS category, but no new filings may be added to this case type.
300	25 45 55 65	00 10–20 30–40 50 60	initial petition dispositions (–) See row 500 for definition.
400		00 10–20 30–40 50 60	<p>end pending (=) The total number of initial petitions awaiting disposition on the last day of the reporting report.</p> <p>Note: End pending for a month does not have to equal beginning pending for the next month. Case type classification changes, technical problems, or delayed data entry can make month-to-month balancing impossible.</p>

DISPOSED CASES (INITIAL PETITION)

Probate 12a - Data Matrix		00	10	20	25	30	40	45	50	55	60	65
JBSIS Data Reporting Standards effective July 1, 2018.		Pre-JBSIS Probate	Decedent's Estate	Trust	Estate / Trust	Conservatorship	Guardianship	Conservatorship / Guardianship	Other Probate With At Least One Hearing	Other Probate With No Hearing		
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.												
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.												
	P	JBSIS Web Portal Case Type										
CASELOAD/CASEFLOW (unit of count = case)												
Disposed Cases, in Ascending Stage and Outcome Hierarchy												
500	Dispositions—initial petitions (total rows 600, 1300, 1600)											
600	Before trial (total rows 700, 750, and 1190)											
700	Administrative disposition											
▼750	Dismissal/Transfer (total rows 775 and 990)											
▼775	Transfer (total rows 800 - 900)											
800	Change of venue											
900	Consolidated											
▼990	Dismissal (total rows 1000 - 1100)											
1000	Entry of request for dismissal											
1100	Entry of court-ordered dismissal											
▼1190	Judgment											
1200	Entry of judgment											
1300	After court trial (total rows 1400 - 1500)											
1400	Entry of court-ordered dismissal											
1500	Entry of judgment											
1600	After jury trial (total rows 1700 and 1800)											
1700	Entry of court-ordered dismissal											
1800	Entry of judgment											
Key:	Unshaded cell = data expected							▼ Value calculated in JBSIS				
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.											

Row	Case Type		Definition
	Portal	JBSIS	
500	25	00	dispositions—initial petitions (total rows 600, 1300, and 1600) The manner in which an initial petition is disposed. Note: Dispositions are reported according to a hierarchy—i.e., on the row according to the most important disposition. Dispositions are listed in order of importance—i.e., row 700, administrative disposition, is least important and row 1800, entry of judgment after jury trial, is most important. <u>What/how to report:</u> <ul style="list-style-type: none"> There are two parts to reporting dispositions for probate cases under JBSIS standards: <ol style="list-style-type: none"> The first reports dispositions of initial petitions on rows 500–1800.
	45	10–20	
	55	30–40	
	65	50	
		60	

Row	Case Type		Definition
	Portal	JBSIS	
			<p>2. after a disposition of “entry of judgment” (permanent letters issued) for:</p> <ul style="list-style-type: none"> ▪ estates (column 10) ▪ conservatorships (column 30) ▪ guardianships (column 40) <p>These cases move to the second inventory section for tracking (rows 1900–2900). They remain under the court’s supervision until they are terminated (rows 2300–2900) and the case is closed.</p> <ul style="list-style-type: none"> • Report an initial petition disposition for each: <ul style="list-style-type: none"> • initial petition reported on row 200 • existing petition entered in the CMS reported on row 250 • classified pre-JBSIS case reported on row 260 <p><i>What/how not to report:</i> If a case is closed or terminated due to clerical error, please submit an amended JBSIS report after the error is corrected in your CMS.</p>
600	25 45 55 65	00 10–20 30–40 50 60	<p>dispositions before trial (total rows 700, 750, and 1190)</p> <p>The initial petition is disposed prior to the swearing-in of the 12 jurors and alternates in a jury trial or before the introduction of first evidence in a court trial. First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.</p>
700	25 45 55 65	20 60	<p>administrative disposition A disposition before trial in which the initial petition is disposed at the time of filing and involves no court time before a judicial officer.</p>
750	25 45 55 65	00 10–20 30–40 50	<p>dismissal/transfer A disposition before trial in which the case is dismissed or transferred.</p> <p>JBSIS: The total of rows 775 and 990.</p>
775		00 10–20	<p>transfer (total rows 800 and 900) A disposition before trial in which the case is transferred.</p>

Row	Case Type		Definition
	Portal	JBSIS	
		30-40 50	
800		00 10-20 30-40 50	change of venue A disposition before trial in which the venue of a case changes to another county.
900		00 10-20 30-40 50	<p>consolidated A disposition before trial in which a case is subsumed into another pending (lead) case when the cases involve a common question of law or fact.</p> <p>Note: Under consolidation, all actions in the subsumed case become part of the lead case and are resolved by disposition of the lead case.</p> <p><u>What/how not to report:</u> Do not include cases consolidated only for trial that are not subsumed.</p>
990		00 10-20 30-40 50	dismissal (total rows 1000 and 1100) A disposition before trial in which the case is dismissed or transferred.
1000		00 10-20 30-40 50	<p>entry of request for dismissal (voluntary dismissal)</p> <p>A disposition before trial in which a request for dismissal (Judicial Council form CIV-110) is filed and entered.</p>
1100		00 10-20 30-40 50	<p>entry of court-ordered dismissal A disposition before trial in which the court dismisses the entire case by signed and dated order on the court's own motion or at the request of a party.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include cases in which the court minutes stand as the order and no other document is prepared. • Include dismissal of filings voided due to a bad check, nonpayment of fees after denial of fee waiver request, and dismissals due to a deceased party.
1190	25 45	00 10-20	judgment A disposition before trial in which judgment was entered on the case.

Row	Case Type		Definition
	Portal	JBSIS	
	55 65	30–40 50	Note: See row 1200 for definitions.
1200	25 45 55 65	00 10–20 30–40 50	<p>entry of judgment Entry of the final determination of the rights of the parties in an action or proceeding before trial (Code, Civ. Proc. § 668.5). Include denied pursuant to a disposition hearing.</p> <p>“Entry of judgment” is defined as the issuance of permanent letters declaring the appointment of a fiduciary and the beginning of court supervision in decedent’s estates, conservatorships, and guardianships.</p> <p>Minor’s Compromise cases are considered disposed upon the filing of the Order Approving Compromise.</p>
1300	25 45 55 65	00 10–20 30–40 50	<p>disposition after court trial Disposition occurs after introduction of the first evidence at a trial in which the judicial officer will determine both the issues of fact and law in a case. The total of rows 1400 and 1500.</p>
1400		00 10–20 30–40 50	<p>entry of court-ordered dismissal A disposition after court trial in which the court dismisses the entire case by signed and dated order on the court’s own motion or at the request of a party.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Include cases where the court minutes stand as the order and no other document is prepared. • Include dismissal of filings voided due to a bad check, nonpayment of fees after denial of fee waiver request, and dismissals due to a deceased party.
1500		00 10–20 30–40 50	<p>entry of judgment Entry of the final determination of the rights of the parties in an action or a proceeding after court trial (Code Civ. Proc., § 668.5).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report the issuance of permanent letters declaring the appointment of a fiduciary and the beginning of court supervision in decedents’ estates, conservatorships, and guardianships.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> Report denied petitions here pursuant to a disposition hearing.
1600	25 45 55 65	00 30	<p>disposition after jury trial Disposition occurs after the swearing-in of the 12 jurors and alternates who will determine the issues of fact in a case.</p> <p>JBSIS: total rows 1700 and 1800</p>
1700		00 30	<p>entry of court-ordered dismissal A disposition after jury trial in which the court dismisses the entire case by signed and dated order on the court's own motion or at the request of a party.</p> <p><u>What/how to report:</u> Include dismissals due to a deceased party, filings voided due to a bad check, nonpayment of fees after denial of fee waiver requests, and cases where the court minutes stand as the order and no other document is prepared.</p>
1800		00 30	<p>entry of judgment Entry of the final determination of the rights of the parties in an action or a proceeding after jury trial (Code Civ. Proc., § 668.5).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> Report the issuance of permanent letters declaring the appointment of a fiduciary and the beginning of court supervision in decedents' estates, conservatorships, and guardianships. Report denied petitions here pursuant to a disposition hearing.

INVENTORY (CASES UNDER COURT'S SUPERVISION)

Probate 12a - Data Matrix		00	10	20	25	30	40	45	50	55	60	65
JBSIS Data Reporting Standards effective July 1, 2018.												
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Probate	Decedent's Estate	Trust	Estate / Trust	Conservatorship	Guardianship	Conservatorship / Guardianship	Other Probate With At Least One Hearing			
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.												
	P	JBSIS Web Portal Case Type										
CASELOAD/CASEFLOW (unit of count = case)												
1890 Inventory (cases under court's supervision)												
1900	Beginning cases under court's supervision											
2000	+ Case added to supervision											
2050	+ Existing case entered into CMS											
2060	-/+ Classification of pre-JBSIS case											
2100	- Total terminations											
2200	End cases under court's supervision											
Key:	Unshaded cell = data expected					▼ Value calculated in JBSIS						
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.											

Row	Case Type		Definition
	Portal	JBSIS	
1890	Inventory (cases under court's supervision)		
1900		00 10 30-40	<p>beginning cases under court's supervision The number of cases awaiting termination in which permanent letters have been issued appointing a fiduciary and the court is supervising the case.</p> <p>Note: Supervision is initiated by the issuance of permanent letters after the following court decisions:</p> <ul style="list-style-type: none"> • Column 10 (Decedent's Estate): The appointment of a personal representative • Column 30 (Conservatorship): The appointment of a conservator • Column 40 (Guardianship): The appointment of a guardian
2000		00 10 30-40	<p>cases added to supervision (+) The number of cases added to the court's supervision during the reporting period.</p> <p>Note: Supervision is initiated by the issuance of permanent letters after the following court decisions:</p> <ul style="list-style-type: none"> • Column 10 (Decedent's Estate): The appointment of a personal representative • Column 30 (Conservatorship): The appointment of a conservator

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> Column 40 (Guardianship): The appointment of a guardian <p><i>What/how to report:</i> If a court receives a supervision case on change of venue, add the case on this row and maintain the case in this section until it is terminated.</p>
2050		10 30-40	<p>existing case entered in CMS (+) A probate case under the court's supervision that was not previously entered in the case management system and was therefore not reported in pending.</p> <p><i>What/how to report:</i> Report existing cases are reported at the time an event is calendared and the case is entered in the CMS.</p> <p><i>What/how not to report:</i> Do not include cases calendared for a postdisposition event. Report postdisposition activity in workload.</p>
2060		00 10 30-40	<p>classification of pre-JBSIS probate case (-/+) Classification of a pre-JBSIS case into a JBSIS probate case type requires two counts in the inventory section:</p> <ul style="list-style-type: none"> One count is added to the appropriate case type (columns 10-60) that will be used for future reporting. A second count is deducted from the pre-JBSIS case type (column 00). <p>Note:</p> <ul style="list-style-type: none"> The JBSIS file validation routine will verify that the pre-JBSIS case type counts (row 250, column 00) are balanced against counts in the remaining case types (row 250, columns 10-60). Courts wishing to classify pre-JBSIS cases usually do so as they are scheduled for an event and the appropriate case type is known. Courts have the option of continuing to report these cases under the pre-JBSIS category, but no new filings may be added to this case type.
2100		00 10 30-40	<p>total terminations (-) See row 2300 for definition.</p>

Row	Case Type		Definition
	Portal	JBSIS	
2200		00 10 30-40	end cases under court's supervision The number of cases under the court's supervision awaiting termination on the last day of a reporting period.

TERMINATED CASES

Probate 12a - Data Matrix		00	10	20	25	30	40	45	50	55	60	65
JBSIS Data Reporting Standards effective July 1, 2018.												
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Probate	Decedent's Estate	Trust	Estate / Trust	Conservatorship	Guardianship	Conservatorship / Guardianship	Other Probate With At Least One Hearing		Other Probate With No Hearing	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.												
	P	JBSIS Web Portal Case Type										
CASELOAD/CASEFLOW (unit of count = case)												
Terminations, in Ascending Stage and Outcome Hierarchy												
2300	Terminations (total rows 2350–2900)											
2350	Change of venue											
2400	Approval of final distribution											
2500	Approval of no assets											
2600	Order terminating conservatorship											
2700	Order terminating guardianship											
2800	Approval of final accounting with no successor appointed											
2900	Operation of law											
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS										
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.											

Row	Case Type		Definition
	Portal	JBSIS	
2300		00 10 30–40	<p>terminations (case closed) (total rows 2350–2900) A probate case is terminated (closed) when the court no longer has jurisdiction over the case. Termination points are as follows:</p> <p>Decedent's estate</p> <ul style="list-style-type: none"> ○ Change of venue ○ Approval of final distribution ○ Approval of no assets <p>Conservatorship</p> <ul style="list-style-type: none"> ○ Change of venue ○ Order terminating conservatorship (person only) ○ Approval of final accounting with no successor appointed (estate and person or estate) ○ Operation of law (person only) <p>Guardianship</p> <ul style="list-style-type: none"> ○ Change of venue ○ Order terminating guardianship (person only)

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> ○ Approval of final accounting with no successor appointed (estate and person or estate) ○ Operation of law (person only) <p>Note: If a case is closed or terminated due to clerical error, please submit an amended JBSIS report after the error is corrected in your CMS.</p>
2350		00 10 30–40	change of venue A termination in which the venue of a case changes to another county.
2400		00 10	approval of final distribution Termination of a decedent’s estate based on the court’s granting of the petition for final distribution or waiver of accounting (Prob. Code, § 10900 et seq.). Note: Final discharge is not considered the termination point since this document is not always filed.
2500		00 10	approval of no assets Termination of a decedent’s estate based on the court’s granting of a petition for termination and discharge where there are no assets (Prob. Code, § 12251). <u>What/how to report:</u> If the court dismisses the case instead of ordering termination, report the dismissal on this row.
2600		00 30	order terminating conservatorship (person only) The termination of a person-only conservatorship by court order (Prob. Code, § 1860). <u>What/how to report:</u> If an order is not filed but the death is reported to the court, report on row 2900, operation of law.
2700		00 40	order terminating guardianship (person only) The termination of a person-only guardianship by court order (Prob. Code, § 1601). <u>What/how to report:</u> <ul style="list-style-type: none"> • Terminations due to the ward attaining majority are reported on row 2900, operation of law, even though a petition and order for termination may be filed.

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> If the court is advised to terminate a guardianship due to the filing of a juvenile dependency case (Welf. & Inst. Code, § 300), report on this row or on rows 1000–1100, if appropriate.
2800		00 30–40	<p>approval of final accounting with no successor appointed (estate and person or estate) The termination of an estate or a person and estate conservatorship or guardianship by the court’s approval of the final accounting with no successor conservator or guardian appointed (Prob. Code, § 2630).</p> <p><i>What/how to report:</i> If an accounting is filed after the case was terminated, report the accounting on row 3900.</p>
2900		00 30–40	<p>operation of law (person only) The termination of a person-only conservatorship (Prob. Code, § 1860); limited conservatorship (Prob. Code, § 1860.5); or person-only guardianship (Prob. Code, § 1600) in the following circumstances:</p> <p>Person-only conservatorship</p> <ul style="list-style-type: none"> Death of the conservatee <p>Limited conservatorship</p> <ul style="list-style-type: none"> Death of conservatee Death of conservator (results in a new initial petition regardless of whether a new case number is assigned) <p>Person-only guardianship</p> <ul style="list-style-type: none"> Ward attains majority Death of ward Adoption of ward Emancipation of ward

CASE AGING

Probate 12a - Data Matrix		00	10	20	25	30	40	45	50	55	60	65
JBSIS Data Reporting Standards effective July 1, 2018.												
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Probate	Decedent's Estate	Trust	Estate / Trust	Conservatorship	Guardianship	Conservatorship / Guardianship	Other Probate With At Least One Hearing		Other Probate With No Hearing	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.												
	P JBSIS Web Portal Case Type				P			P		P		P
CASELOAD/CASEFLOW (unit of count = case)												
2990	Case Aging											
3000	Age of terminated cases											
3100	LE 18 months											
3200	GT 18 months with status report											
3300	GT 18 months without status report											
3400	Age of cases under court's supervision											
3500	LE 18 months											
3600	GT 18 months with status report											
3700	GT 18 months without status report											
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS										
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.											

Row	Case Type		Definition
	Portal	JBSIS	
2990	Case Aging		The number of cases falling into specific time intervals measuring the age of a pending case or the age of a case at the time of disposition (Cal. Stds. Jud. Admin., § 2.2, eff. 1/1/07). Aging applies only to decedents' estates (columns 00 and 10) and includes information on whether or not a status report was filed for cases over 18 months old, in compliance with state statute. Cases that are terminated from supervision (case closed) are aged on rows 3100–3300; cases still under court supervision (pending) are aged on rows 3500–3700.
3000	Age of terminated cases		The number of cases falling into each of the following time intervals. Age from the date of the issuance of permanent letters to the date of termination.
3100–3300		00 10	0–LE 18 months GT 18 months with a status report (Prob. Code, § 12201). GT 18 months without status report (Prob. Code, § 12201).
3400	Age of cases under court's supervision		The number of cases pending termination that fall into each of the following time intervals. Age from the date of issuance of permanent letters to the last day of the reporting period.

Row	Case Type		Definition
	Portal	JBSIS	
3500– 3700		00 10	0–LE 18 months GT 18 months with a status report (Prob. Code, § 12201). GT 18 months without status report (Prob. Code, § 12201).

WORKLOAD

WORKLOAD (unit of count = action). Data collected to reflect workload. Report workload resulting from the initial and subsequent filing(s). Report on the last day of the reporting period. Capture the actual number of events occurring during that period. If an event changes the case type, enter the event under the old case type but report subsequent events under the new case type.

JBSIS: Subsequent petitions, which are a large part of the court’s workload, are reported separately on rows 3800–4400.

WORKLOAD

Probate 12a - Data Matrix		00	10	20	25	30	40	45	50	55	60	65
JBSIS Data Reporting Standards effective July 1, 2018.												
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Probate	Decedent's Estate	Trust	Estate / Trust	Conservatorship	Guardianship	Conservatorship / Guardianship	Other Probate With At Least One Hearing		Other Probate With No Hearing	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.												
	P	JBSIS Web Portal Case Type			P			P		P		P
WORKLOAD (unit of count = action)												
3800	Subsequent petition filed (total rows 3900 - 4000)											
3900	Accounting											
4000	Other subsequent petition											
4100	Subsequent petition disposed (total rows 4200 - 4400)											
4200	Before trial											
4300	After court trial											
4400	After jury trial											
Key:	Unshaded cell = data expected											
	▼ Value calculated in JBSIS											
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.											

Row	Case Type		Definition
	Portal	JBSIS	
3800		00 10–20 30–40 50	<p>subsequent petition filed (total rows 3900 and 4000) The submission of a written document after the filing of an initial petition, for subsequent action in an existing case.</p> <p><u>What/how to report:</u> Report only one subsequent petition even though the petition may be requesting multiple court actions.</p> <p><u>What/how to report:</u> Do not report temporary petitions.</p>
3900		00 10–20 30–40 50	<p>accounting A subsequent petition filed to provide an annual or a biennial summary of decedent’s, trustee’s, conservatee’s, or minor’s assets.</p>

Row	Case Type		Definition
	Portal	JBSIS	
4000		00 10–20 30–40 50	<p>other subsequent petition A subsequent petition other than an accounting.</p> <p>Partial list of examples:</p> <ul style="list-style-type: none"> • Will contest • Petition for special letters (when not the first filing in a case) • Report on status of administration • Preliminary distribution • Sale of personal property • Confirmation of sale • Examination of persons entitled • Establishment of burial trust • Revocation of probate • Reappointment of a conservator • Family allowance • Appointment of Successor Conservator or Guardian
4100		00 10–20 30–40 50	<p>subsequent petition disposed (total rows 4200–4400) The manner in which a subsequent petition is disposed.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report a subsequent petition disposition for each subsequent petition filed. • Report subsequent petitions that are resolved in trials in rows 4200, 4300, or 4400 and subsequent petitions that are resolved in hearing in row 4470.
4200		00 10–20 30–40 50	<p>before trial The subsequent petition is disposed before the start of trial.</p> <p>Note:</p> <ul style="list-style-type: none"> • A court trial begins after first evidence is introduced. • A jury trial begins after the swearing-in of the 12 jurors and alternates.

Row	Case Type		Definition
	Portal	JBSIS	
4300		00 10-20 30-40 50	after court trial The subsequent petition is disposed after the introduction of the first evidence at a trial in which the judicial officer will determine the issues of both fact and law in a case.
4400		00 30	after jury trial The subsequent petition is disposed after the swearing-in of the 12 jurors and alternates who will determine the issues of fact in a case.

HEARINGS

Probate 12a - Data Matrix		00	10	20	25	30	40	45	50	55	60	65
JBSIS Data Reporting Standards effective July 1, 2018.												
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Probate	Decedent's Estate	Trust	Estate / Trust	Conservatorship	Guardianship	Conservatorship / Guardianship	Other Probate With At Least One Hearing		Other Probate With No Hearing	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.												
	P JBSIS Web Portal Case Type				P			P		P		P
WORKLOAD (unit of count = action)												
Hearings												
4450	Hearings on petitions (total rows 4460 - 4470)											
4460	Order to Show Cause (OSC) hearing											
4470	Other hearing											
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS										
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.											

Row	Case Type		Definition
	Portal	JBSIS	
4450	25 45 55 65	00 10–20 30–40 50	<p>hearings on petitions Formal judicial proceedings held to decide issues of fact or law arising in the course of a court action. Examples include motion hearings, etc.</p> <p>JBSIS: total rows 4460 and 4470.</p> <p>Note:</p> <ul style="list-style-type: none"> A hearing begins when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court (i.e., “first evidence”). Hearings are initiated: <ul style="list-style-type: none"> By the official placement of a case on a judicial officer’s calendar <ul style="list-style-type: none"> by the filing of written documents such as motions and OSCs, etc.; on the court’s own motion; or at the request of a party to the action or another interested party (e.g., Court Investigator, etc.). Based on impromptu oral motions presented in court and heard by the judicial officer.

Row	Case Type		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report each hearing that actually takes place. If multiple proceedings are heard at one time (regardless of whether they are initiated by one or more documents), count each proceeding. • Hearings that extend over more than one day are counted as separate hearings for each hearing day. • If a judicial ruling made at a hearing results in the disposition of a case, count both the hearing and the disposition. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not report hearings that are not heard at all and are reset at the request of the parties or on the court's motion. Count as continuances in the Events section. • Do not count ex parte proceedings unless they are calendared and heard. • Do not count impromptu oral motions that do not require a presentation and are not heard by the judicial officer.
4460		00 10–20 30–40 50	<p>Order to Show Cause (OSC) hearing A hearing on a court order for a party to appear and present to the court reasons that a particular order should not be confirmed.</p> <p><u>What/how to report:</u> Include all OSCs, whether issued by the court on its own motion or at the request of a petitioner.</p>
4470	25 45 55 65	00 10–20 30–40 50	<p>other hearing A hearing other than an OSC hearing.</p>

EVENTS

Probate 12a - Data Matrix		00	10	20	25	30	40	45	50	55	60	65
JBSIS Data Reporting Standards effective July 1, 2018.												
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Probate	Decedent's Estate	Trust	Estate / Trust	Conservatorship	Guardianship	Conservatorship / Guardianship	Other Probate With At Least One Hearing		Other Probate With No Hearing	
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.												
	P	JBSIS Web Portal Case Type										
WORKLOAD (unit of count = action)												
4500	Events											
4600	Pretrial conference											
4700	Settlement conference											
4800	Investigative report filed											
4900	Subsequent fee waiver requested											
4950	Subsequent fee waiver granted											
5000	Review											
5090	Continuances (total rows 5100 - 5200)											
5100	Court's motion											
5200	Party's motion											
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS										
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.											

Row	Case Type		Definition
	Portal	JBSIS	
4500	Events		Data collected to measure workload, capture the actual number of events occurring during the reporting period. Report event(s) resulting from the initial and subsequent filing(s). Report on the last day of the reporting period.
4600		00 10-20 30-40 50	pretrial conference A meeting of the opposing parties in a case with the judicial officer prior to trial for the purposes of stipulating those things that are agreed upon and thus narrowing the trial to the issues that are in dispute, disclosing required information about witnesses and evidence, making motions, and generally organizing the presentation of motions, witnesses, and evidence.
4700	25 45 55 65	00 10-20 30-40 50	settlement conference A calendared conference that occurs before or after the start of trial among the parties and the judicial officer or other individual given authority by the judge to settle the case, for the specific purpose of settling the case.
4800		00 30-40 50	investigative report filed A report filed by an investigator regarding a probate case. Examples include: <ul style="list-style-type: none"> Initial report on conservatorship Initial report on guardianship

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> • Annual or biennial conservatorship report • Review or home study on guardianship <p><u>What/how to report:</u> Report each time an investigative report is filed.</p>
4900		00 10–20 30–40 50	<p>subsequent fee waiver requested Subsequent application for waiver of filing fee submitted pursuant to Gov. Code, § 68634(e).</p> <p><u>What/how to report:</u> Report separately each time a subsequent fee waiver request is filed.</p> <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not include initial applications for filing fee waiver. • Report initial fee waiver requests on row 5700.
4950		00 10–20 30–40 50	<p>subsequent fee waiver granted Subsequent application for waiver of filing fee granted in full or in part by the court.</p> <p><u>What/how to report:</u> Report separately each time a subsequent fee waiver request is granted.</p> <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not include the granting of the initial application for fee waiver. • Report the initial fee waiver granted on row 5800.
5000		00 10–20 30–40	<p>review A court proceeding in which the court reviews the case on the court’s own motion.</p>
5090		00 10–20 30–40 50	<p>continuances (total rows 5100 and 5200) A hearing/trial set on a calendar and recalendared to a future date for the same proceedings, at the request of a party or on the court’s own motion, before any proceedings take place—i.e., before first evidence is presented.</p> <p><u>What/how to report:</u></p>

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> • Report all continuances whether handled by the clerk’s office or in court. • Include stipulated continuances as “continuances— party’s motion.”
5100		00 10–20 30–40 50	<p>continuance— court’s motion A hearing/trial set on a calendar and recalendared to a future date on the court’s own motion before any proceedings take place (before first evidence is introduced).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report all continuances whether handled by the clerk or in court. • Include stipulated continuances.
5200		00 10–20 30–40 50	<p>continuance— party’s motion A hearing/trial set on a calendar and recalendared to a future date on a party’s motion before any proceedings take place (before first evidence is introduced).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report all continuances whether handled by the clerk or in court. • Include stipulated continuances.

CASE CHARACTERISTICS

CASE CHARACTERISTICS (unit of count = case/action). Capture once per case regardless of how long the case is pending. Case characteristics can reflect either the initial or subsequent filing(s) but capture once per case. Report on the last day of the month in which the characteristic was entered in the CMS, unless specified otherwise. Do not capture attributes of postdisposition cases.

CASE CHARACTERISTICS

Probate 12a - Data Matrix		00	10	20	25	30	40	45	50	55	60	65
JBSIS Data Reporting Standards effective July 1, 2018.												
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.		Pre-JBSIS Probate	Decedent's Estate	Trust	Estate / Trust	Conservatorship	Guardianship	Conservatorship / Guardianship	Other Probate With At Least One Hearing	Other Probate With No Hearing		
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.												
	P	JBSIS Web Portal Case Type										
CASE CHARACTERISTICS (unit of count = case/action)												
5500	Pro per petitioner											
5600	Pro per respondent/objector											
5700	Fee waiver requested											
5800	Fee waiver granted											
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS										
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.											

Row	Case Type		Definition
	Portal	JBSIS	
5500		00 10-20 30-40 50	pro per petitioner The appearance of the initial petitioner without legal representation at the time the initial petition is disposed.
5600		00 10-20 30-40 50	pro per respondent/objector The appearance of the initial respondent without legal representation at the time the initial petition is disposed.
5700		00 10-20 30-40 50	fee waiver requested An application for the waiver of a filing fee submitted pursuant to Gov. Code, § 68634(e). <u>What/how to report:</u> <ul style="list-style-type: none"> Report the first instance of a fee waiver requested pursuant to Gov. Code, § 68634(e).

Row	Case Type		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> Report once per case regardless of the number of extensions filed. The filing fee submitted is not required to be associated with the initial petitioner. Report subsequent fee waiver requests on row 4900.
5800		00 10-20 30-40 50	<p>fee waiver granted An application for the waiver of a filing fee granted in full or in part by the court.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> Report the first instance of a fee waiver granted pursuant to Gov. Code, § 68634(e). Report once per case regardless of the number of extensions granted. The filing fee submitted is not required to be associated with the initial petitioner. Report subsequent fee waivers granted on row 4950.

12a Probate

RAS Case Categories: JBSIS and Portal Case Types

The Resource Assessment Study (RAS) model uses the filings data reported in JBSIS and the Portal to estimate court workload and court staffing needs. The RAS model uses the filings data along with workload standards for several different case categories based on the case types reported in JBSIS and the Portal. The table below illustrates the Probate case categories used in RAS, and how the JBSIS and Portal case types are mapped to this RAS categories.

RAS Case Category	Portal	JBSIS
Estates/Trust/Other	Estates/Trust	Decedent's Estate
		Trust
	Other Probate with hearing	Other Probate with hearing
	Other Probate without a hearing	Other Probate without a hearing
Conservatorship/Guardianship	Conservatorship/Guardianship	Conservatorship Guardianship

Note: "Other Probate with hearing" and "Other Probate without a hearing" are new categories in Portal 3.0. Portal courts had previously included these "Other Probate" cases in the case type "Estates/Trusts/Other."

Small Claims—Report 13a

Overview

Small Claims case type represent a broad classification category for small claims cases that encompasses a wide variety of case types in which the remedy sought is \$10,000 or less. A case is the unit of count and consists of the filing of a plaintiff's claim on form SC-100, which should get a single filing count regardless of the number of plaintiffs and defendants listed in the claim.

Small Claims case types are reported according to one of two data collection and reporting standards:

- 1) Judicial Branch Statistical Information System (JBSIS): The JBSIS standards include a more detailed breakdown of cases by case type and disposition than the Portal, and include workload measures, such as the number of hearings.
- 2) Portal: The Portal standards include fewer case types, dispositions and workload measures than JBSIS. The Portal data elements can be mapped to the JBSIS data matrix, defined on the next page.

Case Type Mapping

There is a single Small Claims case type for JBSIS and the Portal.

Portal		JBSIS	
05	Small Claims	10	Small Claims

Case Type Definitions

Small Claims	Portal	JBSIS
	05	10

A category of trial court caseload of cases governed by summary procedures specified by statute involving tort, contract, or real property rights claims in which the remedy sought is \$10,000 or less. A case is the unit of count and consists of the filing of a plaintiff's claim on form SC-100.

Filing

For statistical reporting purposes, a small claims case begins with the court's initial acceptance of a plaintiff's claim, a document alleging the facts and requesting relief. JBSIS and Portal courts report filings in the following locations on the Small Claims 13a report:

JBSIS: Filings are reported on row 200

Portal: Filings are reported on row 200

All Small Claims cases are reported under one case type. In addition, the rules for counting small claims filings in JBSIS and the Portal should be the same.

Data Matrix Breakdown

CASELOAD/CASEFLOW

CASELOAD/CASEFLOW (unit of count = case). A case is the unit of count and one filing consists of the court's acceptance of a claim regardless of the number of plaintiffs or defendants.

INVENTORY

Small Claims 13a - Data Matrix		05	10
JBSIS Data Reporting Standards effective July 1, 2018.		Small Claims	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.			
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.			
	P JBSIS Web Portal	P	
CASELOAD/CASEFLOW (unit of count = case)			
50	Inventory		
100	Beginning pending		
200	+ Filing		
250	+ Reopened		
300	+ Restored to court's control		
350	+ Existing case entered into CMS		
400	- Removed from court's control		
▼500	- Total dispositions		
600	End pending		
Key:	Unshaded cell = data expected	▼	Value calculated in JBSIS
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.		

Row	Column		Definition
	Portal	JBSIS	
50			Inventory An accounting of the number of cases filed, disposed, and pending in a reporting period.
100	05	10	beginning pending The number of cases awaiting disposition in a court before the first day of a reporting period.
200	05	10	filing (+) The beginning of a court case by the court's initial acceptance of a plaintiff's claim, a document alleging the facts and requesting relief.

Row	Column		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Each plaintiff’s claim is reported as one filing regardless of the number of plaintiffs or defendants or the number of causes of action. Other filed documents are not reported as filings for caseload inventory purposes. • In general, a natural person (an individual) cannot ask for more than \$10,000 in a claim, though there are the following special rules or exceptions for small claims: <ul style="list-style-type: none"> ○ Businesses and other entities (like government entities) cannot ask for more than \$5,000; however, this limit on businesses does not apply to sole proprietors who are treated as natural persons. ○ An individual or entity can file as many small claims matters for up to \$2,500 each, but only two small claims matters can be filed in a calendar year that ask for more than \$2,500. ○ An individual can only sue a guarantor for up to \$6,500 (\$2,500 if they do not charge for the guarantee). A “guarantor” is a person or company that promises to be responsible for what another person owes. ○ A business or entity other than a natural person may file a claim for up to \$4,000 if the guarantor charges for its services. ○ An individual can sue the Registrar of the Contractors (the executive officer of the Contractors State License Board) as a guarantor for up to \$10,000. ○ Collections agencies cannot sue in small claims court to collect on debts that are assigned to them. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • A case where the judgment is vacated, and the case is reopened is reported separately from a new filing in the reopened row on both the JBSIS and Portal reports and is not included in the filings data • An appeal of a small claims case is reported as a new filing but not on the 13a–Small Claims report. It is reported as a filing on

Row	Column		Definition
	Portal	JBSIS	
			<p>the 05b–Unlimited Civil report in the “Small Claims Appeal” case type.</p> <ul style="list-style-type: none"> • A defendant’s cross-claim should not be reported as a new filing. This is considered a subsequent filing as part of the existing case or plaintiff’s claim. • Other filed documents such as motions as part of an existing small claims case are not reported as filings.
250	05	10	<p>reopened (+) A case that was previously reported as disposed but is resubmitted to a court.</p> <p>Examples: Reopening after the granting of a motion to vacate judgment, setting aside a dismissal, or reversal on appeal of judgment.</p> <p><u>What/how to report:</u> Report one disposition for each reopened case.</p> <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Report on this row cases where judgments are vacated, and the case is reopened. • Do not report cases that were closed in error. Since beginning and end pending do not have to match, submit an amended report after the error is corrected. • Reopened cases are not aged.
300	05	10	<p>restored to court’s control (+) The status of a civil case that is available for court processing after it was removed from court’s control (Cal. Stds. Jud. Admin., § 2.2(n)(1), eff. 1/1/07).</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • The aging of a case restored to court’s control should include any period prior to removal when the case was within the court’s control. • The events that restore a case to the court’s control are: <ul style="list-style-type: none"> ○ Previously removed under a notice of conditional settlement (Cal. Rules of Court, rule 3.1385, eff. 1/1/07) <ul style="list-style-type: none"> ▪ Entry of request for dismissal filed

Row	Column		Definition
	Portal	JBSIS	
			<ul style="list-style-type: none"> ▪ When plaintiff/petitioner fails to file a request for dismissal, by filed, a signed and dated court ordered dismissal or unsigned minute order entered more than 45 days from the date specified in the notice of conditional settlement. ○ Vacating the following stays (Cal. Rules of Court, rule 3.650, eff. 1/1/07) or removals: <ul style="list-style-type: none"> ▪ An automatic stay resulting from the filing of an action in a federal bankruptcy court ▪ The removal of a case to federal court (diversity, jurisdiction, etc.) ▪ An order of a federal court or higher state court staying the case ▪ An order staying the case based on proceedings in a court of equal standing in another jurisdiction ▪ The pendency of contractual arbitration, Code Civ. Proc., § 1281.4 ▪ The pendency of attorney fee arbitration, Bus. & Prof. Code § 6201 ▪ A stay by the reporting court for active military duty or incarceration ▪ 180-day exemption for uninsured motorist cases, rule 3.712(c) <p><u>What/how to report:</u> Do not age reopened cases.</p>
350		10	<p>existing case entered into CMS (+) A case not previously entered in the case management system (CMS) and, therefore, not reported in pending.</p> <p><u>What/how to report:</u> Existing cases are reported at the time an event is calendared and the case is entered in the CMS.</p> <p><u>What/how not to report:</u> Do not include cases calendared only for a post disposition event. Report post disposition activity in workload.</p>
400	05	10	<p>removed from court's control (-) Events that remove a civil case from court's control where time is excluded from case disposition time standards (Cal. Stds. Jud. Admin., § 2.2(n)(1), eff. 1/1/07).</p>

Row	Column		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Not all events will apply to small claims cases: <ul style="list-style-type: none"> ○ The filing of a notice of conditional settlement (Cal. Rules of Court, rules 3.1385; Cal. Stds. Jud. Admin., § 2.2(n)(1), eff. 1/1/07). ○ An automatic stay resulting from the filing of an action in a federal bankruptcy court ○ The removal of a case to federal court (diversity, jurisdiction, etc.) ○ An order of a federal court or higher state court staying the case ○ An order staying the case based on proceedings in a court of equal standing in another jurisdiction ○ The pendency of contractual arbitration, Code Civ. Proc., § 1281.4 ○ The pendency of attorney fee arbitration, Bus. & Prof. Code, § 6201 ○ A stay by the reporting court for active military duty or incarceration ○ 180-day exemption for uninsured motorist cases, rule 3.712(c) • Report the stays or removals that apply to the entire case. Although a stay or removal action may occur at a “person level” and there is no further activity pertaining to that particular person, case aging is not stopped unless the stay or removal applies to the entire case. At that point, the entire case is removed from court’s control; aging stops and does not begin again until an appropriate action occurs that restores the case to court’s control. <p><u>What/how not to report:</u> Do not age reopened cases.</p>
500	05	10	total dispositions (–) See row 700 for definitions.
600	05	10	end pending (=) The number of cases awaiting disposition in a court on the last day of the reporting period.

Row	Column		Definition
	Portal	JBSIS	
			<p><u>What/how not to report:</u> Cases removed from court's control are not reported in inventory.</p> <p>End pending for a month does not have to equal beginning pending for the next month. Case type classification changes, technical problems, or delayed data entry can make month-to-month balancing impossible.</p>

DISPOSED CASES

Small Claims 13a - Data Matrix		05	10
JBSIS Data Reporting Standards effective July 1, 2018.		Small Claims	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.			
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.			
	P JBSIS Web Portal	P	
CASELOAD/CASEFLOW (unit of count = case)			
Disposed Cases, in Ascending Stage and Outcome Hierarchy			
700	Dispositions (total rows 800 and 1500)		
800	Before Hearing (total rows 850 and 1400)		
▼850	Dismissal/Transfer (total rows 875 and 990)		
▼875	Transfer (total rows 900 - 950)		
900	Change of venue		
950	Jurisdictional transfer		
▼990	Dismissal (total rows 1000 - 1100)		
1000	Entry of request for dismissal		
1100	Entry of court-ordered dismissal (total rows 1200 - 1300)		
1200	Dismissal—lack of prosecution		
1300	Other court-ordered dismissal		
1400	Bankruptcy discharge		
1500	After Hearing (total rows 1525 and 1800)		
▼1525	Dismissal/Transfer (total rows 1540 and 1590)		
▼1540	Transfer (total rows 1550 - 1560)		
1550	Change of venue		
1560	Jurisdictional transfer		
▼1590	Dismissal (total rows 1600 - 1700)		
1600	Entry of request for dismissal		
1700	Entry of request for dismissal after mediation		
1800	Entry of judgment (total rows 1900 - 2000)		
1900	Uncontested		
2000	Contested		
Key:	Unshaded cell = data expected	▼	Value calculated in JBSIS
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.		

Row	Column		Definition
	Portal	JBSIS	
700	05	10	<p>dispositions (total rows 800 and 1500) The termination of a case pending before the court.</p> <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report one disposition for: <ul style="list-style-type: none"> ○ each filing and reopened case (row 200) ○ each existing claim entered into the CMS (row 350) (for JBSIS courts) • Small Claims cases with multiple defendants are reported disposed only after all defendants are disposed. • The disposition is reported on the row according to the defendant who obtained the most important disposition. Dispositions are listed in order of importance—e.g., row 900, Change of Venue, is least important and row 2000, Entry of judgment, contested, is most important. • A judgment disposes of a case on the date it is filed with the clerk and entered. (Judgment includes any judgment, decree, or signed appealable order. Code Civ. Proc., § 664 et seq.)
800	05	10	<p>disposition before hearing</p> <p>Disposition occurs without a court appearance or before the introduction of first evidence. First evidence is when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court.</p> <p>JBSIS: Total rows 850 and 1400</p>
850	05	10	<p>dismissal/transfer (total rows 875 and 990) A disposition before hearing in which the case was dismissed or transferred.</p>
875	05	10	<p>transfer A disposition before hearing in which the case was transferred to a court in another county or within the same county.</p> <p>JBSIS: Total rows 900 and 950</p>
900		10	<p>change of venue A disposition before hearing in which the venue of a case changes to another county.</p>

Row	Column		Definition
	Portal	JBSIS	
			<u>What/how to report</u> : Cases that are dismissed because of incorrect venue are reported on this row.
950		10	<p>jurisdictional (intracounty) transfer A disposition before hearing in which a case is transferred out of the court’s jurisdiction to another court within the county.</p> <p><u>What/how to report</u>: Include cases in which there is a change in jurisdictional limit. Example: When the jurisdictional amount for a small claims case is exceeded, it is disposed on rows 950 or 1560 and reported as a new filing on row 200 of Report 05a or 05b (Code Civ. Proc., § 116.390).</p>
990	05	10	<p>dismissal (total rows 1000 and 1100) A disposition before trial in which the case was dismissed.</p> <p><u>What/how to report</u>: If the case is consolidated to another case, report its disposition as a dismissal.</p>
1000	05	10	entry of request for dismissal (voluntary dismissal) A disposition before hearing in which a request for dismissal is filed and entered.
1100	05	10	<p>entry of court-ordered dismissal</p> <p>A disposition before hearing in which the court dismisses the entire case by signed and dated order on the court’s own motion or at the request of a party. Include cases where the court minutes stand as the order and no other document is prepared.</p> <p>JBSIS: Totals rows 1200 and 1300</p>
1200		10	dismissal for lack of prosecution A disposition before hearing in which the court dismisses the case on its own motion or on the motion of a party if the case meets one of the conditions outlined in Code Civ. Proc., § 583 et seq.
1300		10	other court-ordered dismissal Entry of a court-ordered dismissal before hearing excluding cases dismissed for lack of prosecution.
1400	05	10	bankruptcy discharge A disposition before hearing in which the creditor’s right to recover is eliminated because of a ruling of the

Row	Column		Definition
	Portal	JBSIS	
			federal court wiping out the remaining debts of the bankrupt person.
1500	05	10	disposition after hearing Disposition occurs after the first evidence is introduced. JBSIS: Total of rows 1525 and 1800.
1525		10	dismissal/transfer (total rows 1540 and 1590) A disposition after trial in which the case was dismissed or transferred.
1540		10	transfer (total rows 1550 and 1560) The total number of cases transferred after hearing.
1550		10	change of venue A disposition after hearing in which the venue of a case changes to another county. <u>What/how to report:</u> Cases that are dismissed because of incorrect venue are reported on this row.
1560		10	jurisdictional (intracounty) transfer A disposition after hearing in which a case is transferred out of the court's jurisdiction to another court within the county. <u>What/how to report:</u> Include cases in which there is a change in jurisdictional limit. Example: When the jurisdictional amount for a small claims case is exceeded, it is disposed on rows 950 or 1560 and reported as a new filing on row 200 of Report 05a or 5b (Code Civ. Proc., § 116.390).
1590		10	dismissal after hearing (total rows 1600 and 1700) A disposition after hearing in which the case was dismissed. <u>What/how to report:</u> If the case is consolidated to another case, report its disposition as a dismissal.
1600		10	entry of request for dismissal (voluntary dismissal) A disposition after hearing in which a request for dismissal is filed and entered. <u>What/how not to report:</u> Do not include entry of requests for dismissal after mediation.

Row	Column		Definition
	Portal	JBSIS	
1700		10	entry of request for dismissal after mediation A disposition after hearing in which a request for dismissal is filed and entered following the parties' participation in court-annexed or private mediation.
1800		10	entry of judgment (total rows 1900 and 2000) Entry of the final determination of the rights of the parties in an action or a proceeding after court hearing (Code Civ. Proc., § 116.610).
1900		10	uncontested Entry of judgment follows a hearing in which only one party appears before the court and presents evidence or in which one or both parties appear and request that the court order a stipulated judgment. <i>What/how to report:</i> Include on this row judgments entered pursuant to stipulations reached after mediation.
2000		10	contested Entry of judgment follows a hearing in which both the plaintiff and defendant appear at the hearing and present first evidence.

CASE AGING

Small Claims 13a - Data Matrix				05	10
JBSIS Data Reporting Standards effective July 1, 2018.				Small Claims	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.					
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.					
			P	JBSIS Web Portal	P
CASELOAD/CASEFLOW (unit of count = case)					
2090	Case aging				
2100	Age of disposed cases				
▼2190	0–70 days (total rows 2200 - 2300)				
2200	0–40 days				
2300	41–70 days				
2400	71–90 days				
2500	GE 91 days				
2600	Age of disposed cases after submission				
2700	LE 30 days				
2800	GE 31days				
2900	Age of pending cases				
3000	0–40 days				
3100	41–70 days				
3200	71–90 days				
3300	GE 91days				
Key:	Unshaded cell = data expected		▼	Value calculated in JBSIS	
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.				

Row	Column		Definition
	Portal	JBSIS	
2090			Case Aging The number of cases falling into specific time intervals measuring the age either of a disposed, submitted or pending case. (Cal. Stds. Jud. Admin., § 2.2, eff. 1/1/07). Small claims aging differs from other reports in that it includes not only disposed and pending cases, but also asks for aging of disposed cases that were taken under submission before a decision was rendered. These are aged from date of submission to date of disposition.
2100			Age of disposed cases Age cases from filing date to date of disposition, excluding time during which the case was removed from court’s control. For cases transferred in, age the case from the date of filing in the court of original jurisdiction.
2190	05	10	0–70 days JBSIS: The total of rows 2200 and 2300

Row	Column		Definition
	Portal	JBSIS	
2200		10	0–40 days
2300		10	41–70 days
2400	05	10	71–90 days
2500	05	10	GE 91 days
2600	Age of disposed cases after submission Age cases from the date the judge takes the case under submission for decision to date of disposition. (Cal. Rules of Court, rule 10.603.)		
2700		10	LE 30 days
2800		10	GE 31 days
2900	Age of pending cases Age from filing date, excluding time that the case was removed from court’s control, to the last day of the report period. For cases transferred in, age from the filing date in the court of original jurisdiction to the last day of the report period.		
3000		10	0–40 days
3100		10	41–70 days
3200		10	71–90 days
3300		10	GE 91 days

WORKLOAD

WORKLOAD (unit of count = action). Data collected to reflect workload. Report workload resulting from the initial and subsequent filings. Report on the last day of the reporting period. Capture the actual number of events occurring during that period.

JBSIS: Although most small claims cases have only one hearing before they are disposed, some cases require predisposition (e.g., venue, row 3600) or postdisposition hearings (e.g. order of examination, row 3900). Before reporting an order of examination hearing, other data must first be determined. If the case was appealed and returned to the Small Claims Division with judgment in favor of the plaintiff for the second time, report on row 4000. If the case was not appealed, report on row 4100.

WORKLOAD

Small Claims 13a - Data Matrix		05	10
JBSIS Data Reporting Standards effective July 1, 2018.		Small Claims	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.			
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.			
	P JBSIS Web Portal	P	
WORKLOAD (unit of count = action)			
3400	Predisposition hearing (total rows 3500 - 3700)		
3500	For evidence hearing		
3600	Venue hearing		
3700	Other predisposition hearing		
3800	Postdisposition hearing (total rows 3900, 4200 - 4400)		
3900	Order of examination (total rows 4400 - 4100)		
4000	Appealed case—judgment upheld		
4100	Nonappealed case		
4200	Request to correct or vacate judgment		
4300	Opposition to claim of exemption		
4400	Other postdisposition hearing		
Key:	Unshaded cell = data expected	▼ Value calculated in JBSIS	
	Shaded cell = data not expected; if a court feels it is appropriate for it to report data in a shaded cell, please contact the JCC.		

Row	Column		Definition
	Portal	JBSIS	
3400		10	predisposition hearing (total rows 3500–3700) Formal judicial predisposition proceedings held to decide issues of fact or law arising in the course of a court action.

Row	Column		Definition
	Portal	JBSIS	
			<p>Examples: Motion for changes of venue, motion for transfer, etc.</p> <p>Note:</p> <ul style="list-style-type: none"> • A hearing begins when one or more parties or counsel appear and oral arguments, presentations relevant to the proceedings, witness testimony, and/or documents or tangible objects are submitted to the court (i.e., “first evidence”). • Hearings are initiated: <ul style="list-style-type: none"> ○ By the official placement of a case on a judicial officer’s calendar <ul style="list-style-type: none"> ▪ by the filing of written documents such as motions etc., ▪ on the court’s own motion, or ○ Based on impromptu oral motions presented in court and heard by the judicial officer. <p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report each hearing that actually takes place. If multiple proceedings are heard at one time (regardless of whether they are initiated by one or more documents), count each proceeding. • Hearings that extend over more than one day are counted as separate hearings for each hearing day. • If a judicial ruling made at a hearing results in the disposition of a case, count both the hearing and the disposition. <p><u>What/how not to report:</u></p> <ul style="list-style-type: none"> • Do not report hearings that are not heard at all and are reset at the request of the parties or on the court’s motion. Count as continuances in the Events section. • Do not count ex parte proceedings unless they are calendared and heard. • Do not count impromptu oral motions that do not require a presentation and are not heard by the judicial officer.

Row	Column		Definition
	Portal	JBSIS	
3500		10	for evidence hearing A court-ordered hearing for parties to provide further evidence before the court issues its ruling.
3600		10	venue hearing A hearing to determine if small claims court is the proper place for trial or whether the case should be transferred to another jurisdiction because the amount requested exceeds the jurisdiction of small claims court.
3700		10	other predisposition hearing A predisposition hearing not specified on rows 3500 and 3600.
3800	05	10	Postdisposition hearing A proceeding at which first evidence is presented and heard by a judicial officer after final disposition. Note: Refer to “hearing” definition on row 3400. JBSIS: The total of rows 3900, 4200–4400.
3900		10	order of examination hearing (total rows 4000–4100) A hearing in which the judgment creditor obtains asset information from the judgment debtor under oath through a court-ordered appearance. Include hearings initiated by Applications and Orders to Produce.
4000		10	appealed case–judgment upheld An order of examination hearing on a case that is returned to the small claims division because of an appeal, and in this case, the judgment is upheld in favor of (awarded to) the plaintiff.
4100		10	Non-appealed case An order of examination hearing in a case that was not appealed.
4200		10	request to correct or vacate judgment A court-ordered hearing to direct attention to any alleged error, omission, or oversight during trial.
4300		10	opposition to claim of exemption A hearing on a creditor’s opposition to debtor’s claim of exemption to determine disposition of property or money held by levying officer.
4400		10	other postdisposition hearing A postdisposition hearing not specified on rows 3900–4300.

EVENTS

Small Claims 13a - Data Matrix				05	10
JBSIS Data Reporting Standards effective July 1, 2018.				Small Claims	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.					
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.					
		P	JBSIS Web Portal	P	
WORKLOAD (unit of count = action)					
4500	Events				
4600	Referral to mediation				
4650	Subsequent fee waiver requested				
4660	Subsequent fee waiver granted				
4690	Continuance (total rows 4700 - 4800)				
4700	Court's motion				
4800	Party's motion				
Key:	Unshaded cell = data expected			▼	Value calculated in JBSIS
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.				

Row	Column		Definition
	Portal	JBSIS	
4500			Events Data collected to measure workload. Capture the actual number of events occurring during the reporting period. Report event(s) resulting from the initial and subsequent filing(s). Report on the last day of the reporting period.
4600		10	referral to mediation A referral by the court to court or voluntary mediation. <i>What/how to report:</i> Count each referral when mediation is held.
4650		10	subsequent fee waiver requested Subsequent application for waiver of filing fee submitted pursuant to Gov. Code, § 68634(e). <i>What/how to report:</i> Report separately each time a subsequent fee waiver request is filed. <i>What/how not to report:</i> Do not include initial application for fee waiver. Report initial fee waiver request on row 5000.
4660		10	subsequent fee waiver granted Subsequent application for waiver of filing fee granted in full or in part by the court.

Row	Column		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u> Report separately each time a subsequent fee waiver request is granted.</p> <p><u>What/how not to report:</u> Do not include the granting of the initial application for fee waiver. Report the initial fee waiver granted on row 5100.</p>
4690		10	<p>continuance (total rows 4700–4800) A hearing set on a calendar and re-calendared to a future date for the same proceedings, at the request of a party or on the court’s own motion, before any proceedings take place—i.e., before first evidence is presented.</p> <p>Report all continuances whether handled by the clerk’s office or in court. For reports other than civil, include stipulated continuances as “continuances—party’s motion.”</p>
4700		10	<p>continuance—court’s motion A hearing set on a calendar and re-calendared to a future date on the court’s own motion before any proceedings take place (before the first evidence is introduced).</p> <p>Report all continuances whether handled by the clerk or in court.</p>
4800		10	<p>continuance—party’s motion A hearing set on a calendar and re-calendared to a future date on a party’s motion before any proceedings take place (before the first evidence is introduced).</p> <ul style="list-style-type: none"> • Report all continuances whether handled by the clerk or in court. • Include stipulated continuances.

CASE CHARACTERISTICS

CASE CHARACTERISTICS (unit of count = case/action). Capture once per case regardless of how long the case is pending. Case characteristics can reflect either the initial or subsequent filing but should only be captured once per case. Report on the last day of the month in which the characteristic was entered into the CMS, unless specified otherwise. Do not capture attributes of postdisposition cases.

CASE CHARACTERISTICS

Small Claims 13a - Data Matrix		05	10
JBSIS Data Reporting Standards effective July 1, 2018.		Small Claims	
Refer to JBSIS Implementation Manual Version 3.0 in the Reference section of the JBSIS Web site (http://jbsis.courtinfo.ca.gov/) for detailed data definitions and reporting specifications.			
NOTE: JBSIS Manual 3.0 will be posted on JBSIS Website at a later date.			
P JBSIS Web Portal		P	
CASE CHARACTERISTIC (unit of count = case/action)			
5000	Fee waiver requested		
5100	Fee waiver granted		
5200	Government exemption		
Key:	Unshaded cell = data expected	▼	Value calculated in JBSIS
	Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.		

Row	Column		Definition
	Portal	JBSIS	
5000		10	<p>fee waiver requested Application for waiver of filing fee submitted pursuant to Gov. Code, § 68634(e).</p> <p><i>What/how to report:</i></p> <ul style="list-style-type: none"> Report the first instance of a fee waiver requested pursuant to Gov. Code, § 68634(e). Report once per case regardless of the number of extensions filed. The filing fee submitted is not required to be associated with the initial petitioner. Report subsequent fee waiver requests on row 4650.
5100		10	<p>fee waiver granted Application for waiver of filing fee granted in full or in part by the court.</p>

Row	Column		Definition
	Portal	JBSIS	
			<p><u>What/how to report:</u></p> <ul style="list-style-type: none"> • Report the first instance of a fee waiver granted pursuant to Gov. Code, § 68634(e). • Report once per case regardless of the number of extensions granted. The filing fee submitted is not required to be associated with the initial petitioner. • Report subsequent fee waivers granted on row 4660.
5200		10	<p>government exemption This waiver applies to “the filing of any document or paper, for the performance of any official service, or for the filing of any stipulation or agreement, which may constitute an appearance” (Gov. Code, § 6103).</p> <p><u>What/how to report:</u> Report the first waiver of fees for a government agency at the time of filing.</p>

13a Small Claims

RAS Case Categories: JBSIS and Portal Case Types

The Resource Assessment Study (RAS) model uses the filings data reported in JBSIS and the Portal to estimate court workload and court staffing needs. The RAS model uses the filings data along with workload standards for several different case categories based on the case types reported in JBSIS and the Portal. The table below illustrates the Small Claims case category used in RAS, and how the JBSIS and Portal case types are mapped to this RAS category.

RAS Case Category	Portal	JBSIS
Small Claims	Small Claims	Small Claims

Appendix A—JBSIS Data Reporting

Overview

This appendix defines the steps required for JBSIS data reporting. The first four steps (illustrated in Figure 1 on page 3) involve preparing for data submission and include gaining access to the server where the data will be submitted and reviewing reporting requirements. The next four steps (Figure 2 on page 4) include creating, testing, submitting, and amending report data. Details for each step are listed below.

JBSIS Implementation Steps

- 1. Register Your Judicial Resources Network Password** The JBSIS website is accessed from the home page of the Judicial Resources Network (JRN), jrn.courts.ca.gov, under Programs & Court Administration at the JBSIS link. To access JBSIS directly, go to <http://jbsis.courtinfo.ca.gov>. The Judicial Resources Network—the secure website for the California judicial branch—is not available to the public and can only be accessed with a login ID and password. You can request an ID and password online from the Secure Access Internet Login (SAIL) page from either the JRN or the JBSIS link above. Select “Apply for new account.”

All court staff who will be involved in JBSIS implementation should be registered with JRN passwords. Staff should be able to log in to the JRN and access the JBSIS information that is referenced throughout this manual.

- 2. Review JBSIS Reports** JBSIS reports contain Data Elements that capture information on trial court cases including CASELOAD/CASEFLOW, WORKLOAD, and CASE CHARACTERISTICS. The data records in each report consist of two main parts: Data Element Definitions and the Data Matrix. Chapter 3, Overview of Report Chapters, defines the structure of the reports and should be reviewed prior to creating the files.
- 3. Prepare for Compliance Testing** Courts may determine the order that they submit JBSIS report files for Compliance Testing. The submission order of reports will likely depend on several factors related to a court’s case management system (CMS) and data cleansing requirements.
- 4. Conduct Internal Data Quality Checks** An internal data quality check consists of a court auditing the data collected in its CMS. Data quality checks help ensure that case information is entered accurately into the CMS and that the CMS is correctly storing the information. Conducting these checks before sending data to the JCC ensures the quality and credibility of the data and avoids the need to amend data in the future.

Steps for Preparing to Transmit Data: Reviewing Data Requirements

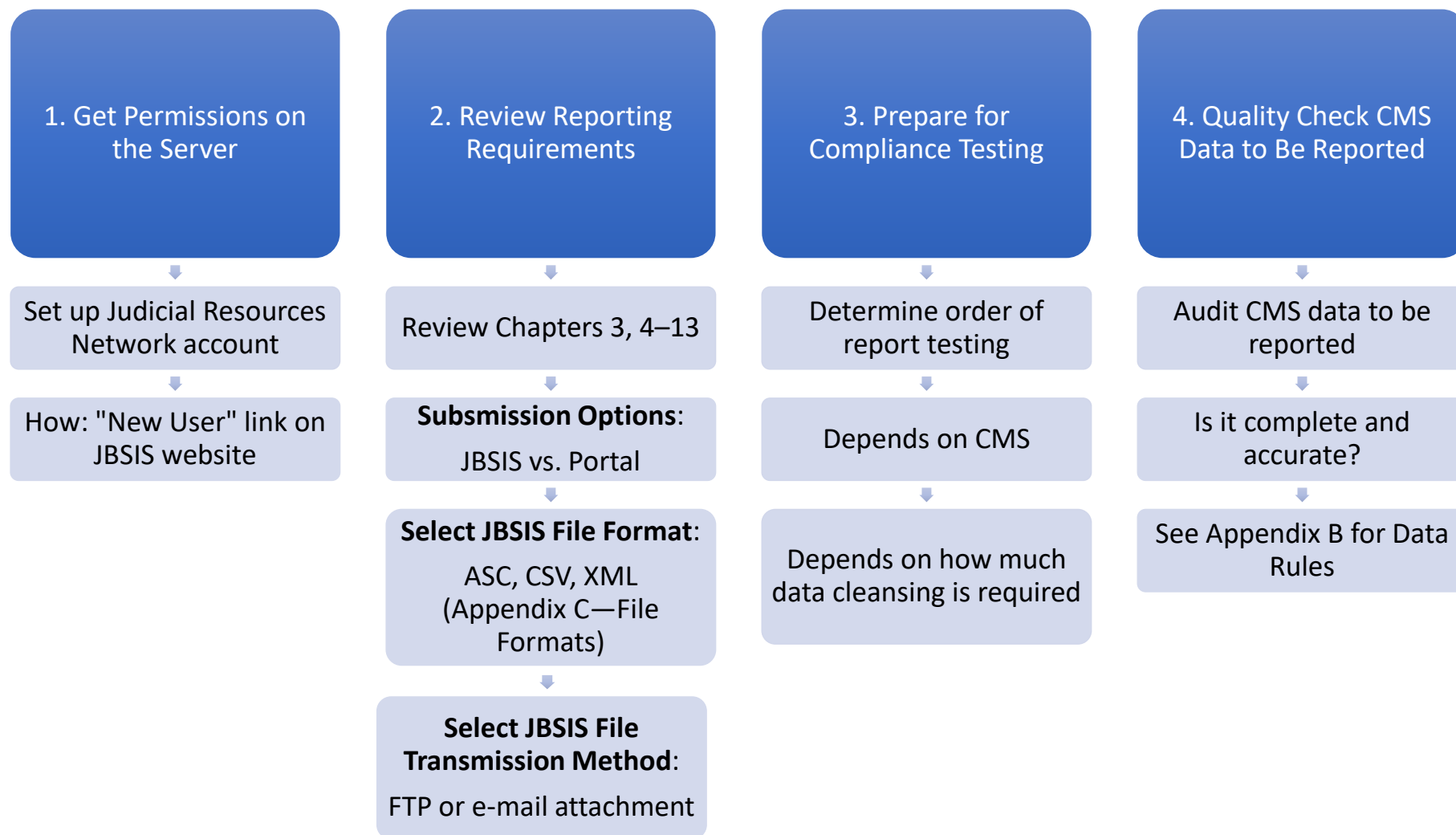


Figure 1. Steps to Prepare for Data Submission

- 5. Create Test Files for Electronic Reporting** Once an internal data quality check has occurred, a court creates test files using actual case management system data and electronically submits these test files to the JCC. See Appendixes B through F for more information on the technical requirements for submitting JBSIS report data.
- 6. Complete Compliance Testing** All submitted test files are reviewed for eligibility during the Compliance Testing phase of implementation. Compliance Testing must be completed for each JBSIS report before a court can begin sending actual JBSIS production report data. Please see Appendix D, Compliance Testing and Certification, for more detailed information.
- 7. Pass Certification** All courts must undergo certification. Data from files used in Compliance Testing will be compared to historical data to ensure data quality. A spreadsheet with a high-level analysis of the data will be sent back to the court for further investigation and verification.
- 8. Transmit Electronic File to JBSIS** A court may begin submitting monthly data to the JBSIS data repository once a JBSIS report extract file has passed Compliance Testing. File Validation Tests are conducted on each extract file before the file is loaded into the data repository. If the file passes the validation tests without error, the file is automatically loaded; if it does not pass the validation tests, it is not loaded, and the court is notified. Rejected production files that were not loaded into JBSIS do not need to be amended. The user can simply resubmit the corrected file until it passes the File Validation Tests. Please see Appendix D, Transmission Methods and Compliance Testing, for more detailed information.
- 9. Amending Data** If a court needs to correct data that have previously been submitted and successfully loaded into JBSIS they may send an amended data file. See Appendix D, Amending Data, for the steps required to resubmit data.

Steps for Preparing to Transmit Data: Creating the Report Extract Files and Testing

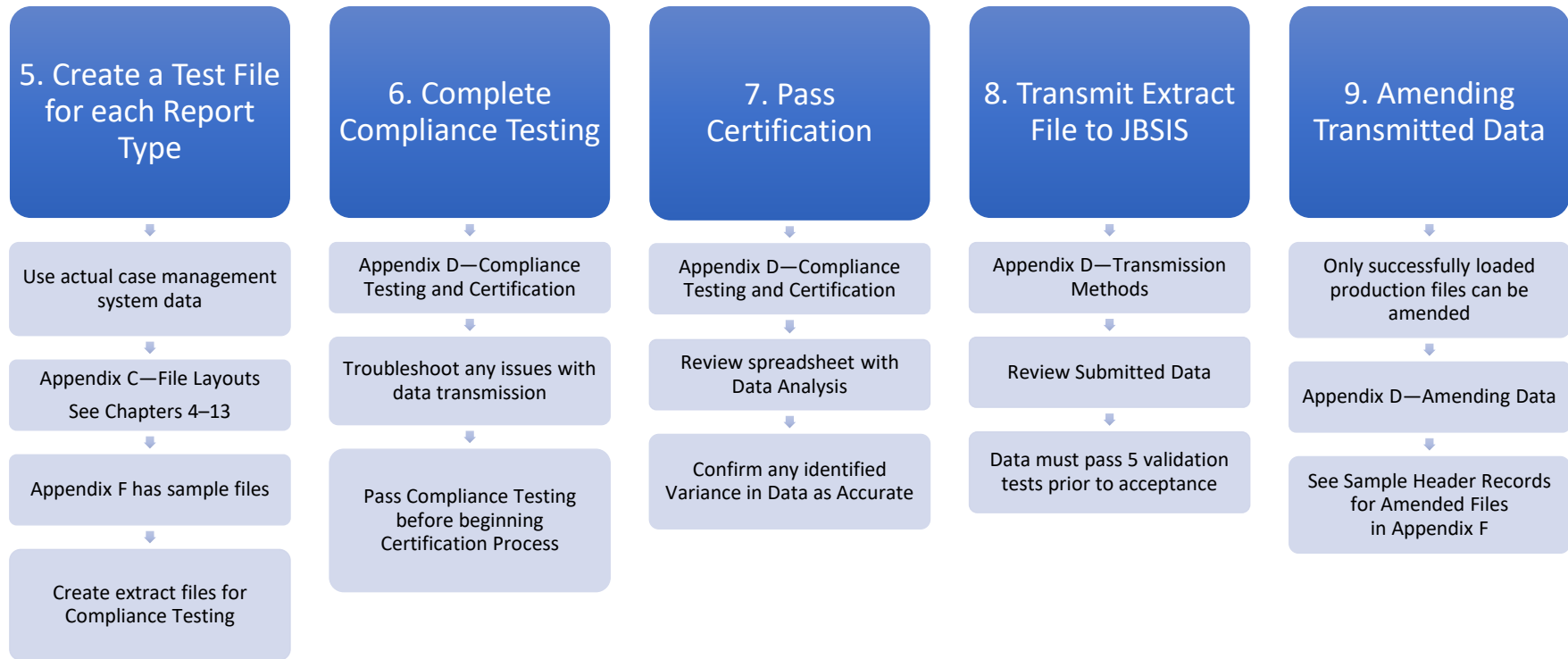


Figure 2. Steps to Submit Report Extract File

Appendix B—JBSIS Data Rules

Overview

This appendix outlines the data rules governing the reporting of data elements in the JBSIS extract file. Adherence to these rules ensures data consistency and minimizes the occurrence of file processing failures in JBSIS. This chapter also includes information on invalid data values, missing data, and warnings resulting from discrepancies in pending case counts.

Data Values

Blank, null, and most negative values in the data elements are not valid. The JBSIS data repository will not accept extract files containing these values. There is an exception for negative values, but only as they apply to the number of End Pending cases in the Inventory Section of JBSIS reports (see Reporting Negative End Pending Values, below). Because of changes in Case Type during a reporting month, the final End Pending value for a reporting period will occasionally be a negative number. This is particularly true when the change in Case Type is to a low-volume Case Type that could have begun the reporting period with zero cases.

In ASC-formatted extract files, all reported values are padded with leading zeroes to make up the fixed length for the data element; e.g., 3,000 is submitted as 00003000. Extract files in CSV and XML format do not require leading zeroes.

Default Data Values and Missing Data

In order to deliver the correct information to the end user community, it is necessary to distinguish the data elements that cannot be provided by a local case management system (CMS) from the data elements that can be provided but whose values for that reporting period are zero.

Use of Zero If no cases occur in a reporting period for a given data element, set the data element value to zero (**00000000** in ASC-formatted extract files). Do not submit a null or blank field. Zeros are also expected as the default values for cells in JBSIS report data matrices that are shaded (see **Unanticipated Data** below). These shaded cells represent data elements that are not required by JBSIS and should not be used unless prior approval has been obtained by e-mailing the JBSIS Administrator at admin@jbsis.courts.ca.gov.

Finally, default values (zeros) are also used for Case Types that are not being used by the reporting court, such as the Pre-JBSIS Case Type that appears on some JBSIS reports as an optional-use category.

Use of Nines If, at the beginning of JBSIS reporting/implementation, a court's local CMS cannot report a given data element in a JBSIS report, it may be permissible to set the value of certain nonmandatory data elements to **99999999** (eight 9's), regardless of the file

format. The Record Layout listing in each of the JBSIS report sections includes a mandatory reporting column showing whether an element is mandatory ('Y') or nonmandatory ('N'). This allowance to use a Missing Value Code for nonmandatory data elements was created as an accommodation for courts during the first few years of participation in JBSIS reporting. However, as local CMS capability develops it is expected that courts will no longer need to use the Missing Value Code.

If CMS limitations do cause a court to report missing values using the Missing Value Code, these codes must be used at the start of JBSIS reporting and cannot be introduced after a data element has already been fully reported. If the JBSIS application encounters a missing value for an element that had a substantive value in a prior report, the report that attempted to reintroduce the missing value will be rejected.

Courts electing to use the Missing Value Code should be aware of two conditions in which **99999999**'s must also be used for data elements that a local CMS may actually be able to report.

- 1. Missing data within a data element:** The JBSIS system assumes that if a court's CMS can capture a data element for a given Case Type in one JBSIS report, the CMS should be able to capture that data element for all Case Types in that report. However, if there are missing data for a data element under any Case Type, then the data element values for all of the Case Types must be coded as missing. The court must report **99999999** for that data element across all of that report's Case Types, even if the CMS is able to produce the data element for some of the Case Types. This requirement ensures that the total of a JBSIS data element item across Case Types will be complete.
- 2. Missing data between subordinate data elements:** When there are related sets of parent and subordinate-child data elements, the JBSIS application usually requires that the sum of the subordinate items equals the value of the parent element. If the CMS cannot generate one or more of the subordinate data elements, this will not be the case. Therefore, if any of the subordinate data elements are missing, JBSIS requires the use of the Missing Value Code, **99999999**, for all of the subordinate data elements. Also, if the missing subordinate-child data elements occur under only one Case Type, JBSIS requires the use of the Missing Value Code for all the subordinate data elements under all Case Types.

Use of Zero Values Instead of the Missing Value Code There are a number of instances in which the Missing Value Code is inappropriate, and zero values are used instead. These exceptions include:

- Data elements in which the corresponding cell in the report's Data Matrix is shaded (see also Unanticipated Data below);
- Entire Case Types that are present but unused within a report module; and

- Parent, or “aggregate,” data elements where the value may be obtained from the sum of the subordinate elements. These parent or aggregate data elements are those listed as subject to “optional” testing on the ‘Aggregate Validation’ section found under ‘References’ on the JBSIS website.

Unanticipated Data

Some data items do not apply to all Case Types in a JBSIS report. A shaded cell on a report’s Data Matrix indicates where the JBSIS system does not anticipate data values for a particular data element. If a data item is not expected or does not apply to a Case Type code, submit a zero in the data element field. If a court has unanticipated data for a shaded cell, the court may report the data if the court can explain the data values submitted and if approval is granted by the JCC.

Beginning and End Pending Case Count Discrepancy Warnings

Each JBSIS report has an inventory section that tracks the **CASELOAD** and **CASEFLOW** of trial court cases. The inventory section starts with a count of a court’s pending cases at the beginning of a reporting period, and then adds and subtracts cases from this value as new cases are filed (+) and others are disposed (-). The inventory section of each JBSIS report ends with the number of cases pending at the end of the reporting period.

For each report, an *ideal* monthly inventory would start with a Beginning Pending value that equals the End Pending value for the previous month and as case counts are added and subtracted within a Case Type, the pending value would balance out with End and Beginning counts in the reporting month. This *ideal* monthly inventory scenario may not be possible due to the following factors:

- Modifications to case data in a court’s CMS between reporting periods;
- Reclassification of cases between Case Types that cannot be directly recorded in the inventory sections; and
- Limitations in a court’s CMS.

For these and other reasons the validation tests of inventory items will issue warnings when there are disagreements among inventory items in a reporting month but extract files will not be rejected because of these disagreements. Trial courts should review these warnings to be sure they are not indicators of a defect in their CMS reporting application.

As noted previously in the Data Values section of this appendix, the End Pending data elements are the only data elements which allow for negative values.

Reporting Negative End Pending Values

Negative results may occur in the computation of End Pending counts within the inventory section of JBSIS reports. These values are expected infrequently and are most likely to occur in courts with small caseload volumes.

For example, in the 07c Felony Report, if there are no Beginning Pending cases under Case Type 110, Reduced to Misdemeanor, but during the reporting month a Beginning Pending assault charge (Case Type 40) is reduced to a misdemeanor and the defendant sentenced, then the disposition would be counted under Case Type 110 rather than the felony assault Case Type. This shift in Case Type classification would result in a negative count (i.e., a disposed case) as the only End Pending value for Case Type 110. There would also be a discrepancy in balancing the inventory under the Case Type for assault, but this result would not be negative.

JBSIS reports displayed on the web or downloaded as hardcopy will not show negative End Pending values under specific Case Types. Instead the negative integers will be indicated by a dash (-) in the End Pending row. Negative values will be used in computing End Pending for the total column.

The method of recording negative values in electronic JBSIS reporting files will depend on the type of file formatting. As summarized below, for CSV and XML files use conventional signs for case counts (i.e., -1, -2, etc.); in ASCII formatted files the left-most character of the 8-character field should be used for the sign (i.e., -0000001, -0000002, etc.).

File Format	Method	Example
ASCII	Left-most character	-0000001, -0000002, etc.
CSV	Conventional sign	-1, -2, etc.
XML	Conventional sign	-1, -2, etc.

Appendix C—File Formats

Overview

This appendix discusses the three possible file formats that can be used for sending JBSIS extract files to the JCC: fixed length, comma separated values, and eXtensible Markup Language. Information presented here provides a general understanding of the different file formats available; however, most of this chapter is geared toward information technology staff and the process for creating the electronic data files. The information in this appendix does not apply to Web Portal users.

Overview of File Formats Once a court has conducted an internal data quality check and captured the monthly JBSIS data through its automated case management system, the court creates and submits an electronic data file (also called an extract file) to the JCC. The court can select any programming language to create the extract file. However, the file must be in one of the three permissible formats and the data elements must conform to a particular file layout. The file format and layout enable the JBSIS data repository to recognize the information sent in the file. Specifications concerning the acceptable file formats are discussed below and apply to all versions of the JBSIS data collection standards unless otherwise noted.

File Format Options

A court can use any of the following file formats listed in the table below to transmit extract data to the JCC.

File Format	Description
Fixed Length (ASC)	Every data element has a fixed start position and a fixed length.
Comma Separated Values (CSV)	Every data element has a predetermined sequence; commas separate the elements.
eXtensible Markup Language (XML)	Data elements are delimited by previously defined XML tags.

Examples of each of the above file formats is located in Appendix F, Sample Extract Files. The choice of file format is report-specific. In other words, a court can submit its criminal reports using a fixed-length (ASC) format, its juvenile reports using a comma-separated values (CSV) format, and all of its civil reports using an eXtensible markup language (XML) format. However, each electronic file may contain only one JBSIS report in a single file format.

Fixed-Length (ASC) File Format

A fixed-length file format has a defined start position and fixed length for every data element within a record and a fixed length for each record in the file. Each record is viewed as a string of text and is limited to a predefined number of characters (referred to as the record length), and each data item in that record has a predefined number of characters. The JBSIS data repository

parses the information in the record according to where it falls in the string of characters in the record. Embedded binary carriage return line feed (**CR LF**) characters are expected at the end of each record. A sample fixed-length file is located in Appendix F, Sample Extract Files.

Each ASC-formatted JBSIS report contains a Header Record (56 characters), a Trailer Record (144 characters), and depending on the type of report, from 1 to as many as 14 data records. Each data record represents a case type within the report. The table below shows the expected maximum length in character bytes for each ASC-formatted JBSIS data record. When parsing and loading the file, the JBSIS system will not read characters past the expected maximum length for each record.

The embedded binary characters are not included in the record lengths listed in the table below.

MAXIMUM LENGTH OF DATA RECORDS—ASC-FORMATTED FILES

JBSIS Data Record Length (in characters)	JBSIS Report Type	Number of Data Elements
304	Appellate Court	39
232	Appellate Division	30
920	Civil Limited	116
920	Civil Unlimited	116
536	Family Law	68
736	Felony Part 1 (Municipal)	93
816	Felony Part 2 (Superior)	103
1040	Felony	131
768	Juvenile Delinquency	97
880	Juvenile Dependency	111
480	Mental Health	61
792	Misdemeanor and Infraction	100
528	Probate	67
488	Small Claims	62

Comma-Separated Values (CSV) File Format

The comma-separated values file format has a predefined sequence of data elements in each record with a delimiter—a comma—between each data element. An embedded binary **CR LF** is expected at the end of each record. As with ASC records, the JBSIS loader will not read beyond the expected maximum number of data elements. The number of data elements in each JBSIS report is shown in the ‘Number of Data Elements’ column in the table above. A sample CSV file is located in Appendix F, Sample Extract Files.

eXtensible Markup Language (XML) File Format

The XML file format uses a pair of tag elements to delimit each data record and data element. For example, an opening tag element, **<CASE_TYPE_CODE>**, and a corresponding closing tag element, **</CASE_TYPE_CODE>**.

The first line of all XML files is **<?xml version="1.0" encoding="UTF-8"?>**, which denotes the XML specification used by the JBSIS data repository. JBSIS also requires a DOCTYPE statement in the second line of the file. The third and last line of the extract file contains the XML root element opening and closing tags, which identify the JBSIS report data in the extract file. The table below shows the JBSIS Report Codes and their corresponding XML Root Element.

XML ROOT ELEMENTS FOR JBSIS REPORTS

JBSIS Report	JBSIS Report Code	XML Root Element
Appellate Court Appeals	04a	<JBSIS04aVx>
Appellate Division Appeals	04b	<JBSIS04bVx>
Civil – Limited	05a	<JBSIS05aVx>
Civil – Unlimited	05b	<JBSIS05bVx>
Family Law	06a	<JBSIS06aVx>
Felony Part 1	07a	<JBSIS07aVx>
Felony Part 2	07b	<JBSIS07bVx>
Felony	07c	<JBSIS07cVx>
Juvenile Delinquency	08a	<JBSIS08aVx>
Juvenile Dependency	09a	<JBSIS09aVx>
Mental Health	10a	<JBSIS10aVx>
Misdemeanor/Infraction	11a	<JBSIS11aVx>
Probate	12a	<JBSIS12aVx>
Small Claims	13a	<JBSIS13aVx>

The “x” in the XML Root Element is currently “2”, so the <Root_Element> (begin tag) and </Root_Element> (end tag) would appear as **<JBSIS04aV2>** and **</JBSIS04aV2>**, respectively, where the **04a** represents the Appellate Court Appeals JBSIS Report, and **V2** indicates that the court is submitting data using version 2. The current version is “2” because of the JBSIS database, not to be confused with the JBSIS manual version 3.0.

The paired tags for the data elements in a record and the record’s corresponding data values are listed between the opening and closing case type code tags. The tag names for all data elements are located in the ‘References’ section of the JBSIS website at <http://jbsis.courtinfo.ca.gov>. Since the XML file format is not columnar, including an embedded

CR LF after each tag set aids in the visual inspection of files. However, this particular **CR LF** is not required for processing. A sample XML file is located in Appendix F, Sample Extract Files.

File Content: Packaging the Data

Courts using multiple case management systems for storing case data associated with any single JBSIS report must generate one file before transmitting the data to the JCC. For example, a court might gather data for the Misdemeanor/Infraction report (JBSIS Report 11a) from two different case management systems (i.e, Criminal and Traffic). The court must first combine these data into one report before sending the extract file to the JCC. JBSIS cannot process incomplete report files. All required data for a given report must be submitted in one report file.

Appendix C: File Layout

Overview

This appendix presents information on the file layout of JBSIS extract files, including examples of File Handler, Header and Trailer records. While the JBSIS extract file layouts are generally similar across report types, they can differ based on the number of record types within the report file; the content of the record types; and the use of file format alternatives, as described in Appendix C, File Formats. It might be helpful to refer to the sample extract files in Appendix F in conjunction with the material presented here.

Parts to File Layout

Each JBSIS report type is submitted as a separate extract file containing four types of records: a File Handler record, a Header record, Data records, and a Trailer record. The JBSIS File Layout, below, shows the order of these four parts within a report file, each of which is described in greater detail later in this appendix.

Record Layout Example: The Header Record

Below is a sample Header Record Layout which represents one of the record types in a JBSIS extract file. Although the example is limited to a Header record, the general form is the same for all records in ASC and CSV formatted files. In XML files, record layouts serve as the source information for tagged data elements.

EXAMPLE HEADER RECORD

Sequence	Data Element	Storage	Mandatory Element	Default	Start	Length
1	Record Type Code	char	Y	000	1	3
2	Court Identification Number	char	Y		4	7
3	As of Date	date	Y		11	8
4	Filler	char	Y		19	6
5	Amend Code	integer	Y		25	8
6	Major Document Number	integer	Y		33	8
7	Minor Document Number	integer	Y		41	8
8	Extract Type Code	char	Y		49	8

Each column heading in the Example Header Record is discussed in more detail below.

Sequence Within each record type all data elements have a sequence number representing the order of the data elements in the record. The highest sequence value

indicates the total number of data elements contained in the record. There are 8 data elements in the header record example.

Data Element Each Data Element in a record has a name. In Header and Trailer records, the Data Elements are the same across all JBSIS report types. For Data records, the number and types of elements vary between reports depending on the specific information being reported.

When new JBSIS Data Elements are added, the reporting of these elements will be appended to the end of the existing Data Elements in the data record. This results in an increased record length (i.e., new elements will be sequenced according to the next available number at the end of the record), but it avoids having to modify the order of elements in subsequent versions or revised releases of JBSIS.

Storage There is one data type format used by JBSIS in processing and storing values for a specific data element. Incoming data are treated according to the data type indicated in the record layout (i.e., as character (char), date, integer, or long integer).

Mandatory Data Elements As mentioned in Appendix B, the Record Layout for each of the JBSIS reports (chapters 4–13) has a column that indicates whether an element is mandatory ('Y') or nonmandatory ('N'). The value of this column determines whether you can use the Missing Value Code for a specific data element.

Default The Default column indicates whether a default value should be placed in a particular data element. For example, the sample record layout above shows that 000 should always be the default value for the Record Type Code in the Header record.

Start This is the starting position for data elements in ASC-formatted files. Each element begins at its indicated position in a data record, proceeding from left to right, and all elements must be present in the string. In CSV-formatted files, the data elements are identified by sequential position only. For XML-formatted files, the only requirement is that the data element value appears within the appropriate block elements.

Length This column indicates the number of character positions used for the data element. While ASC-formatted files use the full length for all data elements, the specified length for data elements in CSV and XML files is usually a maximum limit. Exceptions for these latter file formats include character and date elements, and the use of 99999999's as missing data values (Appendix B). These exceptions appear as full-length data elements in all file formats.

Detailed File Layouts: The File Handler

The four basic parts of JBSIS extract files are described in detail below.

The File Handler record appears at the start of the extract file and is used by the JBSIS application to define how the information in the file will be processed. For ASC- and

CSV-formatted files, the handler code is a 6-character element appearing as the only entry on the first line of the file. For XML-formatted files, the File Handler content and its position are somewhat different. Please see the examples below.

<u>File Handler</u>	<u>File Type</u>
<?ASC>	Fixed Length (ASC) files
<?CSV>	Comma-Separated values (CSV) files
<?xml	eXtensible Markup Language (XML) files

The XML File Handler always appears in lowercase and is followed by XML processing information. Since the processing environment for XML files is case sensitive, it is important that file entries conform exactly to upper- and lowercase specification. In JBSIS XML-formatted extract files, the File Handler is currently coded exactly as it should appear:

```
<?xml version="1.0" encoding="UTF-8"?>
```

where:

version="1.0"	indicates the XML version (not the JBSIS version)
encoding="UTF-8"	specifies the character encoding used in the file
?>	represents the closing tag encapsulating the handler information

As with all XML-formatted records, the File Handler may occupy a separate line or appear sequentially.

Detailed File Layouts: The Header Record

The Example Header Record above contains the data elements used for automated processing of a file. The JBSIS loader examines the values of these elements to determine the placement of file information within the JBSIS data repository. Inconsistencies or errors in the Header Record data elements will terminate file processing and require resubmission of the JBSIS extract file by the court. The data elements in the Header record are described below.

- **Record Type Code:** This element must be set to **000** and is used to identify the single Header record in ASC- and CSV-formatted files. In XML-formatted files there is no explicit Record Type Code; rather, the Header elements are positioned at the beginning of the file before the first block of data.
- **Court Identification Number:** This is the unique Court Identification Number used to identify California courts. For all superior courts this is a 6-digit number preceded by an uppercase S. The full, 7-byte court ID number is the same one that is used in naming the monthly extract file submitted to the JBSIS data repository (Appendix D). An abbreviated court ID number is used for the alternative naming convention described below.
- **As of Date:** This field (also titled "Data as of date") is the last calendar day of the month being reported and must be coded in a **MMDDYYYY** format (e.g., the "As of Date" for a

January 2019 JBSIS report is **01312019**). This formatting requirement is consistent with the assumption that reported data represent the status of court cases and processing on the last day of the reporting period (calendar month).

- **Filler:** This is a 6-digit character field used as a placeholder in ASC- and CSV-formatted files. The JBSIS loader will not read the contents of this field, but it must be zero-filled to its maximum length (i.e., 6 zeroes) in both file formats if it is not used as a 6-digit field by the trial court.
- **Amend Code:** This field indicates whether the file contains original data or amended data. If the file being submitted contains original data for the reporting month, a **0** should be entered in this field (enter **0000000** if using an ASC fixed-length file format). If the file contains amended data, the court should enter **1** (enter **00000001** if using an ASC fixed-length file format).

The Amend Code is never greater than **1** regardless of the number of times the file is amended.

- **Major Document Number:** The Major Document Number is the version number of the JBSIS standards applicable to the data file. If the data are compiled in accordance with the JBSIS version 3.0 standards, the Major Document Number is **3**.
- **Minor Document Number:** The Minor Document Number refers to the release number of the JBSIS standards applicable to the data file. For example, the release/Minor Document Number for the JBSIS version 3.0 standards is **0** and the release/Minor Document Number for the JBSIS version 3.1 standards would be **1**.
- Since different JBSIS versions may contain different data elements, the Major and Minor Document Numbers are required to ensure the use of appropriate processing routines. However, if a new JBSIS standards release comes out that simply updates the documentation, the JBSIS loader will treat Minor Document Numbers as equivalent submissions and subject them to the same set of validation tests.
- **Extract Type Code:** This element is a numerical value indicating the file format of the inbound extract file. The valid Extract Type Code values for each file format are:

<u>Extract Type Code</u>	<u>File Type</u>
00000010	Fixed Length (ASC) files
11	Comma-Separated values (CSV) files
12	eXtensible Markup Language (XML) files

- **Reserved for Local Use:** The data elements presented so far make up the Header Record. In addition to these data elements there are spaces in the Header Record that have been set aside for local use.

In ASC and CSV file formats only, a court can use the spaces following the Extract Type Code for any local purpose. However, courts should note that the JBSIS system will not acknowledge characters past the maximum expected record length.

For XML file formats, the JBSIS system will use a Document Type Definition which allows a court to insert information or data in an XML file that does not conform to the XML Record layout.

SAMPLE HEADER RECORDS Sample Header records for each of the three file format options are presented below. These examples represent original superior court data submitted for January 2019 using JBSIS version 3.0 standards. The Court Identification Number used in these examples is **S999000**. Note that XML formatted files do not have a Header record or Filler. XML Header elements are positioned between the opening root element (in **bold**) and the first case type block.

The shading in the columns of the sample Header records is being used for ease of viewing to show the different data elements that make up the Header record.

ASC (fixed length) files—SAMPLE HEADER RECORD							
000	S999000	01312019	000000	00000000	00000003	00000000	00000010
Record Type Code	Court ID Number	As of Date	Filler	Amend Code	Major Document Number	Minor Document Number	Extract Type Code

CSV (comma-separated) files—SAMPLE HEADER RECORD							
000,	S999000,	01312019,	000000,	0,	3,	0,	11
Record Type Code	Court ID Number	As of Date	Filler	Amend Code	Major Document Number	Minor Document Number	Extract Type Code

XML (eXtensible markup language) files—SAMPLE HEADER RECORD	
<JBSIS06aV2	Opening Root Element
<COURT>S999000</COURT>	Court ID Number
<DATA_AS_OF_DATE>01312019</DATA_AS_OF_DATE>	As of Date
<AMEND_CODE>0</AMEND_CODE>	Amend Code
<MAJOR_DOCUMENT_NUMBER>3</MAJOR_DOCUMENT_NUMBER>	Major Document Number
<MINOR_DOCUMENT_NUMBER>0</MINOR_DOCUMENT_NUMBER>	Minor Document Number
<EXTRACT_TYPE_CODE>12</EXTRACT_TYPE_CODE>	Extract Type Code

Detailed File Layouts: Data Records

Complete Data Record layouts for each JBSIS report are located in the JBSIS Data Standards and Reports section of the manual. The table below summarizes the Data Record metrics for each report and shows the variation in the number of data elements contained in each report.

SUMMARY OF DATA RECORDS FOR JBSIS REPORTS

JBSIS Report Number	JBSIS Report Name	Data Records per Report	Data Elements per Record	Record Length
04a	Appellate Court Appeals	11	39	304
04b	Appellate Division Appeals	4	30	232
05a	Civil – Limited	12	116	920
05b	Civil – Unlimited	13	116	920
06a	Family Law	14	68	536
07a	Felony (part 1)	11	93	736
07b	Felony (part 2)	12	103	816
07c	Felony	12	131	1040
08a	Juvenile Delinquency	7	97	768
09a	Juvenile Dependency	5	111	880
10a	Mental Health	7	61	480
11a	Misdemeanor/Infraction	11	100	792
12a	Probate	7	67	528
13a	Small Claims	1	62	488

There are similarities and differences in the Data Elements that make up the Data Records for JBSIS reports. In ASC- and CSV-formatted files, each JBSIS report is identifiable by a Record key made up of four common data elements. In XML-formatted files these Data Elements are configured differently. There are also differences in the positioning of shared Data Elements and Data Elements unique to either individual reports or groups of reports.

DATA RECORDS Below is a sample Data Record consisting of the first nine data elements in a record. The first four data elements represent the Record key. The quantitative Data Elements of a Data Record begin at sequence 5.

EXAMPLE DATA RECORD

**Record
key
elements**

Sequence	Data Element	Storage	Default	Start	Length
1	JBSIS Report Code	char	06a	1	3
2	Court Identification Number	char		4	7
3	As of Date	date		11	8
4	Case Type Code	char		19	6
5	Beginning pending	long integer		25	8
6	Initial petition/complaint filed	long integer		33	8
7	Reopened	long integer		41	8
8	Supplemental complaint filed	long integer		49	8
9	Existing pet./com. entered into CMS	long integer		57	8

- **JBSIS Report Code:** This is a 3-character report number used in ASC- and CSV-formatted files to identify the JBSIS report to which the data record belongs. The complete list of JBSIS report numbers appears in the 'JBSIS Report Number' column of the table above. For XML-formatted files there is no corresponding element; the JBSIS report type is identified in the Opening root element.
- **Court Identification Number:** This element is used in all file formats and is the same 6-digit unique court identifier described previously for the Header record. For all superior courts this is a 6-digit number preceded by an uppercase S. In XML-formatted files this identifier is used only once and is positioned between the Opening root element and the first data block.
- **As of Date:** This element is the last calendar day of the month being reported and must be coded in a **MMDDYYYY** format (e.g., the "As of Date" for a January 2019 JBSIS report is **01312019**). This formatting requirement is consistent with the assumption that reported data represents the status of court cases and processing on the last day of the reporting period (calendar month). This element appears in all ASC- and CSV-formatted files. In XML-formatted files, this element is positioned similarly to the Court Identification Number.
- **Case Type Code:** This is a 6-character field used to identify the Case Type associated with a given Data Record. In combination with the above elements, the Case Type Code identifies a separate and unique Data Record in a JBSIS extract file. The number of Data Records in an extract file depends on the number of case types established for the JBSIS report. The 'Data Records per Report' column in the table Summary of File Characteristics of JBSIS Reports shows the number of Data records—case types—in each JBSIS report type.

In ASC-formatted files, the Case Type Code must be represented with leading zeros. In CSV- and XML-formatted files, leading zeros are optional for the Case Type Code (i.e., the JBSIS system will append leading zeros if they are absent). In XML-formatted files, each Case Type Code is a separate tag set that includes a complete set of substantive data elements.

Regardless of file format, all extract files must include a complete set Data Records, even if a Case Type Code contains zero values for all substantive data elements.

SAMPLE JBSIS DATA RECORDS Listed below are sample Data Records showing how the data elements in the Record key are used in each type of file format. In each sample below, the Record key elements appear in **bold** type.

The file information used to put together the sample Data Records appears first and is followed by the sample Data Records in each file format.

File Information

JBSIS Report Type	06a
Court ID Number	S999000
As of Date	01312019
Case Type Code	000000

The remaining elements in the samples below represent a partial set of the quantitative data elements. In contrast to ASC- and CSV-formatted files, the Record key data elements in XML-formatted files are not repeated as part of each data segment and, for the most part, are located in the XML equivalent of a Header record.

SAMPLE DATA RECORDS

ASC (fixed length) files—SAMPLE DATA RECORD
06a S999000 01312019 0000000000001000000001110000001000000020000000030000001500000969000000090000000000000001000000005

CSV (comma-separated) files—SAMPLE DATA RECORD
06a ,S999000, 01312019 ,0,1000,111,10,20,3,15,969,90,0,10,5

XML (eXtensible markup language) files—SAMPLE DATA RECORD
<pre> <?xml version="1.0" encoding="UTF-8"?> <!DOCTYPE JBSIS06aV2 SYSTEM "JBSIS06aV2.dtd"> <JBSIS06aV2> <COURT>S999000</COURT> <DATA_AS_OF_DATE>01312019</DATA_AS_OF_DATE> <AMEND_CODE>0</AMEND_CODE> <MAJOR_DOCUMENT_NUMBER>3</MAJOR_DOCUMENT_NUMBER> <MINOR_DOCUMENT_NUMBER>0</MINOR_DOCUMENT_NUMBER> <EXTRACT_TYPE_CODE>12</EXTRACT_TYPE_CODE> <CASE_TYPE_CODE>0 <BEGIN_PENDING>1000</BEGIN_PENDING> <INITIAL_FILINGS>111</INITIAL_FILINGS> <REOPENED>10</REOPENED> <SUPP_FILINGS>20</SUPP_FILINGS> <EXISTING_CASE>3</EXISTING_CASE> </pre>


```

<CLASSIF_PRE_JBSIS>15</CLASSIF_PRE_JBSIS>
<END_PENDING>969</END_PENDING>
<DISPOSITIONS_TOTAL>90</DISPOSITIONS_TOTAL>
<DISP_BEFORE_HRG_TOTAL>0</DISP_BEFORE_HRG_TOTAL>
<BHRG_DISM_LACK_PROS>10</BHRG_DISM_LACK_PROS>
<BHRG_OTHER_DISM>5</BHRG_OTHER_DISM>
</CASE_TYPE_CODE>

```

Detailed File Layouts: The Trailer Record

The Trailer record is a sequence of data elements that appear after the last Case Type record in an extract file. The Trailer record includes a set of specific data elements that vary depending on the file format. ASC- and CSV-formatted files must conclude with a single Trailer record and XML-formatted files must conclude with a more limited set of tagged elements. The Trailer record data elements and their accompanying requirements are presented in the table below.

- **Record Type Code:** In ASC- and CSV-formatted files, the Record Type Code is a 3-character unique identifier that appears as the first data element in the Trailer record. The Record Type Code is identified as **999** in ASC- and CSV-formatted files. XML-formatted files do not have Record Type Codes in their Trailer records.
- **Court Identification Number:** This data element is the same 6-digit unique court identifier that was described previously for the Header and Data records. In ASC- and CSV-formatted files the Court Identification Number is the second data element in the Header, Data, and Trailer records. In XML-formatted files, the Court Identification Number is part of the Trailer record.
- **Run Date:** This data element is the date that a court’s case management system generated a JBSIS extract file. This is an integer field in all extract file formats (ASC, CSV, and XML); however, the Run Date is recorded using an **MMDDYYYY** date format (e.g., **02032019** if the extract file was generated on Feb. 3, 2019).
- **Run Time:** This data element is the time that a court’s case management system generated a JBSIS extract file. Run Time is recorded using the 24-hour military format (**HHMMSS**). For example, a report generated at 1:30 p.m. would be reported as **133000**. Run Time appears in the Trailer records of all extract file formats (ACS, CSV, and XML).

EXAMPLE TRAILER RECORD

Sequence	Data Element	Storage	Start	Length
1	Record Type Code	char	1	3
2	Court Identification Number	char	4	7
3	Run Date	date	11	8
4	Run Time	char	19	6
5	Filler	long integer	25	8

6	Control Sum 04a	long integer	33	8
7	Control Sum 04b	long integer	41	8
8	Control Sum 05a	long integer	49	8
9	Control Sum 05b	long integer	57	8
10	Control Sum 06a	long integer	65	8
11	Control Sum 07a	long integer	73	8
12	Control Sum 07b	long integer	81	8
13	Control Sum 07c	long integer	89	8
14	Control Sum 08a	long integer	97	8
15	Control Sum 09a	long integer	105	8
16	Control Sum 10a	long integer	113	8
17	Control Sum 11a	long integer	121	8
18	Control Sum 12a	long integer	129	8
19	Control Sum 13a	long integer	137	8

- **Filler:** This data element is only present in ASC- and CSV-formatted extract files and can be used by courts as needed. In ASC-formatted files, the Filler is an 8-character integer field. In CSV-formatted files, the Filler may occupy from 1 to 8 positions. If a court does not supply an entry in this field it will be zero-filled.
- **Control Sum:** This data element contains the sum of the fact values for all Data records in an extract file. The “fact” values are the case counts for all Data records/elements in a monthly JBSIS report (this does not include any **99999999** entries or the Record key elements in each of the Data records).

In ASC- and CSV-formatted files there are separate Control Sum elements for each type of JBSIS report (see Example Trailer Record, above). The Control Sum must appear in the Data record corresponding to the type of JBSIS report being submitted. All the other Control Sum data elements must be set to zero.

XML-formatted files use a single Control Sum tag that should include the sum of fact values for the submitted JBSIS report in the extract file.

- **Reserved for Local Court Use:** In ASC- and CSV-formatted files a court can use the spaces following the last Control Sum data element for local purposes. The JBSIS system will not acknowledge characters beyond the expected maximum length of the Trailer record. Therefore, information contained in the extract file beyond this maximum length will not be processed by JBSIS, but the court can use these data fields/spaces for its own purposes.

JBSIS File Layout

File Handler

- ASC, CSV, or XML
- At the beginning of every extract file
- Defines file format
- May differ between reports

Header Record

- Specifies JBSIS version, As of Date, and Extract Type Code (File Format)
- Maps file content to storage location in JBSIS
- Included once after File Handler
- Flags Amended data

Data Records

- One per Case Type reported

Trailer Record

- Included once at the end of the extract file
- Content varies with file format

Appendix D—Transmission Methods

Overview

Once a file format has been selected and a JBSIS report file assembled according to the specifications outlined in chapters 4 through 13, the file is ready to submit. This appendix lists the steps to take before and after transmitting the extract file. First, there is a specific file-naming convention to be used for each report file. Next, one of two options for the electronic submission of extract files to the JBSIS system must be selected. After submitting files, either as part of Compliance Testing or in production, there is a process for viewing submitted files. After submitting and viewing the submitted report files, the court is considered to have signed off on the accuracy of their data. (see Appendix D, Amending Data, to learn how to amend submitted data).

Naming the Report Extract Files

The file names for extract data files submitted to JBSIS consist of the 7-character Court Identification Number and a 1-character alpha. Files sent with a nonstandard Court Identification Number will be rejected by the JBSIS system. The 1-character alpha that follows the 7-character Court Identification Number is a lowercase character from *a* to *n* used to indicate the type of report being submitted. A listing of these codes is shown in the table Alpha Character Codes for JBSIS Reports, below.

File extensions for all extract files consist of a 2-digit month plus 1-digit year based on the Reporting Month and Year for the file in the format (MMY). Consider the following example also shown in Figure 1 below:

Court:	Alameda Superior Court
Court Identification Number:	S010000
JBSIS Report being submitted:	06a Family Law report
Reporting month:	April
Reporting year:	2019

The correct file name based on this example is S010000e.049

Alternative File-Naming Convention

For courts wishing to use free characters for their own purposes within a file name, there is an alternative file-naming convention available for court use. The format is an eight-character name with a three-character extension.

Report Number								Reporting Month:		
1	2	3	4	5	6	7	8	9	10	11
Court ID:								Court Use		

<u>Group</u>	<u>Position</u>	<u>Content</u>
Court ID	1	'S' (Superior Court)
	2–3	Court Number (01–58)
Report No.	4–6	JBSIS Report (04a–13a)
Court Use	7–8	Free use area—unread
Report Month	9–10	Month (01–12)
	11	Last digit of year (0–9)

Selecting the file transmission method

Courts can submit data using one of the two transmission methods listed below (in order of preference). Regardless of how the file is transmitted, it must conform to the specifications outlined in the previous chapters.

- **File Transfer Protocol (FTP)** This is the preferred method of transmission. Contact the JBSIS Administrator at admin@jbsis.courtinfo.ca.gov for details on the FTP submission of JBSIS extract files for compliance testing and production reporting.
- **Electronic Mail Address (E-mail)** This method of file transmission is used if a court cannot transmit files via FTP but can send attachments via internet e-mail. The e-mail addresses for submitting JBSIS files for compliance testing and production reporting are located on the secure JBSIS website under 'Compliance Testing.'

Appendix D, Compliance Testing, gives specific information on how to transmit files based on whether or not they represent amended data, and whether the user wishes to run production data through testing prior to submission.

ALPHA CHARACTER CODES FOR JBSIS REPORTS

JBSIS Report Title	JBSIS Report Number	Alpha Character/Code
Appellate Court Appeals	04a	a
Appellate Division Appeals	04b	b
Civil Limited	05a	c
Civil Unlimited	05b	d
Family Law	06a	e
Felony, part 1	07a	f
Felony, part 2	07b	g
Felony	07c	h
Juvenile Delinquency	08a	i
Juvenile Dependency	09a	j
Mental Health	10a	k
Misdemeanor/Infraction	11a	l
Probate	12a	m
Small Claims	13a	n

Submitting Extract Files

Extract files may be electronically submitted one at a time, in groups representing multiple time periods (i.e., months), or in groups containing more than one type of JBSIS report. The only restriction when submitting multiple extract files is that any group of original JBSIS “production” reports must contain a complete series of monthly time periods for each separate type of report module. If a file from one month in a series is missing, then all reports that follow that month will be rejected.

For instance, if the last report received for Alameda County (Court ID number S010000) was an 05a Civil Limited report for the month of March 2019, and the reports listed below were submitted in the order shown, the JBSIS loader application would accept the April and May reports, reject the July report (due to the absence of a June report), and reject the August report (because of a missing July report).

<u>File Name</u>	<u>Reporting Month</u>	<u>Submission Status</u>
1. S010000c.059	(May 2019)	Accepted
2. S010000c.049	(April 2019)	Accepted
3. S010000c.079	(July 2019)	Rejected because no June report
4. S010000d.089	(August 2019)	Rejected because no July report

The time series requirement associated with the submission of multiple production report files does not apply to submissions for Compliance Testing and is not relevant for amended JBSIS reports.

Reviewing Data from Submitted Files

Submitted extract files (original and amended files) can be reviewed on the JBSIS website. Original and amended production data are typically loaded to the data repository overnight and are available for viewing on the JBSIS website the next business day.

Data Sign-Off It is the court's responsibility to review their data submission to the JBSIS data repository. The receipt of a monthly data file from a court is considered an official sign-off on the data. A court is not required to send a separate notification verifying that an authorized court staff member has reviewed the file or that the file has been sent to the JCC.

Naming the report file

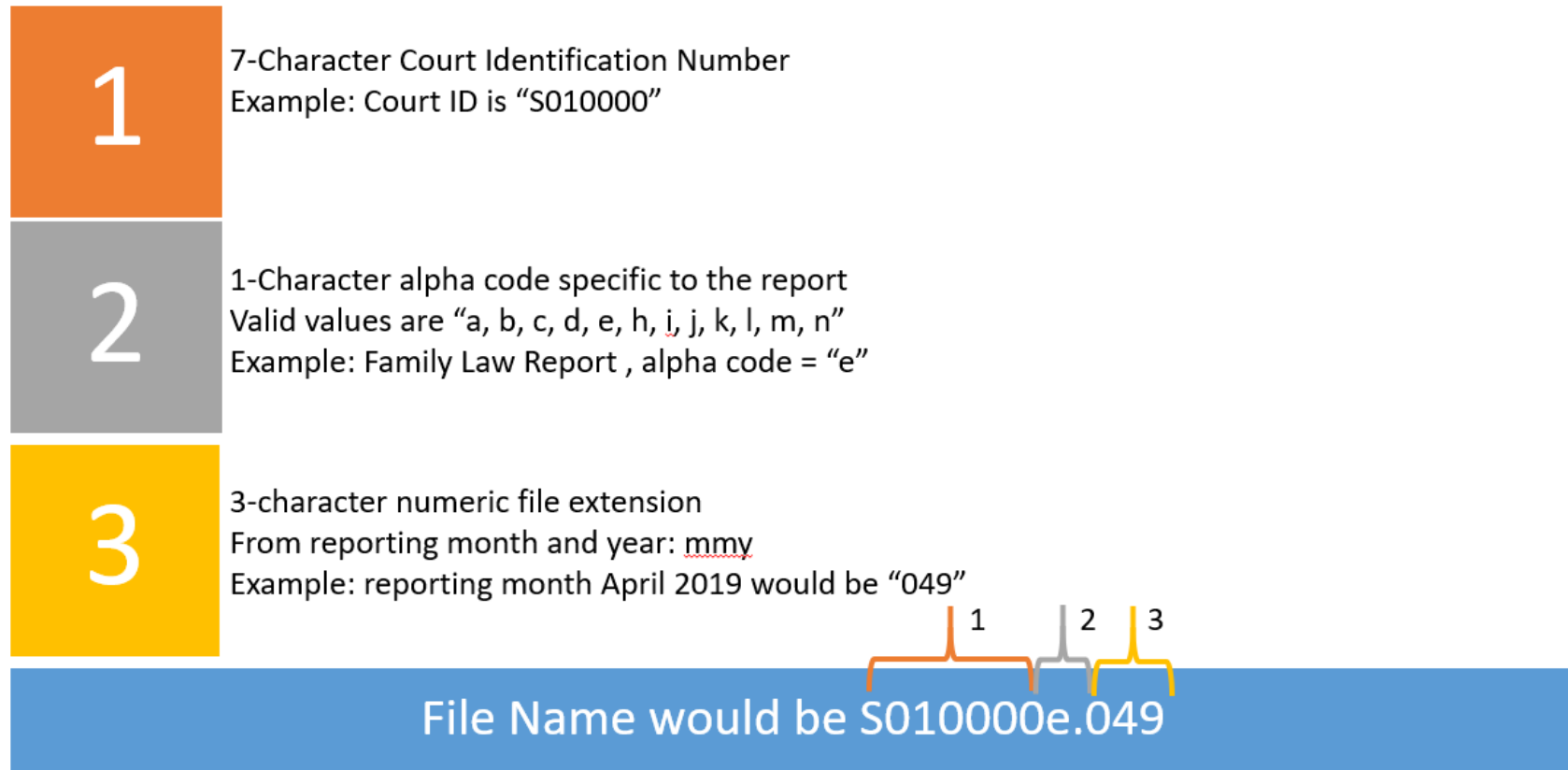


Figure 1. Naming the extract file prior to transmission

Appendix D – Compliance Testing and Certification

Overview

To maintain the highest level of data quality and insure that data are loaded correctly into the JBSIS data repository, all JBSIS report files must conform to the formatting, layout, and data rules outlined in Appendix C, File Formats and File Layout, and Appendix B, JBSIS Data Rules. Compliance Testing establishes a court's ability to submit JBSIS production reports that conform to the JBSIS standards for structure and content. Courts must pass report-specific Compliance Testing and Certification for a JBSIS report before being authorized to send electronic extract files for that report directly to JBSIS.

This appendix outlines the steps for the JBSIS Compliance Testing process and the Certification process. Note that Compliance Testing does not apply to Web Portal users, but Certification does.

The step-by-step process for Compliance Testing appears in Figure 1 below. After performing an internal data quality check of its case management system (CMS), a court creates test extract files using actual case data, and then electronically submits these files to the JCC for review. Each JBSIS report file is tested separately. A court is authorized to submit a particular JBSIS production report when the report's test file has passed a series of data validation tests without error. Once a court has been authorized to submit a particular JBSIS report, it may begin transmitting monthly electronic files of that report for production reporting, regardless of whether the court has demonstrated compliance and certification for the remaining JBSIS reports.

Steps to Submit Extract Files for Compliance Testing

Step 1: Notify JBSIS

For each JBSIS report, notify the JBSIS Administrator by e-mail (admin@jbsis.courts.ca.gov) of the intent to begin sending test files. Indicate the type of report, the approximate date when testing will begin, and the transmission method by which test data will be sent (i.e., by FTP or e-mail attachment; see Appendix D). This notification allows JBSIS staff to prepare to receive reports and to provide additional information to court personnel responsible for reporting.

Step 2: Designate a Main Court Contact

The main court contact for a report can be designated by accessing the secure JBSIS website (<http://jbsis.courtinfo.ca.gov>) using a Judicial Resources Network ID and password. From the Contacts section, go to the Contact List option and add a main court contact person. The same person may be designated as the main contact for all reports, or different court contacts may be defined for individual reports.

Each report can have only one main contact, but additional contact names can be added. The main contact for a report is the person responsible for answering questions about the court's submitted JBSIS reports. If the main contact cannot answer both technical and content questions, he or she should know where to get answers to specific questions.

The main contact and any additional contact persons will receive automated notices of the Compliance Testing results indicating whether a file passed or failed. If the submitted test file fails Compliance Testing the failure notification will include an error message or messages indicating the reason for failure. The system only produces one error message at a time. The main contact person designated by the court will also receive automated notices after the court begins production reporting.

Step 3: Create and Submit Test Files Electronically

Courts must create and submit separate test files for each JBSIS report, but more than one type of report file may be submitted at the same time. The JBSIS test files submitted for Compliance Testing must contain real data (not fictitious test data). In other words, the data in the file must consist of a month's data from the court's automated case management system. Using actual data values ensures that the validation tests are diagnostic of potential future errors and the real data will be used in the Certification process.

Courts can transmit test files via file transfer protocol (FTP) or e-mail. Arrangements for FTP submissions are made through the JBSIS Administrator at admin@jbsis.courts.ca.gov. Files submitted through e-mail are sent as attachments and addressed to testfiles@jbsis.courts.ca.gov.

The JBSIS application performs two levels of validation testing on submitted test files:

- **Summary File Validation** tests focus on whether the file conforms to formatting and general rules for the structure of JBSIS files. A list of summary tests is located on the JBSIS website under the References section.
- **Aggregate File Validation** tests examine relationships between data elements. One such test computes the sum of subordinate data elements and verifies that this sum matches the value of the aggregate (or "parent") data element. Depending on the set of data elements, disagreement in an aggregate file validation test can result in either a rejection of the file and failure to pass Compliance Testing or in successful completion of the validation test with a warning message alerting the court to the potential need for correction and resubmission of the file. A list of aggregate file validation tests can be obtained by contacting the JBSIS Administrator.

Validation tests confirm that JBSIS test files are formatted correctly and are internally consistent; however, the tests cannot determine the accuracy of the data values. Only the court can confirm that data values have been correctly entered into its case management system and that data have been accurately extracted and downloaded into the JBSIS test file.

An automated notice indicating rejection or passage of a test file should be returned to the designated main contact person 15 to 20 minutes after the file was submitted. If this automated notice is not received, the sender of the test file should contact the JBSIS Administrator using the contact information above.

Step 4: Review Test Data

Reports submitted as test files may be viewed on the JBSIS website by opening 'Reports' and selecting the 'Test Data Review' link. Once in 'Test Data Review,' a monthly court report can be selected using the available menu items and the results may be displayed as a web document or downloaded for printing as an Excel spreadsheet. Some of the data element rows in the monthly report will have blank cells. These are items computed by the JBSIS application when it posts the final production reports and are not available in the test review display.

The Review option is available to the courts as a means of checking the accuracy of their data and may be used during both Compliance Testing and subsequently for running the same tests on production files before they are submitted. Production files for testing are submitted to the e-mail address above or through FTP by arrangements made with the JBSIS Administrator so that they will not be passed to the JBSIS data repository as production data. Final production data would be submitted in a different way.

The 'Test Data Review' function can be used repeatedly and will display the most recent version of a test file received for a specific court, report type and month. The JBSIS system requires about 30 to 60 minutes to process and post a test file for viewing. In contrast, production reports require overnight processing before being posted for viewing.

Step 5: Correct Errors and Resubmit for Testing

If the test file fails to pass Compliance Testing, the automated notices will usually indicate which tests failed and state where the errors occurred in processing the file. Occasionally, an error may occur too early in the process for the automated notification function to identify where a notice should be sent. If this occurs, the error can be detected by JBSIS staff and efforts will be made to contact the sender of the test file. Unexpected delays in receiving automatic notices are usually caused by these types of problems. There may also be one-of-a-kind errors for which the automated notification function will be unable to provide a detailed message. If this happens, the sender should contact the JBSIS Administrator for assistance.

Once the errors in a test file have been identified, the sender of the file should make the necessary corrections and resubmit the file. Test files can be processed as many times as is necessary to successfully pass Compliance Testing.

Steps to Certification

The step-by-step process for Certification appears in **Figure 2** below.

Step 1: Review Data Submitted for Compliance Testing

Live data should have been submitted for Compliance Testing. This data is also used for Certification. Review the data on the JBSIS website by opening 'Reports' and selecting the 'Test Data Review' link. Once in 'Test Data Review,' a monthly court report can be selected using the available menu items and the results may be displayed as a web document or downloaded for printing as an Excel spreadsheet. Ensure that data transmitted to the JBSIS test system is data that is present in the court's case management system.

Step 2: Notify JBSIS Administrator

For each JBSIS report, notify the JBSIS Administrator by e-mail that the court has passed Compliance Testing and is ready for Certification Analysis. Judicial Council staff will create a spreadsheet with high-level analysis of the court's submitted data and present this spreadsheet to the designated contact at the court.

Step 3: Review the Certification Analysis

The analysis will present a high-level view of the court's data and highlight areas that may need additional drill down. Highlighted areas should be considered as areas of interest for general review. The court should respond to the Certification Analysis with reasons for variances or changes in operations moving forward, and indicate if the court would like to undergo a second Certification Analysis or if they are ready to move forward with submitting data to production.

Submitting to Production

Step 1: Inform JBSIS Before Submitting Monthly Production Reports

Once the court's report file has passed Compliance Testing and Certification, the court is eligible to begin submitting production report files for that particular JBSIS report. Before production report files can be processed, the court must notify the JBSIS Administrator (admin@jbsis.courts.ca.gov) of the intent to submit production reports and specify the month and year of the first production report file that will be submitted.

Courts are free to select a starting month that their case management system can support, including a past month in which manual legacy data were already submitted. For the purposes of continuity with other reports in a fiscal year, July is a recommended starting month for most courts. There is no limit to the amount of time between successfully passing Compliance Testing and notifying the JBSIS Administrator of when production reporting will start. Once a court notifies the JBSIS Administrator about the intent to submit production report files, these files will be due 30 days after the end of the reporting month.

Step 2: Submitting Monthly Production Reports

The court can begin submitting production report files once the court has notified the JBSIS Administrator of their intent and specified the month and year of the first production report file to be submitted. Courts can transmit monthly production report files via e-mail or file transfer protocol (FTP). Monthly production report files submitted through e-mail are sent as

attachments to files@jbsis.courts.ca.gov. Arrangements for FTP submissions can be made through the JBSIS Administrator at admin@jbsis.courts.ca.gov.

Requirements for New Compliance and Certification Testing

There are three circumstances in which a court must begin a new round of Compliance Testing for its report files (even after previously demonstrating compliance with JBSIS requirements).

- Changing file formats (e.g., from an ASC fixed-length format to an XML format)
- Adopting a new major version of JBSIS
- Installing a new case management system

If resubmission for Compliance Testing is needed, JBSIS staff will work with the court to make the transition as smooth as possible.

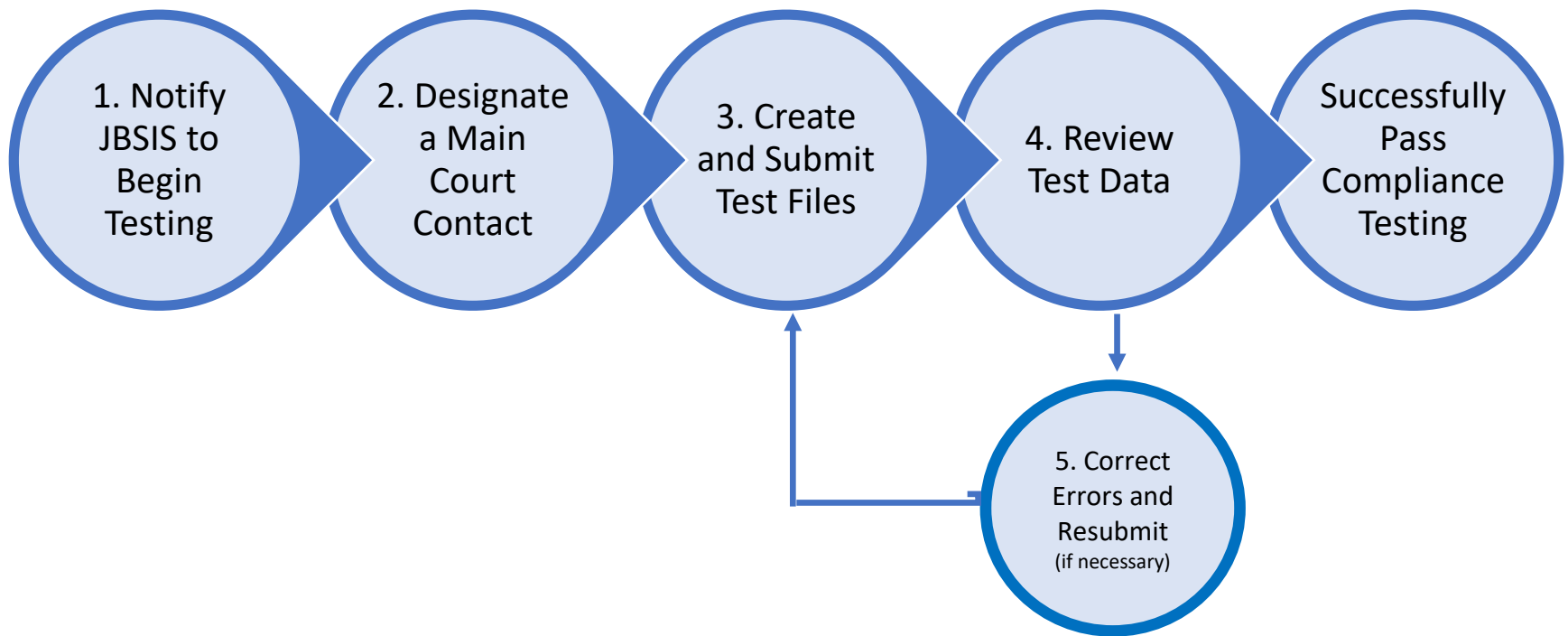


Figure 1. Compliance Testing Steps

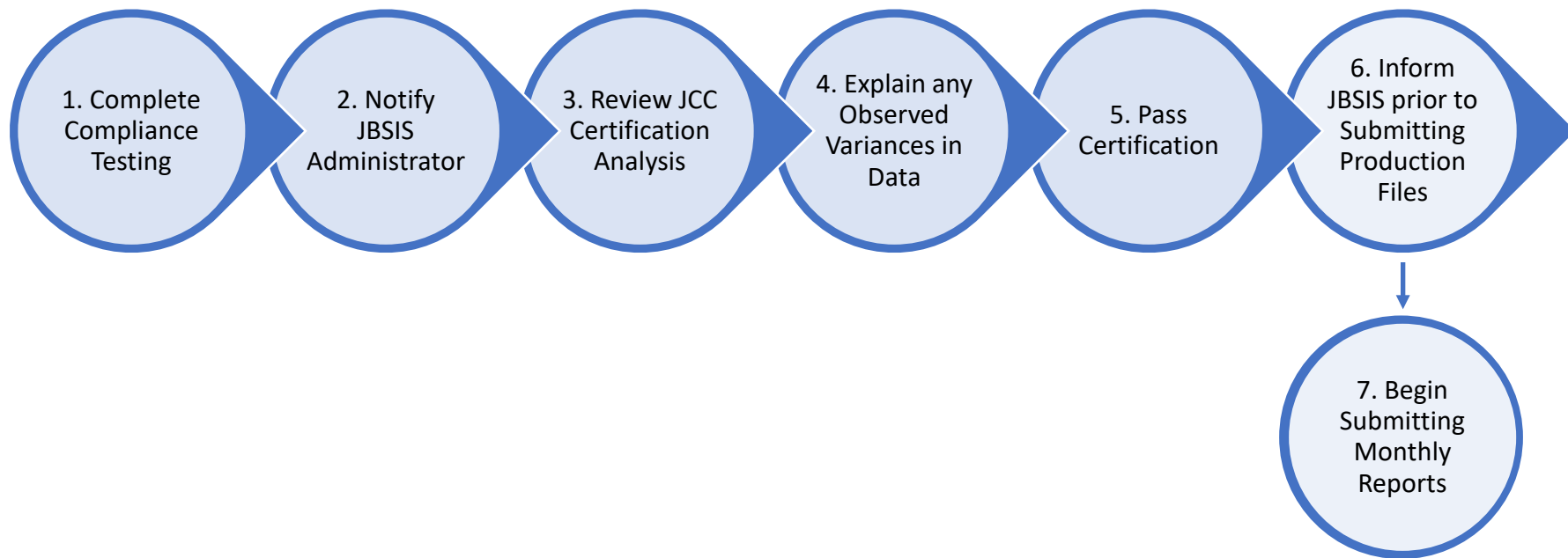


Figure 2. Certification Steps

Appendix D: Amending Data

Overview

This appendix outlines the process of amending previously submitted JBSIS production data. Information presented here provides a general understanding of the amendment process; however, the majority of the content is geared toward the information technology staff and the process for creating amended files. Information in this does not apply to Web Portal users.

When to Submit Amended Data

Courts may amend data if they find that the original report file submitted was inaccurate. Any subsequent submission of a given production report file must be processed as an amended file. Data that were originally submitted using JBSIS versions 2.0, 2.1, 2.2, or 2.3 cannot be amended using version 3.0.

Setting the Amend Code in Amended Report Files

The header record for each extract file submitted by a court contains the Amend Code data element. This field indicates whether a file contains original or amended data. The Amend Code is not relevant for Compliance testing and should be set at the default value of zero for test files. In production reporting, the Amend Code is set to either **0** (to indicate that the data in the file is original data) or to **1** (to indicate that data for this report and reporting month were previously submitted). See Appendix C, File Layout, for more information. The Amend Code data element is always set to **1** for amended data files regardless of the number of amended files submitted to correct the same JBSIS report for a given reporting month. The Run Date and Run Time data elements in the Trailer record can be used to distinguish between multiple amended data files. See Appendix F for sample amended report file header records.

When the JBSIS application receives a file with the Amend Code set to **1**, the system must already have original data in the repository for that JBSIS report for the designated reporting month. If the JBSIS application has not received original data for a given report, the amended data file will be rejected and the JBSIS contact person will be notified of the error. If the data repository has original data for a report period and the court sends a file with amended data, but forgets to change the Amend Code to **1**, the file will also be rejected. The JBSIS application accepts only one set of original data values for production reporting but accepts as many amended files as are necessary to correct the data contained in the report.

Creating Amended Report Files

Both original and amended files must be generated from a court's automated case management system. In other words, a court should not manually edit case counts or events directly in the original extract file when attempting to submit amended data. All files containing

amended data are processed by the JBSIS system in the same manner as files containing the original data.

An amended data file completely overwrites the previously submitted data. A court must submit a file that includes values for all of the required data elements in an amended report file. If a report file is submitted with zeroes in all data values except the amended values, the zero (0) entries will replace the original values in the database for that report. If any of the JBSIS case types are omitted from the amended report extract file, the file will not be processed.

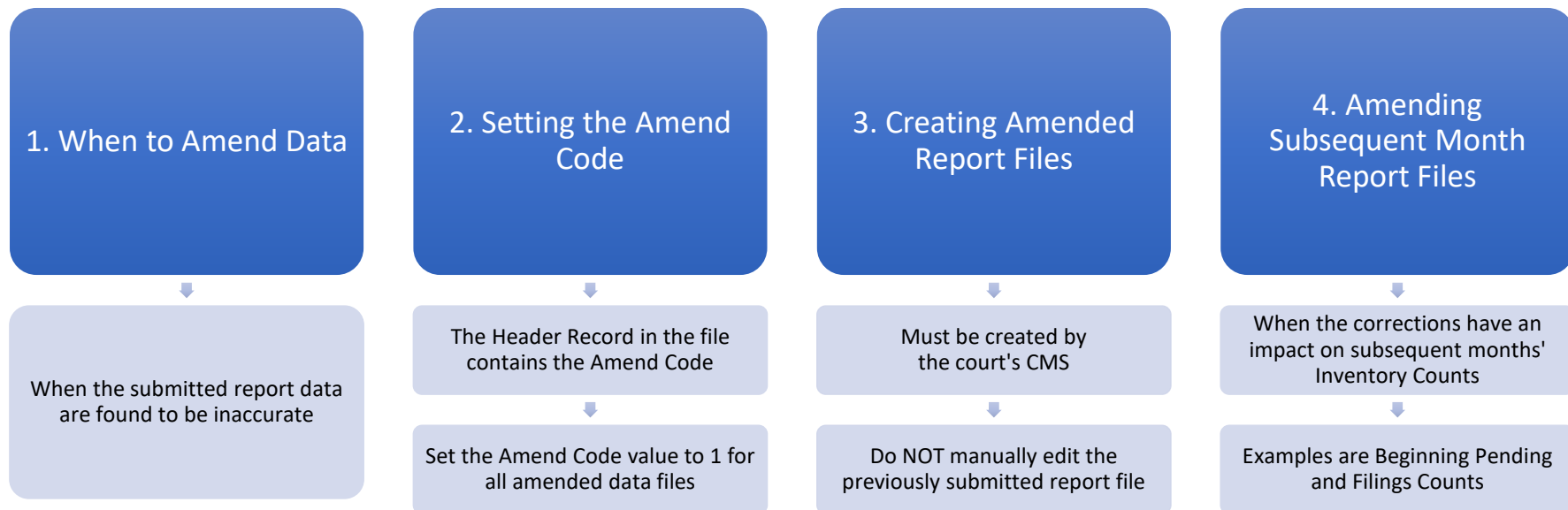
Amending Report Files from Subsequent Months

The data corrections in an amended report file may impact the Inventory data elements of subsequent reporting months for the same report. In this case it will be necessary for the court to amend data in subsequent reporting periods as well. For example, a court submits JBSIS Family Law data for July 2019. In October 2019, the court amends the Beginning Pending or Filings data counts for a case type in the July 2019 file and submits an amended July 2019 data file. If the amended data impacts the Inventory counts (Beginning Pending, End Pending, or other data elements) in the files for the months following July 2019, the court should submit amended files containing corrected case counts for all subsequent reporting periods affected by the data changes.

Viewing Original and Amended Report Files

Submitted extract files (original and amended files) can be reviewed on the JBSIS website. Data are typically loaded to the data repository overnight and are available for viewing on the JBSIS website the next business day after file submission.

Steps for Amending JBSIS Report Data Already Transmitted



Appendix E: Reporting Criminal Case Data Using the DOJ Offense Hierarchy

Overview

JBSIS requires the use of the California Department of Justice's (DOJ) Monthly Arrest and Citation Register (MACR) offense hierarchy to report aggregate monthly information for criminal cases. As noted in chapter 3, the method for classifying Case Types for JBSIS reports 07c and 11a is the most severe charge as determined by the DOJ hierarchy. This system for JBSIS reporting was adopted in order to provide detail as to the types of felony and misdemeanor violations processed by the courts while avoiding the introduction of a new, nonstandard classification for offenses. Court personnel responsible for reporting offense information to the DOJ system may already be aware of the over 2,000 hierarchy codes used in reporting felonies, misdemeanors, and infractions specified by the California Penal Code and other statutory provisions. All courts reporting JBSIS data should use the JBSIS version of the DOJ codes provided by the Judicial Council of California. Please refer to the JBSIS website (References; [California Department of Justice \(DOJ\) Criminal Offense Hierarchy](#)) for the annually updated spreadsheet mapping the DOJ hierarchy code to the offense.

The JBSIS version of the codes also contains a separate file of DOJ codes that are not used for JBSIS reporting. The codes include charges that are either duplicative of JBSIS offense codes or are not chargeable California offenses for adult violations. They are included in the JBSIS version as a reference only and cannot be used for JBSIS reporting purposes.

The purpose of this section is to provide an overview of the hierarchy code listing provided by the JCC and to describe how these codes are used in submitting monthly reporting information. Part 1 is intended as a key to interpreting the DOJ hierarchy listing and contains a detailed discussion of the column content and the relationship of this information to JBSIS. Part 2 offers instructions with examples for the use of DOJ hierarchy codes in submitting required JBSIS data.

Part 1: The Hierarchy Code Listing The Excel file with the JBSIS version of the DOJ hierarchy contains nine columns, from (A) through (I), containing a combination of statute-based offense information and various coding methods used in categorizing these offenses. Within each coding method, lower code values indicate higher levels of offense severity or seriousness. Not all offense codes for JBSIS are found in the DOJ listing; these additional JBSIS codes and their usage are discussed below. The DOJ offense listing provided by JBSIS contains the following information:

COLUMN A: SUMMARY CODE

Summary Code: The summary codes categorize offenses into major types, such as homicide, kidnapping, and drug offenses. The two-digit code values range from 01 to 25, for felony offenses, and 29 to 76, for misdemeanors. The lower the number, the more serious the summary offense classification. Although summary codes are not used in reporting JBSIS data,

they were used in deriving version 3.0 case type codes. Summary codes are listed in the following table:

Sum. Code	Felony case types	JBSIS Case Type	Sum. Code	Felony case types	JBSIS Case Type
01	Homicide	10	29	Vehicular manslaughter	250
02	Manslaughter	90	30	Assault and battery	210
03	Manslaughter/Vehicle	90	31, 32	Petty theft, other theft	220
04	Forcible rape	20	33	Checks and access cards	220
05	Robbery	50	34, 35	Marijuana, dangerous drugs	230
06	Assault	40	36	Other drug law violations	230
07	Kidnapping	30	37	Indecent exposure	240
07	Kidnapping	30	37	Indecent exposure	240
07	Kidnapping	30	37	Indecent exposure	240
08	Burglary	70	38, 39	Annoying child, obscene matter	240
09	Theft	70	40, 41	Lewd conduct, prostitution	240
10	Motor vehicle theft	70	42	Contribute to delinq. of a minor	250
11	Forgery, checks, and access cards	70	43, 44	Drunk, liquor laws	250
12	Narcotics	80	45, 46	Disorderly conduct	250
13	Marijuana	80	47, 48	Vandalism, malicious mischief	250
14	Dangerous drugs	80	49	Trespassing	250
15	Other drug law violations	80	50	Weapons	250
16	Lewd or lascivious	60	51	DUI	260
17	Unlawful sexual intercourse	60	52	Hit and run	270
18	Other sex law violations	60	53	Traffic misdemeanors	270
19	Weapons	90	54	Joy riding	270
20	Drive under the influence	90	55, 56	Gambling, nonsupport	250
21	Hit and run	90	57	Glue sniffing	230
22	Escape	90	59	Fail to appear/non-traffic	250
23	Bookmaking	90	60–64	Public nuisance, bribery, arson, and all other misdemeanors	250
24	Arson	90	74	Misc. traffic	270
25	Felony traffic, other felonies	90	76	Burglary (misdemeanor)	220

COLUMN B: BUREAU OF CRIMINAL STATISTICS CODE

Contains the Bureau of Criminal Statistics (BCS) code. The BCS codes are similar to the summary codes but categorize offenses into more narrowly defined groups. The three-digit codes do not distinguish between felony and misdemeanor offenses but, as with these other coding systems, the lower the value the more serious the summary offense category. The BCS code is not used by JBSIS but has been included in the list for use by the courts.

COLUMN C: DOJ HIERARCHY CODE

Contains the DOJ hierarchy code. Based primarily on the severity of the maximum possible sentence, these codes currently range from 1000 for treason, the most severe, to 179700 for acting as a dealer without a license, the least severe. In addition to the DOJ codes, there are two other categories of hierarchy codes required for JBSIS reporting:

1. Non-DOJ codes, for actions that are not counted as DOJ criminal offenses; and
2. Interim codes, for newly enacted statutory offenses that have not been formally added to the DOJ listing.

Both types of additional hierarchy codes and their corresponding JBSIS version 3.0 codes are shown below:

Hierarchy Code	Offense Description	JBSIS Case Type
Interim Codes: Felony		
999100	Homicide	10
999150	Forcible rape	20
999200	Kidnapping	30
999250	Assault	40
999300	Robbery	50
999350	Sex offense	60
999400	Property offense	70
999450	Drug offense	80
999500	Other felony	90
Non-DOJ Codes: Felony		
999550	Miscellaneous felony petitions	100
<i>Use misd. hierarchy code</i>	Reduced to a Misdemeanor	110
999600	Habeas corpus	120

Hierarchy Code	Offense Description	JBSIS Case Type
Interim Codes: Misdemeanor/Infraction		
999650	Assault and battery	210
999700	Property offense	220
999750	Drug offense	230
999800	Sex offense	240
999850	Other non-traffic misd./inf.	250
999900	Other DUI	260
999950	Other traffic misdemeanor	270
999960	Other driving while license suspended	280

Non-DOJ Codes: Misdemeanor/Infraction		
999970	Traffic infract./ordinance	290
999980	Non-traffic infraction/ordinances	300
999990	Parking appeals	310

For example, consider a scenario in which the Legislature passes a new law that creates a variation of homicide in the Penal Code. This change goes into effect prior to the update to the DOJ Hierarchy Table. The court can use the interim code 999100 until the DOJ Hierarchy Table has been updated to include the new Penal Code.

Additionally, consider instances in which a city passes a new ordinance that is an infraction (JBSIS Case Type 290). Since breaking ordinances is not a DOJ Reportable Offense, the court would use the hierarchy code 999970.

COLUMN D–H

- (D) Offense Level: Contains the offense level for each hierarchy code.
- (E & F) Code Section and Code Type: Provides the California code abbreviation and section for each offense.
- (G) Offense Description: Lists the offense descriptions.
- (H) Possible Sentences: Indicates the maximum or alternative sentencing range.

COLUMN I

Contains numeric values used in reporting offense information for version 3.0 of JBSIS. There are separate codes for felony and misdemeanor/infraction offenses. These codes correspond to offense case types shown in the table below:

Column	Description	Column	Description
JBSIS Case Type	Felony	JBSIS Case Type	Misdemeanor/Infraction
10	Homicide	210	Assault and battery
20	Forcible rape	220	Property offense
30	Kidnapping	230	Drug offense
40	Assault	240	Sex offense
50	Robbery	250	Other non-traffic misd./ordinance
60	Sex offense	260	DUI
70	Property offense	270	Other traffic misdemeanor
80	Drug offense	280	Vehicle Code 14601
90	Other felony	290	Traffic infraction/ordinance
100	Miscellaneous felony petition	300	Non-traffic infraction/ordinance
110	Reduced to misdemeanor	310	Parking appeals
120	Habeas corpus		

Part 2: Instructions JBSIS criminal information is reported as aggregate data based on the DOJ hierarchy. Each case is retained in the court's case management system with charge information that is associated with a hierarchy code. For felony and misdemeanor/infraction reports, JBSIS receives data showing the number of cases by case type. The decision to use a specific case type in reporting a particular criminal case depends on whether the case remains open or whether the case has been disposed. In both instances the DOJ hierarchy codes may be used to select among multiple charges in the same case. The following illustrates how DOJ hierarchy information is used in classifying individual criminal cases for monthly reports.

Reporting Open Cases: Filings, Age of Pending Cases, and Case Events

The goal is to report a case according to the most severe charge, a procedure consistent with the California DOJ methodology for classifying arrests.

1. For single charge cases, use the JBSIS Case Type from column (I) associated with the offense.
2. When there are multiple charges, determine the DOJ hierarchy code for all charges and use the Case Type code associated with the lowest (i.e., most severe) hierarchy value.
3. As, excluding the interim codes, there are one or two instances where the hierarchy code on a misdemeanor charge ranks higher in severity than a felony charge, the determination of Case Type could be done as follows: A felony case has two or more undisposed charges, one of which has an interim felony case hierarchy code: determine the case type based on the highest undisposed felony charge; do not include the undisposed misdemeanor charge hierarchy in determining the case type. Additionally, in the instance where one of the felony charges has an interim hierarchy code, compare the associated case type codes so that the most severe offense is counted.

Examples:

A misdemeanor case is pending on July 1, 2019, and the most severe pending charge is VC 23152(a), driving under the influence. The hierarchy code is 101400; the Case Type code reported is 260.

A defendant is charged with two felonies, PC 278.5(a), depriving the custody right of another, and PC 417(c), exhibiting a firearm in the presence of a police officer. The case would be reported with a Case Type 40, because PC 417(c) has a hierarchy value of 41500 and PC 278.5(a) has a value of 66300. PC 417(c) is the more severe charge. If the PC 278.5(a) charge were the only charge on the case, it would be reported with a Case Type code of 30.

A defendant is charged with a homicide (interim hierarchy = 999100, Case Type = 10) and a drug offense (hierarchy = 176543, Case Type = 80). Using the hierarchy code would lead to the case being classified as a drug offense, but using the Case Type would classify it as a homicide, which is the more accurate classification.

Reporting Closed Cases: Dispositions, Age of Disposed Cases, and Case Events

The goal is to report the case according to the most serious disposition. The seriousness of a disposition is determined by the order in which dispositions are listed on JBSIS felony or misdemeanor reports. The disposition listed first is the least serious and the last listed is the most serious. For example, the least serious Felony (Part 3) disposition would be Change of

Venue before preliminary hearing; the most serious would be Sentenced/jury verdict of guilt after court trial.

1. For single-charge cases (and therefore only one disposition) use the JBSIS Case Type code, column (I), associated with the offense.
2. When there are multiple charges, determining the case type code depends on the relationship between dispositions and charges. To determine the appropriate case type code:
 - a. Compare the dispositions on all the charges and select the charge or charges with the most serious disposition (see the ascending order of dispositions in JBSIS felony and misdemeanor reports to determine seriousness).
 - b. If there is only one charge with the most serious disposition, use the associated JBSIS Case Type code found in column (I) of the DOJ listing.
 - c. If there are multiple charges with each having the same most serious disposition, compare the hierarchy codes of all such charges and use the JBSIS Case Type code in column (I) of the charge with the lowest hierarchy value.
 - d. As, excluding the interim codes, there are one or two instances where the hierarchy code on a misdemeanor charge ranks higher in severity than a felony charge, the determination of Case Type could be done as follows: A felony case has two or more undisposed charges, one of which has an interim felony case hierarchy code: determine the Case Type based on the highest undisposed felony charge; do not include the undisposed misdemeanor charge hierarchy in determining the Case Type. Additionally, in the instance where one of the felony charges has an interim hierarchy code, compare the associated Case Type codes so that the most severe offense is counted.

Examples:

A defendant is disposed on two charges: PC 209(a), kidnapping for ransom, with a hierarchy code of 2000; and PC 261, rape, with a hierarchy of 5400. If the charges were disposed in the same manner—for example, a sentence following conviction by jury—the offenses must be compared. The disposition would be reported using Case Type code 30, which indicates the more severe kidnapping offense, PC 209(a).

If the defendant was convicted on only one charge—for example, rape—and the other charge, kidnapping, was dismissed, the disposition would be reported with Case Type code 20. While the kidnapping charge has the more severe offense hierarchy code, it resulted in a less serious disposition (i.e., dismissal).

A defendant is convicted of two charges, a homicide (interim hierarchy = 999100, Case Type = 10) and a drug offense (hierarchy = 176543, Case Type = 80). Using the hierarchy code would

lead to the case being classified as a drug offense, but using the Case Type would classify it as a homicide, which is the more accurate classification.

Appendix F—Sample Extract Files

Overview

Example files for the three JBSIS file formats are presented here for illustrative purposes only. See Appendix C for information on the file layout and Appendix B for rules governing the data element values. The record layouts in the individual JBSIS report chapters (chapters 4–13) indicate the sequence of the data elements. A complete list of tags for the eXtensible Markup Language format are located on the JBSIS website under the References section.

A sample Header record reflecting an amended data file is shown at the end of the appendix to illustrate where the Amend Code is located for each file format.

Sample Files for Each File Format

The parameters and common data elements used for the three sample files are shown below. The parameters for each file represent a Family Law (06a) version 3.0 report for January 2019, submitted by a fictitious court represented by the court identification number S999000.

The sample files are intended to provide users with the expected format and layout for the file and not as a demonstration of possible data values (e.g., the control sum data element does not reflect an accurate sum of the data elements in the sample files). Each sample file includes the File Handler Record, Header Record, Data Records, and the Trailer Record.

Parameters	ASC	CSV	XML
Unified Court	S9990000	S9990000	S9990000
File Content	06a Family Law	06a Family Law	06a Family Law
JBSIS Version	3.0	3.0	3.0
File Handler	<?ASC>	<?CSV>	<?xml version="1.0" encoding="UTF-8"?>
As of Date	January 2019	January 2019	January 2019
File Name/Extension	S999000a.019	S999000a.019	S999000a.019

Data Element	ASC	CSV	XML
Court Id Number	S999000	S999000	S999000
Amend Code	000000	0	0
Data As of Date	01312019	01312019	01312019
Major Doc Number	00000003	3	3
Minor Doc Number	00000000	0	0
Run Date	02022019	02022019	02022019
Run Time	113205	113205	113205
Control Sums	4808	14400	38800

ASC and CVS Sample Files The sample ASC and CSV file formats reflect every data element for every case type in the Family Law report. The Data Records for these files are always prefaced by the JBSIS Report Code, Court ID, As of Date (last date of the reporting month), and a six-character code that corresponds to a Case Type within the JBSIS report (for more information on this record “key,” see Appendix C, File Layout). The rest of the data record includes the data element values for the record’s Case Type. A binary CR LF (carriage return line feed) is embedded at the end of each record.

XML Sample File The sample XML file format reflects all of the data elements in the Family Law report, but is limited to the first three Case Types. However, a sufficient number of case types is included to provide the expected structure of the file.

The root elements tags in the XML file, <JBSIS06aV2> and </JBSIS06aV2>, bracket the entire file and denote the type of report being processed (see Appendix C, File Formats, for information on the XML root element). Next follow the Header elements. This is followed by record tags, <CASE_TYPE_CODE> and </CASE_TYPE_CODE>, that bracket each record, which contains all the family law Data Elements. The sample XML file illustrates the tag sets between <CASE_TYPE_CODE> and </CASE_TYPE_CODE> as being indented. This is done only to assist the user in identifying where one record starts and the next continues. The Trailer Data Elements appear separately after the last case type record. Only the root element and control sum tags in the Trailer are mixed case; all other tags follow the uppercase convention. An embedded CR LF after each tag set will aid in the visual inspection of the files, but sequential files are also acceptable for processing.

Please note that whichever file format is used, all case types in a JBSIS report must be submitted even if the data elements have zero case counts for the reporting period.

SAMPLE ASC FORMATTED FILE

<?ASC>

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000S9900000131201900000000000000000000030000000000000000
06aS9900000131201900000000001015000000070000000300000003000000060000001400001
015000000003000000003000000060000000800000001000000000000005000000030000002100
000006000000007000000020000000000000065000000040000000700000002000000060000003
50000000000000000000000002300000003000000070000002200000006000000000000006000
000090000000000000000100000005000000010000000200000000999999990000000100000000
0000000400000022000000160000000000000008000000000000000000000000070000001400000
000000000050000000099999999000000032000000000000000000000000000000000013
06aS9900000131201900001000000063000000110000000900000004000000080000000000000
0750000000800000007000000000000001800000006000000150000000000000070000000000
0000100000000000000200000000000000100000021000000000000002000000030000001
100000000000000090000000400000031000000000000002000000900000000000000290000
000000000020000000200000003000000020000001100000009999999900000004000000000
00000060000000700000000000000010000000700000003000000040000000200000002000000
0000000000000000599999999000000020000000000000000900000000
06aS9900000131201900002000000000000000000000000000000000000000000000000000000
00000000000000000000000000000000000000000000000000000000000000000000000000000
00000000000000000000000000000000000000000000000000000000000000000000000000000
00000000000000000000000000000000000000000000000000000000000000000000000000000
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00000000000000000000000000000000000000000000000000000000000000000000000000000
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00080000001100000000000000030000000700000009000000349999999900000000000000060
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00000000000000000039999999900000017000000040000000800000000
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7000000010000001200000017000000000000009000000040000000200000006000000000000
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110000000000000209999999900000000000000010000000300000002
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00000000000000000000000000000000000000000000000000000000000000000000000000000
00000000000000000099999999000000000000000000000000000000000000000000000000000
06aS9900000131201900007000000038000000020000000100000000000000260000000800000
04100000032000000080000000000000170000003000000000000009000000010000000200
000008000000080000000300000000000000500000006000000040000000900000000000001
```

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00002000000210000000000000007000000100000000700000002999999990000000200000000
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0130000000000000005000000130000001700000006000000090000000200000000000000500
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40000000600000002000000090000000000000001000000190000000900000003000000000000
0012000000170000000000000005000000000000000000000239999999900000007000000140
0000030000000330000000800000005000000000000005000000090000000600000016000000
0000000007000000049999999900000012000000210000000700000008
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0000007000000140000000000000001000000800000001000000060000000100000006000000
000000001000000009999999900000012000000090000000200000022
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000600000009000000010000000100000020000000000000000000999999990000001200000090
0000005000000190000000700000000000000800000002000000020000001200000007000000
0300000016000000239999999900000009000000030000000300000011
999S99000002022019113205000480800000
00

SAMPLE CSV-FORMATTED FILE

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06a,S990000,01312019,000120,0,14,0,0,0,0,10,4,0,0,0,6,0,0,4,0,0,0,3,0,0,0,0,5
,0,0,7,0,0,21,0,0,0,2,0,1,0,0,8,5,7,11,0,7,4,8,3,4,6,14,15,9,2,5,5,0,15,6,12,
99999999,5,34
06a,S990000,01312019,000130,0,10,0,0,0,0,2,8,0,0,0,0,0,0,1,7,0,0,2,4,0,3,0,0,
6,8,0,0,11,0,0,0,0,0,0,0,0,0,5,4,5,8,0,6,7,8,0,0,8,4,7,4,36,7,4,0,7,4,11,9999
9999,0,3
999,S990000,02022019,113205,0,0,0,0,0,0,14400,0,0,0,0,0,0,0,0,0,0
```

SAMPLE XML-FORMMATTED FILE

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE JBSIS06aV2 SYSTEM "JBSIS06aV2.dtd">
<JBSIS06aV2>
<COURT>S999000</COURT>
<DATA_AS_OF_DATE>01312019</DATA_AS_OF_DATE>
<AMEND_CODE>0</AMEND_CODE>
<MAJOR_DOCUMENT_NUMBER>3</MAJOR_DOCUMENT_NUMBER>
<MINOR_DOCUMENT_NUMBER>0</MINOR_DOCUMENT_NUMBER>
<EXTRACT_TYPE_CODE>12</EXTRACT_TYPE_CODE>
<CASE_TYPE_CODE>000000
  <BEGIN_PENDING>1000</BEGIN_PENDING>
  <INITIAL_FILINGS>63</INITIAL_FILINGS>
  <REOPENED>12</REOPENED>
  <SUPP_FILINGS>26</SUPP_FILINGS>
  <EXISTING_CASE>0</EXISTING_CASE>
  <CLASSIF_PRE_JBSIS>0</CLASSIF_PRE_JBSIS>
  <END_PENDING>1000</END_PENDING>
  <DISPOSITIONS_TOTAL>90</DISPOSITIONS_TOTAL>
  <DISP_BEFORE_HRG_TOTAL>0</DISP_BEFORE_HRG_TOTAL>
  <BHRG_DISM_LACK_PROS>0</BHRG_DISM_LACK_PROS>
  <BHRG_OTHER_DISM>8</BHRG_OTHER_DISM>
  <BHRG_CHANGE_VENUE>0</BHRG_CHANGE_VENUE>
  <BHRG_CONSOLIDATED>0</BHRG_CONSOLIDATED>
  <BHRG_ENTRY_SUMM_DISO>10</BHRG_ENTRY_SUMM_DISO>
  <BHRG_ENTRY_JGMT_ORDER>10</BHRG_ENTRY_JGMT_ORDER>
  <BHRG_ADMIN_DISP>10</BHRG_ADMIN_DISP>
  <DISP_AFTER_HRG_TOTAL>9</DISP_AFTER_HRG_TOTAL>
  <AHRG_CHANGE_VENUE>10</AHRG_CHANGE_VENUE>
  <AHRG_CONSOLIDATED>0</AHRG_CONSOLIDATED>
  <AHRG_DISM>5</AHRG_DISM>
  <AHRG_ENTRY_JGMT_ORDER>5</AHRG_ENTRY_JGMT_ORDER>
  <AHRG_RULING_ADOPT_PET>10</AHRG_RULING_ADOPT_PET>
  <DISP_AFTER_TRIAL_TOTAL>0</DISP_AFTER_TRIAL_TOTAL>
  <ATRL_DISM>20</ATRL_DISM>
  <ATRL_ENTRY_JGMT_ORDER>10</ATRL_ENTRY_JGMT_ORDER>
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  <LONG_CAUSE_TRIAL>23</LONG_CAUSE_TRIAL>
  <OSC_MOTION_FILED_TOTAL>300</OSC_MOTION_FILED_TOTAL>
  <OSCMF_INITIAL>44</OSCMF_INITIAL>
  <OSCMF_MOD>6</OSCMF_MOD>
  <OSCMF_ENF>8</OSCMF_ENF>
  <HEARINGS_TOTAL>5</HEARINGS_TOTAL>
  <OSC_MOTION_HRG_TOTAL>400</OSC_MOTION_HRG_TOTAL>
  <OSCMH_INITIAL>8</OSCMH_INITIAL>
  <OSCMH_MOD>0</OSCMH_MOD>
  <OSCMH_ENF>6</OSCMH_ENF>
  <HRG_OTHER>100</HRG_OTHER>
  <STATUS_ONLY_JGMT>0</STATUS_ONLY_JGMT>
  <EX PARTE FILED>8</EX PARTE FILED>
  <REQ_ENTER_DEFAULT_FILED>55</REQ_ENTER_DEFAULT_FILED>
  <DECLAR_DEFAULT_FILED>2</DECLAR_DEFAULT_FILED>
  <CASEMGNT_PRETRL_CONF>43</CASEMGNT_PRETRL_CONF>
  <STTLMT_CONF>75</STTLMT_CONF>
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  <REFER_OTHER_ADR>2</REFER_OTHER_ADR>
  <REVIEWS>9</REVIEWS>
  <SUBS_FEE_WAIV_REQ>33</SUBS_FEE_WAIV_REQ>
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<CHILD_SUPPORT>3</CHILD_SUPPORT>
<SPOUSAL_SUPPORT>4</SPOUSAL_SUPPORT>
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<PRO_PER_RESP>11</PRO_PER_RESP>
<EVID_CODE_730_EXP>9</EVID_CODE_730_EXP>
<COUNSEL_FOR_CHILD>99999999</COUNSEL_FOR_CHILD>
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<FEE_WAIV_GRT>11</FEE_WAIV_GRT>
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  <SUPP_FILINGS>0</SUPP_FILINGS>
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  <END_PENDING>1000</END_PENDING>
  <DISPOSITIONS_TOTAL>90</DISPOSITIONS_TOTAL>
  <DISP_BEFORE_HRG_TOTAL>0</DISP_BEFORE_HRG_TOTAL>
  <BHRG_DISM_LACK_PROS>0</BHRG_DISM_LACK_PROS>
  <BHRG_OTHER_DISM>0</BHRG_OTHER_DISM>
  <BHRG_CHANGE_VENUE>31</BHRG_CHANGE_VENUE>
  <BHRG_CONSOLIDATED>0</BHRG_CONSOLIDATED>
  <BHRG_ENTRY_SUMM_DISO>10</BHRG_ENTRY_SUMM_DISO>
  <BHRG_ENTRY_JGMT_ORDER>10</BHRG_ENTRY_JGMT_ORDER>
  <BHRG_ADMIN_DISP>10</BHRG_ADMIN_DISP>
  <DISP_AFTER_HRG_TOTAL>31</DISP_AFTER_HRG_TOTAL>
  <AHRG_CHANGE_VENUE>10</AHRG_CHANGE_VENUE>
  <AHRG_CONSOLIDATED>0</AHRG_CONSOLIDATED>
  <AHRG_DISM>5</AHRG_DISM>
  <AHRG_ENTRY_JGMT_ORDER>5</AHRG_ENTRY_JGMT_ORDER>
  <AHRG_RULING_ADOPT_PET>10</AHRG_RULING_ADOPT_PET>
  <DISP_AFTER_TRIAL_TOTAL>0</DISP_AFTER_TRIAL_TOTAL>
  <ATRL_DISM>20</ATRL_DISM>
  <ATRL_ENTRY_JGMT_ORDER>10</ATRL_ENTRY_JGMT_ORDER>
  <SHORT_CAUSE_TRIAL>22</SHORT_CAUSE_TRIAL>
  <LONG_CAUSE_TRIAL>7</LONG_CAUSE_TRIAL>
  <OSC_MOTION_FILED_TOTAL>300</OSC_MOTION_FILED_TOTAL>
  <OSCMF_INITIAL>6</OSCMF_INITIAL>
  <OSCMF_MOD>5</OSCMF_MOD>
  <OSCMF_ENF>6</OSCMF_ENF>
  <HEARINGS_TOTAL>0</HEARINGS_TOTAL>
  <OSC_MOTION_HRG_TOTAL>400</OSC_MOTION_HRG_TOTAL>
  <OSCMH_INITIAL>9</OSCMH_INITIAL>
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  <STATUS_ONLY_JGMT>0</STATUS_ONLY_JGMT>
  <EX PARTE FILED>8</EX PARTE FILED>
  <REQ_ENTER_DEFAULT_FILED>0</REQ_ENTER_DEFAULT_FILED>
  <DECLAR_DEFAULT_FILED>1</DECLAR_DEFAULT_FILED>

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<REFER_OTHER_ADR>4</REFER_OTHER_ADR>
<REVIEWS>9</REVIEWS>
<SUBS_FEE_WAIV_REQ>3</SUBS_FEE_WAIV_REQ>
<SUBS_FEE_WAIV_GRT>5</SUBS_FEE_WAIV_GRT>
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<PTY_MOTION>24</PTY_MOTION>
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<CHILD_SUPPORT>4</CHILD_SUPPORT>
<SPOUSAL_SUPPORT>6</SPOUSAL_SUPPORT>
<PRO_PER_PET>51</PRO_PER_PET>
<PRO_PER_RESP>3</PRO_PER_RESP>
<EVID_CODE_730_EXP>54</EVID_CODE_730_EXP>
<COUNSEL_FOR_CHILD>99999999</COUNSEL_FOR_CHILD>
<FEE_WAIV_REQ>7</FEE_WAIV_REQ>
<FEE_WAIV_GRT>2</FEE_WAIV_GRT>
<PATERNITY_FILINGS>6</PATERNITY_FILINGS>
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<TRANSF>0</TRANSF>
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  <SUPP_FILINGS>8</SUPP_FILINGS>
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  <END_PENDING>1000</END_PENDING>
  <DISPOSITIONS_TOTAL>90</DISPOSITIONS_TOTAL>
  <DISP_BEFORE_HRG_TOTAL>0</DISP_BEFORE_HRG_TOTAL>
  <BHRG_DISM_LACK_PROS>0</BHRG_DISM_LACK_PROS>
  <BHRG_OTHER_DISM>0</BHRG_OTHER_DISM>
  <BHRG_CHANGE_VENUE>0</BHRG_CHANGE_VENUE>
  <BHRG_CONSOLIDATED>0</BHRG_CONSOLIDATED>
  <BHRG_ENTRY_SUMM_DISSO>10</BHRG_ENTRY_SUMM_DISSO>
  <BHRG_ENTRY_JGMT_ORDER>10</BHRG_ENTRY_JGMT_ORDER>
  <BHRG_ADMIN_DISP>10</BHRG_ADMIN_DISP>
  <DISP_AFTER_HRG_TOTAL>9</DISP_AFTER_HRG_TOTAL>
  <AHRG_CHANGE_VENUE>10</AHRG_CHANGE_VENUE>
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  <AHRG_DISM>5</AHRG_DISM>
  <AHRG_ENTRY_JGMT_ORDER>5</AHRG_ENTRY_JGMT_ORDER>
  <AHRG_RULING_ADOPT_PET>10</AHRG_RULING_ADOPT_PET>
  <DISP_AFTER_TRIAL_TOTAL>0</DISP_AFTER_TRIAL_TOTAL>
  <ATRL_DISM>20</ATRL_DISM>
  <ATRL_ENTRY_JGMT_ORDER>10</ATRL_ENTRY_JGMT_ORDER>
  <SHORT_CAUSE_TRIAL>22</SHORT_CAUSE_TRIAL>
  <LONG_CAUSE_TRIAL>7</LONG_CAUSE_TRIAL>
  <OSC_MOTION_FILED_TOTAL>300</OSC_MOTION_FILED_TOTAL>
  <OSCMF_INITIAL>31</OSCMF_INITIAL>
  <OSCMF_MOD>9</OSCMF_MOD>
  <OSCMF_ENF>8</OSCMF_ENF>
  <HEARINGS_TOTAL>0</HEARINGS_TOTAL>
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  <OSCMH_INITIAL>9</OSCMH_INITIAL>
  <OSCMH_MOD>4</OSCMH_MOD>

```

```

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<REQ_ENTER_DEFAULT_FILED>8</REQ_ENTER_DEFAULT_FILED>
<DECLAR_DEFAULT_FILED>0</DECLAR_DEFAULT_FILED>
<CASEMGNT_PRETRL_CONF>22</CASEMGNT_PRETRL_CONF>
<STTLMT_CONF>75</STTLMT_CONF>
<REFER_FCS_MED>2</REFER_FCS_MED>
<REFER_OTHER_ADR>4</REFER_OTHER_ADR>
<REVIEWS>3</REVIEWS>
<SUBS_FEE_WAIV_REQ>9</SUBS_FEE_WAIV_REQ>
<SUBS_FEE_WAIV_GRT>0</SUBS_FEE_WAIV_GRT>
<CONTINUANCES_TOTAL>8</CONTINUANCES_TOTAL>
<CRT_MOTION>3</CRT_MOTION>
<PTY_MOTION>3</PTY_MOTION>
<OSC_MOTION_ISSUED_TOTAL>7</OSC_MOTION_ISSUED_TOTAL>
<CHILD_CUSTODY>15</CHILD_CUSTODY>
<CHILD_SUPPORT>7</CHILD_SUPPORT>
<SPOUSAL_SUPPORT>11</SPOUSAL_SUPPORT>
<PRO_PER_PET>6</PRO_PER_PET>
<PRO_PER_RESP>43</PRO_PER_RESP>
<EVID_CODE_730_EXP>7</EVID_CODE_730_EXP>
<COUNSEL_FOR_CHILD>99999999</COUNSEL_FOR_CHILD>
<FEE_WAIV_REQ>1</FEE_WAIV_REQ>
<FEE_WAIV_GRT>7</FEE_WAIV_GRT>
<PATERNITY_FILINGS>3</PATERNITY_FILINGS>
<BHRG_JGMT_TOTAL>0</BHRG_JGMT_TOTAL>
<TRANSF>0</TRANSF>
</CASE_TYPE_CODE>
<RUN_DATE>02022019</RUN_DATE>
<RUN_TIME>113205</RUN_TIME>
<Control_sum_06a>38800</Control_sum_06a>
</JBSIS06aV2>

```

Changes to the Header Record for Amended Data Files

ASC (fixed length) files—SAMPLE HEADER RECORD							
000	S999000	01312019	000000	00000000	00000003	00000000	00000010
Record Type Code	Court ID Number	As of Date	Filler	Amend Code	Major Document Number	Minor Document Number	Extract Type Code

SAMPLE ASC-FORMATTED FILE

<?ASC>
 000S99000001312019000000**00000001**00000002000000000000000000

For the fixed width file, the header line, columns 25–32 contain the amend code. Changing the value from 00000000 to 00000001 signals JBSIS that this data file contains amended data.

| CSV (comma-separated) files—SAMPLE HEADER RECORD | | | | | | | |
|--|------------|---------|------------|-----------------------|-----------------------|-------------------|--|
| S999000, | 01312019, | 000000, | 0, | 3, | 0, | 11 | |
| Court ID Number | As of Date | Filler | Amend Code | Major Document Number | Minor Document Number | Extract Type Code | |

SAMPLE CSV-FORMATTED FILE

<?CSV>
 000,S990000,01312019,000000,**1**,2,0,11

For the comma separated values file, the header line’s fifth data element contains the amend code. Changing the value from 0 to 1 signals JBSIS that this data file contains amended data.

| XML (eXtensible markup language) files—SAMPLE HEADER RECORD | |
|---|-----------------------|
| <JBSIS06aV2> | Opening Root Element |
| <COURT>S999000</COURT> | Court ID Number |
| <DATA_AS_OF_DATE>01312019</DATA_AS_OF_DATE> | As of Date |
| <AMEND_CODE>0</AMEND_CODE> | Amend Code |
| <MAJOR_DOCUMENT_NUMBER>3</MAJOR_DOCUMENT_NUMBER> | Major Document Number |
| <MINOR_DOCUMENT_NUMBER>0</MINOR_DOCUMENT_NUMBER> | Minor Document Number |
| <EXTRACT_TYPE_CODE>12</EXTRACT_TYPE_CODE> | Extract Type Code |

SAMPLE XML-FORMATTED FILE

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE JBSIS06aV2 SYSTEM "JBSIS06aV2.dtd">
<JBSIS06aV2>
<COURT>S999000</COURT>
<DATA_AS_OF_DATE>01312019</DATA_AS_OF_DATE>
<AMEND_CODE>1</AMEND_CODE>
<MAJOR_DOCUMENT_NUMBER>3</MAJOR_DOCUMENT_NUMBER>
<MINOR_DOCUMENT_NUMBER>0</MINOR_DOCUMENT_NUMBER>
<EXTRACT_TYPE_CODE>12</EXTRACT_TYPE_CODE>
```

For the XML file, the sixth row contains the amend code. Changing the value from 0 to 1 signals JBSIS that this data file contains amended data.