THE SUPREME COURT *of* OHIO

Instructions on Using the eStats Web Portal

A. GENERAL INFORMATION

On July 1, 2013, changes to Rule 37 of the Rules of Superintendence for the Courts of Ohio went into effect that create a means for judges to submit electronically their caseload statistics. Submissions will be done through the Supreme Court's new eStats Web portal.

Judges (or their authorized staff) will upload their reports using standardized Excel file templates. Judges also have the option instead to upload their statistics via a direct connection between their case management systems and the Supreme Court's system using a file transfer protocol (FTP) process. Courts interested in using the FTP process should instruct their case management system developer or vendor to contact the Supreme Court's Information Technology Division in order to begin the process of establishing the FTP process.

In addition to providing the interface for uploading the Excel-based reports, the eStats portal also includes a means for a court's judges and staff to download reports concerning their caseload statistics, which also include some automatically-calculated performance measures.

B. HOME PAGE

A link to the eStats Home Page can be found at *OhioCourts.gov.* The eStats Home page contains copies of these instructions, the Excel file report templates, technical specifications for using the FTP process, and copies of the applicable Rules of Superintendence concerning electronic filing of caseload statistics.

C. LOGIN CREDENTIALS AND THE ROLE OF THE ADMINISTRATIVE JUDGE

Under Sup.R. 37(B)(2), a court's administrative judge is responsible for ensuring the security of the court's eStats login password.

Login credentials (Court ID and password) have been established for each *court*, not each judge. Through that single set of login credentials, all submissions for the judges of the court will be accomplished.

Courts are encouraged to adopt a local rule or internal operating procedures addressing the internal sharing and maintenance of the court's eStats password. The Case Management Section will be able at any time to reset a court's password upon the request of the court's administrative judge.

D.   LOGGING INTO THE PORTAL

Courts logging into the eStats portal for the *first time* will need to enter an email address which will serve as the court's **Master Email** associated with its login credentials.

That Master Email will only be used for account maintenance purposes (such as password reminders or resets). Notifications of successful report submissions will be sent instead to the designated **Notification Email** (more on this below).

Step 1 **Access the Portal.**

Go to the eStats Home page at http://www.sc.ohio.gov/JCS/casemng/estats and click on the **eStats Portal** link.

Step 2 **Enter Your Court's Log in Credentials.**

In the log in box, enter your court's Court ID number and password (each court's administrative judge was sent a letter containing their Court ID and password; in addition a list of all courts and their Court ID numbers is available on the eStats Portal login screen). Click the "Login" button.

Note that passwords are case sensitive.

Step 3 **Enter the Master Email Address.**

First time users will be prompted to enter their court's Master Email. A notification will be sent to that email address confirming the email has been saved to the court's account. After entering the court's Master Email, you will be logged in and may proceed to upload reports or view your court's statistics.

You may change your court's Master Email at anytime by first logging in and then clicking on the **Change Master Email** link at the top of the main portal page.

E.   PREPARING THE REPORTS FOR UPLOADING

All submissions through the eStats Portal must be accomplished using the *specially-prepared Excel templates*, which can be found on the eStats Home Page.

The caseload statistics portion of the templates mirror the general layout of the traditional hard copy report forms. However, the reports also contain special header information in order for the upload process to work properly.

Step 1 Download and Save the Excel Template.

Download the specific template or templates that you'll need and save them as new documents to your local servers so that you can use to prepare your reports each month.

If your current case management system produces a report form, you must transfer the caseload statistics into the eStats template, even if the report that your system produces is an Excel file itself.

Step 2 Fill Out the Header Portion.

The data in the header portion is used to identify the judge and the report period associated with each submission. The header elements are:

- **Judge's Attorney Registration Number** – Judge's Attorney Registration Numbers can be found online at http://www.supremecourtofohio.gov/AttySvcs/AttyReg/Public_AttorneyInformation.asp

- **Judge's name** – There is no specific requirement for how to show the name. This box is designed for you to readily see which judge the report is associated with.

- **Notification email** – This is the email address to which final submission confirmations (or error notifications) will be sent. It does not need to be the same as your court's Master Email address.

- **Court/County** – Common pleas court forms include a County field. Municipal and County Court forms include a Court Name field.

- **Date of most recent case inventory** – The template will accept most ordinary formats of month, day, and year combinations.

3

- **Report month** – For all non-probate reports, enter the report month using the *MM* format. For probate reports, which are done quarterly, select the applicable quarter from the drop down menu (e.g., for Quarter 1, select "Jan. to Mar.").

- **Report year** – Enter using *the YYYY* format.

Step 2 Fill Out the Caseload Statistics Portion.

Note that there are several automatically-calculated items on the report: (1) the data in the *totals rows* (e.g., Form A, Line 4 and Line 19), (2) the data in the *Total column* (e.g., Form A, Column T), and (3) the *pending end of period* values (e.g. Form A, Line 20).

All cells in the caseload statistics portion of the report must have a value of either zero or some positive number. No cells can be left blank.

Step 3 Save the Excel File Locally.

You are free to name the Excel files in whatever manner makes sense to you. The file name itself has no bearing on how the eStats process functions.

In the upload process, you will have to navigate to your locally-saved copy of the Excel file. Accordingly, you should name the file in a manner that allows you to easily identify what judge and month (perhaps also form type if your court has, for example, common pleas general and domestic relations jurisdiction).

Once the Excel file has been fully completed and saved locally, the file is ready to be uploaded.

F. UPLOADING REPORTS

Step 1 Select File(s) to Upload.

Once you are logged in, click on the **Upload Reports** link at the top of the screen to go to the main upload screen. There you will be able to see which specific report is due and see information concerning the last reports you submitted to the Case Management Section.

To upload a report (or a set of reports simultaneously), click on the **Browse** button (if you're using Internet Explorer) or the **Choose Files** button (if you're using Chrome or Firefox). Doing so will open a dialog box on your computer allowing you to navigate to and select the applicable Excel file or files for uploading.

If you're using Internet Explorer version 9 or older, you will be required to upload one file at a time. Internet Explorer 10 and above, and Chrome, allow you to select more than one file simultaneously.

Step 2 Submit the File(s).

After loading the file into the browse/choose file box, click the **Upload Report** button.

If all of the cells have values and the header information is complete, in a few moments you will see a pop-up message advising you that the file was received and to check within five minutes for a final confirmation email which will be sent to your Notification Email.

If there were any blank cells or missing information in the header, you will see an immediate pop-up message alerting you to the error. Make the appropriate corrections and reload the file.

Special note regarding multi-file uploads
If you are able to upload multiple files simultaneously (because you are using Internet Explore 10 or above, or Chrome), the system will treat the set of files as a single batch and, if any one of the files has missing information, the *entire batch* will be rejected. Information will be provided in a pop-up message advising you of the specific errors you will need to correct. If that happens, simply make the corrections and resubmit the *entire set* of reports again.

Step 3 Confirm Report was Fully Validated.

Note that seeing the immediate "*File(s) Successfully Received*" pop-up message does not mean that the data was fully validated against the judge's caseload statistics in the Supreme Court's database. The final validation process can take up to five minutes.

In order to determine that your report was fully validated and loaded into the Supreme Court's database, you will need to check the email inbox of the Notification Email designated on the Excel file.

If your file(s) contained errors (e.g., the number of cases reported as pending at the beginning of the month does not match the number of cases reported as pending at the end of the prior month's report), you will receive an email to the Notification Email that your submission was unsuccessful and the reasons for rejection will be specified in the email.

G.   RETRIEVING STATISTICS

A key feature of eStats is the ability to retrieve, view, and download or print reports showing your court's previously-submitted data. You must be logged into the portal in order to view your statistics. Courts who are opting to use the FTP submission process may log in and view their statistics using this process as well.

> **Step 1**   **Click on the View Statistics Link.**
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> Click on the **View Statistics** link at the top of the main screen to open up the report generator screen.
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> **Step 2** **Select Form Type, Judge, and Time Period.**
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> First select the report form type you are interested in retrieving. Users in multiple-judge courts may select either an individual judge or have the system aggregate all of their judges' statistics together into a set of courtwide data. Select a single month or a range of months. Click on the **Create Report** button to view your data.
>
> **Step 3** **View, Print, or Export the Data.**
>
> Once your report is on the screen, you may print it using the printer icon or, using the export selector feature, choose an export option and download the data. The PDF option is fully optimized to fit on a single sheet of paper.

The eStats report is essentially identical to the standard Supreme Court report but has two important new features: (1) the Clearance Rate for each case type, across the entire time period range of the report you selected, and (2) the Overage Rate for each case type.

Note that the Overage Rate value pertains only to the last month of the range of months constituting the report data. For example, if you selected January 2013 through December 2013, the Overage Rate data is reflective of the December 2013 data only.

Similarly, when you view data aggregated across two or more months, the pending beginning of period values reflect only the first month in the range of months. And, the pending end of period and pending over time guidelines values reflect only the last month in the range of months.

Note that reports generated for a specific judgeship will show the current seatholder's name. For example, if Judge Jane Doe assumed office on January 1, 2013 and a report is run showing aggregate statistics spanning the two-year range of January 1, 2012 through December 31, 2013, the report will show Judge Doe's name at the top of the report although she was only the seatholder for a portion of that time period.

H. AMENDING PRIOR REPORTS

If you need to submit an amended report, you may do using the eStats process but only for your most recently-submitted report. For example, if you need to amend your report for the month of July, you may do so using the eStats process. However, once your August report has been submitted, you would not be able to submit amendments to your July (or any earlier) report.

If you need to submit an amendment to a previously-submitted report (and that report period is further back in the past than the your most recently-submitted report) you may do so but you will need to email the fully-complete Excel template to the Case Management Section at casemgmt@sc.ohio.gov.

I. VACANCIES

Due to the manner in which the Supreme Court's statistics database is set up, when a judgeship is vacant, we retain the last seatholder's name with the statistics we collect during the vacancy.

If your court experiences a vacancy, statistical reports concerning the vacant judgeship's docket should continue to be routinely submitted. The Supreme Court's system will anticipate receiving those reports, bearing the previous judge's name and Attorney Registration Number.

Once a successor judge is appointed or elected to fill the vacancy, the Supreme Court's records will be updated and immediately anticipate receiving reports bearing the new judge's name and Attorney Registration Number.

J. HELP AND SUPPORT SERVICES

If you have questions about using the eStats portal or have questions about statistical reporting in general, please contact the Case Management Section at 614.387.9413 or via email at casemgmt@sc.ohio.gov.

If you have trouble logging into the eStats portal, you may also contact the Supreme Court's Help Desk at 614.387.9980.