

# CIVIL PENDING REPORT INSTRUCTIONS

**Do not** write disposition information on this report for cases disposed **after** December 31, 2014.

1. Look over each docket number carefully.
2. If a case has been disposed, please write the following information on this report.
  - Disposition Date
    - For reopened cases, the disposition date should be the date the reopened case was disposed, not the original case.
  - Manner of Disposition (1-9, definitions attached)
  - Judge's name
    - Use first and last name and do not use the judge code.
3. Write all corrections on the report itself.
4. Do not cross out any docket numbers.
5. Do not write "delete" if the case has been disposed.

**If a case is disposed, we must have the disposition information to remove the case from the pending report.**
6. If a docket number does not belong to your county or court, do not mark through it.
  - Please write "not our number" next to the docket number.
7. If docket number is transposed or keyed incorrectly, please write the correct number beside of the incorrect docket number.
8. If a case is still pending you can write a " P" out beside the docket number or leave blank.

## Things to Remember:

- This report reflects cases filed as of the date listed at the top of this report. If the report shows pending cases that you are sure have been disposed after the period report, you **do not need** to submit that disposition information on this report.
- **If we are missing a key piece of information (Disposition date, Manner of Disposition, and Judge name) we cannot process the disposition entry.**

**Manner of Disposition (Disposition Categories):**

Field on Disposition Coversheet used to categorize the disposition for the case.

Item	Definition
1. Withdrawn/ Voluntary Nonsuit	When the plaintiff abandons his case, and consents that judgment go against him for costs.
2. Compromise/ Settlement - no court hearing	A settlement that does not necessarily involve both parties appearing before the judge. Includes dismissals for failure to prosecute; reconciliation orders, workers' compensation settlements; compromise and settlement orders. Agreed Orders of Dismissal or Compromise / Agreed Settlements should be reported as 'Compromise / Settlements' not as 'Dismissals'. Typically the parties have reached an agreement and the attorneys or parties have brought the order for the judge to sign. Note that a judge may swear in a witness and hear testimony, as long as the party or parties have come before the judge to have a compromise or settlement finalized by order, this is still reported as a Compromise/Settlement – no court hearing, not as a non-jury trial
3. Court approved settlement	The parties have reached an agreement and appear before the judge. The judge signs the agreement order after hearing whatever evidence he/she deems necessary. The judge may swear in witnesses and hear evidence to satisfy the court that the settlement is valid. This swearing in and presentation of evidence does not constitute a non-jury trial.
4. Uncontested/ Default	A defendant either chose not to or failed to contest the plaintiff's allegation
5. Transferred	The removal of a case from the jurisdiction of one court or judge to another by lawful authority. This does not include cases reassigned to another judge within the same judicial district and court, but only those transferred to another district or from circuit to chancery, etc.
6. Dismissal	An order or judgment finally disposing of an action, suit, motion, etc., without trial of the issues involved. Terminates the jurisdiction of a trial court before a judgment is reached. Such may be either voluntary or involuntary.
7. Trial-Non-jury (Bench)	A trial is held before a judge. The party or parties have come before the judge seeking a decision based on the merits of their case. Witnesses and evidence are presented and the Judge renders a final decision in the case. When at least one witness has been sworn under this scenario, the case is to be reported as disposed by Trial – Non-jury even if the parties reach a compromise or settlement.
8. Trial-Jury	Trial is held before a judge with jury impaneled. The party or parties appear in court seeking a jury verdict on the merits of their case. Please note that under this scenario once a jury is impaneled, whether they render a verdict or not, the case is to be reported as disposed by Trial-jury even if the parties reach a compromise or settlement.
9. Other	Any case disposed in a manner not specifically described in one of the other categories.