



Office of Court Services

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To: Trial Court Judges
City and Town Court Judges
Circuit Court Clerks
Court Administrators

From: Jeff Wiese, Director of Legal Support and Statistics

Date: September 1, 2026

Re: Judge Time Reporting

Please ensure this information is available to anyone who does case entries for your court.

Purpose

This memorandum provides consolidated guidance on key items for completing the Quarterly Caseload Statistical Report (QCSR). Several sections of the QCSR directly affect judicial workload assessments and the annual Weighted Caseload (WCL). Accurate, consistent reporting is essential to ensure courts receive proper credit for judicial resources and case activity.

This guidance highlights what to report, where to report it, and common errors to avoid. Please review this document in its entirety before making any report or case entries.

Preparer Page – Other Judicial Officers Assigned to the Court

Presiding Judge:

The presiding judge is pre-populated from the prior report, and the report submitter can edit this field in the QCSR.

Other Judicial Officers Regularly Assigned to Court During Reporting Period

On the QCSR Preparer Page, list all judicial officers from your county regularly assigned to the reporting court during the quarter, including:

- Magistrates
- Commissioners
- Referees
- Hearing officers

Report the number of days per week or fractional days per week each judicial officer serves in your court.

- Do not list judicial officers from other counties, even if they assisted your court.
- Do not list judicial officers serving as special judges, Administrative Rule 1(E) acting judges/transfer judges, or temporary judge arrangements (those are reported elsewhere).

Magistrates and Shared Magistrate Time

Magistrates are full-time judicial officers.

- A magistrate's reported time must equal 5.00 days per week total.
- If a magistrate is shared between multiple courts within the same county, the combined total across those courts must equal 5.00 days.
- Do not reduce magistrate time on the Preparer Page because the magistrate assisted other courts:
 - Under a local caseload allocation plan (CAP),
 - As an acting or transfer judge, or
 - Under another approved sharing agreement.

Note: Any shared service is accounted for through Part VI reporting. Courts should continue to report the magistrate as full-time on the Preparer Page as stated above.

Part IV - Special Judge Reporting (Lines U and V)

Line U – Cases Heard by the Reporting Judge as Special Judge in Other Courts

Line U is used to report cases where the reporting judge served as special judge in another court. This information should be entered into the Odyssey case management system throughout the quarter when applicable.

There are two options for documenting special judge appointments by the **receiving** judge. Each requires the special judge's staff to create one (or more) CB-Special Judge (QCSR Use Only) cases.

- **These CB-Special Judge (QCSR Use Only) case(s) must only be used for entering the QCSSJxx event and for calendaring** because nothing entered in the CB Special Judge (QCSR Use Only) case is part of the record if the case is appealed.
- **SPECIAL NOTE ON CONFIDENTIAL SPECIAL JUDGE CASES** - If the underlying case is a confidential case, court staff **MUST** use Option Two to ensure the CB-Special Judge (QCSR Use Only) case created does not appear on MyCase. If Option One is used, this CB case will be visible on MyCase. There is no way to mark it confidential.

OPTION ONE: One CB Case for All Special Judge Cases Received in the year.

The special judge's staff will open one CB-Special Judge (QCSR Use Only) case to document all the sitting judge's special judge cases for the year.

Suggested case style to use is "In Re 2026 Special Judge Cases assigned to Hon. XXXXXXXX".

The special judge's own staff will enter the QCSSJxx event (using the proper case type in place of xx) in this CB case each time the judge is assigned a special judge case. The event will ensure the special judge case is counted on Line U and the special judge gets the correct amount of weighted caseload minutes for that case.

Any event calendared in the special judge case itself will not show on the special judge's calendar because the case actually exists in a different county, but the CB-Special Judge (QCSR Use Only) case can be used by the special judge's own staff to calendar hearings on the special judge's own calendar in Odyssey. Refer to the Odyssey cheat sheet [Calendaring Cases when your Judge is a Special Judge](#) for instructions on how this is done.

OPTION TWO: Creating A CB Case for Each Special Judge Case Received.

The special judge's staff will open a new CB-Special Judge (QCSR Use Only) case each time the judge is assigned a special judge case in Odyssey.

Suggested case style to use for the CB case should include the case number and case style of the original case.

The special judge's staff will enter the QCSSJxx event (using the proper case type in place of the xx) on this case. The event will ensure the special judge case is counted on Line U and the special judge gets the correct amount of weighted caseload minutes for that case.

Any event calendared in the special judge case itself will not show on the special judge's calendar because the case actually exists in a different county, but the CB-Special Judge (QCSR Use Only) case created using Option Two can be used by the special judge's own staff to calendar hearings on the special judge's own calendar in Odyssey. Refer to the Odyssey cheat sheet [Calendaring Cases when your Judge is a Special Judge" for instructions on how this is done.](#)

Line V – Cases Heard by Other Special Judges in the Reporting Court

Use Line V when **another judge** is appointed as special judge for cases in your court.

For the court sending the case to a special judge:

- Court staff must enter the QCSSPJ event on the case (this event ensures the case gets included on Line V of the QCSR (Other Special Judge in Reporting Court). Enter the QCSSPJ event only once per case.
- Court staff must [reassign the case to the special judge in Odyssey](#) (this ensures the proper judge is shown on the case record). Be sure the judge's name appears with the **SJ designation** from the drop down. If the case is transferred, select the regular judge designation – without the SJ designation.

Regular Judge Designation	Last, First
Special Judge Designation	Last, First – SJ

Court staff in the county where the original case exists will also need to calendar all events, update the CCS for all court actions, filings, and orders, and ensure all parties receive proper notice. The original case is the official record on appeal and must be complete. The court staff in the original court can do this work since they are doing so under the direction of the special judge.

NOTE: When a case is assigned to a judge that was originally filed in that judge's own county, the case can simply be transferred to the judge's regular docket. When this occurs, the judge is not serving as a special judge. There is no requirement to open a CB case or to enter special judge related events in the case. (See Special Note on Transfers).

SPECIAL NOTE ON TRANSFERS:

When a case is reassigned to a judge from another court in the judge's county, the case can simply be transferred to the judge's regular docket. When this occurs, the judge is not designated as a special judge. There is no requirement to open a CB case or to enter special judge related events in the case.

- The case is **not a special judge case**. (Do not create a special judge case if the case will be transferred to another court within the same county. Do not select the Special Judge (SJ) designation. Use the regular judge designation).
- The receiving court receives full weighted caseload credit when the case is transferred.
- If a CB case was created with the QCSSJxx event for a transferred case, staff must enter a **QCSERR** event to remove it from the QCSR to prevent double-counting. The event should reference Subtract 1 from the Special Judge case in Line U under the case type the special judge case is listed.

Part V – Specialized Dockets

Question 3 – Certified Problem-Solving Courts

Only IOCS-certified problem-solving courts may report in this section.

- Report individuals, not cases.
- Count only individuals newly entering the program during the reporting quarter.
- Do not include individuals admitted in prior quarters.
- Odyssey Work: This information is not imported to the QCSR and will require manual entry. When the appropriate event code is added to the case in Odyssey,

this item will be listed in the quarterly detailed sheet found under Odyssey Imports. Look for the Problem-Solving event code in column F or look for the description of the Problem-Solving court in column G. See example below.

Odyssey Import Detailed Sheet

D	E	F	G	
Style	Type	EventCd	Description	Comment
In The Mai	JM	QCSFDRC	Order of Acceptance into Family Dependency (Recovery) Court	
In The Mai	JM	QCSFDRC	Order of Acceptance into Family Dependency (Recovery) Court	
In The Mai	JM	QCSFDRC	Order of Acceptance into Family Dependency (Recovery) Court	
In The Mai	JM	QCSFDRC	Order of Acceptance into Family Dependency (Recovery) Court	
In The Mai	JM	QCSFDRC	Order of Acceptance into Family Dependency (Recovery) Court	

- Users may refer to the Odyssey cheat sheet [Capturing the Reporting Data in Odyssey](#) for steps in adding this event to a case.

Question 6 – Designated Commercial Courts

Only courts formally designated as commercial courts by the Indiana Supreme Court should complete this section.

- Question 6 reports the number of cases accepted into the commercial court docket during the quarter.
- The commercial court staff must add the ACC event to each case, even CE – Commercial Court Eligible cases, when the case is actually accepted into the commercial court docket. This event will automatically include the case in the Question 6 total on the QCSR. IF the ACC event is not added, the commercial court will not receive the extra weighted caseload minutes for the case.
- If the event is not added in the quarter the case is accepted into the commercial court docket, you may add the event to the case and it will be imported to the QCSR report in the quarter it is added. Do not just manually adjust this field on the QCSR.

Part VI – Alternate Judge Service

(Reported as days per quarter for questions 1 and 2)

Note: The time reported by the court receiving judicial assistance and the court providing judicial assistance must match each quarter for questions 1 and 2 under Alternate Judge Service.

Example: If Court A provides Judicial Assistance (Question 2) for 2 days in the quarter under the caseload allocation plan as a transfer (aka acting judge), the receiving court must also report in Question 1 the time the judicial officer spent in the court under that caseload allocation plan under the transfer judge category. These times should be the same for the Sending and Receiving court.

Courts are responsible for tracking this information and are encouraged to coordinate with one another to ensure totals align between the sending and receiving courts each quarter.

Question 1 – Other Judicial Officers Serving in the Reporting Court

Report total service by:

- Temporary judges
- Judges pro tempore
- Transfer judges/Acting judges – Used to report Judicial time under the caseload allocation plan or pursuant to AR 1(E).
- Do not report special judge service here. Special judge service is reported on Lines U and V
- Do not report senior judge service. Senior judge service is not tracked on the QCSR.

Instructions:

1. Add total hours served by each category per quarter.
2. Divide total hours by eight (8) to convert to days.
3. Report totals by category (not by individual judge).

Question 2 – Reporting Judge or Magistrate Serving in Other Courts

Report service provided by:

The reporting judge, or the magistrate, commissioner, referee assigned to the reporting judge, when serving other courts under:

- A Caseload Allocation Plan
- Transfer judge/Acting judge arrangements,
- Administrative Rule 1(E), or
- Similar sharing agreements.

Instructions:

- Report total days or fractional days per quarter.
- Identify the receiving court.
- Do not report special judge service here. Special judge service is reported on Lines U and V

V. Final Review and Quality Checks

Before submitting the QCSR:

- Review Odyssey quarterly imports – QCSERR, Detailed, and Ending Pending reports.
- Confirm Part VI Questions 1 and 2 totals are accurate and reconciled between the courts sharing judicial officers
- Ensure magistrate time totals 5.00 days.
- Confirm individuals and cases are not double-counted.

Questions or Assistance

If questions arise or records do not reconcile, contact the [Helpdesk](#) for assistance prior to submission.

Reference Materials

[QCSR Guide](#)

[Odyssey Cheatsheets](#)