



CASE FILE SUMMARY FORM

This summary data sheet can be used to collect information for the purposes of calculating performance measures. The data sheet should be completed as information becomes available and included as a cover sheet in the case file.

CASE INFORMATION

Assigned Prosecutor(s): 1. _____ Case Number: _____
 2. _____ 3. _____

Defendant: _____ DOB __/__/____
 Victim(s): _____ DOB __/__/____

Class of Crime: Felony Misdemeanor

CASE PROCESSING

Dates are used to identify appropriate cases from which to select data for each measure. Resolution date as used in the measures refers to the date the case was closed for non-convictions, or the conviction date for convictions. Filing, closure, and conviction dates are used to calculate Measure 3 (time case to resolution). Continuance information is used for calculation of Measure 4 (prosecutor-initiated continuances).

KEY DATES

Charges Filed: ____ / ____ / ____ Case Closed: ____ / ____ / ____
 Conviction Date: ____ / ____ / ____ Sentencing Date: ____ / ____ / ____

(For cases resulting in a conviction)

If the defendant is subject to a bench warrant for any period of time, please note the date on which the warrant was issued, and the date, if applicable, that it was quashed. (The time period would not be included in calculations of time to case resolution.)

Warrant Issued: / / Warrant Quashed: / /

CONTINUANCE REQUESTS Total Number of Prosecutor-Initiated Continuance Requests (include Both): _____

DATES

REQUESTOR

GRANTED?

__/__/____	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Defendant	<input type="checkbox"/> Both	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__/__/____	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Defendant	<input type="checkbox"/> Both	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__/__/____	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Defendant	<input type="checkbox"/> Both	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__/__/____	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Defendant	<input type="checkbox"/> Both	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__/__/____	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Defendant	<input type="checkbox"/> Both	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__/__/____	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Defendant	<input type="checkbox"/> Both	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__/__/____	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Defendant	<input type="checkbox"/> Both	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__/__/____	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Defendant	<input type="checkbox"/> Both	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__/__/____	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Defendant	<input type="checkbox"/> Both	<input type="checkbox"/> Yes	<input type="checkbox"/> No
__/__/____	<input type="checkbox"/> Prosecutor	<input type="checkbox"/> Defendant	<input type="checkbox"/> Both	<input type="checkbox"/> Yes	<input type="checkbox"/> No





CASE FILE SUMMARY FORM, CONT.

CASE PREPARATION/VICTIM SATISFACTION

Use for calculations of Measures 1 (use of evidence collection checklist), 2 (use of expert consultants), and 5 (victim satisfaction ratings). Refer to the sample evidence collection checklist, expert consultant assessment form, and victim survey.

- Was an evidence collection checklist completed? Yes No
- Was an expert consulted on this case? Yes No
- Was the victim satisfaction survey completed and returned? Yes No

CASE OUTCOMES

Use for calculations of 6 (early payment of restitution), 7 (supervised sentences), and 8 (contact restrictions).

HOW CASE WAS CONCLUDED

- Charges withdrawn by prosecutor
- Not guilty verdict
- Guilty verdict
- Case dismissed by judge
- Guilty plea (including Alford pleas)
- Defendant assigned to deferred prosecution program*

* Do not include deferred prosecution cases when calculating Measure 3 (time to case resolution).

CONDITIONS AND TERMS OF SENTENCE

- Jail/Prison
- Referral for Assessment
- Treatment/Intervention Program
- Restrictions on Future Employment/Volunteer Opportunities with Elderly Clients
- General Probation (unsupervised)
- Supervised Probation
- Court Review Hearings

VICTIM CONTACT RESTRICTIONS

- No contact with Victim
- Supervised Contact
- No Restrictions

RESTITUTION

- Yes No

If restitution was ordered, how much restitution was paid prior to or at sentencing?

- None paid
- Paid in part
- Paid in full