



JUDICIAL COUNCIL
OF CALIFORNIA

COURT EXECUTIVES
ADVISORY COMMITTEE

COURT EXECUTIVES ADVISORY COMMITTEE

JUDICIAL BRANCH STATISTICAL INFORMATION SYSTEM
SUBCOMMITTEE

MATERIALS FOR OCTOBER 5, 2018

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www.courts.ca.gov/ceac.htm
ceac@jud.ca.gov

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COURT EXECUTIVES ADVISORY COMMITTEE

JUDICIAL BRANCH STATISTICAL INFORMATION SYSTEM SUBCOMMITTEE

NOTICE AND AGENDA OF OPEN MEETING

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1) and (e)(1))
THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS
THIS MEETING IS BEING RECORDED

Date: October 5, 2018
Time: 10:00 a.m. - 11:00 a.m.
Public Call-in Number: 1-877-820-7831 Pass Code: 9857922 (Listen Only)

Meeting materials will be posted on the advisory body web page on the California Courts website at least three business days before the meeting.

Members of the public seeking to make an audio recording of the meeting must submit a written request at least two business days before the meeting. Requests can be e-mailed to ceac@jud.ca.gov.

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

Call to Order and Roll Call

Approval of Minutes

Approve minutes of the June 6, 2018 and August 10, 2018, Judicial Branch Statistical Informational System (JBSIS) Subcommittee meetings.

II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1))

This meeting will be conducted by electronic means with a listen only conference line available for the public. As such, the public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to ceac@jud.ca.gov or mailed or delivered to Judicial Council of California, 455 Golden Gate Avenue, San Francisco, CA 94102, attention: Mr. Chris Belloli. Only written

comments received by 10:00 a.m. on October 4, 2018, will be provided to advisory body members prior to the start of the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1-6)

Item 1

Update on Dispute Resolution Process

(No Action Required)

Receive an update on the implementation of a new dispute resolution process.

Presenter(s)/Facilitator(s): Mr. Jake Chatters, Chair, JBSIS Subcommittee

Item 2

Update on Data Integrity Standards

(No Action Required)

Provide a revised timeline for the development of data integrity standards.

Presenter(s)/Facilitator(s): Mr. Jake Chatters, Chair, JBSIS Subcommittee

Item 3

Provide Input on JBSIS Subcommittee Workplan for 2019

(No Action Required)

Request input on proposed items to include in CEAC's new annual agenda for 2019.

Presenter(s)/Facilitator(s): Mr. Jake Chatters, Chair, JBSIS Subcommittee

Item 4

Proposed Timeline and Process for Courts to Report JBSIS v2.3 and v3.0 Data

(No Action Required)

Receive an update on a proposed timeline and process for courts to report JBSIS data based on the current v2.3 standards and the new v3.0 standards. The current v2.3 standards apply to data reported up through June 2018 and will be used in next year's budget development process. The new v3.0 standards were approved by the Judicial Council in January 2018 and will govern JBSIS data effective July 2018.

Presenter(s)/Facilitator(s): Mr. Chris Belloli, Supervising Analyst, Judicial Council, Budget Services, Office of Court Research

Item 5

**Update on Implementation Activities for Reporting Revised JBSIS Standards
(No Action Required)**

Receive an update on ongoing implementation activities and coordination with case management system (CMS) vendors for the revised JBSIS data standards.

Presenter(s)/Facilitator(s): Mr. Chris Belloli, Supervising Analyst, Judicial Council,
Budget Services, Office of Court Research

Item 6

**Update on Revised JBSIS Implementation Manual v3.0
(No Action Required)**

Receive an update on some of the design and layout changes being considered for the JBSIS Implementation Manual v3.0 that incorporate the revised JBSIS data standards developed by the JBSIS Subcommittee.

Presenter(s)/Facilitator(s): Mr. Chris Belloli, Supervising Analyst, Judicial Council,
Budget Services, Office of Court Research
Ms. Noor Singh, Associate Analyst, Judicial Council, Budget
Services, Office of Court Research

IV. ADJOURNMENT

Adjourn



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MINUTES OF OPEN MEETING

June 6, 2018

11:00 a.m. - 12:00 a.m.

Teleconference

Advisory Body Members Present: Mr. Jake Chatters, Mr. Mike Roddy, Mr. Michael Planet, Mr. Chad Finke, Ms. Kim Turner

Advisory Body Members Absent: Ms. Rebecca Fleming, Ms. Sherri Carter, Mr. Kevin Harrigan

Others Present: Mr. Chris Belloli, Mr. Bryan Borys, Ms. Liane Herbst, Ms. Noor Singh, Ms. Emily Chirk, Mr. Cory Rada, Ms. Leah Rose-Goodwin, Ms. Alicia Boynic

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 11:00 a.m. and took roll call.

Approval of Minutes

The advisory body reviewed and approved the minutes of the Judicial Branch Statistical Information Systems Subcommittee, CEAC meetings.

DISCUSSION ITEMS (ITEMS 1-5)

Item 1

Review the Judicial Branch Statistical Information System (JBSIS) Recommendations from Advisory Committee on Audits and Financial Accountability for the Judicial Branch

Action: Discuss the Advisory Committee on Audits and Financial Accountability for the Judicial Branch's letter to the Court Executives Advisory Committee (CEAC) outlining three issues the 'audits committee' has noticed during the initial pilot audit of JBSIS: 1) court reports are submitted without assigned court numbers; 2) JBSIS does not require courts to correct their JBSIS data; and 3) JBSIS lacks formal guidance for courts on quality control practice prior to submitting JBSIS reports.

Jake Chatters, chair of the JBSIS Subcommittee, mentioned that two of the recommendations would be covered in item 2 later in the agenda, and the third recommendation (reporting

individual case numbers in JBSIS) would be part of the Subcommittee's longer term workplan going forward.

Item 2

Court Data Quality Procedures and Amending JBSIS Reports

Action: The chair of the JBSIS subcommittee reached out to the Superior Court of Los Angeles County to ask if the court would be willing to draft a quality control guideline for the committee to review at the next JBSIS subcommittee meeting. Staff from Los Angeles Superior Court agreed to work with Jake to develop a draft proposal for consideration by the JBSIS Subcommittee at their next meeting.

Item 3

Deployment and Timeframe for Court Testing and Reporting Revised JBSIS Standards

Action: The effective date of JBSIS new definitions is July 2018. JC staff is working with JC's Information Technology office in the development of revised standards for both portal and JBSIS platforms. Lead staff also reported that there is need to upgrade the software and server that support the portal and JBSIS systems. The revised JBSIS is also not yet ready for court testing; and following IT, proposes an implementation date of January 2019.

Item 4

Update on Coordination with Case Management System (CMS) Vendors and Courts

Action: The chair of the subcommittee and lead staff for JBSIS will send a letter to the courts and vendors to communicate the updated reporting model's implementation and guidelines to the courts and vendors. With this letter, courts should receive information on technical specifications sooner. JC staff will continue to work with the courts and answer questions.

Item 5

Draft Proposal for a Dispute Resolution Process

Action: The subcommittee discussed the draft proposal provided. Some of the questions that were brought up are: 1) How many days are allowed during arbitration (while in the Office of Court Research)?; 2) If a dispute turns to an appeal, what is the process and how many tiers for appeals? The subcommittee has agreed that the CEAC would be the first tier for appeals. The second and final tier is yet to be determined. The chair of the committee will reach out to the chair and vice-chair of the CEAC as well as the chair of the Executive and Planning Committee to go over the questions above and obtain direction.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:55 a.m.

Approved by the advisory body on October 5.



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JUDICIAL BRANCH STATISTICAL INFORMATION SYSTEM SUBCOMMITTEE

MINUTES OF OPEN MEETING

August 10, 2018

11:00 a.m. - 12:00 a.m.

Teleconference

Advisory Body Members Present: Mr. Jake Chatters (Chair), Ms. Sherri R. Carter, Mr. Chad Finke, Ms. Rebecca Fleming, Mr. Kevin Harrigan, Mr. Michael M. Roddy, Ms. Kim Turner

Advisory Body Members Absent: Mr. Michael Planet

Others Present: Mr. Chris Belloli, Mr. Bryan Borys, Ms. Liane Herbst, Ms. Heather Pettit, Ms. Noor Singh, Ms. Emily Chirk

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 11:00 a.m. and took roll call.

Approval of Minutes

The advisory body reviewed and approved the minutes of the Judicial Branch Statistical Information Systems Subcommittee, CEAC meetings.

DISCUSSION ITEMS (ITEMS 1-4)

Item 2 (Taken out of order.)

Court Data Quality Procedures and Amending JBSIS Reports

Action: The Audit Committee has sent a letter to the Court Executive Advisory Committee (CEAC) on ways to improve courts' data process before information is submitted to Judicial Branch Statistical Information System Subcommittee. CEAC has deferred the letter to the JBSIS Subcommittee for consideration. Discussion on the request for additional information to be included the JBSIS manual related to courts' process for insuring data quality before submitting the report and also for considering certain requirements for courts to follow before submitting amended data when an error has been identified or when a change has to be made. Representatives from the Los Angeles Superior Court presented their analysis on the subject. At present, the concepts are to be added on the manual as a high-level report

providing foundation for general principles or guidelines for the courts. Moreover, Judicial Council staff has been charged to develop a draft on the additional courts' processes on JBSIS for the subcommittee's discussion in October. The final recommendation would be presented to CEAC for consideration at the January 2019 meeting.

Item 1 (Taken out of order.)

Update on Dispute Resolution Process

Action: Jake summarized the vote by e-mail on August 6 where the JBSIS Subcommittee voted to approve forwarding the JBSIS Dispute Resolution Process to CEAC for approval. The item will be on CEAC's agenda for discussion at the next committee meeting on August 17.

Item 3

Update on Implementation Activities for Reporting Revised JBSIS Standards

Action: Judicial Council staff provided an update on work related to implementation of changes and revisions on reporting to JBSIS. While the effective date was July 2018, actual implementation date has been delayed to January 2019. Information Technology staff joined the meeting to provide the subcommittee status of the configuration changes.

Item 4

Update on Revised JBSIS Implementation Manual v3.0

Action: This item was not heard and will be deferred to the next meeting.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 12:00 p.m.

Approved by the advisory body on enter date.

Proposed JBSIS Subcommittee Items: CEAC 2019 Annual Agenda

<i>Project Title: Ongoing Review and Revisions of JBSIS Reporting Standards</i>	<i>Priority 2</i>
<p><i>Project Summary:</i></p> <p>CEAC will continue to provide oversight responsibility over the Judicial Branch Statistical Information System (JBSIS) through the JBSIS Subcommittee. JBSIS is authorized through California Rules of Court, rule 10.400, and CEAC has oversight responsibility of JBSIS as defined in rule 10.48, which governs CEAC.</p> <p>The JBSIS Subcommittee of CEAC recently updated the filing definitions in JBSIS in order to ensure that consistent, comparable, and accurate JBSIS data is being reported from all courts. CEAC decided to focus first on the filing definitions in JBSIS because of their use in the Resource Assessment Study (RAS) model and, by extension, the Workload-based Allocation and Funding Methodology (WAFM). These revised JBSIS filing definitions were approved by the Judicial Council in January 2018 and have an effective date of July 1, 2018.</p> <p>CEAC will continue to review and seek input from courts on the recent revisions to the filing definitions and recommend additional revisions as needed. CEAC will also identify additional areas in JBSIS for review that will be important for branchwide budget advocacy efforts, monitoring court operations, and workload analysis. This work would include an evaluation of the appropriate types and amount of data that should be collected in JBSIS. Some areas of work in the upcoming year could include a review of:</p> <ul style="list-style-type: none">• Disposition definitions and categories;• Case aging definitions and categories; and• Other event-level data (hearings, continuances, etc.) <p><i>Status/Timeline:</i> Ongoing</p> <p><i>Fiscal Impact/Resources:</i> Information Technology; Judicial Council and Trial Court Leadership; and Office of Court Research</p> <p><i>Internal/External Stakeholders:</i> Superior Courts; and case management system vendors</p> <p><i>JCC Staff Resources:</i> Judicial Council and Trial Court Leadership, Information Technology, and the Office of Court Research (OCR).</p>	

Project Title: Strengthen JBSIS Data Governance Principles

Priority 2

Project Summary:

CEAC will continue work on strengthening data governance principles for JBSIS in order to provide greater transparency and confidence in JBSIS data. The JBSIS Implementation Manual currently contains the data standards, definitions, reporting rules, and technical specifications for JBSIS reporting. The JBSIS Subcommittee of CEAC will work on adding new components to the JBSIS Manual that will document some of these new data governance principles for JBSIS. The JBSIS Subcommittee will also provide input to the Office of Court Research as they develop additional procedures and guidance for courts as part of their regular JBSIS reporting.

The following are areas of ongoing work or planned for the upcoming year:

- Recommend data validation procedures for courts in JBSIS reporting;
- Provide guidelines to courts for how/when to report and amend JBSIS data;
- Implement a new JBSIS Dispute Resolution Process;
- Create a public database with JBSIS Q&A and technical assistance provided by the Office of Court Research for greater transparency and consistency in guidance provided to courts; and
- Provide ongoing input to JCC Audit Services on JBSIS filing audit.

Status/Timeline: Ongoing

Fiscal Impact/Resources: Information Technology; Judicial Council and Trial Court Leadership; and Office of Court Research

Internal/External Stakeholders: Superior Courts; and case management system vendors

JCC Staff Resources: Judicial Council and Trial Court Leadership, Information Technology, and the Office of Court Research (OCR).

The background of the slide features a large, faint, circular seal of the Judicial Council of California. The seal contains the text "JUDICIAL COUNCIL OF CALIFORNIA" around the perimeter and "EUREKA" in the center. The central emblem depicts a figure holding a scale of justice, a bear, and other symbols of law and justice.

Layout Changes in JBSIS Manual 3.0

Chris Belloli, Judicial Council of California
Noor Singh, Judicial Council of California

Summary of Changes

- Information broken out in sections
- Separate section on Filings

Family Law - Report 06a

Overview

FAMILY LAW CASE TYPES represent a major classification category of cases involving family actions, such as marital actions (e.g., dissolution), custody matters, child support, parental rights, adoption, and other types of family law petitions and complaints. A case is the unit of count for family law and consists of the filing of a complaint or petition regardless of the number of defendants or respondents or causes of action listed in the complaint or petition.

Family case types are reported according to one of two data collection and reporting standards:

- **Judicial Branch Statistical Information System (JBSIS):** The JBSIS standards include a more detailed breakdown of cases by case type and disposition than the Portal, and include workload measures, such as the number of hearings
- **Portal:** The Portal standards include fewer case types, dispositions and workload measures than JBSIS. The Portal data elements can be mapped to the JBSIS data matrix, defined below

Filing

The beginning of a family law court case by formal submission of an initial petition or complaint or by the transfer-in of a case from another jurisdiction before the final disposition of the case.

Subsequent petitions or complaints filed in an existing case are not counted as a separate filing with the following two exceptions for the Family Law report:

- **Domestic violence:** Report domestic violence cases as a separate filing even if they are processed as part of an existing case.
- **Department of Child Support Services (DCSS):** Report a DCSS filing when the Department of Child Support Services is party to a child support matter that is filed within an existing dissolution, parental relations, or other type of family law case.

JBSIS and Portal courts report filings in the following locations on the Family Law 06a report:

JBSIS: Filings are reported on row 200

Portal: Filings are reported on row A. Number of cases filed

Although there are different case type categories in JBSIS compared to the Portal, the overall types of family law filings reported should be the same in JBSIS and the Portal. In addition, the rules for counting family law filings in JBSIS and the Portal should be the same.

Case Type Mapping & Definitions

The JBSIS standards include a more detailed breakdown of cases by case type than the Portal but the rules for counting civil limited and civil unlimited filings in JBSIS and the Portal should be the same. The definition for certain more aggregate Portal case types would be made up of the individual definitions of several different types of case types reported in JBSIS. The association of the Portal case type definitions with those definitions for JBSIS case types is shown in the table below:

Portal	JBSIS
06 Dissolution	10 Dissolution with Minor Children
	40 Dissolution without Minor Children
07 Legal Separation	20 Legal Separation with Minor Children
	50 Legal Separation without Minor Children
08 Nullity	30 Nullity with Minor Children
	60 Nullity without Minor Children
65 Parentage	70 Establish Parental Relationship
75 Domestic Violence	80 Domestic Violence Prevention with Minor Children
	90 Domestic Violence Prevention without Minor Children
95 Department of Child Support Services (DCSS)	100 Department of Child Support Services (DCSS)
	110 Department of Child Support Services (DCSS)—UIFSA
125 Other Family Law Petitions and Complaints	120 Adoption
	130 Other Family Law Petitions and Complaints

Please see the following table for Casetype definitions:

Summary of Changes

- Case type mapping and definitions based on JBSIS, Portal, and RAS

Portal	JBSIS
06 Dissolution	10 Dissolution with Minor Children
	40 Dissolution without Minor Children
07 Legal Separation	20 Legal Separation with Minor Children
	50 Legal Separation without Minor Children
08 Nullity	30 Nullity with Minor Children
	60 Nullity without Minor Children
65 Parentage	70 Establish Parental Relationship
75 Domestic Violence	80 Domestic Violence Prevention with Minor Children
	90 Domestic Violence Prevention without Minor Children
95 Department of Child Support Services (DCSS)	100 Department of Child Support Services (DCSS)
	110 Department of Child Support Services (DCSS)—UIFSA
125 Other Family Law Petitions and Complaints	120 Adoption
	130 Other Family Law Petitions and Complaints

RAS Case Category	Portal	JBSIS
Family Law - Marital	Dissolution of Marriage Legal Separation Nullity of Marriage	Dissolution with Minor Children Dissolution without Minor Children Legal Separation with Minor Children Legal Separation without Minor Children Nullity with Minor Children Nullity without Minor Children
Parentage	Parentage	Establish Parental Relationship
Domestic Violence	Domestic Violence	Domestic Violence with Minor Children Domestic Violence without Minor Children
Child Support	Department of Child Support Services (DCSS)	Department of Child Support Services (DCSS) Department of Child Support Services (DCSS)—UIFSA
Other Family Law	Other Family Law Petitions and Complaints Dependency Adoption (Juvenile Dependency Report 09a)	Adoption Other Family Law Petitions and Complaints Dependency Adoption (from Juvenile Dependency Report 09a)



Summary of Changes

- Live FAQ Section

Frequently Asked Questions & General Guidelines

This section addresses frequently inquired data entry questions and provides guidance on the best practices. Additionally, this section is regularly updated to reflect the most recent questions and recommendations provided by the Judicial Council.

Filings – What/How To

- For a case **transferred in from another jurisdiction**, a new filing is counted only if the transfer occurs before the case reaches final disposition, which would be when the case has received a judgment, been dismissed, or is otherwise disposed.
- **Domestic violence cases:** Report domestic violence cases as separate filings and dispositions (JBSIS column 80 or 90; Portal column 75) even if they are processed as part of an existing case.
- **Department of Child Support Services (DCSS):** Report a single filing when DCSS is party to a child support case (JBSIS column 100 or 110; Portal column 95) even if it is processed as part of an existing case. Only a single DCSS filing should be counted when DCSS first enters as party to the child support matter through the filing of a complaint (form FL-600), a Statement for Registration of California Support Order (form FL-650), or a Notice Regarding Payment of Support (FL-632).



Deconstructed Data Matrix Definitions

Family Law – Data Matrix Breakdown

Family Law – CASELOAD/CASEFLOW

CASELOAD/CASEFLOW (unit of count = case) A case is the unit of count and consists of the filing of a complaint or petition regardless of the number of defendants or respondents or causes of action.

Family Law 06a - Data Matrix		00	06	07	08	10	20	30	40	50	60	65	70	75	80	90	95	100	110	120	125	130	
	Pre-JBSIS Family Law																						
	Dissolution																						
	Legal Separation																						
	Nullity																						
	Dissolution w/ Minor Children																						
	Legal Separation w/ Minor Children																						
	Nullity w/ Minor Children																						
	Dissolution w/o Minor Children																						
	Legal Separation w/o Minor Children																						
	Nullity w/o Minor Children																						
	Establish Parental Relationship																						
	Domestic Violence Prevention																						
	DV Prevention w/ Minor Children																						
	DV Prevention w/o Minor Children																						
	Department of Child Support Services (DCSS)																						
	Department of Child Support Services (DCSS)																						
	DCSS-UPSA																						
	Adoption																						
	Other Family Law Petitions and Complaints																						
	Other Family Law Petitions and Complaints																						

Key: Unshaded cell = data expected; Shaded cell = data not expected; if a court feels it is appropriate to report data in a shaded cell, please contact the JCC.

Row	Case Type		Definition
	Portal	JBSIS	
50			
100		00 10-120 130	beginning pending The number of cases awaiting disposition before the first day of a reporting period.
200	05-08 125	10-120 130	filing (+) The beginning of a court case by formal submission of an initial petition or complaint or by the transfer-in of a case from another jurisdiction. <i>What/how to report:</i> Report only one filing even though a petition may contain more than one petitioner. <i>What/how not to report:</i> Do not include cases transferred in for postjudgment activity only. Report post judgment activity in workload.

Row	Case Type		Definition
	Portal	JBSIS	
			Portal: <i>Regulations on Statistical Reporting, Form 1A, Part I, Number of cases filed.</i>
300	05-08 125	00 10-120 130	reopened (+) A case that was previously reported as disposed but is resubmitted to a court. Examples: Reopening after the granting of a motion to vacate judgment, setting aside a dismissal, or reversal on appeal of judgment. <i>What/how to report:</i> Report one disposition for each reopened case. <i>What/how not to report:</i> <ul style="list-style-type: none"> Do not report cases that were closed in error. Since beginning and end pending do not have to match, submit an amended report after the error is corrected. Reopened cases are not aged.
400		00 100	supplemental complaint filed (+) The filing of a supplemental complaint by DCSS (form FL-600) regarding parental obligations (Fam. Code, § 2330.1). Note: Although supplemental complaints occur under other case types, JBSIS captures this information for DCSS cases only.
450		10-120 130	existing case entered in CMS (+) An initial family law petition/complaint not previously entered in the CMS and therefore not reported in pending. <i>What/how to report:</i> Report at the time an event is calendared and the case is entered in the CMS. <i>What/how not to report:</i> Do not include cases calendared for a postdisposition event only. Report postdisposition activity in workload.
460		00 10-120 130	classification of pre-JBSIS case (-/+) Classification of a pre-JBSIS case into a JBSIS civil case type requires two counts in the inventory section: