Performance Measures Reporting Roles

Understanding the Role of Key Personnel and their Contributions

This document focuses on "Rights and Roles" of key county/court offices involved working in the courts and how and when it may be important to assist in communicating, developing procedures, and providing information to assist in preparing the Annual Performance Measures Report. OCA recommends that the review of data be a team approach in efforts to assist clerks in identifying concerns and developing procedures or updating processes to ensure accurate reporting for each court.









Familiar with CMS and available reports (Detailed Monthly or equivalent)

Review case reports

Judge/Court

- Communicate with clerk any identified issues
- Provide orders for Inactive case statuses, dispositions and other information that cannot be captured through regular filings
- Maintain 90% Clearance Rate

• Ensure the alidentify indiv

- Inventory and validate cases
- Leverage technology to capture data points
- Each month provide a detailed OCA monthly report to the judge/court
- Review and ensure all case openings and closings are mapped and reporting correctly
- Ensure Inactive/Reactivated settings are configured and working

Court Administrator

Review reports provided and communicate identified issues

- Work both Active and Inactive, review
 Inactive Docket
- Regularly scheduled status hearings, dismissal dockets, etc
- Assist in identifying any reporting needed related to Court Administrator functions



- Review Clearance Rates in their administrative region
- Provide mentoring to assist judges with improvements



- Engage with clerks and courts to configure and provide a dedicated detailed report
- Assist in identifying and leveraging technology to capture information for reports



- Assist clerks and courts in performing a review and inventory of cases
- Provide a regular resource to coordinate judge/court, administrative judge and clerks to have regular communication and updates

JCA- Data Coordinator

 Provide one-on-one support to the clerks

Vendor/IT