

# CRIMINAL PENDING REPORT INSTRUCTIONS

**Do not** write disposition information on this report for cases disposed  
**After June 30, 2015.**

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 PV, OPMW and PCR filings, the disposition date should be the date the PV, OPMW or PCR is disposed, not the original filing disposition.
    - Manner of Disposition (1-9, definitions attached)
    - Judge's name
      - Use first and last name and do not use the judge code.
    - Hearing
      - J or C to identify whether it was a jury trial or court trial.
  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.**  
**If a case has been expunged, 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 any key piece of information (Disposition date, Manner of Disposition, Judge name or Hearing) we cannot process the disposition entry.**

Item	Instruction
Type of Judgment (Disposition Type)	
1. Acquittal	A finding of <b>not guilty</b> after a judgment of a court has been rendered, based on the verdict of either a jury or a judicial officer.
2. Conviction After Trial	A criminal trial which ends in a judgment or sentence and the accused is found <b>guilty</b> .
3. Dismissal/Nolle Prosequi	A formal entry upon the record disposing of an action, suit, or motion, etc., <b>without trial</b> of the issues involved. (It is a final action.)
4. Guilty Plea-As Charged	The defendant admits guilt as to having committed the offense with which he/she is charged. This may include nolo contendere.
5. Guilty Plea-Lesser Charge	The defendant admits guilt as to having committed a lesser offense than to which he/she is charged. This may include nolo contendere.
6. Transfer to Another Court / Remanded	A decision by a court that transfers or sends part or all of a case back to the original court or administrative agency from which it came, for the purpose of entry of a proper judgment or decision, further proceedings, or a new trial.
7. Pre-Trial or Judicial Diversion	A system whereby certain defendants in criminal cases are referred to community agencies prior to trial while their criminal complaints or indictments are held in abeyance. The defendant may be given job training, counseling, and/or education. If he/she responds successfully within a specified period (e.g., 90 days, more or less), the charges against him/her are commonly dismissed. <b>NOTE:</b> These cases should be disposed at the time the defendant is <b>put on diversion</b> , not after the probationary period is expired.
8. Retired / Unapprehended Defendant	The case is retired or dismissed by the court because the defendant can not be found or there is not affirmative action by the district attorney. <b>(It is left up to the discretion of the judge as to when to eliminate such cases from the system.)</b> If the defendant is located at a later time, a case may be reinstated. When the case is reinstated and the defendant is arrested, the case should be filed as it was originally filed (probably as a presentment) with either the same docket number or a different one. <b>The filing date used should be the date the defendant was arrested.</b>
9. Other	Any type of judgment that does not fit into one of the other listed categories.
Hearing <input type="checkbox"/> Jury <input type="checkbox"/> Court	<p>A check box has been provided to identify if the hearing was 'Jury' or 'Court'.</p> <p><b>Jury</b> - If impaneled prior to defendant changing to guilty plea, case should be listed as jury anyway.</p> <p><b>Court</b> - Non-jury case</p>