

Quarterly Case Statistical Report (QCSR) Report Reminders

It is imperative to review the following reminders since some of this information may affect the court's Weighted Caseload.

Preparer Page

- Preparer page "Other Judicial Officers Regularly Assigned to the Court During the Reporting Period - The Preparer Page, of the QCSR contains a section called "Other Judicial Officers Regularly Assigned to Court During the Reporting Period." If your court has additional judicial officers such as a (magistrate, commissioner, referee, hearing officer) regularly assigned to your court, this is where you report that information. Accuracy in reporting is important because this information is used in calculating a court's weighted caseload.
 - See **Appendix A of the [QCSR Application Guide](#)**.
 - See [Reporting Judge Time](#)

Special Judge Entry

- Lines U and V requests information on Cases Heard by Reporting Judge as Special Judge in Other Courts and Cases Heard by Other Special Judge in the Reporting Court for the quarter. If this information is reported within the quarter in Odyssey, the QCSR report will import this data. If you did not enter the information within Odyssey during the quarter, you may manually enter it to the QCSR report. (See QCSR Judge Time)

Part V Additional Case Information

- **Number of Prosecutorial Request Death Penalty or Life Without Parole Part V Question 1** - *Check the Detailed sheet each quarter within the ICOR report for this entry.* Insert the number of cases where the prosecutor requested the death penalty or life without parole, whether the case proceeded as such or not. If a case was filed in one quarter and the request was received in a subsequent quarter, please report the request in the quarter received.
- **Problem-Solving Courts Part V Question 3 – This is a manual entry.** If your court is a certified Problem-Solving Court (i.e., drug court, reentry court etc.) list the type of court and how many new assignments/people entered in the reporting period. The Odyssey case should be updated to reflect when the case moves to a Problem-Solving Court. When the case is updated to reflect this change, the information will be provided on the Quarterly Detailed sheet within the Quarterly Caseload report. Listing how many people entered into the Problem-Solving court each quarter is imperative. More information on

moving cases to a Problem-Solving Court can be found in Appendix C of the [QCSR guide](#).

Part VI Alternate Judge Time – This is a manual entry

- Services by other judicial officers in the reporting court. i.e., Temporary Judges, *Pro Tems*, and Transfer Judges. (Senior Judge time is no longer collected here.)
- Service by the reporting judge and reporting judges magistrate serving for blocks of time in other courts under the local caseload allocation plan, serving as a transfer judge, or other similar sharing agreement. This includes time served under Administrative Rule 1E.
 - See [Reporting Judge Time](#)

Other Information

- **Transfer IN/OUT and Venued IN/OUT cases** – Review cases for accuracy.
- **Odyssey Import Reports (QCSERR) Error Events Reports** – All Odyssey Courts should refer to the QCSERR excel report within the QCSR quarterly report. This report advises of manual corrections to be made by the preparer on the quarterly report. If assistance is needed, please contact the IOCT [helpdesk](#).
- **Court Interpreter Use: Court interpreter services** can occur in every case type before the Indiana courts. IOCS seeks to track those interpreter services that were fully or partially provided by a state, county, or local government entity (line a) as well as those interpreter services provided in some other manner (line b), in the listed case types. If court interpreters were provided in case types not listed, please combine the numbers, and enter that final tally in the “other” column. Each case is counted once; i.e., in the first quarter in which interpreter services were provided. Count one time per case per court even if there are multiple parties with multiple interpreters.
- **Closing Cases Under Advisement** – When a case has been marked as under advisement and is then statistically closed, the Under Advisement event should also be marked as completed to remove the case from the Detailed sheet in the QCSR report. (See example below of updating the Odyssey event.)

Modify Event

Type	Taken Under Advisement	
Date	12/01/2023	
Movant		
Non-Movant		
Judicial Officer	McVey, Kenneth	
Due	12/15/2023	Completed 12/11/2023
Comment	Taken Under Advisement: proposed order.	
	<input type="checkbox"/> Docketable	<input checked="" type="checkbox"/> Include on Appeal
	Does not affect case aging clock	

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

- ICOR Forms and Guides can be found here: <https://www.in.gov/courts/iocs/statistics/forms/>