

# Statistics

## Quarterly and Annual Reports

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Ind. Administrative Rules 1 and 2 require courts and probation departments to file reports with the Indiana Office of Court Services (IOCS). These reports are filed electronically on INcite, using the Indiana Courts Online Reports (ICOR) application. The following are a list of the reports filed on ICOR:

### Courts:

- Quarterly Case Status Report (QCSR)—filed 10 days after the end of each quarter.
- Annual Report on Court Revenue—filed 20 days after the end of the calendar year.
- Annual Report on Budget & Expenditures—filed 20 days after the end of the calendar year.
- Annual Report on Budget and Expenditures for Public Defender Offices – filed 20 days after the end of the calendar year. Public Defender Offices file this report if the office operates on a budget separate from the court.
- Court Reporter Annual Reports—filed by February 15 for the previous calendar year.

### Probation Departments:

- Probation Quarterly Reports (Juvenile, Adult Misdemeanor, Adult Felony)—filed 10 days after the end of each quarter.
- Juvenile Law Services Quarterly Demographic Report—filed 10 days after the end of each quarter.
- Semi-Annual Juvenile Law Services Financial Report—filed 20 days after end of second and fourth quarters.

- Annual Operations Report—filed 20 days after end of the calendar year.
- Annual Report on Budget & Expenditures (if applicable)—filed 20 days after end of the calendar year.

Each of these reports collects information used for various reports including the Annual Indiana Judicial Service Report and the Weighted Caseload Measures. Printable worksheets for all the above reports and application guides are available at <https://www.in.gov/judiciary/iocs/3292.htm>.

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## Quarterly Case Status Report

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Each trial court files its own Quarterly Case Status Report (QCSR) on the ICOR application contained within INcite. The QCSR permits IOCS and others to monitor the case activity in each court, based on case type, case disposition, and use of special court services, such as court interpreters or public defenders. Each case filed in a court is assigned a case type, as determined by Ind. Administrative Rule 8 and Ind. Administrative Rule 1, which requires each defendant and juvenile in criminal and juvenile matters receive a separate case number. Assigning case types is discussed in a different chapter of the Administrative Manual and is further explained in the QCSR Application Guide, which requires each defendant and juvenile in criminal and juvenile matters to receive a separate case number.

The disposition of each case is equally important. Some cases involve multiple issues, counts, or causes of action which may be dealt with in different ways. The disposition reported should be the one that most accurately reflects the manner of disposition of the case that used the most judicial time. For example:

- A criminal defendant is charged with one felony and three misdemeanors. The felony case is dismissed; one misdemeanor has a jury trial, and the defendant pleads guilty to the remaining misdemeanors. The appropriate method of disposition is jury trial.
- These reports are filed quarterly and collectively published in the annual *Indiana Judicial Service Report*. In addition to tracking the filed cases by case type and the dispositions of each of the cases, IOCS also tracks cases that have been

transferred to other courts, assigned to a special judge, had a party proceed without legal representation, undergone alternative dispute resolution, had an interpreter, guardian *ad litem* or public defender assigned, or was filed as a death penalty/life without parole case.

## Report on Court Revenue

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Each court must file the Report on Court Revenue (Revenue Report) each year, in accordance with Ind. Administrative Rule 2. [It is also possible for all trial courts in a county to submit a combined Revenue Report.](#) The Rule requires the clerk to report the revenues collected during the year to the judge of the court or chief judge of a unified court system. The Revenue Report separates the revenues by cost or fee item. Information for each cost, fee or other item in the report is provided within the Report on Court Revenue Application Guide. It is critical that as fees or costs are added or changed each year, the clerk separates and maintains the revenues as to each statutory fee so that the Revenue Report correctly reflects the revenues collected by the court and county for the year.

## Court Report on Budget & Expenditures

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Ind. Admin. R. 2 requires each court or unified court system to submit its Budget & Expenditures to IOCS for the previous calendar year. This report tracks salaries of the judge, additional judicial officers, staff, and other employees. It also tracks expenditures made for equipment (rental and purchase), supplies, training, travel, postage, maintenance services and other expenditures necessary to maintain the court system. Additional information regarding the report is provided within the Report on Budget and Expenditures Application Guide.

Public Defender Offices with separate budgets report their expenditure as outlined in Ind. Administrative Rule 2(C).

## Other Court Reports

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Each court reporter files with IOCS their report on the number of transcripts completed for the year, as well as the income generated. This form is also filed on ICOR, and instructions are available along with all ICOR guides mentioned in this manual at <https://www.in.gov/judiciary/iocs/3292.htm>.

## Probation Reports

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The probation departments across Indiana are required to file case status reports and Budget & Expenditure reports as well, in accordance with Ind. Administrative Rules 1 and 2. The quarterly status report tracks the number of cases (and separately people) assigned to a probation sentence and the disposition of each sentence. Information about filing the quarterly report is provided in the Probation Reporting Application Guides.

Also, the probation departments that maintain separate budgets for all or portions of their departments must file their Budget and Expenditure Report for the year. The report collects information not provided by their supervising courts, and generally represents salary and supply expenditures.