

INSTRUCTIONS

Iowa Workload Assessment Judicial Recording Form

Record your time from October 16, 2000 to December 8, 2000.

Confidentiality

This workload assessment IS NOT A PERFORMANCE EVALUATION OF INDIVIDUAL JUDGES. One of the most important components of the workload assessment model is the time-study information (i.e., the amount of time a judge spends on his or her caseload, administrative time, non-case-related work time, and traveling). To this end, we need to monitor and track the recording forms we receive. This is the purpose for recording the judge identification number and date on all recording forms. The time-study data we receive from the individual judges is entered into a database that is only used to develop the workload assessment model. Be assured there is no identification of individual judges in the final report. In addition, information on individual judges from the time-study database is not shared with the Iowa Supreme Court or the Office of the State Court Administrator. The data collected is the property of the National Center for State Courts, which is not a public organization subject to Iowa public records law.

General Instructions

The goal of recording judicial time is to account for all judicial work, whether in the courtroom, chambers, or outside the courthouse, for each case type and event. The data collection form is designed to record the time spent on the various case types and activities/events that constitute your judicial workload. The top portion of the form is used to record identifying information that will be used for tracking and validation. Information to be recorded includes: judge number, the county, and the date the work was performed. The remaining sections of the form include check-the-box and fill in the box divisions designed to record the specific case type, the event type, the number of minutes spent on the case type/activity, and the number of cases reviewed, disposed, etc.

Case-Related Activity Record the number of minutes you spend on the different case types.

Record by case type rather than by individual case. Aggregate time may be recorded for all cases that share codes for case type and event. For example, on a single day make one entry for all dissolutions (case type) for which you held a settlement conference (event). In general, you should complete one entry for each case type and event code combination.

Example

If in a three-hour period you conduct two felony (non-violent) arraignments, ten routine, simple misdemeanor arraignments, a felony (OWI) bench trial, and two misdemeanor (violent) bench trials interspersed throughout the docket, you should aggregate the estimated time spent on each case type and event code combination. Thus, you would have a total of four entries on two forms (three entries per form) for this three-hour time period: one entry for the felony arraignments, one entry for all the routine misdemeanor arraignments, one entry for the felony bench trial, and one entry for the misdemeanor bench trials.

Please see the attached sample form.

Event Codes: Each case type must have an associated EVENT recorded. Any administrative time associated with a specific case type should be recorded under that case type. Only one event can be recorded per entry.

Multi-Day Trials: A multi-day trial should have a completed section on one form for each day. For instance, if a civil jury trial lasted three days, then, there would be one completed entry on three separate forms.

Multiple Counts: If the case represents an incident for which multiple counts are filed, such as a felony and a misdemeanor, fill out one entry, for the most serious charge. If a person is charged with two or more counts of the same case type, such as two felonies, fill out only one entry.

Double Counting of Time: If you are truly doing two things at once, it is permissible to double count the time. For example, if you are reading civil or criminal motions for another case while you are hearing a jury trial, complete two entries on a form for the two different activities.

Case Type Definitions

CIVIL: LAW & EQUITY

Tort -- Complex

- P.I.-med/dental malpractice
- P.I.-product liability
- professional malpractice

Tort--Regular

- motor vehicle
- premises liability
- other negligence/intent
- property/financial damage (no PI)

Contract/Commercial -- Complex

- fraud/misrep.
- employment claim
- contract/commercial: other

Contract/Commercial -- Regular

- debt collection

Equity

- mortgage foreclosure
- other real property
- other equity

Administrative Agency Appeals

Other Civil

- non-administrative agency appeals to district court
- distress warrants
- foreign judgments
- liens
- post conviction relief
- other actions

DOMESTIC RELATIONS

Dissolution or Modification

- dissolution with children
- dissolution no children
- modification with children
- modification no children

Domestic Abuse

Child Support

- foster care
- support
- foreign support
- cost recovery
- administrative order
- income withholding
- medical support
- paternity
- UFISA
- adoption

Other

- out of state custody
- other domestic relations

PROBATE & ADULT COMMITMENTS

Probate/Estate

- trusteeship
- guardianship
- conservatorship
- guardian and conservatorship
- estate – full
- estate – wo/adm
- estate – small
- estate – other

Adult Commitments

- involuntary mental health
- substance abuse
- other mental health

SMALL CLAIMS/INFRACTIONS

- forced entry & detainment
- money judgment
- FED & money jud. combined
- other small claims
- infractions

CRIMINAL*

A felony or indictable “case” is all charges against one defendant in an information.

Felony Violent

- sex assault
- domestic abuse
- other violent

Felony: OWI 3+

Felony Other

- property, burglary, theft
- drugs
- other non-violent felonies

Indictable Misdemeanors: Violent

- domestic abuse
- assault
- other violent

Indictable Misdemeanors: OWI

- OWI 1st
- OWI 2nd

Indictable Misdemeanors: Other

- property
- drugs
- drivers license revocation
- other nonviolent indictable misdemeanors

Each simple misdemeanor complaint is a case.

Simple Misdemeanors

- driving under sus. license
- domestic abuse
- assault
- state traffic-section 321 (A-I)
- other state
- ordinance

JUVENILE

A delinquency “case” is all counts/charges against one juvenile arising from one or more alleged offenses that are asserted in a single petition (including amendments) up to an adjudication hearing on those counts.

Counts arising after an adjudication constitute a new case.

Juvenile Delinquency

- sexual assault
- other violent
- property offense
- alcohol
- drugs
- all other delinquency

CINA and other non-delinquency cases are defined as a single child/youth.

CINA/FINA

- CINA
- FINA

TPR

- termination of parental rights (CINA 232)
- termination of parental rights (Priv: 600A)

Commitment

- mental health
- substance abuse
- other

Other non-Delinquency

- parental notification

Non-Case-Related Activity

It is important to record all time spent working during the day. Thus, the non-case-related form includes six activities that are predominantly out-of-courtroom based. Each is defined below.

Non-Case-Related Activities Definitions

Non Case-Related Administration

Includes work directly related to the *administration or operation* of the court. For example, personnel issues, case assignment, internal staff meetings, budget preparation, and calendaring

Judicial Education and Training

Includes continuing education and professional development, statewide judicial meetings, and out-of-state education programs permitted by the state.

Community activities, education, speaking engagements

Includes time spent on community and civic activities in your role as a judge, e.g., speaking at a local bar luncheon, attendance at rotary functions, or Law Day at the local high school. This activity also includes preparing or officiating at weddings for which you are not paid. **DO NOT** record weddings where you are paid.

Another rule of thumb to use when you are not sure whether an activity performed in your role as judge can be recorded as community activity, etc. or not recorded at all is whether you get paid (above your judicial salary) for the activity. For example, if you teach a course in criminal justice at your local college or teach trial advocacy course at the local law school, that time would not count as community activity, etc. Although being a judge may have qualified you to teach the course, this activity is outside your judicial workload. Also, there is probably pay associated with teaching the course. On the other hand, a one-time lecture at the high school on Law Day does count as community activity, etc.

Travel time

Includes time spent traveling to and from a court or other facility outside one's county of residence for any court-related business, including meetings. Traveling to the court in one's own county is local "commuting time," which should **NOT** be counted as travel time.

Travel Time on Weekends: *If you are required to go into work on the weekends, such as to the courthouse or the jail in your own county, you SHOULD record your local commuting time as travel time. Again, DO NOT record your Monday through Friday commute time.*

Vacation/ Illness /Military

Includes any non-recognized holiday/military leave time. DO NOT record statewide, recognized holidays as they have already been accounted for in the determination of the Judge Year Value.

Other Includes all other work-related, but non-case-related tasks that do not fit in the above categories.

Miscellaneous

Remember to convert hours to minutes (an event that took 1 hour 15 minutes should be coded as 75 minutes, an event that took 2 hours should be coded as 120 minutes).

Weekends: Record judicial activity inside and outside the courtroom, including time spent working at home or on the weekends.

Breaks and Personal Time: Do not record time for lunch, breaks, and personal time during the day.

Time Filling-Out Forms: Also, do not record time spent on filling out forms for this study as you will not be performing this function after December 8, 2000.

Substituting for Another Judge: When you are substituting for another judge, fill in your judge number and the county/district that you are performing the work in. Note on the back of the form that you helped in another county. BUT, record time only in the counties that are participating in the time study. If you substitute for another judge in a county that is not participating in the time study, note only your travel time.

Extra Recording Forms: In your packet is a set of recording forms to begin the assessment. You may copy (Xerox) these manual recording forms – just be sure that the copied forms are in good condition. If you do happen to run out of forms, extra recording forms are available from your District Administrator.

Mail Forms: Group your forms by the day and mail them at the end of every Friday to:

**Shaun Zallaps – IA Workload Assessment
National Center for State Courts
1331 17th Street, Suite 402
Denver, CO 80202-1554**

To facilitate orderly data entry, please be sure to mail the forms regularly at the end of the week. It is okay if the mail does not go out until Monday. Be sure you mail the last packet of forms right after the last day of the study.

Questions If you have any questions concerning the recording of time on these forms, please contact **Shaun Zallaps** or **John Douglas** (800) 466-3063.

IOWA WORKLOAD ASSESSMENT STUDY: CASE-RELATED DATA COLLECTION FORM

Use a new form as needed. Be sure to enter today's date, your ID number, and county on each form. Please be sure to completely fill in all relevant information accurately. Additional instructions are provided separately. Comments regarding any of the three entries are to be completed on the back of this form.

Judge ID:	County:	Date: <input type="checkbox"/> October _____, 2000 <input type="checkbox"/> November _____, 2000 <input type="checkbox"/> December _____, 2000
------------------	----------------	--

CASE TYPE					Event Type	Time in Minutes
Civil: Law & Equity <input type="checkbox"/> Tort -- Complex <input type="checkbox"/> Tort -- Regular <input type="checkbox"/> Contract/Commercial – Complex <input type="checkbox"/> Contract/Commercial – Debt Collection <input type="checkbox"/> Equity <input type="checkbox"/> Admin. Agency Appeal <input type="checkbox"/> Other Civil	Domestic Relations <input type="checkbox"/> Dissolution or Modification <input type="checkbox"/> Domestic Abuse <input type="checkbox"/> Child Support <input type="checkbox"/> Other	Probate & Adult Commitments <input type="checkbox"/> Probate/Estate <input type="checkbox"/> Adult Commits. Small Claims/ Civil Infractions <input type="checkbox"/> Small Claims/ Infractions	Criminal <input type="checkbox"/> Felony: Violent <input type="checkbox"/> Felony OWI 3+ <input type="checkbox"/> Felony: Other <input type="checkbox"/> Indict. Misd.: Violent <input type="checkbox"/> Indict. Misd.: OWI <input type="checkbox"/> Indict. Misd.: Other <input type="checkbox"/> Simple Misdemeanors <input type="checkbox"/> Search Warrants	Juvenile <input type="checkbox"/> Delinquency <input type="checkbox"/> CINA/ FINA <input type="checkbox"/> TPR <input type="checkbox"/> Commitment <input type="checkbox"/> Other Non-Delinquency	<input type="checkbox"/> Preliminary Proceedings <input type="checkbox"/> Pretrial Hearings/Motions <input type="checkbox"/> Settlement Conference <input type="checkbox"/> Pretrial Conference <input type="checkbox"/> Guilty Pleas/Admissions (juv) <input type="checkbox"/> Jury Trial <input type="checkbox"/> Bench Trial/ Adjudicatory Hearing (juv) <input type="checkbox"/> Disposition/ Sentencing <input type="checkbox"/> Post judgment/Post-Dispo <input type="checkbox"/> Other Case-Related Work	<div style="border: 1px solid black; width: 80px; height: 40px; margin: 0 auto;"></div> <p style="font-size: small; margin: 0;">Number of Cases Disposed, Reviewed, etc.</p> <div style="border: 1px solid black; width: 80px; height: 40px; margin: 0 auto;"></div>

CASE TYPE					Event Type	Time in Minutes
Civil: Law & Equity <input type="checkbox"/> Tort -- Complex <input type="checkbox"/> Tort -- Regular <input type="checkbox"/> Contract/Commercial – Complex <input type="checkbox"/> Contract/Commercial – Debt Collection <input type="checkbox"/> Equity <input type="checkbox"/> Admin. Agency Appeal <input type="checkbox"/> Other Civil	Domestic Relations <input type="checkbox"/> Dissolution or Modification <input type="checkbox"/> Domestic Abuse <input type="checkbox"/> Child Support <input type="checkbox"/> Other	Probate & Adult Commitments <input type="checkbox"/> Probate/Estate <input type="checkbox"/> Adult Commits. Small Claims/ Civil Infractions <input type="checkbox"/> Small Claims/ Infractions	Criminal <input type="checkbox"/> Felony: Violent <input type="checkbox"/> Felony OWI 3+ <input type="checkbox"/> Felony: Other <input type="checkbox"/> Indict. Misd.: Violent <input type="checkbox"/> Indict. Misd.: OWI <input type="checkbox"/> Indict. Misd.: Other <input type="checkbox"/> Simple Misdemeanors	Juvenile <input type="checkbox"/> Delinquency <input type="checkbox"/> CINA/ FINA <input type="checkbox"/> TPR <input type="checkbox"/> Commitment <input type="checkbox"/> Other Non-Delinquency	<input type="checkbox"/> Preliminary Proceedings <input type="checkbox"/> Pretrial Hearings/Motions <input type="checkbox"/> Settlement Conference <input type="checkbox"/> Pretrial Conference <input type="checkbox"/> Guilty Pleas/Admissions (juv) <input type="checkbox"/> Jury Trial <input type="checkbox"/> Bench Trial/ Adjudicatory Hearing (juv) <input type="checkbox"/> Disposition/ Sentencing <input type="checkbox"/> Post judgment/ Post-Dispo. <input type="checkbox"/> Other Case-Related Work	<div style="border: 1px solid black; width: 80px; height: 40px; margin: 0 auto;"></div> <p style="font-size: small; margin: 0;">Number of Cases Disposed, Reviewed, etc.</p> <div style="border: 1px solid black; width: 80px; height: 40px; margin: 0 auto;"></div>

CASE TYPE					Event Type	Time in Minutes
Civil: Law & Equity <input type="checkbox"/> Tort -- Complex <input type="checkbox"/> Tort -- Regular <input type="checkbox"/> Contract/Commercial – Complex <input type="checkbox"/> Contract/Commercial – Debt Collection <input type="checkbox"/> Equity <input type="checkbox"/> Admin. Agency Appeal <input type="checkbox"/> Other Civil	Domestic Relations <input type="checkbox"/> Dissolution or Modification <input type="checkbox"/> Domestic Abuse <input type="checkbox"/> Child Support <input type="checkbox"/> Other	Probate & Adult Commitments <input type="checkbox"/> Probate/Estate <input type="checkbox"/> Adult Commits. Small Claims/ Civil Infractions <input type="checkbox"/> Small Claims/ Infractions	Criminal <input type="checkbox"/> Felony: Violent <input type="checkbox"/> Felony OWI 3+ <input type="checkbox"/> Felony: Other <input type="checkbox"/> Indict. Misd.: Violent <input type="checkbox"/> Indict. Misd.: OWI <input type="checkbox"/> Indict. Misd.: Other <input type="checkbox"/> Simple Misdemeanors	Juvenile <input type="checkbox"/> Delinquency <input type="checkbox"/> CINA/ FINA <input type="checkbox"/> TPR <input type="checkbox"/> Commitment <input type="checkbox"/> Other Non-Delinquency	<input type="checkbox"/> Preliminary Proceedings <input type="checkbox"/> Pretrial Hearings/Motions <input type="checkbox"/> Settlement Conference <input type="checkbox"/> Pretrial Conference <input type="checkbox"/> Guilty Pleas/Admissions (juv) <input type="checkbox"/> Jury Trial <input type="checkbox"/> Bench Trial/ Adjudicatory Hearing (juv) <input type="checkbox"/> Disposition/ Sentencing <input type="checkbox"/> Post judgment/ Post-Dispo. <input type="checkbox"/> Other Case-Related Work	<div style="border: 1px solid black; width: 80px; height: 40px; margin: 0 auto;"></div> <p style="font-size: small; margin: 0;">Number of Cases Disposed, Reviewed, etc.</p> <div style="border: 1px solid black; width: 80px; height: 40px; margin: 0 auto;"></div>

IOWA WORKLOAD ASSESSMENT STUDY
NON-CASE-RELATED DATA COLLECTION FORM

Record activities that are **not** captured on the Case-Related Data Collection Form.
 Include non-case-related administration, judicial training and conferences, travel time, vacation, holidays, illness, community activities and education,
 and other comparable events.

Judge ID:	County:
------------------	----------------

Date	Activity (Check One)	Activity (Brief Description)	Actual Amount of Time Spent (In Minutes)
	<input type="checkbox"/> Non Case-Related Administration <input type="checkbox"/> Judicial Education & Training <input type="checkbox"/> Community Activities, Education Speaking Engagements <input type="checkbox"/> Travel Time (Work-Related <u>Only</u>)		
	<input type="checkbox"/> Non Case-Related Administration <input type="checkbox"/> Judicial Education & Training <input type="checkbox"/> Community Activities, Education Speaking Engagements <input type="checkbox"/> Travel Time (Work-Related <u>Only</u>)		
	<input type="checkbox"/> Non Case-Related Administration <input type="checkbox"/> Judicial Education & Training <input type="checkbox"/> Community Activities, Education Speaking Engagements <input type="checkbox"/> Travel Time (Work-Related <u>Only</u>)		