Indiana Supreme Court

Trial Court Technology

QCSR

Capturing the Reporting Data in Odyssey

Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

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Notice

This document presumes the reader's understanding of QCSR application. Please consult and review with your supervisor and/or the most current **QCSR Application Guide**, published by the Indiana Supreme Court, Division of State Court Administration, for QCSR reporting standards and guidelines. As of January 2014, this is link to the most recent publication:

http://www.in.gov/judiciary/admin/2882.htm

QCSR data should be recorded on the case at the time of the occurrence and prior to the end of the quarter in which the activity occurred.

Information Tracked Outside of Odyssey

Information for the QCSR to be Tracked Outside of Odyssey

Part VI. Alternate Judge Time is reported on the QCSR, but must be tracked outside of Odyssey. This information includes:

1. Service by other judicial officers in reporting court (judicial officers that are not currently assigned to the reporting court) and who are not listed on the front of the report.

   Please indicate the number of days, or fractions of days, per reporting period that other judicial officers served in reporting court. (Temporary Judges, Pro Tems, Senior Judges, Transfer Judges)

2. Service by the reporting judge in other courts (if the reporting judge served in other courts).

   Please indicate the number of days, or fractions of days, per week that the reporting judge served in other courts.

Actions that Generate Numbers

All Odyssey generated numbers on the QCSR report will be generated from one of the following actions:

- Adding certain events to cases;
- Creating a CB case and adding an event to that case when your Judge is a Special Judge;
- Adding Statistical Closures to cases when all legal issues and all charges have been disposed of as to each party on the case;
- Certain case designations, for example, marking parties Pro Se, as appropriate, and designating the Interpreter and Language;
- Entering Report Parameters when you run the Event Listing Reports designating the events for Certified Problem Solving Courts (i.e. Drug Court, Reentry Court, Mental Health Court, Veteran's Court) or a Supreme Court Family Court Project;
- Entering Report Parameters when you run the Event Listing Report designating the QCSERR Event;
- Entering Report Parameters when you run the Odyssey QCSR report;
- Making necessary manual adjustments to the QCSR Reporting results before entering the information into INcite.

***Note:** For cases that are *transferred*, it is important to enter any information for the QCSR report in your court **BEFORE** processing the transfer. Information entered after you transfer the case will be counted in the new court's statistics, not yours!

Times to Take Action

Times When You Need to Take Action to Have an Accurate QCSR Report

1. When a case is received by your court (*New Filing [electronically added]*, *Transferred In/Out, and Venued In/Out*).

2. When a case is disposed by your court

3. When the judge in your court is a Special Judge in another Court

4. When your court has a case using a Special Judge

5. When the prosecutor requests the death penalty or life without parole

6. When a case has a Pro Se litigant

7. When a case is referred to ADR

8. When indigent counsel is appointed (in the original case AND for appeal)

9. When interpreter service is used

10. When a GAL or CASA is appointed

11. Number of cases that the reporting judge has under advisement at the end of the quarter

12. Number of cases that the reporting judge has under advisement in which reporting judge is serving as Special Judge

13. If your Court is a certified Problem Solving Court (i.e. Drug Court, Reentry Court, Mental Health Court, Veteran's Court), or Supreme Court Family Court Project.

14. The Odyssey QCSR Report should be ran the day following the last day of the QCSR quarter. The report can be pre-scheduled to run.

Reviewing QCSR Items

To Review QCSR Items on a Case (Events Tab or State Report Tab)

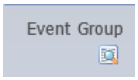
Since most QCSR counting is based on adding events, you can review the events on a case you have recorded for counting on the QCSR. The State Report Tab displays most QCSR Report grid items that are journalized in the QCSR Report, Part I, II, and III, such as the new filings, transfers, stat closures for disposed cases, etc. QCSR items such as indigent counsel, pro se, etc., won't show on the state reporting tab.

To find all the QCSR events that have been entered on a case, use the following processes:

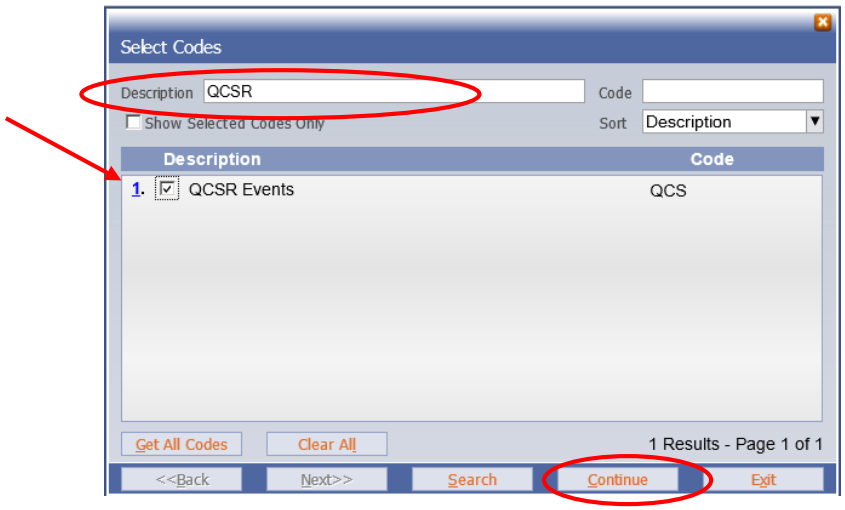
A. To Use the Event tab.

1. *Navigate* to the **Events tab** on the case.

2. *Click* on the Event Selection icon on the brown header bar.

3. *Click* on the Event Group picker icon 

, type "QCSR" in the description field, *click* on Search, *select* the check box for **QCSR Events**.

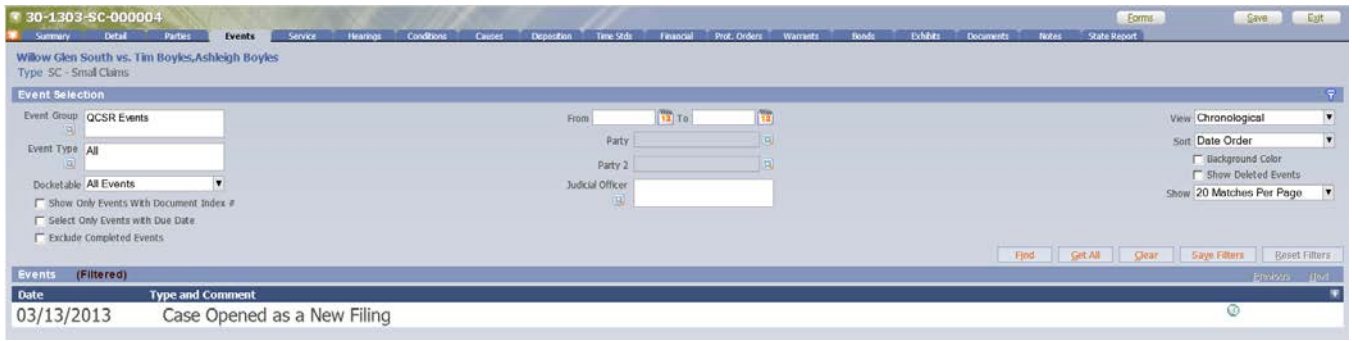


4. *Click* **Continue**.

5. *Type* "All" in the Event Type field

.

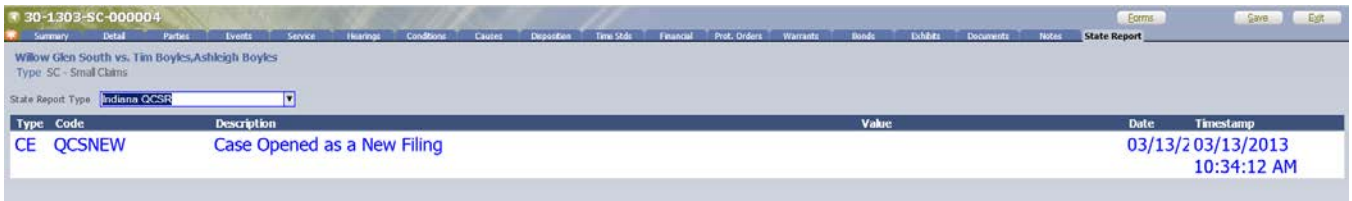
6. *Click* the Find button to view the QCSR events on the case.



B. To use the **State Report tab**

1. *Navigate* to the **State Report** tab on the case.

2. *Select* the **Indiana QCSR** from the drop down list to view QCSR journalized items, such as, new filings, transfers, statistical closures for disposed cases, and other items that appear on the QCSR grid that are being tracked on the case for QCSR counting.



Caseload Counting

Caseload Counting – Adding the Statistical Closure to Disposed Cases

When a case is disposed in your court, follow this process:

1. *Go to* the **Disposition tab** and *click* the plus (**+**) sign for Statistical Closure.

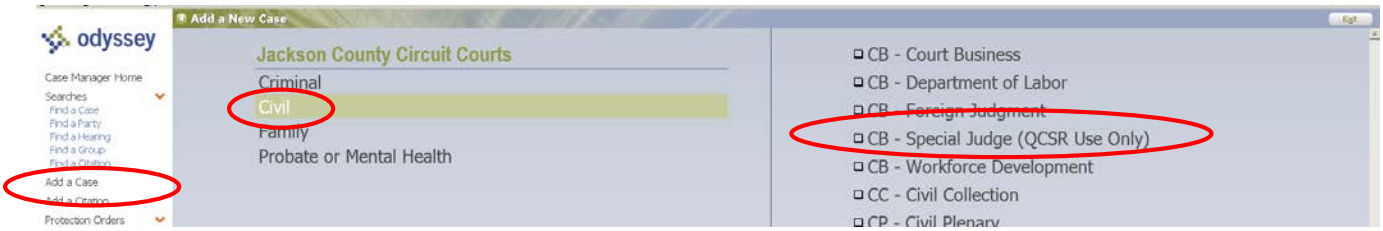
   (Note: Customarily, the **Date** field will not need to be changed.)

2. *Select* the Statistical Closure and *click* **Continue**.

3. The Statistical Closure will be recorded when you save the case before exiting.

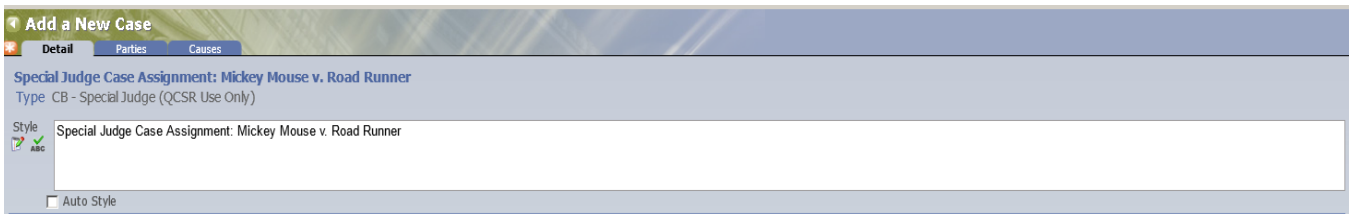
Your Judge is a Special Judge in another Court

Setup Note: A case type of "CB – Special Judge (QCSR Use Only)" must be added each time your Judge is a Special Judge in another Court and the event below must be added to the case. (You can also track under advisements and schedule hearings on this case.) The case type to add is shown below:



1. *Add* the CB-Special Judge (QCSR Use Only) case in Odyssey.

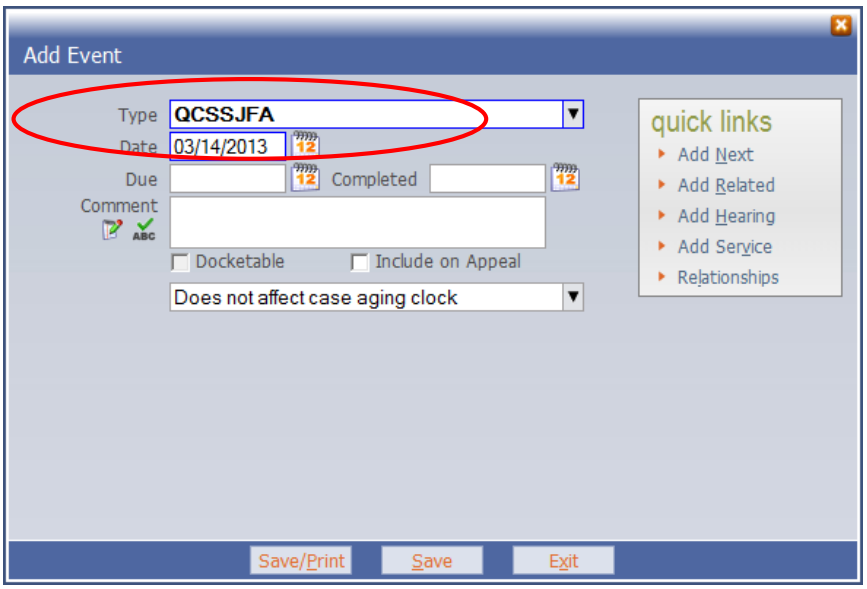
2. *Add* a case style (caption) manually to the case, for example:



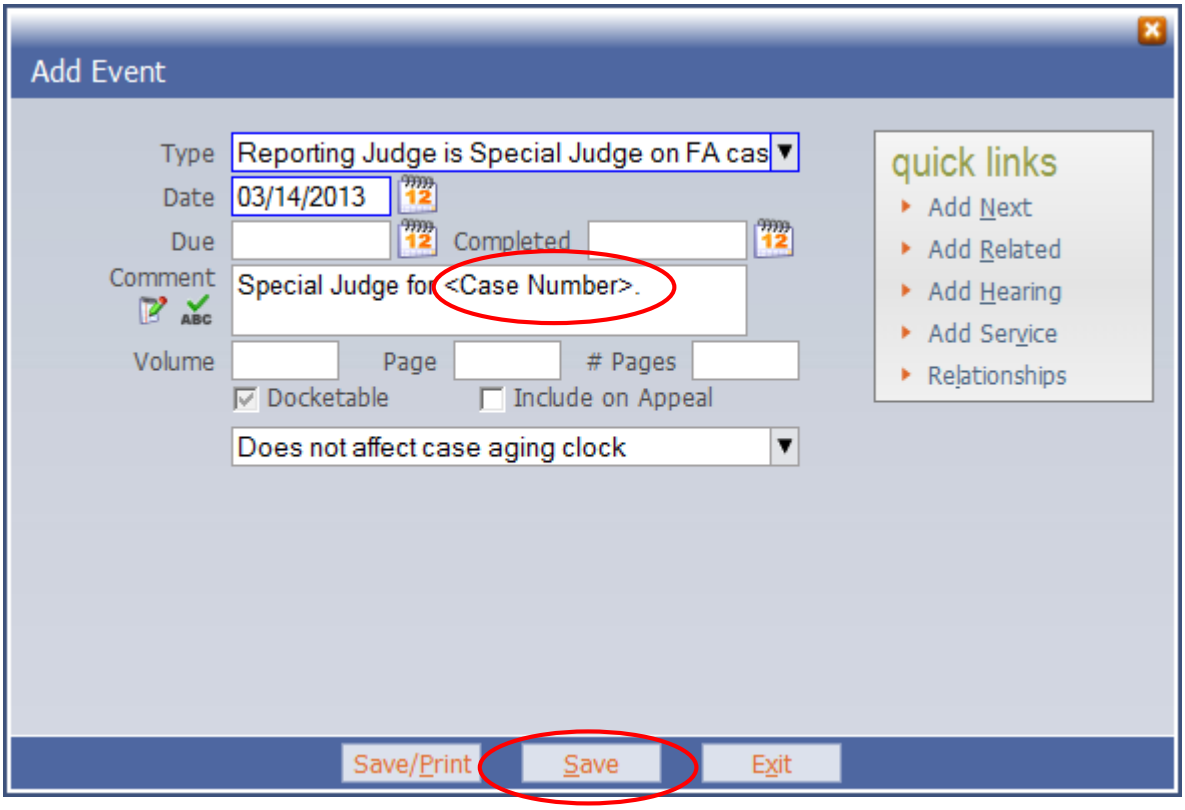
3. *Go to* the **Events tab** and *click* the plus (+) sign.

4. *Add* an event to the case in the format "**QCSSJxx**" where xx is the case type that the judge is a Special Judge for (e.g. if the judge is a Special Judge on an FA case, the code is **QCSSJ*FA***, if they are a Special Judge on a DR case, the code is **QCSSJ*DR***).

Note: This case is for Special Judge and under advisement tracking for QCSR purposes and can also be utilized for setting hearings on the Odyssey calendar. This case is not to be used for maintaining the official Chronological Case Summary (CCS).



5. *Go* to the comment field and *add* the case number that the judge is handling to the event comment.



6. *Click* **Save**, then save before exiting the case. The Special Judge record is now available for QCSR reporting and will be counted on the next report.

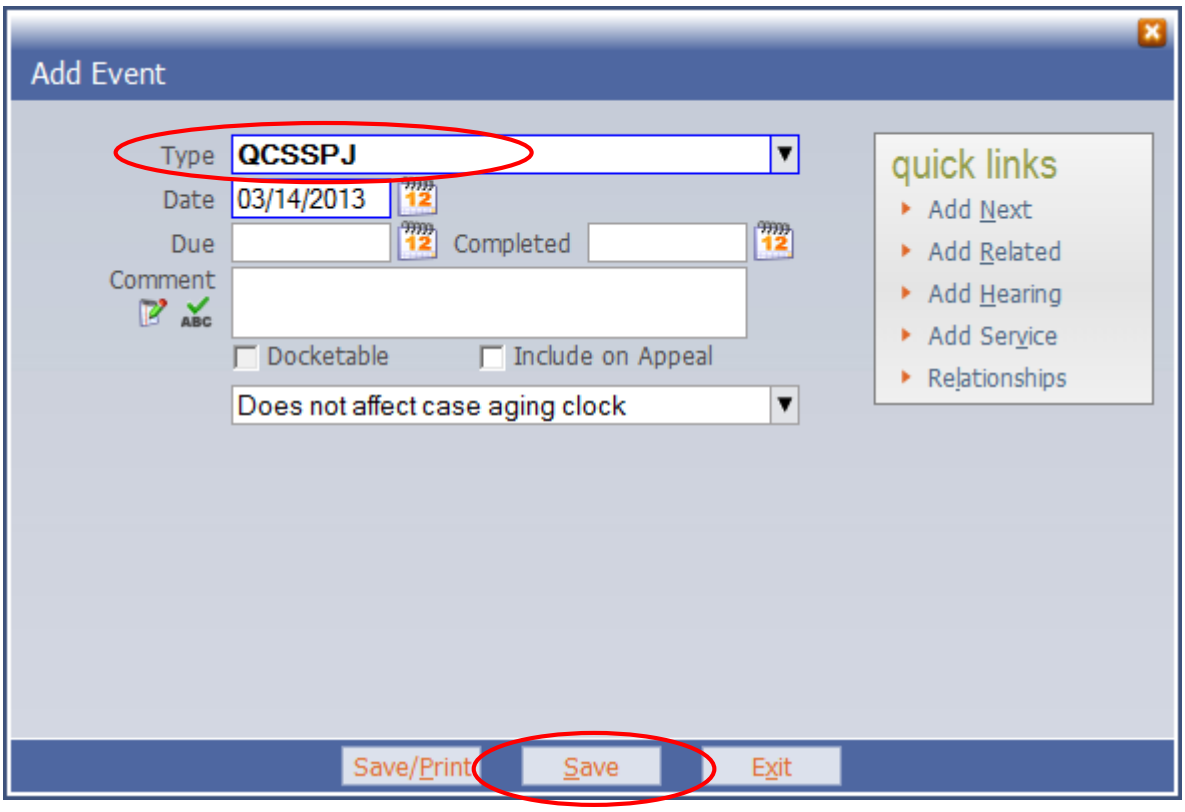
Special Judge is used in the Reporting Court

When a Special Judge is assigned to a case in your court, follow this process:

1. *Use* "**Find a Case**" to select the case which has been assigned a special judge. (The case will have been reassigned to the SJ on the Detail Tab.)

2. *Go to* the **Events tab** and click the plus (+) sign.

3. *Add* an event to the case with the code "**QCSSPJ**".



4. *Click* **Save**, then save the case before exiting. The Special Judge record is now available for QCSR reporting and will be counted on the next report.

Death Penalty or Life Without Parole

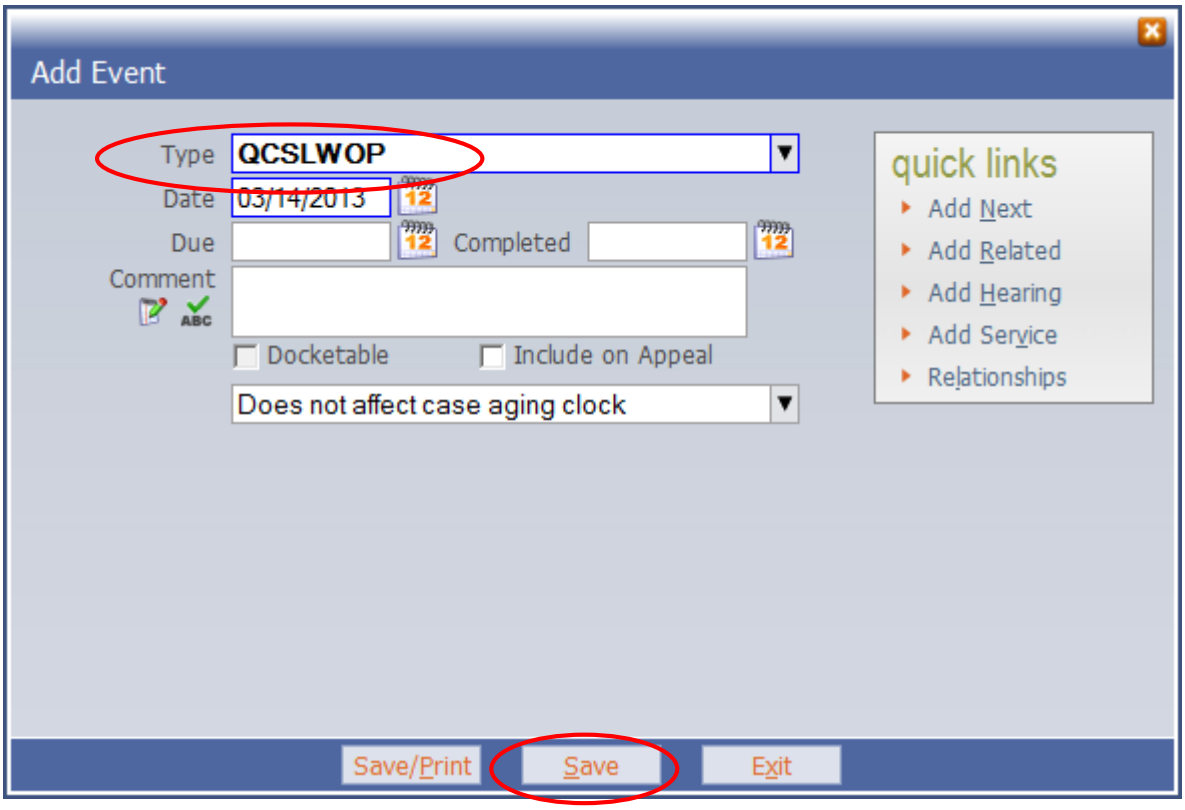
Prosecutor Requests the Death Penalty or Life Without Parole

When the prosecutor requests the Death Penalty or Life Without Parole for a case in your court, follow this process:

1. *Use* "**Find a Case**" to select the case that has had a Death Penalty or Life Without Parole request.

2. *Go to* the **Events tab** and *click* the plus (+) sign.

3. *Add* an event to the case with the code "**QCSDP**" for a Death Penalty request or "**QCSLWOP**" for a Life Without Parole request.



4. *Click* **Save,** then save the case before exiting. The prosecutor request is recorded for QCSR reporting and will be counted on the next report.

Pro Se Litigant

Case with Pro Se Litigant

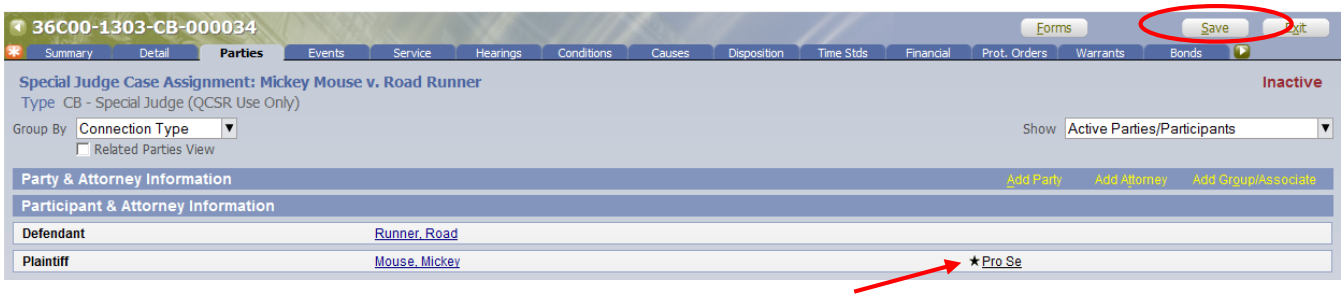
When a case has a pro se litigant, this should be indicated on the party record for counting on the QCSR. Follow this procedure:

1. *Use* "**Find a Case**" to find the case that has a pro se litigant.

2. *Go to* the **Parties tab**, *right click* on the party name, *left click* on **Add Attorney**.

3. *Click* the **Mark Pro Se** box on the **Add an Attorney** dialog box and *click* **Continue**.

5. *Click* **Save** to save the case for exiting. The Pro Se is recorded for QCSR reporting and will be counted on the next report.



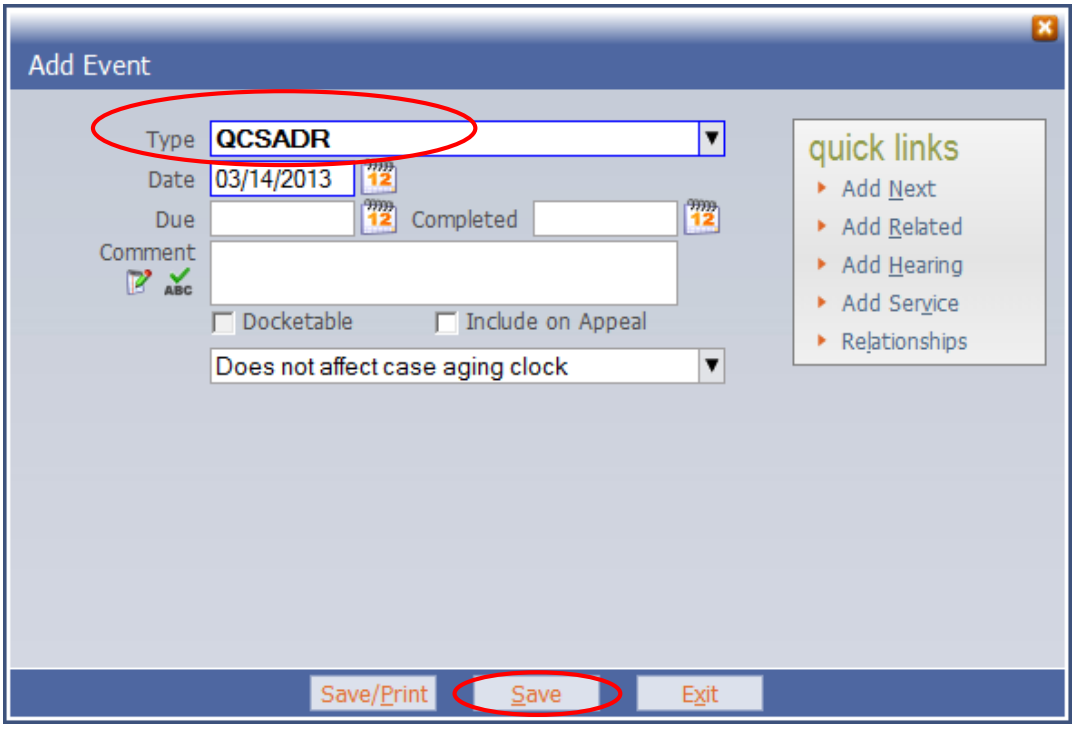
Note: Please refer to the QCSR Application Guide for instructions and guidelines for when a party should be marked Pro Se.

Alternative Dispute Resolution/Mediation

Cases Referred to ADR (Alternative Dispute Resolution or "Mediation")

When a case is referred to Alternative Dispute Resolution (Mediation), follow this process:

1. *Use* "**Find a Case**" to find the case that has been referred to ADR.
2. *Go to* the **Events tab** and *click* the plus (+) sign.
3. *Add* an event to the case with the code "**QCSADR**".



4. *Click* **Save**, then save before exiting the case. The ADR (mediation) referral is recorded for QCSR reporting and will be counted on the next report.

Indigent Counsel

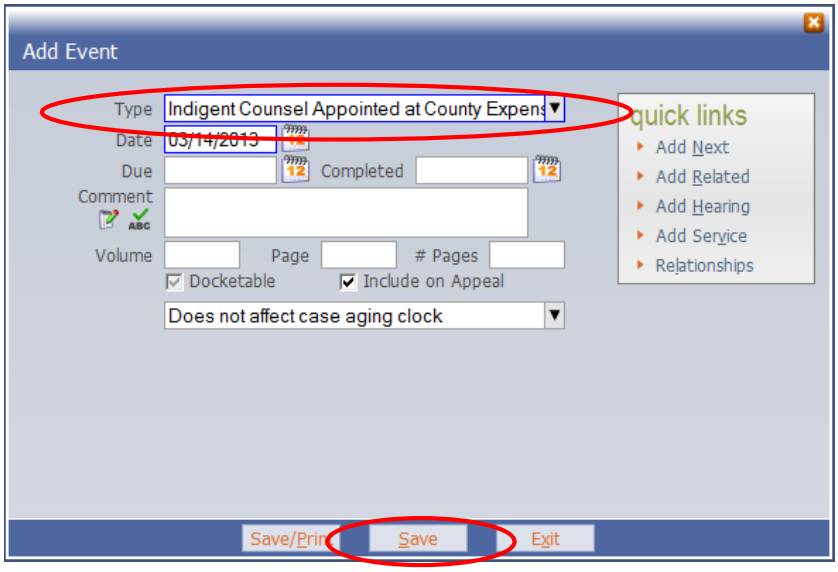
Cases where Indigent Counsel was Appointed

When a case has indigent counsel appointed at county expense either in the original case (**QCSIC**) or when indigent counsel is appointed for appeal (**QCSICA**), follow this process:

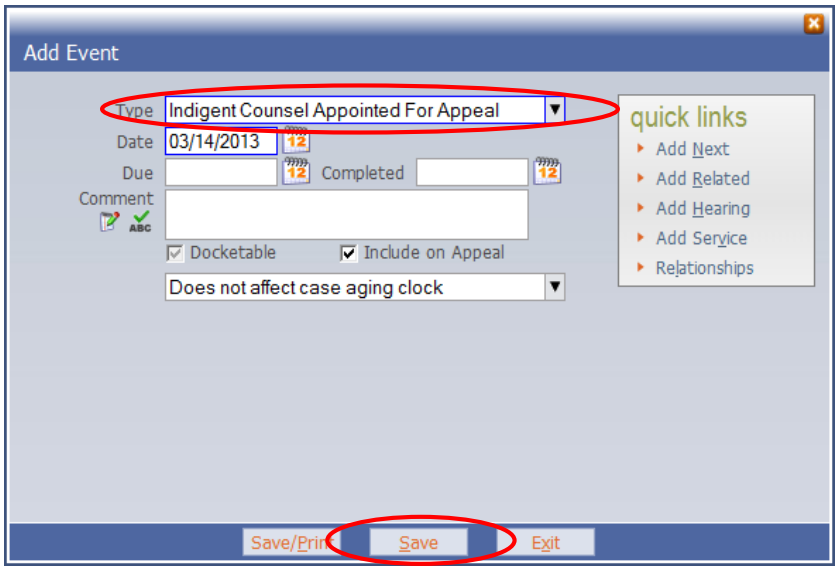
1. *Use* "**Find a Case**" to find the case that used indigent counsel.

2. *Go to* the **Events tab** and click the plus (+) sign.

3. *Add* an event to the case with the code "**QCSIC**" or **"QCSICA"**.



OR



4. *Click* **Save**. The indigent counsel usage is recorded for QCSR reporting and will be counted on the next report.

Interpreter Service

Cases using Interpreter Service

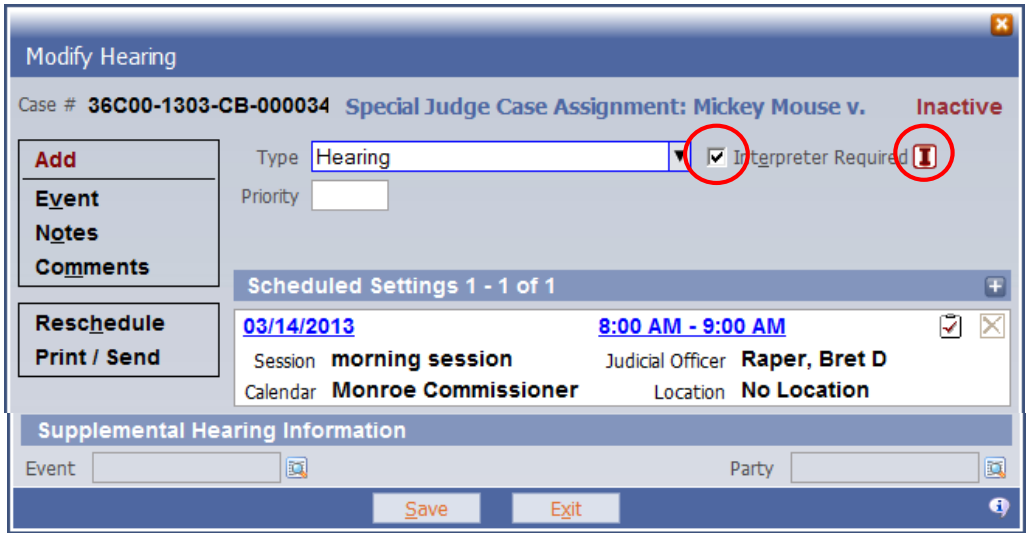
Capturing data for interpreter service requires the following:

1. Record the languages for which an interpreter is required; and
2. Record that an interpreter was used at a hearing.

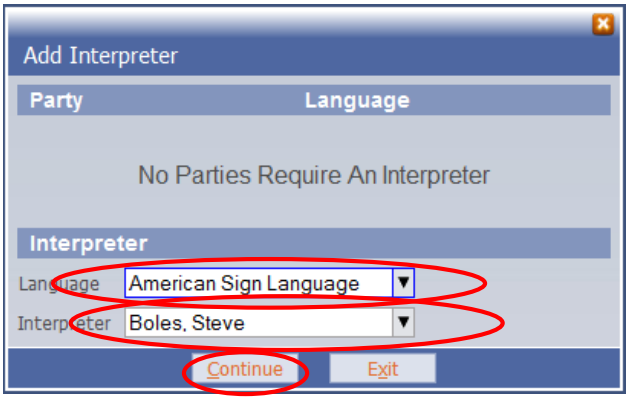
Step 1: Record the languages for which an interpreter is required

To record the languages that will be needed at a hearing, use the following process:

1. *Navigate* to the **Modify a Hearing** screen for the hearing that requires an interpreter.
2. *Check* the **Interpreter Required** option, **then** *click* on the icon.



3. *Select* the language needed and the interpreter to be used.



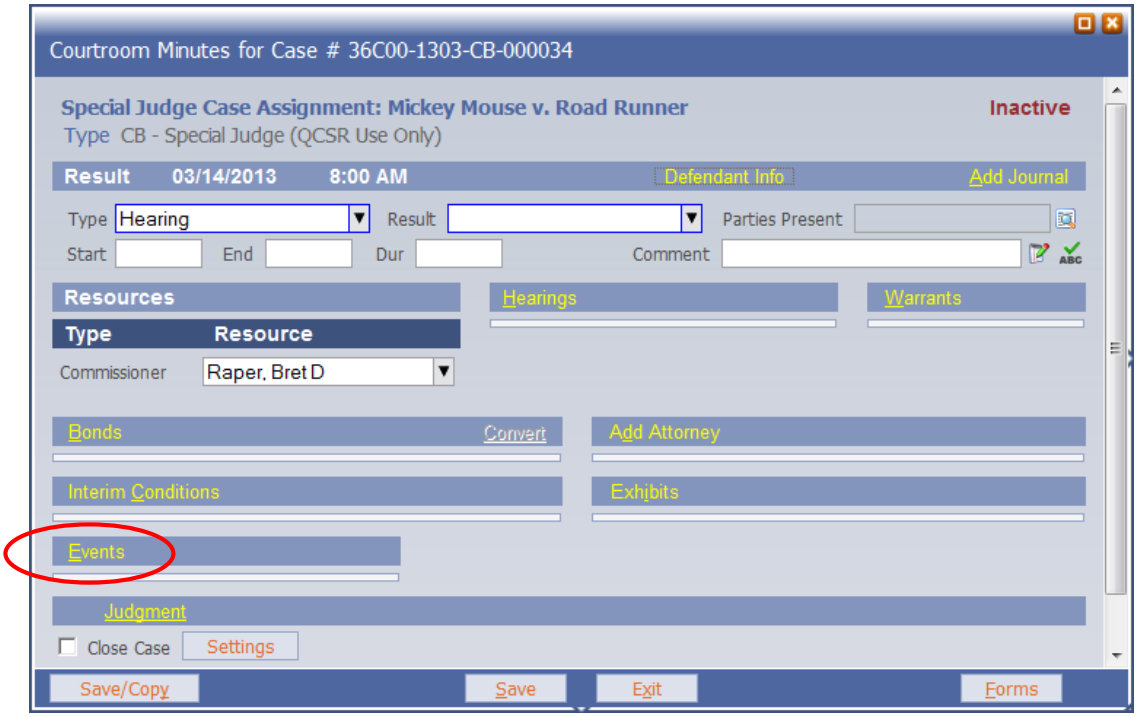
4. *Click* **Continue**, then **Save**.
5. Language set up is complete. If this interpreter is used during this hearing, then the language used will be reported on the QCSR.

Step 2: Record that an interpreter was used at a hearing

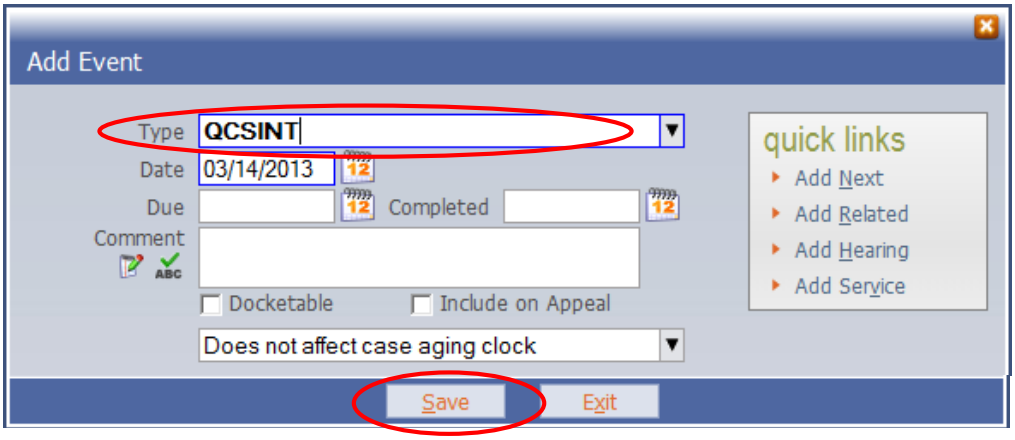
To record that the interpreter was used during a hearing, follow this process:

1. *Navigate* to the **Enter Minutes** screen for the hearing that used an interpreter.

2. From the **Courtroom Minutes** screen, *click* the yellow **Events** link.



3. *Add* an event to the case with the code "**QCSINT**".



4. *Click* **Save**.

5. *Enter* any other information needed on the Minutes screen.

6. *Click* **Save**. The interpreter usage is recorded for QCSR reporting and will be counted on the next report. The languages used for the hearing will also be recorded for the QCSR report.

GAL or CASA Appointed

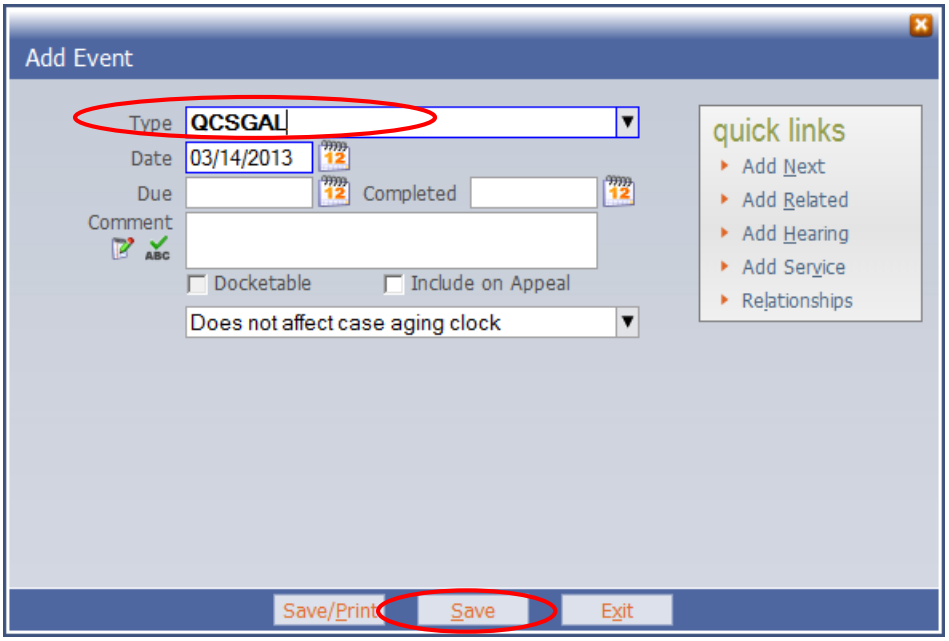
Cases with a GAL or CASA Appointed:

When a case has a guardian ad litem (GAL) or court appointed special advocate (CASA), follow this process:

1. *Use* "**Find a Case**" to find the case that used the GAL/CASA.

2. *Go to* the **Events tab** and click the plus (+) sign.

3. *Add* an event to the case with the code "**QCSGAL**".



4. *Click* **Save**, then save before exiting the case. The GAL/CASA usage is recorded for QCSR reporting and will be counted on the next report.

Cases Under Advisement

(Part V, 2. a and b):

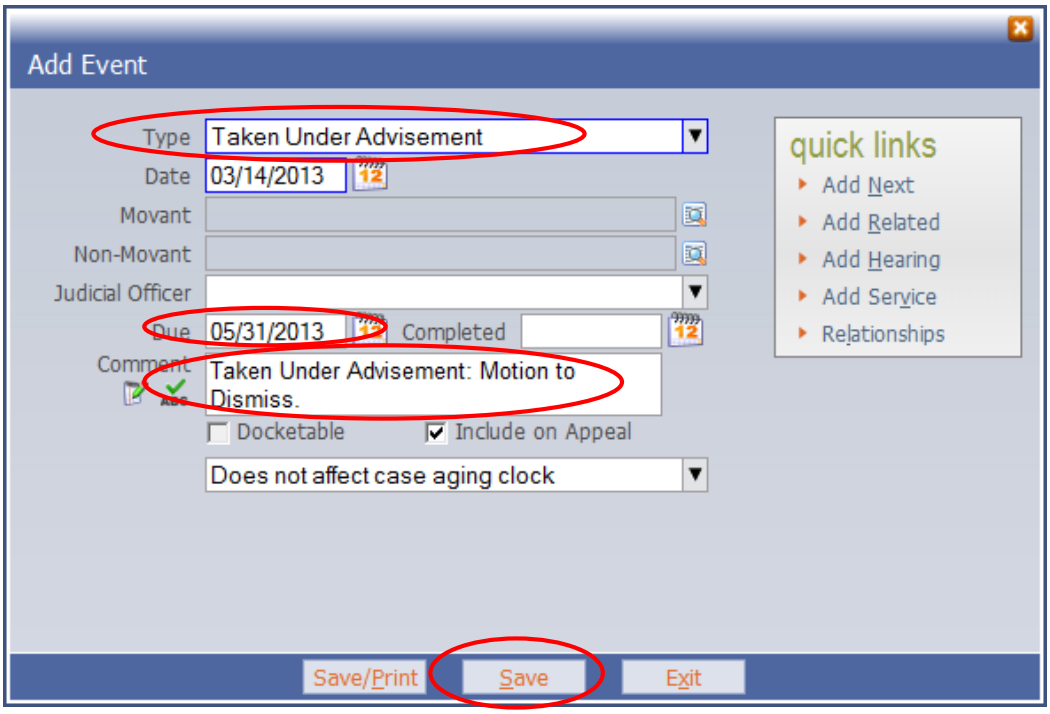
a) Number of cases that the reporting judge has under advisement at the end of the quarter.

(Include all cases for which the reporting judge is responsible in this court, including redocketed and cases heard by a magistrate, commissioner, referee, or hearing officer.)

1. *Use* "**Find a Case**" to find the case that has been taken under advisement.

2. *Go to* the **Events tab** and *click* the plus (+) sign.

3. *Add* an event to the case with the code "JAD" (Taken Under Advisement), *enter* the appropriate **Due date**, and *identify* what was taken under advisement in the **Comment** field.



4. *Click* **Save**, and save prior to exiting the case.

5. Once the ruling is made (in this example, on the Motion to Correct Errors) you'll add the **Completed** date to the event.

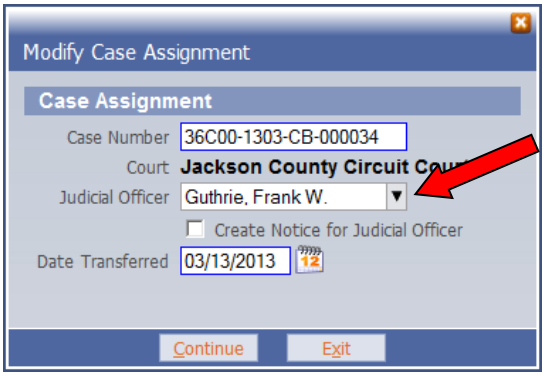
6. The QCSR report in ICOR will automatically populate the total number of cases (all case types expect CBSJ) that were taken under advisement more than 90 days prior to the end of the quarter and which remain under advisement (no Completed Date entered.)

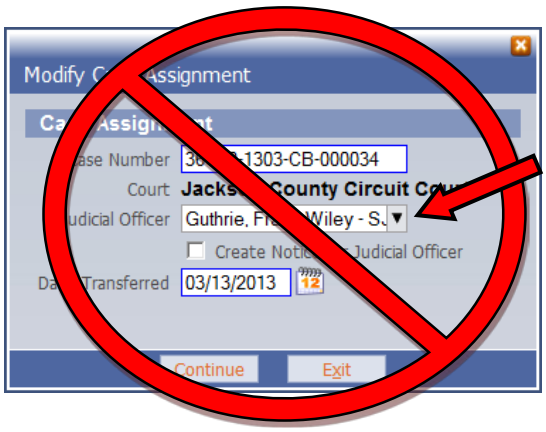
b) To determine the number of cases that the reporting judge has under advisement in which the reporting judge is serving as Special Judge:

1. The special Judge cases, where your judge has accepted the Special Judge assignment, will be initiated or will have already been initiated as a **CB-Special Judge (QCSR Use Only)** case type in Odyssey.

   The **Judicial Officer** will be the reporting judge's name (without the "Special Judge" designation. For example:

DO NOT SELECT THIS ONE:





2. The event code of "JAD" (Taken Under Advisement) will be added as described above.

3. The QCSR report in ICOR will automatically populate the total number of cases (only CBSJ) that were taken under advisement more than 90 days prior to the end of the quarter and which remain under advisement (no Completed Date entered.)

Certified Problem Solving Court

(i.e. Drug, Reentry, Mental Health, Veteran's Court) or Supreme Court Family Court Project

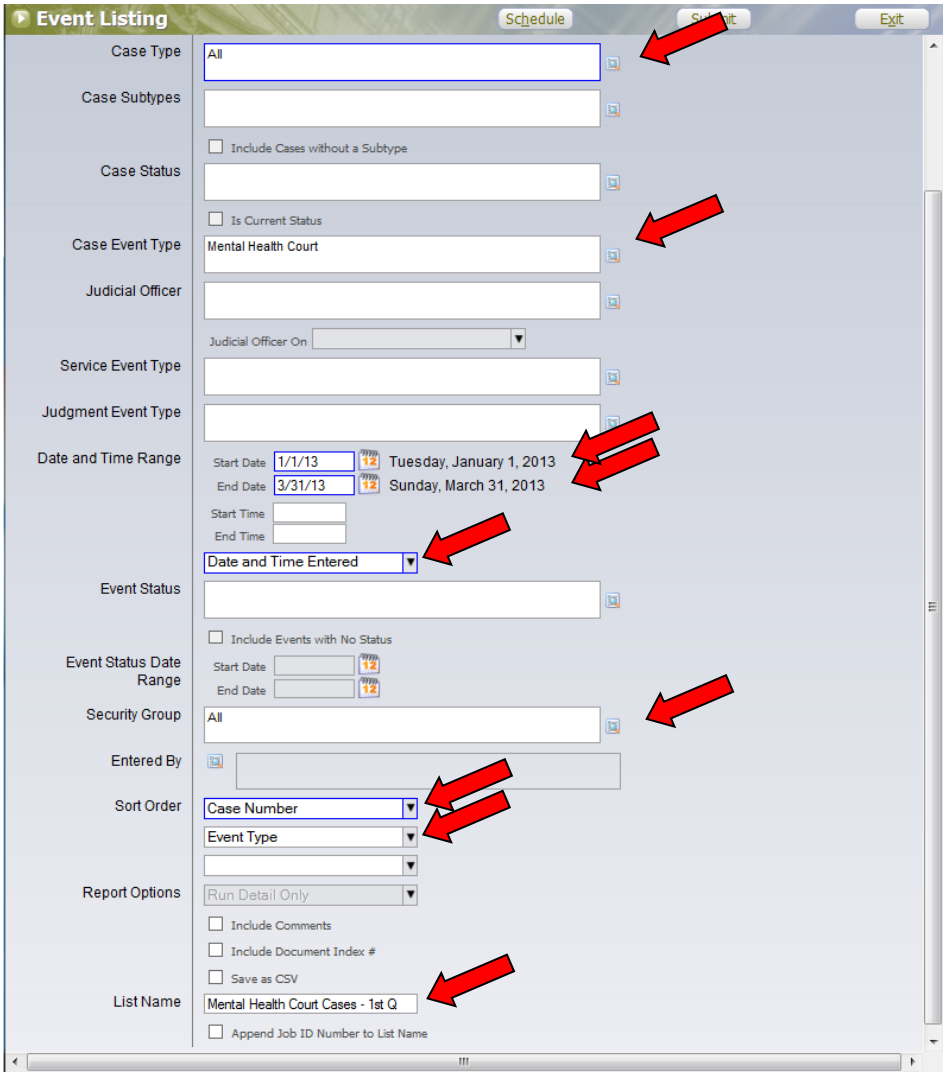
If your Court is a Certified Problem Solving Court (i.e. Drug Court, Reentry Court, Mental Health, Veteran's Court) or Supreme Court Family Court Project, you'll use the following process:

1. When a case is assigned to a Certified Problem Solving Court or Supreme Court Family Court Project you'll add the appropriate event. For example:
   Add an event to the case with the code **"QCSDC"** for Drug Court cases.
   Add an event to the case with the code **"QCSRE"** for Reentry Court cases.
   Add an event to the case with the code **"QCSMH**" for Mental Health cases.
   Add an event to the case with the code **"QCSVCPC"** for Veteran's Court cases.
   Add an event to the case with the code **"QCSFAM"** for Supreme Court Family Court Project cases.

2. At the time you're compiling the QCSR Report you'll run an **Event Listing Report** for the respective events to review the number of cases initiated for the certified court during the reporting period.

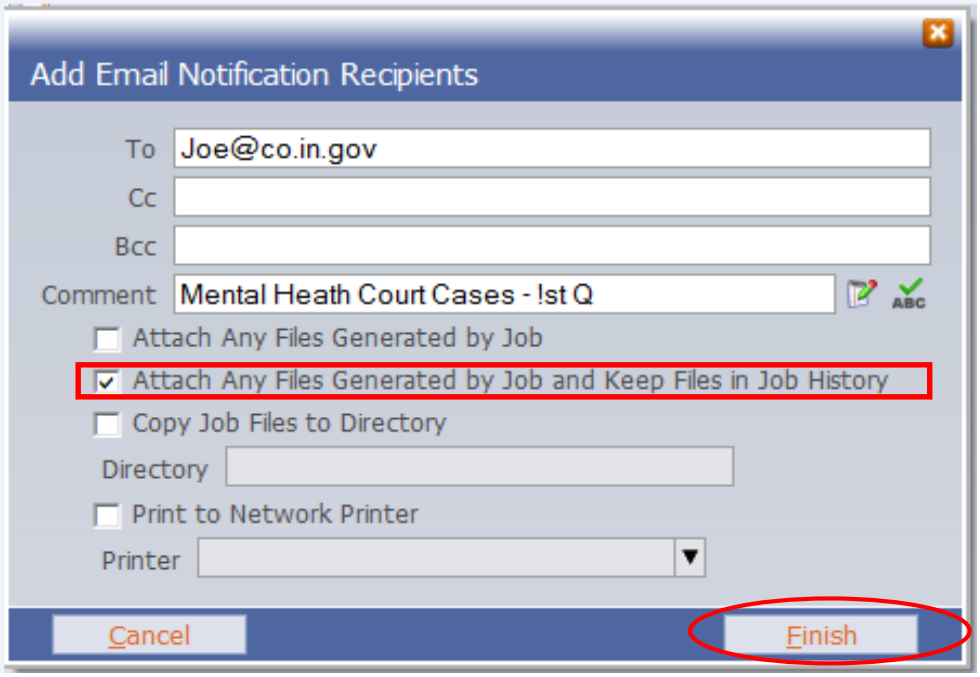
3. *From the left Navigation menu, Click* on **Reports → Case Management → Event Listing**.

4. *Complete* the report fields as demonstrated:

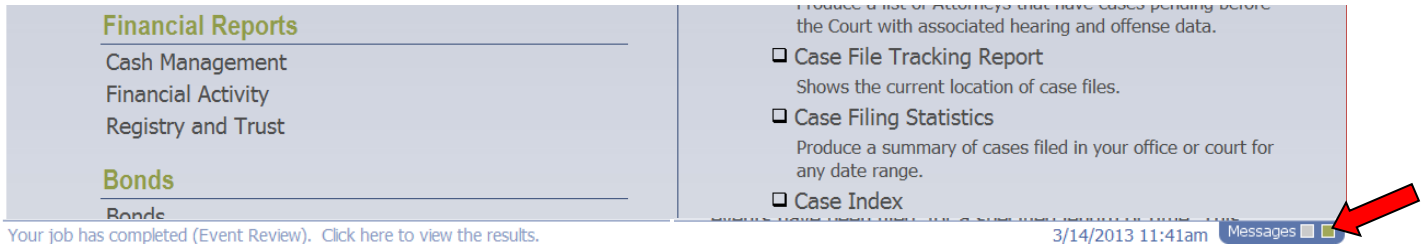


5. *Click* the green **Submit** button at the top to queue the report to run.

6. *Type* in the desired email address(s). *Select* the 2nd option box. *Click* **Finish** to submit the report to the job queue.



7. You will receive a message stating, "**Your job has completed (Event Listing). Click here to view the results"** in the message indicator area at the bottom of the screen. You can *click* on the green **message indicator light** at the bottom right.



8. You can view, print, (or email) the report.

QCSR Errors-QCSERR

Manually converting old cases or correcting cases with QCSR Errors – Add "QCSERR" Event with "Comments"

A. When cases are manually converted, the **QCSERR** event along with a comment of "QCSR Subtraction," should be added to each case.

1. If you're entering an old case (a case filed prior to Odyssey) that has been statistically closed, the comment should say "**subtract from new filing and other**". These cases should be totaled and subtracted from both grid columns (New Filing and Other) before inputting the QCSR report in ICOR.

2. If you're entering an old case (a case filed prior to Odyssey) that hasn't been statistically closed, then the comment should say "**subtract from new filings**." These cases should be totaled and subtracted from the new filing column (New Filings) before inputting the QCSR report in ICOR.

B. If one of the QCSR tracking items has been added to a case in error, the "**QCSERR"** (QCSR Error) event and correcting comments should be added to the case. The **Comments** box should contain a detailed explanation of what the QCSR correction should be and the Odyssey QCSR Report numbers should be adjusted before entering in ICOR.

1. For *example*, if a case is filed in the wrong court. When this happens, the user needs to transfer the case to the correct court and add the QCSERR event. In the **Comments** box, type "Add a new filing, subtract from Transfer of (which) court".

2. For *example,* if the Indigent Council (QCSIC) event was added to the wrong case, the QCSERR event would be added to that case, along with a **Comment**, stating the "**Subtract from Indigent Counsel**".

3. For *example*, if a party was marked as Pro Se in error. Enter a **QCSERR** event and add a **Comment** "**Subtract from Pro Se**".

Adding the QCSERR Event:

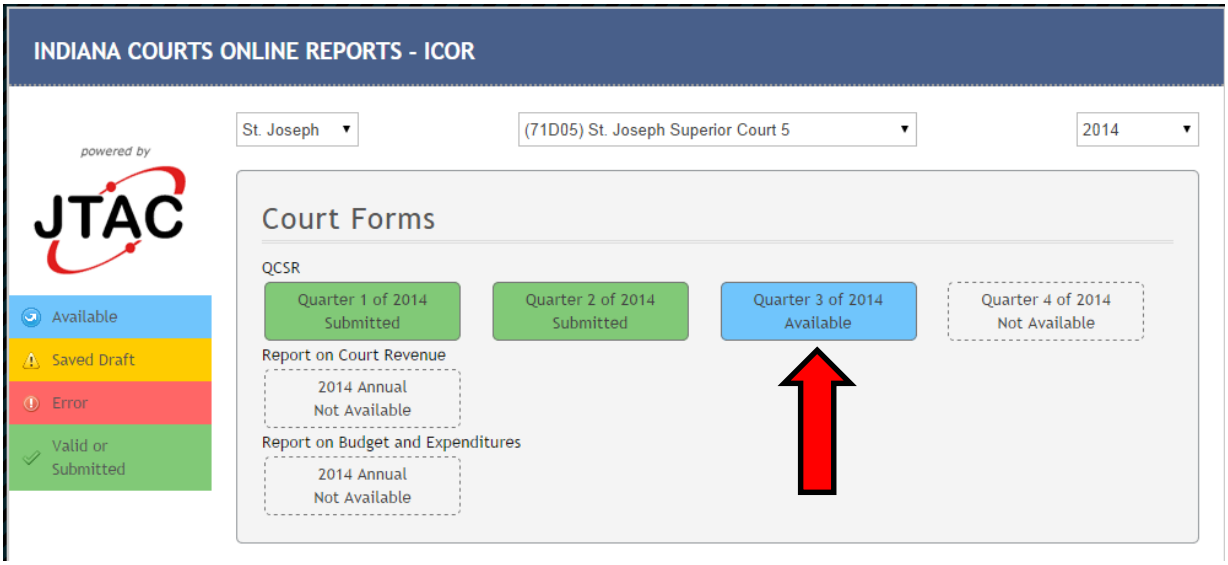
1. *Go to* the **Events** tab of the case that has the error and click the plus (+) sign.
2. *Add* an event to the case with the code "**QCSERR**" QCSR Error. You must add specific **Comments** of what should count or not count for the QCSR.

Note: The **QCSERR** event is different than the **CCIE** event. The QCSERR event is used to document a QCSR data error made on a case. The **CCIE** event is used to close a case when duplicate cases are created or when cases have been initiated or added in error. (**See**: "Duplicate Cases – Closing.") The **CCIE** event allows the case to be excluded from the QCSR totals.

Running the QCSR Report in INcite

The QCSR report will no longer be run out of Odyssey. This report will now be run entirely out of INcite's ICOR application. ICOR will now automatically pull the data from Odyssey. The data will be pulled the first day of every quarter at 12:01 AM to make sure the numbers are the most accurate.

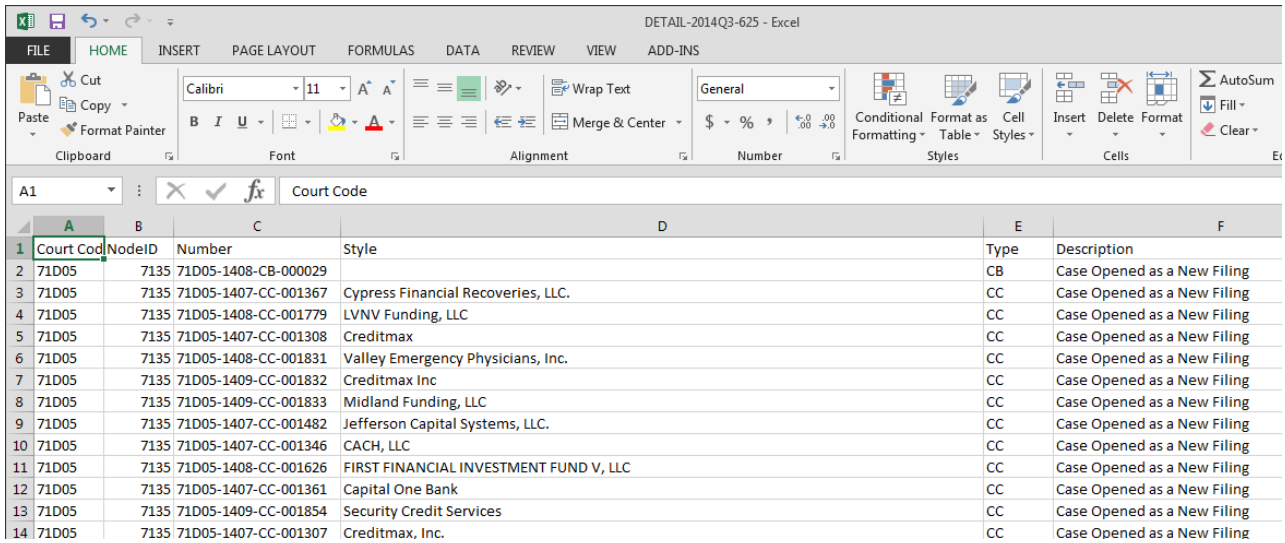
The prior quarter must already be submitted in ICOR and this process will only be available beginning 2014 Q3 and forward.



Click the Available Quarter to view the report. Data will then automatically populate in the boxes. These numbers can be adjusted before the report is submitted if needed.

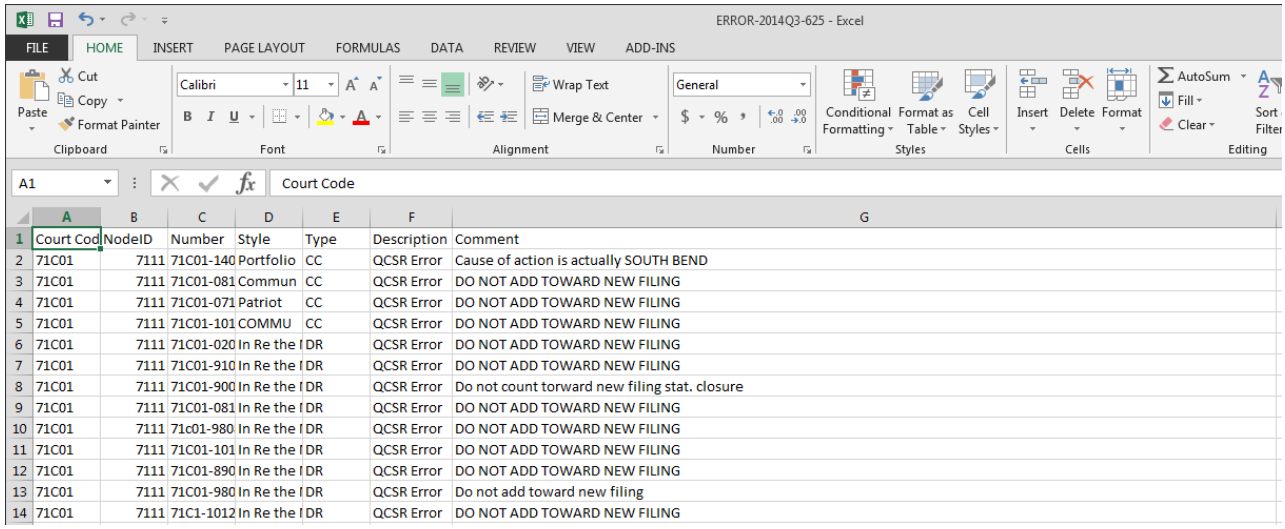
There are now 4 links: Details, QCSERR Events, Ending Pending Cases, and CCIE Events.

- Clicking on the **Details** link will create a list all of the cases that make up the numbers in the grid. It will create a .csv file that you can then view in Excel and will be sorted by Case Type by default.



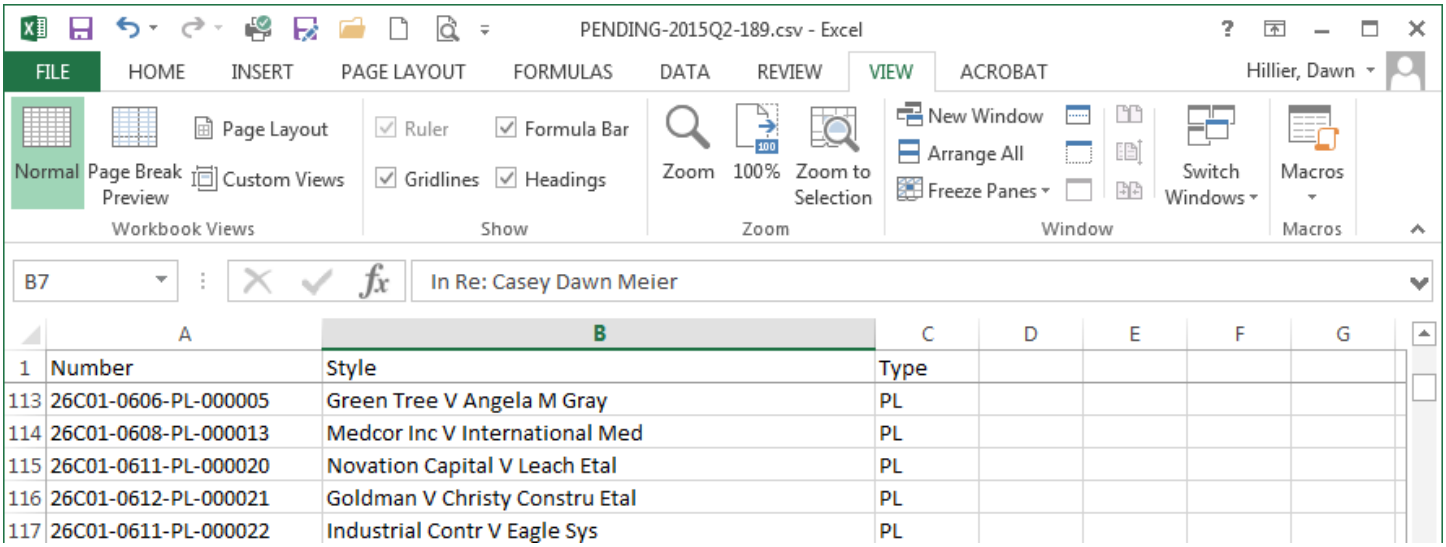
Court Cod	NodeID	Number	Style	Type	Description
71D05	7135	71D05-1408-CB-000029		CB	Case Opened as a New Filing
71D05	7135	71D05-1407-CC-001367	Cypress Financial Recoveries, LLC.	CC	Case Opened as a New Filing
71D05	7135	71D05-1408-CC-001779	LVNV Funding, LLC	CC	Case Opened as a New Filing
71D05	7135	71D05-1407-CC-001308	Creditmax	CC	Case Opened as a New Filing
71D05	7135	71D05-1408-CC-001831	Valley Emergency Physicians, Inc.	CC	Case Opened as a New Filing
71D05	7135	71D05-1409-CC-001832	Creditmax Inc	CC	Case Opened as a New Filing
71D05	7135	71D05-1409-CC-001833	Midland Funding, LLC	CC	Case Opened as a New Filing
71D05	7135	71D05-1407-CC-001482	Jefferson Capital Systems, LLC.	CC	Case Opened as a New Filing
71D05	7135	71D05-1407-CC-001346	CACH, LLC	CC	Case Opened as a New Filing
71D05	7135	71D05-1408-CC-001626	FIRST FINANCIAL INVESTMENT FUND V, LLC	CC	Case Opened as a New Filing
71D05	7135	71D05-1407-CC-001361	Capital One Bank	CC	Case Opened as a New Filing
71D05	7135	71D05-1409-CC-001854	Security Credit Services	CC	Case Opened as a New Filing
71D05	7135	71D05-1407-CC-001307	Creditmax, Inc.	CC	Case Opened as a New Filing

- The **QCSRERR Events** link will create a report listing all of the cases in your county that have the QCSERR event. This report can be used to manually adjust the numbers in the grid. This report replaces the Event Listing report in Odyssey. It will also create a .csv file that you can view in Excel and will be sorted by Court be default.

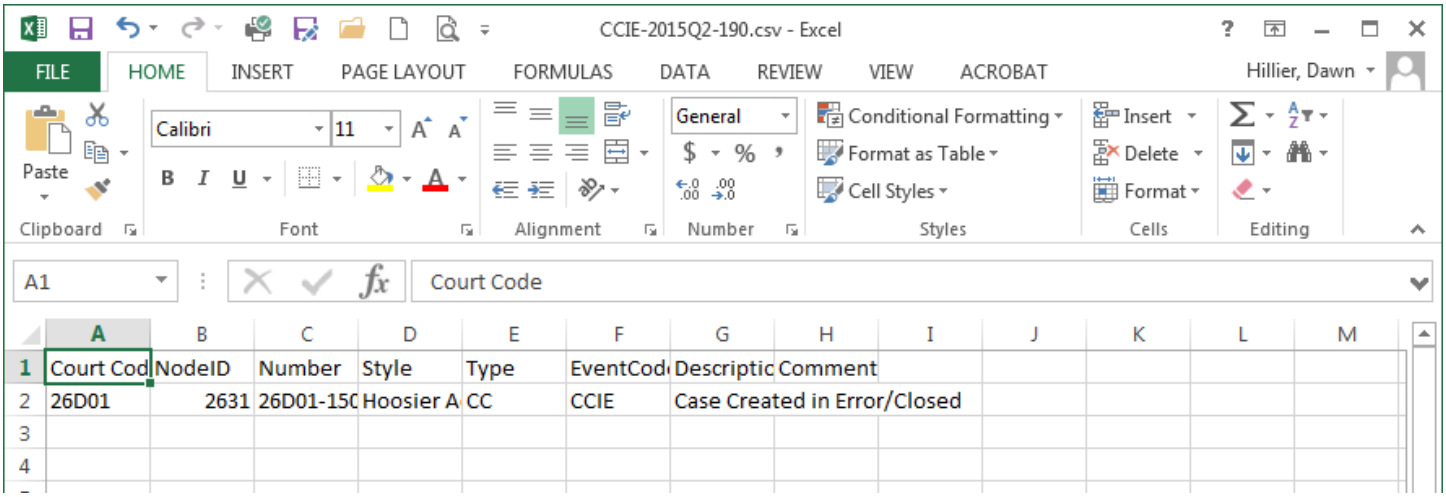


Court Cod	NodeID	Number	Style	Type	Description	Comment
71C01	7111	71C01-140	Portfolio	CC	QCSR Error	Cause of action is actually SOUTH BEND
71C01	7111	71C01-081	Commun	CC	QCSR Error	DO NOT ADD TOWARD NEW FILING
71C01	7111	71C01-071	Patriot	CC	QCSR Error	DO NOT ADD TOWARD NEW FILING
71C01	7111	71C01-101	COMMU	CC	QCSR Error	DO NOT ADD TOWARD NEW FILING
71C01	7111	71C01-020	In Re the I	DR	QCSR Error	DO NOT ADD TOWARD NEW FILING
71C01	7111	71C01-910	In Re the I	DR	QCSR Error	DO NOT ADD TOWARD NEW FILING
71C01	7111	71C01-900	In Re the I	DR	QCSR Error	Do not count torward new filing stat. closure
71C01	7111	71C01-081	In Re the I	DR	QCSR Error	DO NOT ADD TOWARD NEW FILING
71C01	7111	71c01-980	In Re the I	DR	QCSR Error	DO NOT ADD TOWARD NEW FILING
71C01	7111	71C01-101	In Re the I	DR	QCSR Error	DO NOT ADD TOWARD NEW FILING
71C01	7111	71C01-890	In Re the I	DR	QCSR Error	DO NOT ADD TOWARD NEW FILING
71C01	7111	71C01-980	In Re the I	DR	QCSR Error	Do not add toward new filing
71C01	7111	71C1-1012	In Re the I	DR	QCSR Error	DO NOT ADD TOWARD NEW FILING

- The **Ending Pending Cases** link will create a report listing all of the cases in your county that are still pending as of the end of the quarter. This report can be used to manually adjust the numbers in the grid. This report replaces the Pending Cases report in Odyssey. It will also create a .csv file that you can view in Excel and will be sorted by Court be default.



- The **CCIE Events** link will create a report listing all of the cases in your county that are still pending as of the end of the quarter. This report can be used to manually adjust the numbers in the grid. This report replaces the Event Listing report in Odyssey. It will also create a .csv file that you can view in Excel and will be sorted by Court be default.



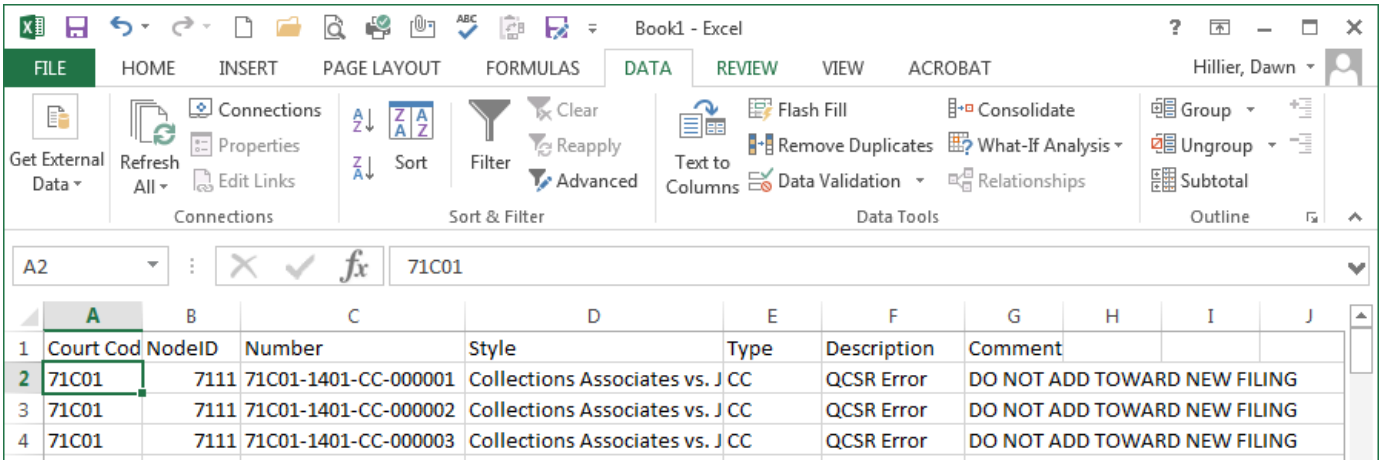
Once you have created, adjusted (if necessary) and reviewed your QCSR reports within ICOR, you will follow the normal process in INcite to complete and submit the reports.

Tips for Sorting and Filtering Data in Excel:

For sorting data:

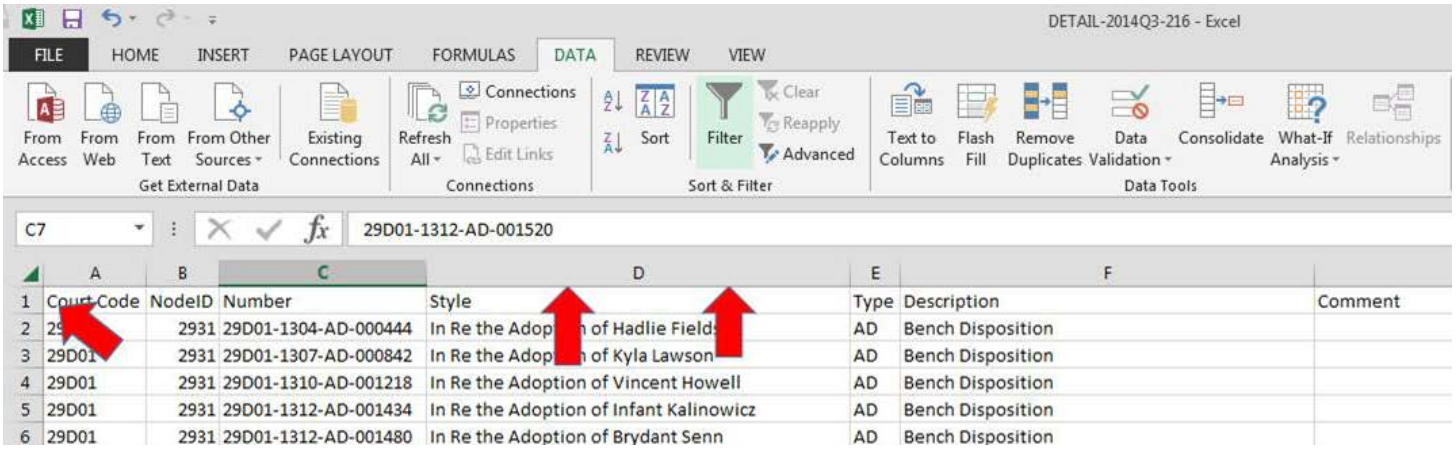
1. In the header, click on DATA.
2. Put your cursor in the column you want to sort by. Then, click if you want to sort from A to Z (also from the smallest to largest value), or for the opposite.

   Select Sort for more advanced sorting options.

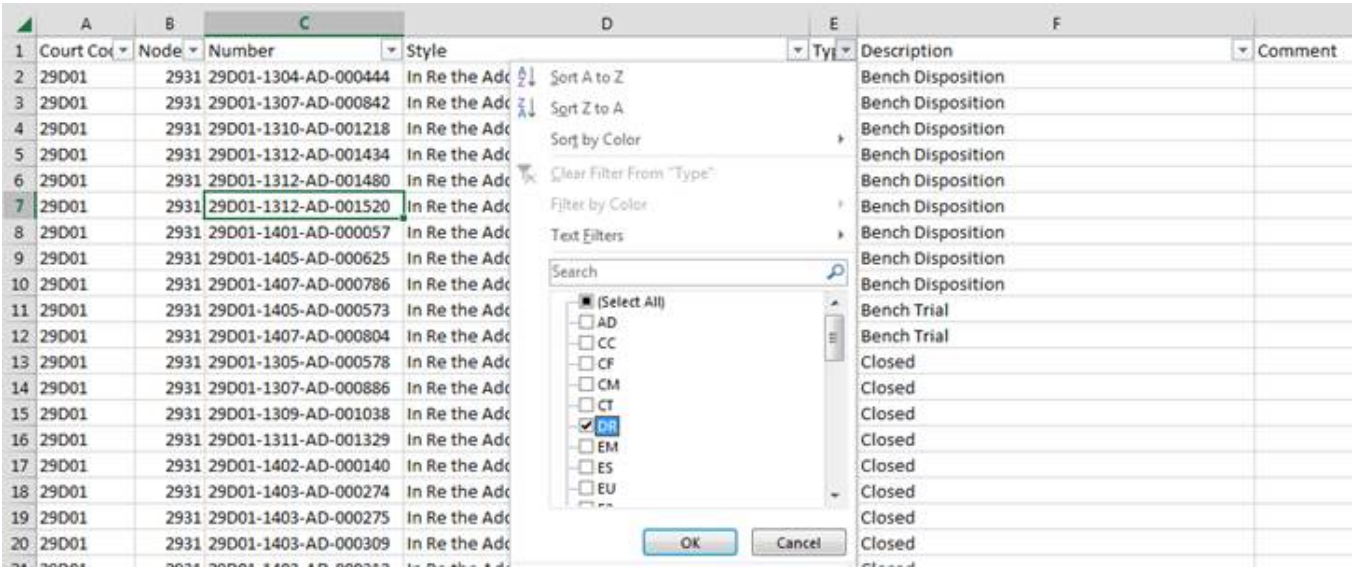


For filtering data:

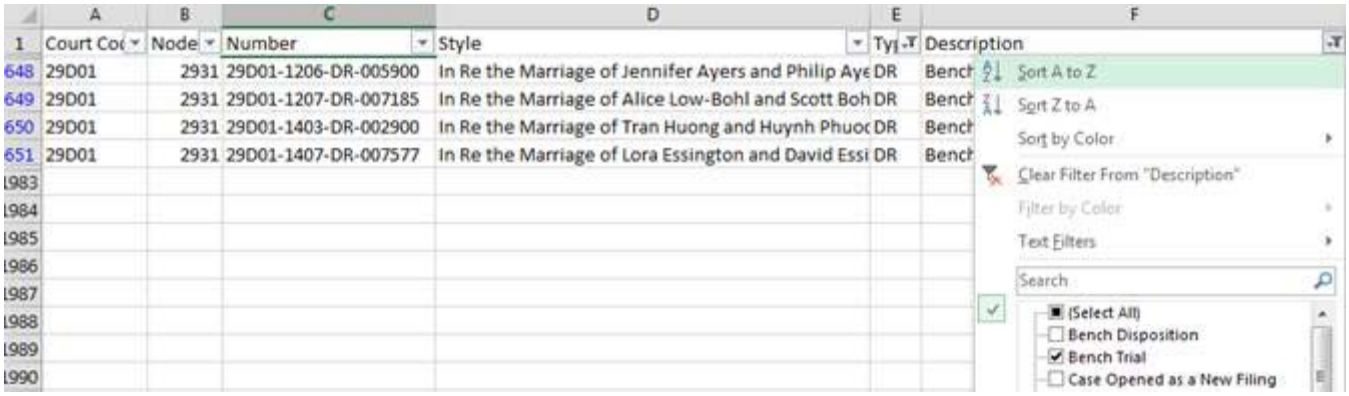
1. Click the triangle button in the upper right of the heading (just above the “1” and to the left of the “A”). This highlights the whole spreadsheet.
2. Click on DATA in the header bar.
3. Click on Filter.



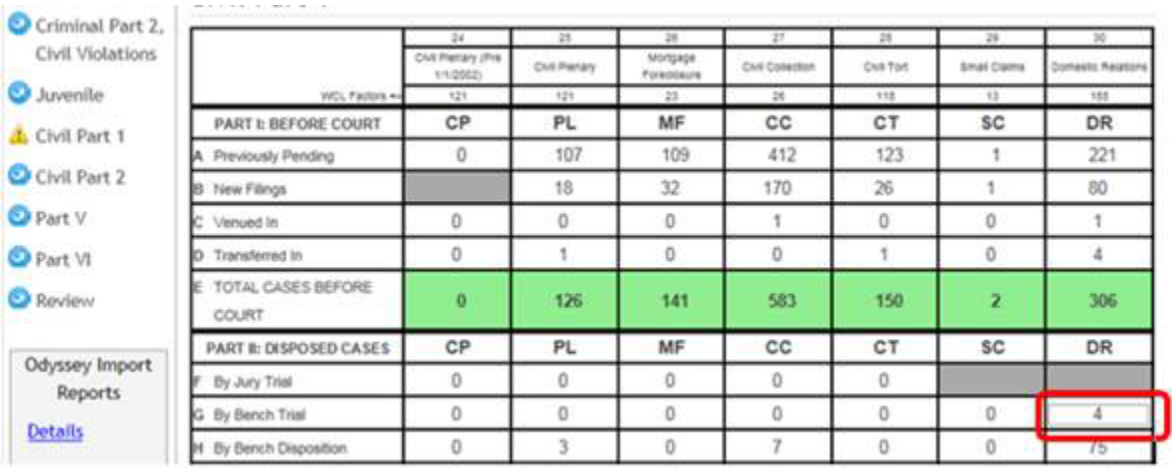
When you do, you will have drop down fields for each column. For example: if you only want to look at DR cases, click the drop down on Type and only check DR.



Then, if you only want to see the DR cases counting in the Bench Trial bucket, select "Bench Trial" in the Description box.

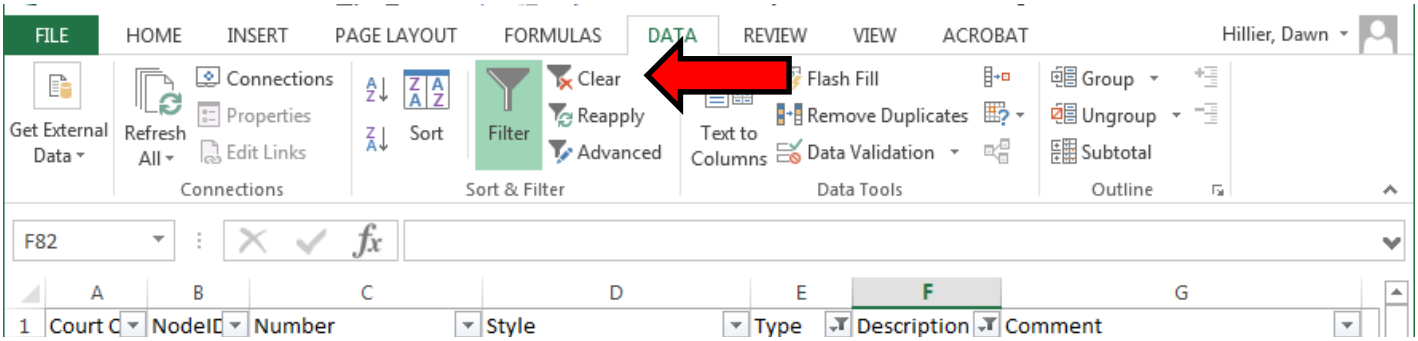


Now you are only seeing the 4 cases that counted as a DR Bench Trial for D01.



	24	25	26	27	28	29	30
	Civil Plenary (Pre 1/1/2002)	Civil Plenary	Mortgage Foreclosure	Civil Collection	Civil Tort	Small Claims	Domestic Relations
WCL Factors →	121	121	23	26	110	13	155
PART I: BEFORE COURT	CP	PL	MF	CC	CT	SC	DR
A Previously Pending	0	107	109	412	123	1	221
B New Filings		18	32	170	26	1	80
C Venued In	0	0	0	1	0	0	1
D Transferred In	0	1	0	0	1	0	4
E TOTAL CASES BEFORE COURT	0	126	141	583	150	2	306
PART II: DISPOSED CASES	CP	PL	MF	CC	CT	SC	DR
F By Jury Trial	0	0	0	0	0		
G By Bench Trial	0	0	0	0	0	0	4
H By Bench Disposition	0	3	0	7	0	0	75

If you need to start over, click “Clear” to filter by different criteria.



Summary for running the QCSR Report

1. Your QCSR items have been captured and tracked in Odyssey as instructed above on each case.

2. Run the Event Listing Report in Odyssey for any Certified Problem Solving Courts (i.e. Drug, Reentry, Mental Health) or Supreme Court Family Court Project to determine the number of cases that were initiated during the reporting period for each court type (Part V, Section 7).

3. Track the Alternate Judge Time for (Part VI) outside of the QCSR Report.

Forgot to add QCSR information?

If you have forgotten to add the QCSR item at the time of occurrence……

QCSR data should be recorded on the case at the time of the occurrence and prior to the end of the quarter in which the activity occurred. However, if you discover a data capture oversight you should add the QCSR item to the case as of the date the oversight was discovered.

QCSR Quarters:

Quarter 1: January 1 – March 31
Quarter 2: April 1 – June 30
Quarter 3: July 1 – Sept 30
Quarter 4: October 1 – December 31

If you have questions regarding this document please contact the Court Technology Help Desk at 1-888-275-5822 or at **helpdesk@courts.in.gov**.

Odyssey QCSR Reporting "Post-It" Reference Sheet

(This sheet is to be utilized in accordance with the cheatsheet – "QCSR Capturing Reporting Data in Odyssey.")

- When a case is received by your court
  - New Filing (Electronically added when the case is initiated in Odyssey)
  - Transferred In (QCSTRAN) (*Can use event but Reassign link captures this data for QCSR.*)
  - Venued In (QCSVEN)

- When a specialty court case is initiated
  - Drug Court (QCSDC)
  - Reentry Court (QCSRE)
  - Mental Health Court (QCSMH)

- When a case is disposed by your court (Statistical Closure)
  - Add only once per case per court after all legal issues and all charges have been disposed of as to each party on the case and should reflect the manner of disposition that used the most judicial time. (The Statistical Closure is not the same as the Case Status.)

- When a case has a Pro Se litigant (check box on Parties Tab

)

- When indigent counsel is appointed
  - In the original case (QCSIC)
  - For appeal (QCSICA) **You will need to run the Event Listing report for this event.

- When the judge in your court is a Special Judge in another Court (QCSSJXX)
  - Add a CB-SJ case and add an event to that case when your Judge is a Special Judge

- When your court has a case using a Special Judge (QCSSPJ)

- When a case is taken under advisement
  - Add the JAD (Taken Under Advisement) event and Due date (Completed Date)

- When interpreter Service is needed

, if used, add (QCSINT)

- When a case is referred to ADR (QCSADR)

- When a GAL or CASA is appointed (QCSGAL)

- When the prosecutor requests:
  - death penalty (QCSDP)
  - life without parole (QCSLWOP)

- When you need to make a QCSR error correction add the QCSERR event and the appropriate comment(s). **You will need to run the Event Listing Report for this event.

NOTE: Please consult with your supervisor or the most current **QCSR Application Guide**, published by State Court Administration, Trial Court Management and Statistics, for QCSR reporting standards and guidelines. The most recent publication can be found here: http://www.in.gov/judiciary/admin/files/courtmgmt-frm-icor-qcsr-application-guide.pdf

QCSR data should be recorded on the case at the time of the occurrence and prior to the end of the quarter in which the activity occurred.

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