

Florida Office of the State Courts Administrator

Uniform Case Reporting Project
Data Collection Specification

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Document Revisions

Revision	Date	Responsible Primary
1.0.0	2015-08-25	PJ Stockdale
1.0.1	2015-08-27	PJ Stockdale
1.0.2	2015-09-11	Shelley Kaus
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1.2.0	2016-05-20	Shelley Kaus

Significant Changes

Revision 1.2.0 incorporates the requirements of AOSC16-15 In Re: Uniform Case Reporting Requirements issued on April 27, 2016, by updating the sections on *Data Sources* and *Consolidation of Existing Reporting* accordingly. The *Implementation Schedule* was also updated, as it was developed prior to the issuance of the administrative order. (The first two phases of reporting were adjusted by six months each.) This revision also streamlines some of the data element names and requirements from the earlier version accompanying the project proposal.

Introduction

This document outlines the proposed data collection specification necessary to track and monitor the case activity end events necessary for several existing case-related reporting requirements. This data collection project was initiated by the Judicial Management Council's (JMC) Performance Workgroup in February 2015. In their final report, the Workgroup recommended that the Commission on Trial Court Performance and Accountability

“...propose clerk collection and reporting requirements that address: the collection of specific data elements, transmission of that data in a prescribed format, and directs those transmissions to occur in a timely manner to enhance performance reporting.”

A preliminary proposal [Response to Judicial Management Council Performance Workgroup Recommendation One: Uniform Case Reporting \(UCR\) Project Preliminary Proposal](#) was prepared by the Court Statistics and Workload Committee (CSWC) and approved by the Commission on Trial Court Performance and Accountability on June 5, 2015. Earlier versions of this specification accompanied that proposal.

On April 27, 2016, the supreme court issued [AOSC16-15 In Re: Uniform Case Reporting Requirements](#), which revised and expanded the current uniform case reporting requirements. The current version of this document serves as the full specification for these reporting requirements.

Uniform Case Reporting Project

The Uniform Case Reporting (UCR) Project identifies specific case events that will form the foundation of court case activity reporting. One goal of this data collection project is to consolidate several existing case activity reporting requirements into a single, consistent reporting framework. State-level reporting is defined under the Judicial Data Management Services (JDMS) data management framework and complies with the data structure requirements of the Trial Court Data Model. As per the JMC Performance Workgroup recommendation, this data collection specification identifies specific events and associated data elements to be reported, details of the transmission of those events in a prescribed format and establishes a meaningful timeframe necessary to enhance performance reporting.

The Commission on Trial Court Performance & Accountability, through its Court Statistics and Workload Committee, has emphasized that data quality is of fundamental importance to the value of the information collected. The JDMS framework also defines quality as one of the four essential structural elements of a uniform court management system. Accordingly, the UCR

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Project Specification includes design elements to enhance the quality of data captured within the data collection specification.

Concurrently, the Office of the State Courts Administrator (OSCA) should also implement a specific auditing process to validate the data collected via this specification. However, it is recognized that auditing data after receipt at the state level is the least effective mechanism for quality improvement. Those entities closest to the source of the data record, clerks of court and circuit court staff, are encouraged to implement more efficient system-level quality and auditing capabilities within their case maintenance and case application processing systems.

Implementation Framework

Case Events

The data captured by this data collection specification tracks significant events related to case initiation, closure and post-judgment activity along with associated changes in case status. The specification also tracks case assignment events, which includes the primary and supporting judicial officers, division, Summary Reporting System (SRS) case type, SRS disposition category and Complex Civil Litigation designation. Case event and case status are defined in [AOSC14-20 In Re: Trial Court Case-Event Definitional Framework](#).

Accuracy and Reliability

The Judicial Data Management Services framework and the underlying Trial Court Data Model emphasize an event driven model of data management. In this framework, data concerning an event is generated at the moment the event occurs. Data records are small and targeted to capture the details of just the event. This targeted methodology minimizes the logic necessary to extract data from active case management systems and improves quality by generating timely data as close to the source and at the lowest level possible.

This specification assumes that event records will be generated and transmitted as the event occurs. This will ensure that case records are updated with the court system in real or near real time. It is understood that while the technology for this type of real time transaction exists, it must be implemented within each clerk of court case maintenance system (CMS) and circuit Court Application Processing System (CAPS) appropriately. Clerks of court, court staff, vendors and associated data providers should work with the OSCA to define a transition plan for reporting to include an interim reporting mechanism and a concrete timeline for full implementation.

Data Sources

The clerks of court, as custodians of the court record, are responsible for providing the data necessary under the UCR Project Specification. As ordered by [AOSC16-15 In Re: Uniform Case Reporting Requirements](#), the clerks of court are required to electronically transmit data to the Office of the State Courts Administrator directly through an approved interface from clerk case maintenance systems and not through any third-party, non-judicial branch means.

Consolidation of Existing Reporting

As noted, a long-term goal of this reporting specification is the consolidation of several existing case activity reporting mechanisms, including case inventory statistics of Fla. R. Jud. Admin. 2.225(a)(2), pending caseload statistics required by Fla. R. Jud. Admin. 2.250(b), Complex Civil Litigation reporting required by Fla. R. Civ. P. 1.201, and ultimately, Summary Reporting System reporting as required by section 25.075, *Florida Statutes* and Fla. R. Jud. Admin. 2.245. However, the existing reporting requirements as provided in rule, order and statute remain the official mandate and cannot be abandoned prematurely.

Therefore, the ability to submit data via this specification is not sufficient to stop reporting as required by the aforementioned rules and statute. [AOSC16-15 In Re: Uniform Case Reporting Requirements](#) specifies that clerks of court, circuit court administration, and other reporting entities shall continue data collection and reporting under all applicable rules and guidelines until otherwise notified by the Office of the State Courts Administrator. Accordingly, explicit notification from the OSCA that a county's data has been certified as suitable for use in satisfying a particular reporting requirement is a prerequisite to discontinuing that requirement's current reporting method.

The transition to UCR reporting is dependent upon the quality of the data received and the efforts of data sources to provide that data as required by this specification. Every effort will be made to consolidate reporting as quickly as possible.

Reporting of Case Events

The following significant events in the life of a case require reporting under this specification. The reporting structure contained in this specification is designed to facilitate the reporting of case events as they occur. Reportable events are listed in Table 1 below, along with the fields appropriate for each event type. Please refer to the section titled Submission Schedule for additional information on the submission of these records.

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Table 1. Types of Events

Case Event Type	Fields Contained in Event Record
Case Initiation	<ul style="list-style-type: none"> • Report Date/Time • Event Date/Time (date of case initiation) • UCN • SRS Case Type at filing • Divisional Assignment • Primary Judicial Officer or Team Assigned • Supporting Judicial Officer (if applicable) • Case Status (set to ACTIVE or INACTIVE) • Reason For Status Change (<u>only</u> if Case Status is reported as INACTIVE) • Reason For Status Change Comment (<u>only</u> if Reason for Status Change is reported as OTH or OTHDISP) • Complex Civil Litigation Flag
Case Closure	<ul style="list-style-type: none"> • Report Date/Time • Event Date/Time (disposition date) • UCN • SRS Case Type at disposition • SRS Disposition Category <p>Optional fields if different than last report:</p> <ul style="list-style-type: none"> • Divisional Assignment • Primary Judicial Officer or Team Assigned • Supporting Judicial Officer (if applicable) • Complex Civil Litigation Flag
Case Change	<ul style="list-style-type: none"> • Report Date/Time • Event Date/Time (date the change occurred) • UCN <p>Any and all fields that <u>changed</u> on the Event Date/Time:</p> <ul style="list-style-type: none"> • Case Status • Reason for Status Change (if Case Status change is reported) • Reason For Status Change Comment (only if Reason for Status Change is reported as OTH or OTHDISP) • SRS Case Type • Divisional Assignment • Primary Judicial Officer or Team Assigned • Supporting Judicial Officer • Complex Civil Litigation Flag

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Case Event Type	Fields Contained in Event Record
Case Reopen	<ul style="list-style-type: none"> • Report Date/Time • Event Date/Time (date of event reopening the case) • UCN • SRS Case Type at Reopen • SRS Reopen Type • Divisional Assignment • Primary Judicial Officer or Team Assigned • Supporting Judicial Officer (if applicable) • Case Status (set to REOPEN ACTIVE or REOPEN INACTIVE) • Complex Civil Litigation Flag
Case Reclosure	<ul style="list-style-type: none"> • Report Date/Time • Event Date/Time (reclosure date) • UCN • SRS Case Type at reclosure • SRS Reopen Type <p>Optional fields if also <u>changed</u> on the Event Date/Time:</p> <ul style="list-style-type: none"> • Divisional Assignment • Primary Judicial Officer or Team Assigned • Supporting Judicial Officer • Complex Civil Litigation Flag
Vacated Judgment <i>Provides for the removal/reversal of a final judgment.</i> (See note 1)	<ul style="list-style-type: none"> • Report Date/Time • Event Date/Time (date/time of the order vacating previous judgement) • UCN
<p><i>The following records represent actions that can be used to enhance data quality through correction and update of previously submitted case event records.</i></p>	
Undo Change Action <i>Delete a specific change event record</i> (See note 2)	<ul style="list-style-type: none"> • Report Date/Time • Event Date/Time (Event Date/Time of record identified for removal from the system) • UCN
Delete Case Action <i>Delete an entire case (ALL records)</i> (See note 3)	<ul style="list-style-type: none"> • Report Date/Time • Event Date/Time (date the entire case has been identified for deletion) • UCN

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Case Event Type	Fields Contained in Event Record
Delete All Reopen Records Action <i>Delete all reopen/reclosure records on a case</i> (See note 4)	<ul style="list-style-type: none"> • Report Date/Time • Event Date/Time (date the entire block of post-judgement activity on the case has been identified for deletion) • UCN

Notes:

1. A “VACATED JUDGMENT” event allows the reporting of orders directing the vacation or removal of a final judgment. The effect of this event is to nullify a previously submitted closure event and to convert all subsequent post-judgment events to periods of ACTIVE/INACTIVE status. The Event Date/Time is the document stamp date/time from the vacating order.
2. Corrections to case activity data records reported in error may be submitted in one of two methods. A Case Initiation, Case Closure, Case Reopen, or Case Reclosure record may simply be re-submitted with the same Event Date/Time as the previous record containing the incorrect information. Please note that all fields required in the record must be included in this re-submission. Additionally, if a Case Change record is identified to have been submitted in error, it may be corrected with an “UNDO CHANGE” action. An Undo Change action will initiate a process to remove the specific record associated with the same Event Date/Time. This may be done preceding a second Case Change record with the correct case activity information.
3. A “DELETE CASE” record will initiate the deletion procedure and remove all records previously reported for a UCN including all post-judgment actions. This process is expected to be used infrequently and caution should be taken when employing it. Most corrections can be accomplished by the Undo procedure. If a UCN should not have been reported to the UCR Project, all records can be deleted with this single action.
4. Similar to the delete case action, a “DELETE ALL REOPEN” will initiate the deletion procedure and remove all post-judgement activity previously reported for a UCN. This process is expected to be used infrequently and caution should be taken when employing it. Most corrections can be accomplished by the Undo procedure. For example, a Case Reopen that should never have been reported can be corrected by submitting an “UNDO RECORD” with the Event Date/Time of the reported Case Reopen. However, if a series of post-judgement events for a UCN should not have been reported to the UCR Project, all post-judgement records can be deleted with this single action. All activity reported for the initial phase of the case (from initiation to closure) will remain in the database.

A canonical reference workflow for reporting under this specification might be as follows: Applicable documents are reported to the clerk of court and a case is initiated. At the point of initiation, a “Case Initiation” event record is generated. The case is initially assigned to Division 1A, Judge Stilton. The event record is output to a data file pending transmission to the OSCA. A few hours later, the case is reassigned to Division 2, Magistrate Hanson. A “Case Change” event record is generated noting the change in division and assignment to the magistrate and this record is output to the pending data file. Meanwhile, an order disposing of case number 15-0456CA is received. A “Case Closure” event record is generated and output to the pending data file. At a specified time (at least daily), all output to the pending event file is put on hold and the event file is transmitted to the OSCA. The hold is then released and all outstanding event records are written to a new event record file to be uploaded at the next scheduled upload time.

It is understood that every clerk system is unique in its own way. It is not expected that clerks of court will implement the reference workflow described above exactly. There are other equivalent workflows that may be more appropriate to a particular system. However, the workflow described will guarantee that the data reported satisfies the reporting requirements of this specification. Clerks of court are encouraged to implement a functionally equivalent workflow as appropriate to their operations.

Under this architecture, the last valid record submitted will be considered authoritative.

Reporting Format

The reporting format for this specification is XML, which is well suited for the submission of one or more variable-length data records detailing the facts of different events. A single submission under this specification should consist of all events that have occurred since the last report. Examples of XML event records as outlined in Table 1 are provided in Appendix C.

The applicable event XML schema documents (xsd) will be published on the OSCA website at: www.flcourts.org/jdms under the Uniform Case Reporting section. Please refer to the website for the most up-to-date schemas for each event type.

Submission Schedule

A file containing all event records that have occurred since the last report transmitted must be submitted daily, by 11:59pm EST.

Implementation Schedule

This specification assumes that event records will be generated and transmitted as the event occurs. This will ensure that case records are updated with the court system in real or near real time. It is understood that, while the technology for this type of real time transaction exists, it must be implemented within each clerk of court case maintenance systems (CMS) and circuit Court Application Processing System (CAPS) appropriately. Clerks, court staff, vendors, and associated data providers should work with the OSCA to define a transition plan for reporting to include an interim reporting mechanism and a concrete timeline for full implementation.

The following implementation schedule is provided to balance the need for court case event data while ensuring that staff and other resources are available to handle this reporting requirement. It is expected that advances in technology and case management refresh cycles may offer opportunities to advance reporting under this data collection specification more quickly than proposed for many counties. All reporting entities are encouraged to look for specific opportunities to advance this process. With this in mind, the time frame on this schedule will be interpreted to mean “as soon as possible but no later than”.

Division	Time Frame	Counties	Comments
Circuit Civil ¹	July 2016 – Dec 2016	10 initial counties to pilot the new data reporting requirements	
	Jan 2017 – Dec 2017	Remaining 57 counties in groups of 20	
Family (including Juvenile Dependency)	Jul 2017 – Jul 2018	67 counties in groups of 20	
Probate & County Civil	Jul 2018 – Jun 2019	67 counties in groups of 20	
Circuit Criminal & County Criminal	Jul 2019 – Jun 2020	67 counties in groups of 20	The majority of counties report criminal data electronically via the OBTS system. However, this data collection

¹ Supreme Court Administrative Order 16-15 was issued on April 27, 2016. Since the initial timeframe called for reporting of Circuit Civil data to begin in January of 2016, the Office of the State Courts Administrator adjusted the timeline for the reporting of Circuit Civil division by 6 months. The timeframes for the divisions of Family, Probate, County Civil, and Circuit & County Criminal have not been adjusted.

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			vehicle does not include some of the elements captured in this UCR proposal.
Involuntary Civil Commitment of Sexually Violent Predators	TBD	TBD	The cases are not covered under the current UCR project plan. Additional research is needed to determine how these cases can best be reported.

Data Fields Describing Case Events

The following fields from the Trial Court Data Model (TCDM) have been identified as the minimum necessary to support the reporting of case events in the UCR Project Specification. Table 2 is provided for informational purposes only. Please refer to the current XML schemas for each event type to obtain the Event Type codes and the formatting requirements of the data fields named below.

Table 2. Description of Data Fields

Field Name	Description
Report Date/Time	The effective date and time the information in the event record is valid. Allows for multiple event records to be reported in the same file. The last valid record submitted will be considered authoritative.
Event Date/Time	<p>The date and time at which the event occurred.</p> <p>For Case Initiations and Case Reopens, this is the document stamp date (physical or electronic) that the case is brought before the court through a filing event or a reopen event, respectively.</p> <p>For Case Closure and Case Reclosures, this is the date that the case was closed for court action because of a disposition event or reclosed for court action because of a reclosure event. Please see AOSC14-20 for additional clarification.</p> <p>For Case Change records, this is the date/time the change occurred or was recorded.</p> <p>For Vacated Judgements, this is the document stamp date/time from the vacating order.</p> <p>For Undo Change actions, this date should match the Event Date/Time of the previously-submitted record now identified for removal.</p>

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Field Name	Description
	<p>For Delete Case and Delete All Reopen actions, this is the date the entire block of activity has been flagged for deletion.</p> <p>All date and date/time fields must be reported in standard ISO 8601 format using time zone offset as follows:</p> <p style="text-align: center;">YYYY-MM-DDTHH:MM:SS-hh:mm</p> <p>Exception:</p> <p>The Event Date/Time field records the date and time of each case event and should be reported using standard ISO 8601 format where possible. However, many case events cannot meaningfully be reported with an associated time. If the time of an event is not available, report the date as YYYY-MM-DD. A default time of 00:00:00-00:00 will be assigned and interpreted as a missing value.</p>
Uniform Case Number (UCN)	Standard UCN to identify and update case status data as required by Fla. R. Jud. Admin. 2.245(b).
SRS Case Type	As defined by Summary Reporting System (SRS) Manual (Jan 2002). See Appendix B Table 4 for the appropriate category codes. Please note that any record requiring this field must include the current SRS Case Type, i.e., the case's SRS Type at the time of filing, disposition, reopen, and reclosure. Additionally, this field may be reported at any point in time during the life of a case if the SRS Case Type changes through a Case Change event.
Divisional Assignment	<p>The division within the local jurisdiction to which the case is assigned. Since divisional assignments are specific to circuits and courts, clerks of court and court administration should ensure that this field is used consistently throughout the local jurisdiction.</p> <p>If the divisional assignments are associated with a team assignment, please report the team name in the Team Assigned field.</p>
Assignment	
Primary Judicial Officer	<p>Name of judge of senior judge assigned primary responsibility for the case as of date of report.</p> <p>If no judge or team (see "team assignment" below) has been assigned responsibility for the case as of the date of the report, use the value</p>

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Field Name	Description
	“NOJUDGEASSIGNED”. However, this value is considered a temporary assignment and the case will have to be permanently assigned as appropriate. Closed and Reclosed cases should never have this value reported, as it is intended to allow for the immediate reporting of newly initiated cases that have not yet been assigned to a judicial officer or team.
Team Assigned	For those jurisdictions using the team concept, please report a name for the team so that the appropriate group can be identified in all computations. Circuits may use Team Assignment in lieu of Primary and Supporting Judicial Officers, but not one or the other.
Supporting Judicial Officer (if applicable)	<p>Name of the judicial officer (magistrate or designee) assigned primary responsibility for the case under the oversight of the “Judge Assigned” as of date of report. All cases are assigned to a judge or senior judge for disposition. However, these cases may be referred to magistrates or other specially designated officers for resolution. Effective program evaluation requires that the name of both the primary judge and referred judicial officer be known.</p> <p>For those jurisdictions applying the team approach or for those cases not involving an assisting general magistrate or senior judge, this field should be left blank.</p>
Case Status	<p>The status of the case as of the Event Date/Time. Valid values are ACTIVE, INACTIVE, CLOSED, REOPEN ACTIVE, REOPEN INACTIVE, RECLOSED.</p> <p>See Appendix A for a description of these statuses as defined by the Case-Event Definitional Framework.</p>
SRS Disposition Category	As defined by Summary Reporting System (SRS) Manual (Jan 2002). See Appendix B Table 5 for the appropriate category codes. Required in the reporting of Case Closure events. Not applicable to Reclosure events.
SRS Reopen Type	As defined by Summary Reporting System (SRS) Manual (Jan 2002). See Appendix B Table 6 for the appropriate reopen type codes. Required in the reporting of post-judgment events (Case Reopens and Case Reclosures).

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Field Name	Description
Reason for Status Change	Code to categorize the reason a case changed from ACTIVE to INACTIVE status or from INACTIVE back to ACTIVE status as of the Report Date. Must be included on all records reporting a Case Status change with either of these two values. Permissible values are listed in Table 3. Additionally, the sample orders in Appendix D provides the reasons and associated reporting codes.
Reason for Status Change Comment	A free text description of the Reason for Status Change when a code signifying “other” is used. Required when the codes “OTH” or “OTHDISP” are contained in the Reason for Status Change field.
Complex Civil Litigation Flag	A flag to denote whether the case has been designated as Complex Civil Litigation per Fla. R. Civ. P. 1.201. A one-character value of “Y” denotes the case has been designated as such. This indicator is required on Case Initiation records and may be included on Change, Case Closure, Case Reopen, and Case Reclosure records if the value of this field is different than the previous record for the UCN submitted.

Determination of Active/Inactive Status

The determination of case status is a challenging issue within the courts; however, it is an essential element for case management since, by definition, case status identifies those open cases on which the court can proceed and those on which it cannot. The definitions of ACTIVE and INACTIVE cases were established in [AOSC14-20 In Re: Case Event Definitional Framework](#). Accurate reporting of case status is important to ensure that court resources are dedicated to the cases that need attention the most. In recognition of this importance, chief judges and clerks of court should establish a mechanism by local administrative order whereby cases known to the circuit to change status from ACTIVE to INACTIVE or INACTIVE to ACTIVE can be communicated to the clerk of court who can report that status to the OSCA as indicated in this document as well as the circuit judges who can act on this information.

While it is left to individual jurisdictions to develop the mechanism that best fits its operations, the mechanism should generate a record of, at a minimum, the uniform case number of the case, the date of the order initiating the status change, the case number of any related case (if appropriate) and the reason for the status change, including a fixed code to facilitate electronic tracking within the court system. Additionally, the local administrative order should include directions to both parties to notify the clerk of court as soon as an event occurs that would change the status of a case, such as when a bankruptcy is filed or an agreement is reached. Sample orders are provided as Appendix D and may serve as a template if desired.

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There are currently six recognized reasons that may move a case from ACTIVE to INACTIVE status or, conversely, from INACTIVE to ACTIVE status listed in Table 3.

Table 3. Reasons for Inactivity and Associated Reporting Codes

Reason	Codes		Description
	Active to Inactive	Inactive to Active	
A stay of bankruptcy	BKST	BKSTLFT	
Resolution of case requires resolution of a related case	CPRC	CPCSDISP	
On-going settlement negotiations or agreement by both parties	BWAP	BWAPDISP	
Case is on hold pending appeal.	AP	APDISP	
A hold is placed on case due to Department of Justice or Attorney General review.	DOJAG	DOJAGDISP	
When directed by the presiding judge consistent with the definitions of an inactive case (AOSC14-20).	OTH	OTHDISP	A free text description of the cause must be provided when reporting a status change for either of these two reasons.

A status change will occur as of the document stamp date of the document directing the status change. A case transitions from INACTIVE to ACTIVE when any event occurs that enables the court to take further action on the case. Thus, the filing of a motion or the scheduling of a hearing or case conference requesting the court to take further action would be examples of events that move a case from INACTIVE to ACTIVE status regardless of the existence of the

circumstances noted above unless that requested action must also be on hold until the reason for inactivity is resolved.

Reporting Exceptions

In circumstances where the instructions for reporting under the UCR Project Data Collection Specification conflict with reporting instructions under SRS, please follow the instructions listed in this document when reporting data via this specification. SRS instructions should be followed when reporting under those guidelines. Please contact OSCA staff if additional clarification is needed.

Appendix A. Trial Court Case-Event Definitional Framework

This framework provides a clear and unambiguous description of certain key events in adjudication of a case and provides a foundational structure for recording and tracking case activity within the trial courts. The framework is not all inclusive of every important event in the life of a case and is intended to be expanded as the informational needs of the court system evolve.

- **Filing event**: A filing event occurs when an action is brought before the court as the result of a petition, pleading, complaint or any other recordable² action sufficient to begin a case. This definition would include an arrest or summons or other action charging an individual with a crime, as well as the filing of any other document or action recorded with the court authorized to initiate a case. The initiation of a case by whatever means is referred to as a filing event.
- **Open case**: A case that has one or more issues outstanding that require active resolution by the court.
- **Disposition event**: A disposition event has occurred when a case is closed for court activity as a result of judicial decision, order or other recordable action that provides resolution, by the court, on the issues raised by and subsequent to the filing event.
- **Closed case**: A case that has had all issues raised by and subsequent to the filing event resolved and no further action of the court is required.
- **Reopen event**: A reopen event occurs when a motion, pleading or other recordable action occurs on a case that requires additional court activity after a disposition event has closed the case for court activity. Note that a reopen event involves at least one action and that additional post-judgment actions may occur before the case is reclosed.
- **Reopened case**: A case that has one or more post-judgment actions outstanding that require active resolution by the court.
- **Reclosure event**: A reclosure event occurs when the last (or only) post-judgment action has been resolved by judicial decision, order or other recordable action, thereby completing court proceedings on the issues raised by and since the reopen event occurred.
- **Reclosed case**: A reopened case that has had all post-judgment actions resolved and no further action of the court is required.

² Recordable, in this guideline, means those happenings relating to court activity that would appear on a court docket or otherwise require the making of an historical record by the clerk of courts in their official capacity.

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With the addition of these definitions, there are six statuses in which a case can be placed as the case moves from initiation to resolution:

- **Active** - A case is considered in an active status when the court is engaged in activity directly related to the resolution of the specific matters and issues associated with the case. This status applies to open cases in the period between a filing and disposition event.
- **Inactive** - A case is considered in an inactive status when court activity on that case is suspended pending resolution of an issue external to the court or that does not directly involve the court in resolving that issue; for example, awaiting the results of an appeal or the disposition of a related case. A case placed in an inactive status is not closed and does not need to be reopened when the case returns to active status, regardless of the length of time involved. This status applies to open cases in the period between a filing and disposition event.
- **Closed** - A case is considered to be closed, or disposed, (that is, in a closed status) for court activity on the date of the judicial decision, order or other recordable action that provides resolution to the last (or all) of the matters brought before the court as a consequence of the filing event that initiated the case. The court, then, has no further action to take on the case. This status identifies a previously open case that has been resolved by the courts and applies to the period between the disposition event and the first reopen event.
- **Reopened Active** - A case will be considered to be in a reopened status (either active or inactive), from the date that the first post-judgment motion/pleading is filed or other action occurs that reopens a case for court activity (i.e. the reopen event) until the date of the last judicial decision/order resolving all overlapping court proceedings (i.e. the reopen closure event). Each period in which a case is reported as in a reopened status may involve one or more overlapping post-judgment actions. A case is considered to be in a reopened active status when one or more post-judgment actions are pending and the court is actively engaged in their resolution. This status identifies a reopened case and applies to the period between the initiating reopen event and the final reclosure event as described.
- **Reopened Inactive** - A case is considered to be in a reopened inactive status if the activity on all outstanding post-judgment actions is held in abeyance pending resolution of some issue external to the court or that does not directly involve the court in resolving that issue. In this circumstance, the court is not actively working to resolve the matter(s). This status identifies a reopened case and applies to the period between the initiating reopen event and the final reclosure event as described.

- **Reclosed** - A case that has had one or more post-judgment actions will be considered reclosed, or re-disposed, (that is, in a reclosed status) for court activity on the date of the judicial decision, order or other recordable action that provides resolution to the last (or all) of the matters brought before the court since the reopen event occurred. The court, then, has no further action to take on the case. This status identifies a previously reopened case with additional matters that has been resolved by the courts and applies to the period between the reclosure event and the next reopen event.

Additional Guidelines

For consistency in reporting, an event or status change is said to occur as of the date the order is signed, the clerk document date/time stamp or the electronic date/time stamp associated with the action as appropriate.

Recordable, in this guideline, means those happenings relating to court activity that would appear on a court docket or otherwise require the making of an historical record by the clerk of courts in their official capacity.

The definition of the closure events (disposition and reopen) denote that the court has no further action to take on a case. This definition of closure does not indicate the clerk of courts has completed all of their required activity with regards to the case, only that the court has rendered judgment on the matters of the case and will take no further action on the case (excluding planned review or scheduled future action).

Note also that a case status cannot be reported as a closure (closed or reclosed) while the case remains in an inactive status. The act of closing a case for whatever reason is indicative of significant activity on the case. Therefore, an inactive case that is being closed for any reason including administratively, should be transitioned to the appropriate active status (active or reopened active) first, then followed by the corresponding closure status.

Upon initiation, an open case is considered to be in an active status. If, at some point in the adjudication process, the case can no longer be actively advanced, the case may be moved to inactive status. Once work can begin again on the case, it is returned to active status. This cycle may be repeated any number of times throughout the life of the case until the final disposition event where the case is moved to closed status. At this point, the case is no longer considered open.

From the date of disposition, subsequent filings or other recordable actions (post-judgment) will indicate that the case has been reopened. A case reopen event represents a block of time in which one or more overlapping post-judgment actions, such as motions, petitions, or reviews, are

being actively addressed by the court. When the last post-judgment action in that block is resolved, the case reopen event is closed and the case is moved to reclosed status.

When considered as a block of one or more post-judgment actions, a reopen event moves a previously closed case into a reopened active status. This starts a case reopen block for tracking purposes. A subsequent, overlapping post-judgment action for a case already in reopened active status would not change the case's status. It simply becomes another matter to be resolved by the court for this case reopen block. It is possible that activity on the case may stop due to circumstances out of the court's control. In this instance, the case remains reopened but the status would change to reopened inactive. Subsequent activity on the matters by the court would change the status back to reopened active, where it would remain until returned to reopen inactive status or reclosed.

Each post-judgment action (from reopen event to reclosure event) should be tracked individually. This ensures the necessary granularity within the framework. Different data collection systems may require these actions to be reported in different ways depending on the purpose of that data collection. For example, reporting for case age statistics may require that each post-judgment action be reported as they occur. Reporting for judicial workload (e.g., Summary Reporting System), may consider case reopen blocks (from case reopen event to case reclosed event) and not the individual post-judgment actions that make up the block. This flexibility in the framework is necessary to reconcile reporting within existing data collection systems and to ensure consistent reporting for the future.

Example

A motion to reopen a case previously disposed is filed on June 15. The case is placed in a reopened active status and a case reopen event block begins. On June 20, a second motion for modification is filed. This post-judgment action while tracked separately, is part of the existing case reopen event block. On June 23, the first motion is disposed. The case remains in a reopened active status because the second motion has not been resolved. On July 3, the second motion is resolved and the case is placed in a reclosed status. Although there are two post-judgment actions, there is only one case reopen block. If third motion is filed subsequent to July 3, say on July 15, the case would then be returned to reopened active status, pending resolution of that reopen event and a second case reopen block would begin.

Appendix B. Codes for SRS Case Types, Disposition Categories, and Reopen Types

Please use the numerical codes contained in Tables 4, 5, and 6 as the values to denote each SRS Case Type, SRS Disposition Category, and SRS Reopen Type.

Table 4. SRS Case Type Codes for the Circuit Civil Division³

SRS Case Type	caseSRStype code
Professional Malpractice - Business	340001
Professional Malpractice - Medical	340002
Professional Malpractice - Other Professional	340003
Products Liability	341000
Automotive Negligence	342000
Condominium	344000
Contract & Indebtedness	345000
Eminent Domain	347000
Negligence - Business Governance	343001
Negligence - Business Tort	343002
Negligence - Environmental/Toxic Tort	343003
Negligence - Third Party Indemnification	343004
Negligence - Construction Defect	343005
Negligence - Mass Tort	343006
Negligence - Negligent Security	343007
Negligence - Nursing Home Negligence	343008
Negligence - Premises Liability-Cmrc1	343009
Negligence - Premises Liability-Res	343010
Negligence - Other	343011

³ Codes are currently provided for the Circuit Civil Division. As reporting expands to each division, Table 4 will be updated accordingly.

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SRS Case Type	caseSRStype code
Real Property/Mortgage Foreclosure-Cmrc1 \$0-50K	346001
Real Property/Mortgage Foreclosure-Cmrc1 \$50-249K	346002
Real Property/Mortgage Foreclosure-Cmrc1 \$250K+	346003
Real Property/Mortgage Foreclosure-HmsRes \$0-50K	346004
Real Property/Mortgage Foreclosure-HmsRes \$50-249K	346005
Real Property/Mortgage Foreclosure-HmsRes \$250K+	346006
Real Property/Mortgage Foreclosure-NHmsRes \$0-50K	346007
Real Property/Mortgage Foreclosure-NHmsRes \$50-249K	346008
Real Property/Mortgage Foreclosure-NHmsRes \$250K+	346009
Real Property/Mortgage Foreclosure-OthReal \$0-50K	346010
Real Property/Mortgage Foreclosure-OthReal\$50-249K	346011
Real Property/Mortgage Foreclosure-OthReal \$250K+	346012
Antitrust/Trade Regulation	348001
Business Transaction	348002
Constitutional Challenge Statute or Ordinance	348003
Constitutional Challenge Proposed Amendment	348004
Corporate Trust	348005
Discrimination Employment or Other	348006
Insurance Claim	348007
Intellectual Property	348008
Libel/Slander	348009
Shareholder Derivative Action	348010
Securities Litigation	348011
Trade Secret	348012
Trust Litigation	348013
Other Circuit Civil	348014

Table 5. SRS Disposition Category Codes for the Circuit Civil Division⁴

SRS Disposition Category	caseSRSDispCat code
Dismissed Before Hearing - Settlement	CA002
Dismissed Before Hearing - Mediated Settlement	CA003
Dismissed Before Hearing - Other	CA004
Dismissed After Hearing - Settlement	CA006
Dismissed After Hearing - Mediated Settlement	CA007
Dismissed After Hearing - Other	CA008
Disposed by Default	CA009
Disposed by Judge	CA010
Disposed by Non-Jury Trial	CA011
Disposed by Jury Trial	CA012
Disposed by Other	CA013

Table 6. SRS Reopen Type Codes for the Circuit Civil Division⁵

SRS Reopen Type	caseSRSReopenType code
Circuit Civil Reopened Cases	CA01R

⁴ Codes are currently provided for the Circuit Civil Division. As reporting expands to each division, Table 5 will be updated accordingly.

⁵ Codes are currently provided for the Circuit Civil Division. As reporting expands to each division, Table 6 will be updated accordingly.

Appendix C. Example Data File

```
<?xml version="1.0" encoding="utf-8"?>

<!-- An example of a submission file capturing several case events as required by
the UCR Project Data Collection Specification.
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Appendix D. Sample Orders Directing Change of Status

The enclosed documents provide sample orders directing the change of status for a case, including the reason for the status change. Please refer to the section “Determination of Active/Inactive Status” in this data collection specification for a full discussion.

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IN THE CIRCUIT COURT OF THE
_____ JUDICIAL CIRCUIT IN
AND FOR _____ COUNTY,
FLORIDA

Plaintiff

CIRCUIT CIVIL DIVISION

vs.

Defendant

UNIFORM CASE NO.: _____

ORDER PLACING CASE ON INACTIVE STATUS DUE TO:

This case came before the Court, and the Court has been advised that the Plaintiff/Defendant have/has moved to place the case on INACTIVE status due to:

- Bankruptcy stay, Case No. _____ [BKST]
 - Case pending resolution of another case, Case No. _____ [CPRC]
 - Written agreement of the parties [BWAP]
 - Appeal pending [AP]
 - Motion to stay or abate due to Department of Justice/Attorney General settlement [DOJ/AG]

 - Other (a reason must be provided in writing by the presiding judge or designee) [OTH]
- _____

The Clerk of Court is therefore directed to remove this case from the **ACTIVE** status, and designate it as an **INACTIVE** case category based on the reason checked above. The parties must return the case to active status by motion, with notice to all parties, within 30 days of the termination of grounds for inactive status, and seeking an order of court returning it to active status.

DONE and ORDERED in _____ County, Florida, this ____ day of _____ 20____.

Presiding Judge or Magistrate

cc: Service List

**Uniform Case Reporting (UCR) Project
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IN THE CIRCUIT COURT OF THE
JUDICIAL CIRCUIT IN
AND FOR _____ COUNTY,
FLORIDA

Plaintiff

CIRCUIT CIVIL DIVISION

vs.

Defendant

UNIFORM CASE NO.: _____

ORDER RETURNING CASE TO ACTIVE STATUS DUE TO:

This case came before the Court, and the Court has been advised that the Plaintiff/Defendant have/has moved to place the case on ACTIVE status due to:

- Plaintiff/defendant stipulates that the bankruptcy stay has been lifted, Case No. _____ [BKST LFT]
 - Plaintiff/defendant stipulates that related case has been disposed, Case No. _____ [CPCS DISP]
 - By written agreement of the parties [BWAP]
 - Plaintiff/defendant stipulates that pending appeal has been disposed [AP DISP]
 - Plaintiff/defendant stipulates that Department of Justice/Attorney General review is complete [DOJ/AG DISP]
 - Other (a reason must be provided in writing by the presiding judge or designee) [OTH DISP]
- _____

The Clerk of Court is therefore directed to remove this case from the **INACTIVE** status, and designate it as an **ACTIVE** case based on the reasons checked above. The parties must return the case to active status by motion, with notice to all parties, within 30 days of the termination of grounds for inactive status, and seeking an order of court returning it to active status.

DONE and ORDERED in _____ County, Florida, this ____ day of _____ 20____.

Presiding Judge or Magistrate

cc: Service List