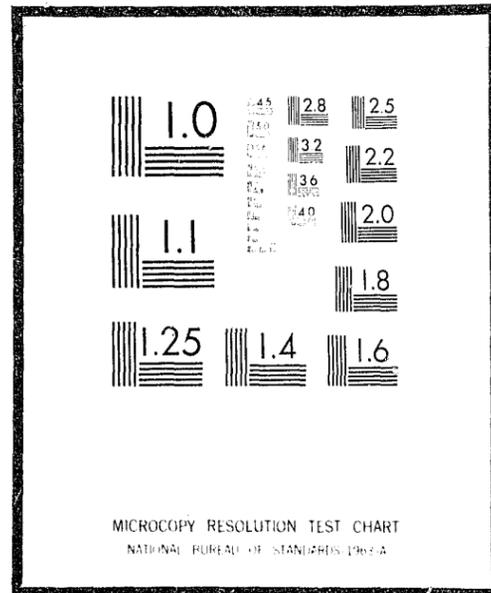


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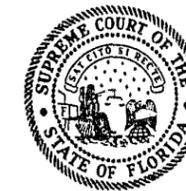
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THE FLORIDA  
STATE COURT SYSTEM



CASE DISPOSITION REPORTING  
MANUAL

SUPREME COURT  
OF FLORIDA

THE OFFICE OF THE  
STATE COURTS ADMINISTRATOR  
SUPREME COURT BUILDING  
TALLAHASSEE, FLORIDA 32304

REVISED  
JANUARY 1, 1975

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## 1.0 INTRODUCTION

The following section provides a brief overview of the historical development of CDR, its purpose, concepts and its organization. It is intended that this material provide the user with a snapshot of CDR and more importantly an understanding of where he or she fits into the scheme of things.

## 1.1 HISTORY AND PURPOSE OF THE CASE DISPOSITION REPORTING SYSTEM

1.1.1 JUDICIAL REFORM - THE AMENDMENT OF ARTICLE V

The passage of revised Article V followed four years of effort by advocates of judicial reform resulting in the creation of a consolidated court system, uniform in jurisdiction with simple geographic divisions and clearly defined administrative authority and responsibility. This consolidation not only delineated administrative and jurisdictional authority, but it also created a statewide structure which, for the first time, was realistically manageable.

The reorganization of the court structure in Florida and the concomitant development of a judicial system, currently heralded as one of the finest in the nation, took several years and the dedicated efforts of those both in and outside of the Judicial Branch of government. The precise manner in which Article V of the

Florida Constitution was to be amended has, however, been a subject of intense debate in the Judicial Branch and the halls of the Legislature for the past five or six years. It also commanded the attention of the citizenry of the State of Florida in several of the general elections in past years.

In 1965 the Legislature established the Florida Constitutional Revision Commission which was charged with the responsibility of preparing a revised version of the Florida Constitution for action by the 1967 Legislature. During that session amendments to most sections of the Florida Constitution were approved. However, no action was taken on Article V. Subsequently the 1969 session of the legislature passed a joint resolution which placed a proposed revision to Article V on the November 1970 ballot. However, the proposal went down to defeat in the general election on November 3, 1970. That election had been preceded by a vigorous campaign by the proponents and opponents of the amendment. The defeat left Article V as the only section of the Florida Constitution of 1885 still in effect.

After much debate, no action was taken on preparing a new recommendation for the revision of Article V during the 1971 Session, although study was initiated for the preparation of such an amendment to be addressed by a special session of the Legislature in December of 1971.

At the special session, a joint resolution was, in fact, passed and placed on the ballot for approval or rejection by the citizenry of the State of Florida on March 14, 1972. The amendment was overwhelmingly approved at that time by a vote of 969,741 for, to 401,861 against. The changes in the structure and jurisdiction of Florida's court system as mandated in the revision were to be implemented in January of 1973.

Again, the basic provisions of the amended Article involve the creation of a unified state court system which consists of the Florida Supreme Court, four District Courts of Appeal, 20 circuit courts and 67 county courts. The Florida Supreme Court and the District Courts of Appeal were relatively unchanged in the new system, both in terms of their organization and their jurisdiction.

As stipulated in the revised judicial Article, all levels of jurisdiction were to be vested in the county and circuit courts. Jurisdiction for the two courts was defined uniformly throughout the state with the circuit courts having general jurisdiction and the county courts limited jurisdiction. All Justices of the Peace, county judges' courts, county courts, magistrates' courts, civil, criminal and felony courts of record, small claims' courts and juvenile courts were abolished and replaced by the

two-tier trial court structure. The immediate abolishment of metropolitan and municipal courts was left up to each local area, and those courts which were not abolished at the time of the enactment of Article V or during 1973 will continue to function until terminated either by special or general law, by local ordinance, or until January 3, 1976, whichever comes first.

#### 1.1.2 THE DEVELOPMENT OF A JUDICIAL ADMINISTRATIVE SYSTEM

The implementation of Article V posed a tremendous administrative challenge to the personnel of the state court system. This challenge had to be confronted for the most part by the Supreme Court and its Chief Justice inasmuch as Section II of the revised Article specified that:

"(a) The Supreme Court shall adopt rules for the practice and procedure in all courts including the time for seeking appellate review, the administrative supervision of all courts, the transfer to the court having jurisdiction of any proceeding when the jurisdiction of another court has been improvidently invoked and a requirement that no cause shall be dismissed because an improper remedy has been sought.", and

"(b) The Chief Justice of the Supreme Court shall be chosen by a majority of the members of the Court. He shall be the chief administrative officer of the judicial system."

The Supreme Court realized that modern management and efficient administration of the court system could not be brought about by structural improvement alone. An efficient administrative capability was also needed

to promote rational planning for judicial administration, equitable distribution of the scarce judicial resources and uniformity whenever possible in the quality of judicial services rendered within the state. Thus, a system of court administration had to be developed to accommodate the new structure.

Since the passage of Article V in March of 1972, notable efforts have been made in developing the administrative component needed to complement and strengthen the new judicial structure created by Article V. The Supreme Court appointed a State Courts Administrator in July of 1972 to assist the Chief Justice in his capacity as the chief administrative officer of the state judicial system. Shortly thereafter, support personnel were employed to assist in the development of the Office of the State Courts Administrator. The administrative services of the Office have facilitated the making and implementation of Supreme Court administrative policies and programs, and have assisted in the development and coordination of similar activities in each of the judicial districts and circuits.

Although the Chief Justice was given ultimate administrative responsibility for the new court system, the responsibility for each district and circuit was delegated to the Chief Judge. In order to provide

administrative support for each Chief Judge, the Supreme Court encouraged the employment of local administrators.

To-date, seventeen of the twenty circuits and one of the four district courts of appeal have appointed court administrators.

In reviewing the composite judicial administrative system, it is obvious that the functions and methods of operation vary with the structure and jurisdiction of the various levels of the courts. The spectrum of administrative responsibilities in the different levels includes such diverse activities as the certification of additional judges; caseload management; the assignment of judges and other court officers; docket control; financial management and budget control; personnel administration; orientation, training and education for judicial and non-judicial personnel; equipment, facilities and space management; jury and witness management and the provision of court reporting resources. Other related responsibilities include the establishment and maintenance of a liaison with other elements of the criminal justice system, the Executive branch, the Legislature and the private sector, in addition to the overriding necessity to satisfactorily plan for and evaluate the efficiency and effectiveness of all of the aforementioned functions.

It is readily apparent that such a complex system cannot be effectively operated unless decisions are based on the collection and analysis of critically needed management information. The Florida Legislature recognized this need and mandated the establishment of an information system to collect such data. Section V of Chapter 72-406 of the Florida Statutes requires that:

"The Supreme Court shall develop a uniform case reporting system including a uniform means of reporting categories of cases, time required in the disposition of cases, and manner of disposition of cases."

The Judicial Council of Florida had, prior to the advent of Article V, been the only resource for the collection of management statistics relative to the activities of the courts. This body was created by the Legislature in 1953 for the purpose of providing a forum for the continuous study of Florida's judicial system, its procedures and its practices. The Council, which is made up of a Justice of the Supreme Court, one circuit and one county court judge, the Attorney General, four members of the Florida Bar and nine lay persons, is also responsible for looking closely at the organization and administration of the courts, and the volume and condition of judicial business as well as providing recommendations for changes where necessary.

The Council, in discharging its responsibilities in the past, collected monthly reports from Clerks of Court

and other court officials on caseload activities and dispositions. However, the lack of adequate resources, the definitional ambiguity in the terms for the different categories of information to be reported, the fragmentation of the court structure itself, the variance in local court jurisdictions and procedures and the inconsistency between what was reported by the Clerks, the State Attorneys and the Public Defenders demonstrated a need for a much more refined and uniformed system of information collection and analysis.

A logical place for the development and administration of such a system was the Office of the State Courts Administrator. In response to the mandate of the Florida Legislature, the Office of the State Courts Administrator, with the cooperation and help of various groups and individuals, including the Florida Association of Court Clerks, judges at all levels and the trial court administrators, undertook the task of designing and implementing a system for the uniform collection and analysis of judicial information. The result of the endeavor was the Case Disposition Reporting (CDR) System which became operational January 2, 1973.

### 1.1.3 THE DEVELOPMENT OF THE CASE DISPOSITION REPORTING SYSTEM

The initial planning phase for what is now the Case Disposition Reporting System was begun in the early

summer of 1972, shortly after the citizens of Florida approved the amendment of Article V in the general election in March of that year. At that time, a small professional staff was employed by the Office of the State Courts Administrator to develop and formulate a system for the collection and analysis of the most critically needed case-related management data. These individuals designed the necessary collection forms and procedures, and through the system, refined them to be most compatible with local needs, conditions and circumstances.

Following the finalization of the collection system, the staff of the Office of the State Courts Administrator was expanded to include a number of information analysts and statisticians, who collectively would guide and coordinate the implementation of the system from the state level.

The system became operational on January 2, 1973, after extensive in-service training sessions had been completed for the new staff and the CDR System orientation sessions had been conducted in the twenty judicial circuits for reporting personnel. During the latter part of 1972 and the first few months of 1973 the computer software for capturing, editing and updating the data base, as well as the programs used for analyzing and reporting the various types of statistical information was completed.

Shortly after the implementation of the CDR System a number of meetings, with local court administrators as well as visits to the reporting sites themselves, were conducted to gain feedback as to any implementation problems for the purposes of streamlining the system. The first statistical reports were generated some three or four months after the system became operational. In turn, the response to and feedback on those reports was used to modify and improve the later reports generated by the CDR System.

By June of 1973 the regular generation of reports for use by the local courts and the State Court Administrator had begun. Thirteen reports were initially made available to the trial courts which included civil and juvenile case statistics; the analysis of dispositions; and the analysis of the time elapsed for civil, criminal and juvenile cases since the system calls for the reporting of activities relative to each of the three types of cases on a daily basis. Additionally, the CDR System has made possible the generation of a number of special reports including among others; comparisons of felony caseloads across circuits, the analysis of statewide percentages of drug abuse-related cases, and the incidence of special crimes such as murder and rape on a county-by-county basis for the fiscal year ending June 30, 1973.

## 1.2 THE GOALS AND OBJECTIVES OF CDR

As was related in previous discussions, the primary goal of CDR is to provide the Legislature, the Judiciary and other supportive and interfacing agencies of the criminal justice process with timely management and statistical information on the judicial process.

The objectives identified with the achievement of this goal may be viewed at two levels; state and local, specifically:

### • State level objectives:

- To provide data to the Legislative Branch in support of its various functions, including:
  1. The development of proposed legislation which may have an impact upon the criminal justice system, more specifically, the judicial process and the administration of justice.
  2. The preparation and approval of annual budgets providing for state funding of various components of the judicial process at the state and local levels. With the advent of a uniform state personnel system for the judiciary, the data generated by CDR has become more critical in terms of certification of judicial and support staff positions for the judicial branch on a statewide basis.
  3. The preparation of short term and long term plans supporting project personnel, training, fiscal and physical resources, etc. for the judiciary on a statewide basis.
- To provide data to the Supreme Court in support of management decision, control and feedback functions critical to the administration of the court system on a statewide basis. Included within this

category is the need for data supporting the determination of circuit judge rotation (pooling) schedules on a statewide basis.

- To provide data to various agencies of the Executive Branch involved in budgeting, planning and operations relative to the criminal justice process. Included here are the caseload data required by State Attorneys and Public Defenders in support of their budget preparation, certification and submission to the legislature annually.

• Local level objectives:

- To provide statistical and administrative data to the Chief Judges, Court Administrators, Clerks of the Court, State Attorneys and Public Defenders regarding the types of cases filed and the caseload and case/time flow within the various counties of their respective circuits.
- To provide judicial administrators with information necessary to plan the operation of the courts on the basis of sound long-range projections as opposed to day-to-day crisis decision making. Further, to provide a medium for evaluation of court activities and programs in light of such plans.
- To provide a system for the structural auditing of local and state level case processing by the Auditor General's Office and the Joint Legislative Auditing Committee, as required by Article V.

### 1.3 THE CONCEPTS OF CDR

Prior to proceeding with a discussion of the functional aspects of CDR, several basic concepts should be developed.

First, CDR is conceived to be a passive system as opposed to an active system. It is envisioned that the system simply overlay the existing judicial records and case handling process within each county. The system carries with it only minimal standards (i.e., the utilization of a uniform case number) for operation. By

capturing data over a period of time, discrepancies and variances in court record keeping and case processing procedures may be identified. These variances can then be brought to the appropriate administrative levels (i.e., the Supreme Court, the Chief Judges Conference, the Florida Association of Court Clerks, etc.) who may jointly move to establish uniform procedures, court rules, etc., for their respective areas of responsibility.

Second, the system is a management and statistical information system, not an operational based system. Therefore, CDR is not intended to usurp or replace the need for county based operational trial court systems. Where such systems can be workload as well as cost/benefit justified, they should be developed. Where such systems are developed, the need for CDR data for day-to-day administration within a given county will decrease or cease. However, the system will still serve the Circuit Administrator by allowing him to look across county boundaries and systems and obtain data upon which to make decisions which will affect the circuit as a whole. In addition, the CDR System will continue to support all other state and local objectives outlined within section 1.2.

### 1.4 AN OVERVIEW OF CDR

The following subsections provide a brief description of the administrative organization and system flow

of CDR intended to provide the reader with a basic understanding of the system and more importantly, where to go when help is needed.

#### 1.4.1 ORGANIZATION

Figure 1-1, which follows, provides a divisional view of the structure of CDR within the Office of the State Courts Administrator. Two Divisions of the Office of the State Courts Administrator are directly concerned with its operation, specifically:

- The Systems and Data Processing Services Division; and
- The Research Evaluation and Statistics Division.

The structure and function of each component of each division is described below.

- The Systems and Data Processing Services Division is charged with the design, implementation and maintenance of all Data Processing related activities for the Supreme Court which includes CDR. The Division is headed by a Divisional Director and consists of three functional sections, specifically:
  - The CDR Analyst Section, which is responsible for the supervision of day-to-day data collection, data entry and data base management. Questions relating to procedures for day-to-day coding and reporting of CDR data should be addressed to the analyst in charge of the specific county or to the CDR Analyst Coordinator.
  - The CDR Audit and Development Section, headed by the Audit and Development Coordinator, which is responsible for statewide auditing of the CDR data capture process within the various reporting offices to ensure compliance with reporting procedures and to provide assistance

CDR SYSTEM  
ADMINISTRATIVE ORGANIZATION

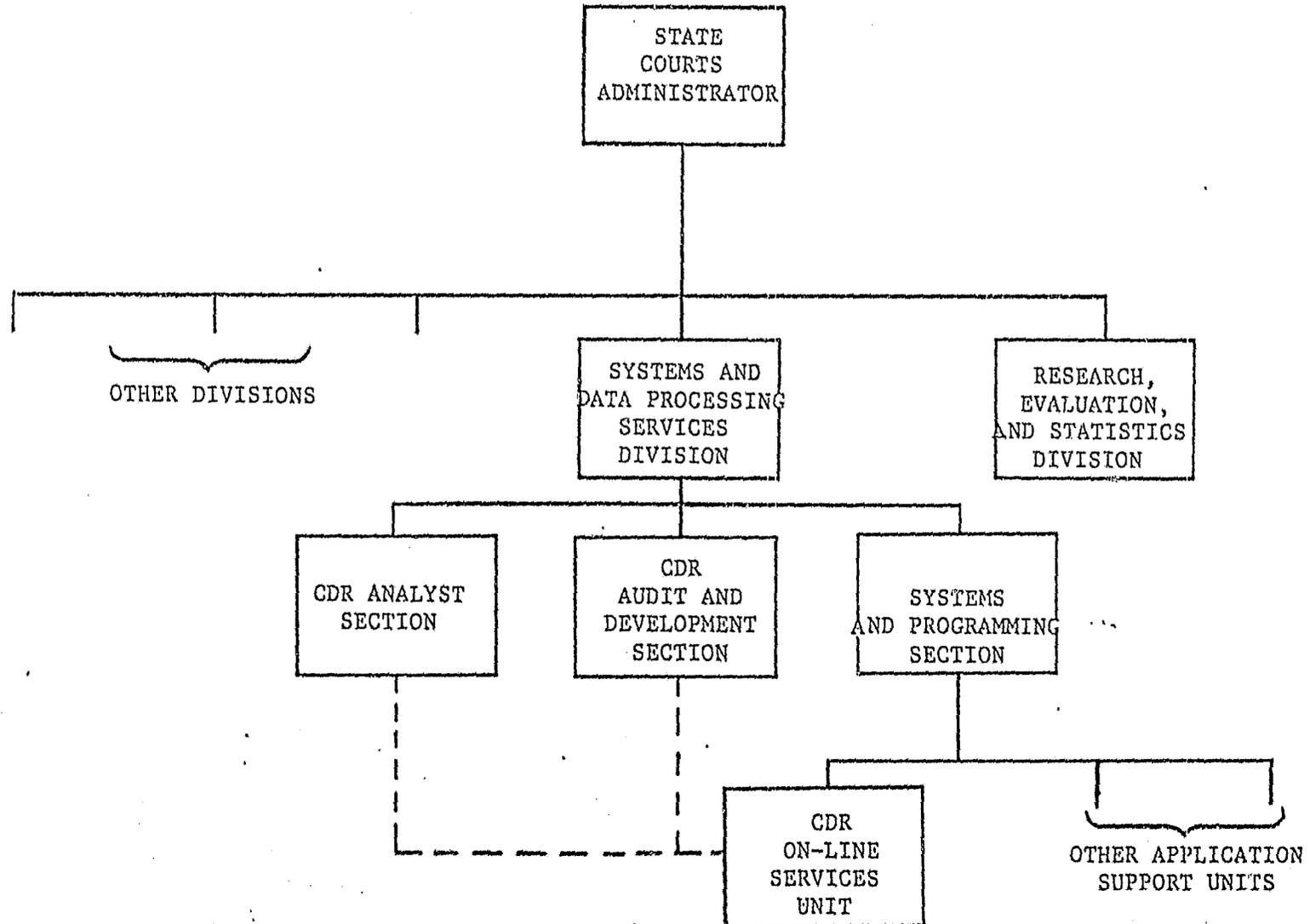


Figure 1-1

in resolving problems relating to CDR reporting within the various counties. In addition, this section is assigned the responsibility for providing training of CDR reporting clerks and staff as requested by the Clerk of Court. Any problems relating to the CDR reporting process or for training assistance should be addressed to the CDR Audit and Development Coordinator.

- The Systems and Programming Section, headed by the Senior CDR Programmer/Analyst provides all related programming support for the maintenance of the CDR System. This section provides direct technical liaison with counties which provide CDR data via computer to computer magnetic tape interface. Further details on this section and its responsibilities are provided in the document entitled "The Case Disposition Reporting Manual, Automated Interface Guide" which is available upon request.
- The Research, Evaluation and Statistics Division, headed by the Division Director, is comprised of a staff of personnel with statistical and analytical backgrounds. This section is charged with the administration of all research and statistical programs for the Office of the State Courts Administrator. In the area of CDR, the Division supports many functions which include but are not limited to the following:
  - The preparation of the Annual Report on the Florida Court System;
  - The design and administration of the Weighted Caseload System utilized to certify judicial and staff personnel requirements for the judiciary annually;
  - The design and distribution of Monthly and Quarterly Reports for utilization at the state and local levels; and
  - The preparation of special analytical reports for various state and local agencies upon request. Questions of a statistical nature should be addressed to the Division Director.

#### 1.4.2 CDR SYSTEM FLOW

Figure 1-2 provides a graphic description of the basic CDR data flow from its point of capture within the

### CASE DISPOSITION REPORTING SYSTEM SYSTEM FLOW

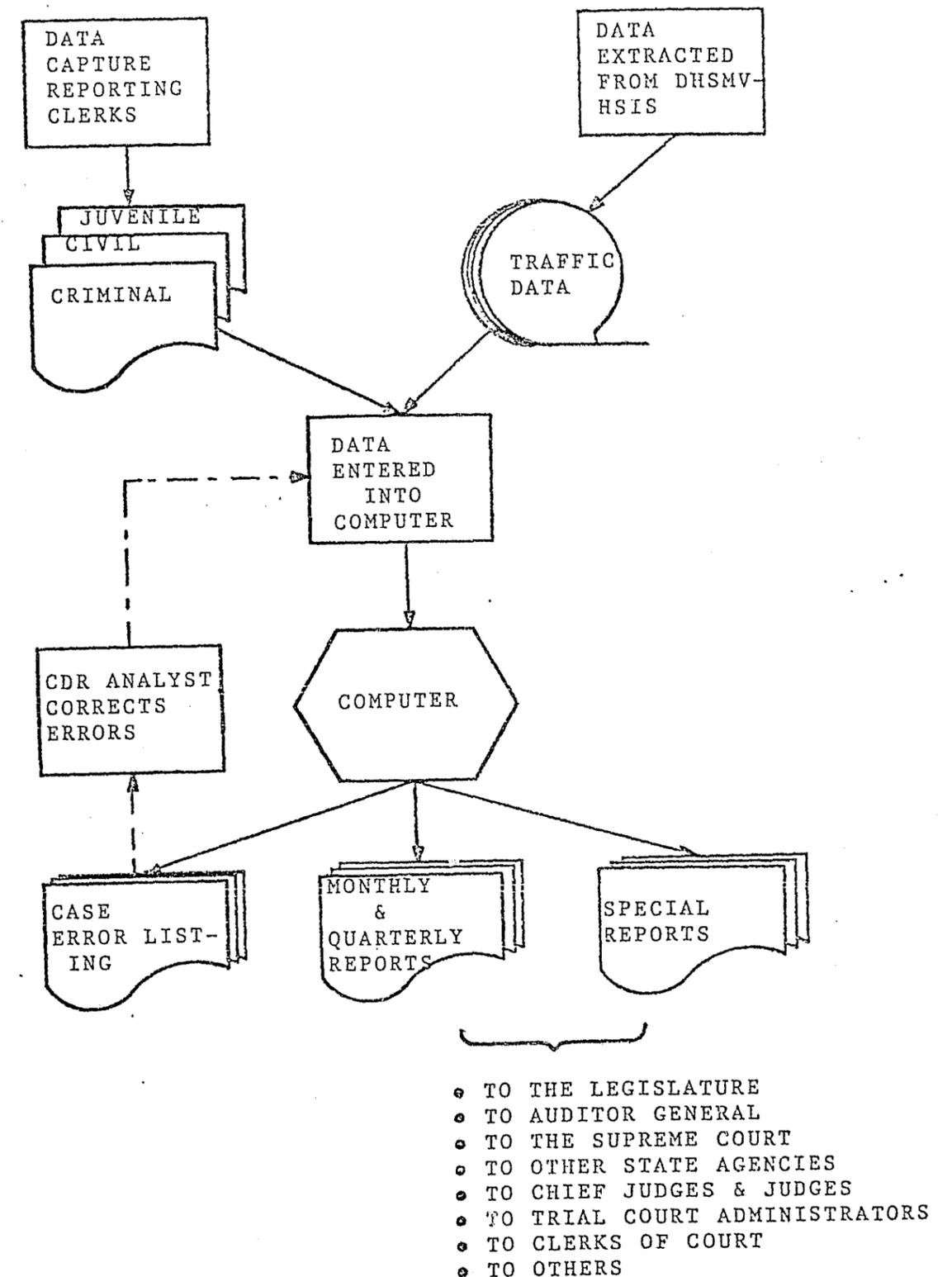


Figure 1-2

clerk's office, through entry on the state computer system, to its output in the form of management and statistical reports. The following sections provide a brief description of the activities associated with each functional component.

#### 1.4.3 CDR DATA CAPTURE

The system provides for the capture of CDR related data on Criminal, Civil and Juvenile daily reporting forms. These data are recorded by the reporting clerks assigned within the various reporting divisions of Office of Clerk of Court. The remainder of this manual is devoted to a discussion of the reporting procedures and rules associated with CDR data capture.

The CDR System does provide for the capture of CDR related data from local county computerized court systems via magnetic tape. Further documentation on this process can be obtained by writing the Director of Systems and Data Processing Services, Office of the State Courts Administrator, Supreme Court Building, Tallahassee, Florida.

#### 1.4.4 DATA BASE MAINTENANCE

All case report forms received on a daily basis by The State Courts Administrators Office are entered onto the state computer via computer terminals. The computer checks the validity of all cases entered and prints a

daily report of case rejects. The report is reviewed by the CDR analysts and the cases are corrected and re-entered after consultation with the local reporting clerks via telephone.

It should be noted that on a monthly basis, traffic case data is extracted from the Department of Highway Safety Information System (HSIS) and entered on the CDR file. Thus the CDR file reflects all relative caseload activity for the Florida Courts System.

#### 1.4.5 MANAGEMENT AND STATISTICAL REPORTING

The CDR data base is processed to generate statistical and management reports on a monthly, quarterly, semi-annually and as requested basis. These reports are distributed to state and local users.

## 2.0 MANUAL UTILIZATION

The Case Disposition Reporting Manual has been divided into eight (8) functional sections providing for ease of reference. The following paragraphs provide a synopsis of each section of the manual with briefs on organization and content; specifically:

- Section 1.0 - INTRODUCTION - provides a non-technical overview of the history, organization and function of CDR. This section is useful during initial orientation and training sessions as it allows the reporting clerk to obtain an overall understanding of the system and of his or her role in it.
- Section 2.0 - MANUAL UTILIZATION - provides information on how to use this manual.
- Section 3.0 - CDR REPORTING POLICIES - provides a statement of the general policies pertaining to the CDR reporting process. In addition, this section provides answers to many of the questions most commonly asked by the CDR participants.
- Section 4.0 - CRIMINAL REPORTING - provides a detail description of the coding process involved with the completion of the "Criminal Case Report Form". Each field of the report form (i.e. 1, 2, 3, 4, etc.) is described within a corresponding subsection of Section 4.0 (i.e. 4.1, 4.2, 4.3, 4.4, etc.), thereby providing for ease of reference. Each subsection (i.e. 4.1) is further subdivided into discussions on:
  - Purpose (i.e., 4.1.1);
  - Definition (i.e., 4.1.2);
  - Discussion (i.e., 4.1.3);
  - Codes (i.e., 4.1.4); and
  - Example (i.e., 4.1.5)
- Section 5.0 - CIVIL REPORTING - provides a detail description of the coding process involved with the completion of the "Civil Case Report Form". This section is organized in the same manner as described under Section 4.0 above.

- Section 6.0 - JUVENILE REPORTING - provides a detail description of the coding process involved with the completion of the "Juvenile Case Report Form". This section is organized in the same manner as described under Section 4.0 above.
- Section 7.0 - APPENDIX - included within this section are appendices A through C which contain the following reference documents:
  - Appendix A - READY REFERENCE STATUTE OFFENSE CODE TABLE - which provides a quick reference list to the most frequently used statute/offense codes.
  - Appendix B - THE STATUTE OFFENSE CODE TABLE - provides a cross index of Statute and Offense Codes for every criminal statute violation.
  - Appendix C - SAMPLE FORMS - provides samples of each form which is described in detail within Sections 4.0, 5.0 and 6.0 of this manual.
- Section 8.0 - REVISIONS AND MEMORANDUMS - provides a file area for all CDR Technical Memorandums issued by the Systems and Data Processing Services Division of the State Courts Administrator's Office. All such memorandums are numbered sequentially by year (i.e. 74-001) and should be retained within Section 8.0 for future reference. (Example - CDR Technical Memorandum No. 74-001).

### 3.0 CDR REPORTING POLICIES

The following subsections provide a quick reference guide to the general policies for reporting to CDR. In addition, some of the most frequently asked questions are briefly answered with references to those sections of the manual where more detail may be found. Items discussed below are:

- Who Reports;
- What To Report;
- How To Become An Automated CDR Reporting Agency;
- How To Obtain Training For CDR Reporting Clerks;
- Where To Report;
- When To Report;
- How To Report;
- How To Report Cases Filed Or Supplementary Actions Initiated Prior To Implementation Of CDR...January 1, 1973;
- How To Report Traffic Cases;
- How To Order Case Disposition Reporting Forms And Mailing Envelopes; and
- To Whom To Address Questions.

#### 3.1 WHO REPORTS

The Clerk of the Court for each jurisdiction is responsible for the timely and accurate preparation of the Criminal, Civil and Juvenile Case Disposition Reports submitted daily for the Circuit and County Courts. In several Florida counties, the Clerk of the County Court is exempt by law from the jurisdiction of the Clerk of the Circuit Court. In such cases, the Clerk of the County Court is responsible for the submission of daily reports for the County Court.

As official keeper of the court records, the Clerk of the Court is the logical source from which to capture

the required information. The legislature has recognized this responsibility in the enabling legislation.

#### 3.2 WHAT TO REPORT

The Clerk of the Court reports specific items of information on all Criminal, Civil and Juvenile cases filed within the Circuit and/or County Courts. Information is reported by each docketing location at the time the case or supplementary action is filed and at the time the case or supplementary action is disposed of. Further information regarding this subject is presented in sections 4.0 (Criminal), 5.0 (Civil), and 6.0 (Juvenile).

#### 3.3 HOW TO BECOME AN AUTOMATED CDR REPORTING AGENCY

Due to extremely high case volumes, several counties have or are currently in the process of automating the CDR information capture and reporting process. In all such cases, the reporting codes and formats outlined within this manual must be adhered to.

In the event that a county is considering the automation of all or part of its CDR reporting program, they should contact the Director of the Systems and Data Processing Services Division of the State Courts Administrator's Office for specific guidelines and procedures for initiating such changes.

### 3.4 HOW TO OBTAIN TRAINING FOR CDR REPORTING CLERKS

To accomplish the CDR reporting tasks, the Clerk of Court will acquire a staff of reporting clerks who will in turn require training in the several reporting areas. It is the responsibility of the State Courts Administrator to provide such training. All requests for training assistance should be addressed to the attention of the CDR Audit and Development Coordinator, Systems and Data Processing Services Division, 2005 Apalachee Parkway, Suite 111, Tallahassee, Florida 32301, Phone (904) 488-5610.

### 3.5 WHERE TO REPORT

All report forms should be mailed to:

The Office of the State Courts Administrator  
Systems and Data Processing Services Division  
2005 Apalachee Parkway, Suite 111  
Tallahassee, Florida 32301

It should be noted that the State Court Administrator provides prelabelled envelopes for mailing of all CDR reports. See section 3.10 for further detail.

### 3.6 WHEN TO REPORT

Each reporting location must report any and all Criminal, Civil or Juvenile related case activity occurring within the normal working day. It is suggested that the reporting clerks plan, at the end of each working day, to submit the report forms and information completed that day.

If the case reporting activity runs past the normal working hours, the clerk may report the related activity on the next normal business day.

It is important that the Filing Information (Section II) be reported at time of filing. The Trial and Disposition (Section III) should be reported at time of disposition. Trial and plea information should not be reported until the case is completely terminated. The Public Defender Information (Section IV) should be reported at time of disposition, if applicable.

### 3.7 HOW TO REPORT

The Clerk will report case activity daily utilizing a preprinted, color coded Case Disposition Reporting form. A brief description of each form follows and samples of each may be found in the Appendix of this manual.

- The Criminal Case Report Form, Green--single part, formatted to support either handwritten or typed entry. These forms are provided by the State Courts Administrator.
- The Civil Case Report Form, Yellow--single part, formatted to support either handwritten or typed entry. These forms are provided by the State Courts Administrator.
- The Juvenile Case Report Form, Blue--single part, formatted to support either handwritten or typed entry. These forms are provided by the State Courts Administrator.

In addition to the standard case report forms, several other special function forms are utilized. These

forms are relatively low in volume and cannot be pre-printed within any reasonable cost. Therefore, the State Courts Administrator provides an original form from which Xerox or comparable copies can be made. A brief description of each form follows and samples of each may be found in the Appendix of this manual:

- The Case Correction Form - used to submit a correction to a case which has been previously entered on the CDR file. Details on the completion of this form may be found in subsections 4.23 (Criminal), 5.12 (Civil) and 6.14 (Juvenile).
- No Activity Form - This form serves primarily as an audit and control document. If on a given date there is no Criminal, Civil or Juvenile case activity to report, the reporting location completes a "NO ACTIVITY FORM" and forwards it instead of the normal daily submission. This form notifies the CDR receiving clerk that no case forms were generated on the date and therefore, were not lost in the mail. Details on the completion of this form may be found in subsections 4.24 (Criminal) 5.13 (Civil), and 6.15 (Juvenile).

### 3.8 HOW TO REPORT CASES FILED OR SUPPLEMENTARY ACTIONS INITIATED PRIOR TO IMPLEMENTATION OF CDR...JANUARY 1, 1974

The Case Disposition Reporting System began operation January 1, 1973. All cases filed and terminated prior to that date should not be entered on the CDR System. Those cases which were filed prior to January 1, 1973 but were still pending as of that date should be assigned a "72" Uniform Case Number and entered on the CDR System.

Supplemental actions, whose original actions were filed and are not terminated prior to 1973, should be

assigned the next sequential "72 Uniform Case Number and be entered with the file date on which the supplemental action was initiated with an "S" filing status.

### 3.9 HOW TO REPORT TRAFFIC CASES

Most traffic cases originate with the State "Uniform Traffic Ticket", a copy of which is provided to the Department of Highway Safety and Motor Vehicles (DHSMV). To eliminate the duplication of reporting effort upon the Clerks of the Court, the State Courts Administrator extracts all relevant data on traffic cases from the DHSMV Highway Safety Information System (HSIS) and enters it into the CDR file.

Two special policies have been adopted relating to the reporting of traffic information. The necessary procedures are discussed in detail within section 4.0 of this manual. A summary of each follows:

- In the event that a misdemeanor traffic offense does not originate with or involve the completion of a UTT form, the case should be reported on the Criminal Case Report Form.
- All felony traffic offenses should be reported on a Criminal Case Report Form regardless of whether a UTT has or has not been issued. This one exception is required to obtain additional data, not supplied on the UTT, to meet special information requests on such areas as DWI legislation and evaluation of the newly adopted Traffic Decriminalization Program. The volume of such cases is extremely low and therefore, should not pose any major problems.

3.10 HOW TO ORDER CASE DISPOSITION REPORTING FORMS AND MAILING ENVELOPES

All requests for resupply of reporting forms and/or mailing envelopes should be made by phone (to ensure timely response) to the CDR Analyst Coordinator at (904) 488-1363 or 488-8478.

3.11 TO WHOM TO ADDRESS QUESTIONS

If you have questions pertaining to the reporting procedures or to specific cases, contact the CDR analyst assigned to your county at (904) 488-1363 or 488-8478.

If you need assistance in training or in evaluating a problem in the reporting process, contact the Audit and Development Coordinator at (904) 488-5610.

If you have questions relating to CDR computer technology or of an administrative nature, contact the Director of the Systems and Data Processing Services Division at (904) 488-5610.

#### 4.0 CRIMINAL REPORTING

This section describes the necessary procedures required for reporting any criminal action to CDR. The purpose, definition and code are addressed in the description of each field required on the CDR Criminal Form. A discussion is included to clarify exceptions and to emphasize and expand definitions of difficult areas:

The following topics are discussed in detail in this section.

- The Uniform Case Number
- Case Year
- Case Number
- Case Type
- Defendent I. D.
- Case Location
- Filing Status
- Date Filed or Date Supplemental Filed
- Most Serious Statute Charged
- G.O.C.
- Offense Code
- Counts Per Defendant
- Defendants Per Trial
- Date Trial Began
- Trial Type
- Most Serious Statute Found Guilty
- G.O.C.
- Offense Code Found Guilty
- Guilty Plea
- Date of Guilty Plea
- Number of Counts Guilty
- Date of Disposition
- Type of Disposition
- Public Defender Entry Date
- Public Defender Exit Date
- Criminal Case Correction Form
- Criminal No Activity Form

##### 4.0.1 THE UNIFORM CASE NUMBER

A correctly assigned Uniform Case Number is perhaps the most important single feature of the Florida

Case Disposition Reporting System. Statewide uniformity in numbering cases is vitally necessary to collect, compile and analyze the data in an accurate, orderly fashion.

The case numbering system has been devised in close collaboration with the Court Administration Committee of the Florida Association of Court Clerks. It is designed to provide an accurate record, useful not only to analysts, but useful also to Clerks of Court as a means of quick identification, storage, and recall of all the different cases for which the clerk is responsible.

Errors in numbering will detract from the efficiency of local operations. Errors will also require clerks to spend additional time and labor in making corrections, because case numbers that do not correspond to the identification data or case data on the form will be rejected by the computer. Another reason for extreme care in assigning case numbers is that current legislation requires the Auditor General to conduct regular audits to confirm the accuracy of information reported throughout the system.

You may add additional information, as a prefix or suffix, to the Uniform Case Number for local use only. However, keep local modifications in your own office, and be sure to report only the standard Uniform Case Number information.

SECTION I OF THE REPORT: UNIFORM CASE NUMBER  
THIS SECTION CONSISTS OF FIVE FIELDS; #1 - #5.

4.1 FIELD #1--CASE YEAR

4.1.1 PURPOSE

Constitutes part of a case identification number which is unique in the State; assists in record and docket keeping; essential for statistical analysis; essential for auditing; allows the case numbers to be smaller and less burdensome to handle.

4.1.2 DEFINITION

The year in which the original accusatory instrument, whether indictment, information, affidavit, warrant, or complaint, is filed in the Clerk's Office.

4.1.3 DISCUSSION

As part of the Uniform Case Number, (Fields 1-5), this field is mandatory when submitting filing or dispositional information.

4.1.4 CODES

The last two numbers in the year in which the original accusatory document is filed. Initial actions filed prior to January 1, 1973 (010173) will be coded "72" regardless of the actual year the case is filed. All supplemental actions whose initial actions were filed prior to 010173 will also be coded "72".

4.1.5 EXAMPLE

UNIFORM CASE NUMBER				
1 Case Year	2 Case Number	3 Case Type	4 Defendant I.D. No.	5 Case Location
75				
72				
72				
73				

Four reporting situations are coded in Field #1. The first is an original action filed after January, 1975. The second is a supplemental action filed in 1975. The third entry is a supplemental action whose original filing was in 1972. The fourth is an original action case filed in 1973.

4.2 FIELD #2--CASE NUMBER

4.2.1 PURPOSE

Constitutes part of unique identification number; assists in record and docket keeping; essential for auditing; supplies a running total of cases filed within a specific time period.

4.2.2 DEFINITION

Sequential number beginning with the number 1 on January 1 of each new year.

4.2.3 DISCUSSION

In County Court all criminal cases can be in one series of sequential numbers. Criminal case numbers should not be combined with other case types (i.e., traffic cases). In the County Court where both felony and misdemeanor criminal cases will be heard, the clerk may combine felony and misdemeanor cases in the same series of numbers, or he may choose to number felony cases (FM) in one series and misdemeanors (MM) in another.

All pre-1973 civil cases with supplemental actions will be issued a new sequential case number ("72" case year) unless the original case is already on the CDR System.

As part of the Uniform Case Number (Fields 1-5), this field is mandatory when submitting filing or dispositional information.

4.2.4 CODES

The sequential number that was assigned to the accusatory document beginning with the number one (1) on January one of each year.

4.2.5 EXAMPLE

UNIFORM CASE NUMBER				
1 Case Year	2 Case Number	3 Case Type	4 Defendant I.D. No.	5 Case Location
75	01			
75	02			
74	01			
72	100			

The first two cases are filed in 1975 and are the first two cases docketed in that year. The third case entered reports the occurrence of a supplemental action on the first case filed in 1974. The last case is a supplemental action on a case filed before January 1, 1975.

4.3 FIELD #3--CASE TYPE

4.3.1 PURPOSE

Constitutes part of unique identification number; assists in record and docket keeping; permits statistical analysis by general categories; essential for auditing.

4.3.2 DEFINITION

This field basically identifies the case as a criminal action and places the case in the proper court.

4.3.3 DISCUSSION

As part of the Uniform Case Number (Fields 1-5), this field is mandatory when submitting filing or dispositional information.

4.3.4 CODES

• County Court

- MM--This is the correct code for misdemeanor cases. Use this code also for county and municipal violations for which there are statutory equivalents. (Report only non-ticketed traffic violations as "MM".)
- FM--Code all felony cases, that are filed in county court to determine probable cause, as FM. If a felony in the county court is later reduced in preliminary hearing to a misdemeanor charge, do not change this designation.
- MO--Code all municipal ordinance violations that do not have state statutory equivalents as MO. Note: When the MO case type is used, offense code 9091 in Field 10 is mandatory. If the defendant is guilty of a municipal ordinance, 9091 in Field 17 is mandatory.

- CO--Code all county ordinance violations that do not have state statutory equivalents as CO. Note: When the CO case type is used, offense code 9092 in Field 10 is mandatory. If the defendant is found guilty, 9092 in Field 17 is mandatory.

• Circuit Court

- CF--All cases with a felony count charged in the Circuit Court are coded CF. (This includes any traffic charge that reaches the Circuit Court.)
- AC--All criminal cases appealed from County Court to Circuit Court are coded AC. The AC case type accepts only disposition codes 26, 27, 28, and 29.

4.3.5 EXAMPLE

UNIFORM CASE NUMBER				
1 Case Year	2 Case Number	3 Case Type	4 Defendant I.D. No.	5 Case Location
		MM		
		CO		
		CF		
		AC		

The first two cases shown above are in the jurisdiction of the County Court. The first represents a misdemeanor; the second represents a county ordinance without a state statutory equivalent. The second two cases originate in the Circuit Court. The first case would represent a felony; the second a misdemeanor which was transferred from county to circuit on appeal.

4.4 FIELD #4--DEFENDANT

4.4.1 PURPOSE

Constitutes part of case identification number unique in State; assists record and docket keeping; permits tracking of individual defendants assigned the same case number; essential for auditing; essential for preserving confidentiality.

4.4.2 DEFINITION

Alphabetical letters used to identify each separate defendant involved within a case where two or more defendants are charged under the same case number.

4.4.3 DISCUSSION

It is important to alphabetize the defendants on the docket so that multiple dispositions on the same defendants are avoided. As part of the Uniform Case Number (Fields 1-5), this field is mandatory when submitting filing or dispositional information.

4.4.4 CODES

Letter identification as follows. The first defendant shall be identified as A, the second as B, the third as C and so forth to the 26th who shall be known as Z. When 26 letters are expended, the 27th defendant in the case would be AA, the 28th AB, the 29th AC and so forth. If there are more than 52 defendants in one case, begin the series again with BA, BB, etc.

If only one defendant is involved, enter the letter A in this field.

When more than one defendant is involved in a case, be sure to repeat the sequential case number in Field #2.

4.4.5 EXAMPLE

UNIFORM CASE NUMBER				
1 Case Year	2 Case Number	3 Case Type	4 Defendant I.D. No.	5 Case Location
75	1	CF	A	
75	2	CF	A	
75	3	CF	A	
75	3	CF	B	

The first two examples display how the first and second single defendant cases would be coded. The last two entries display how an information with two defendants would be coded.

4.5 FIELD #5--CASE LOCATION

4.5.1 PURPOSE

Constitutes part of unique case number; essential for reporting and auditing purposes; identifies the individual docketing sequences within the Clerk's Office; allows for useful statistical sorting.

4.5.2 DEFINITION

The location codes for each of the criminal docket books have been assigned by the CDR office. The location numbers were assigned uniformly throughout the state. The criminal location number for each county will be in the same range of numbers.

4.5.3 DISCUSSION

If a new docketing sequence is initiated, the clerk should contact CDR for a new location number. As part of the Uniform Case Number (Fields 1-5), this field is always a mandatory entry when submitting any case information to CDR.

4.5.4 CODES

The following ranges are used to assign location codes to criminal docketing sequences:

- 31-40 Circuit Criminal Locations
- 41-.. County Criminal Locations

4.5.5 EXAMPLES

UNIFORM CASE NUMBER				
1 Case Year	2 Case Number	3 Case Type	4 Defendant I.D. No.	5 Case Location
		MM		41
		CF		31

The first case entered is a misdemeanor with the corresponding case location of "41". The second case shown is a felony with the corresponding "31" location code.

#### 4.6 FIELD #6--FILING STATUS

##### 4.6.1 PURPOSE

Basic indicator of the status of the instrument being filed; to permit accurate accounting of judicial caseload; useful in statistical analysis and auditing.

##### 4.6.2 DEFINITION

Indicates whether information or complaint initiating the charges is a new filing or whether it relates to a post-adjudicatory action.

##### 4.6.3 DISCUSSION

In the summer of 1973, the State Courts Administrator requested that all non-disposed pre-1973 cases be numbered and entered into the CDR System as "72" Uniform Case Numbers. Supplemental actions on cases disposed prior to January 1, 1973 (not recorded in CDR) will be given the next sequential "72" number and be reported as a "S" filing status. Dispositions for these cases will follow with Sections I, III and IV, if applicable. Supplemental actions to original cases which were filed after January 1973, will carry the same case number as was assigned to the original complaint or information.

The CDR System has been given the responsibility to compute the caselife averages of criminal cases. It is thus important to account for defendants unavailable for prosecution. Prior to 1973, the CDR System

flagged the filings of these cases. As of January 1, 1975, the CDR System will accept these cases with outstanding capias and bench warrants with temporary dispositions under the disposition code "24". When these capias and warrants are served, report reentry actions under the filing types of G, T, and Z as defined below.

As part of the Filing Information (Fields 6-11), fields #6, #7 and #10 are mutually mandatory when any original or supplemental filings are entered.

##### 4.6.4 CODES

- F--Indicates filing of a new case where a new case number is assigned. Use this code for initial accusatory instrument received by the clerk.
- G--Indicates the defendant has left the judicial system and has reentered after being served the capias or warrant.
- S--Indicates that all counts of the accusatory instrument were previously disposed of by the court, and this action is supplemental to the original under the same case number.
- T--Indicates defendant fled from a supplemental filing and is reentering the justice system after being served the capias or warrant.
- X--Indicates this is an action reactivated for post-conviction relief pursuant to 3.850 of the Rules of Criminal Procedure. All counts of the accusatory instrument were previously terminated by the court, and the case was reactivated with the same Uniform Case Number. If X is put in Field #6, leave Field #8 blank.
- Y--Indicates this is an action to terminate, modify or revoke probation. All counts of the accusatory instrument were previously terminated by the court, and the case was reactivated with the same Uniform Case Number. If Y is put in Field #6, leave Field #9 blank.

- Z--Indicates a defendant violated probation and is reentering the justice system after being served the capias or warrant.

4.6.5 EXAMPLE

FILING INFORMATION					
6	7	8	9	10	11
F S I T L A I T N U G S	DATE FILED OR DATE SUPPLEMENTAL FILED	MOST SERIOUS STATUTE CHARGED	G O C	OFFENSE CODE	CTS PER DEF
F					
S					
A					
Y					

The first case has the filing code "F" which indicates that the entry is an original filing in that court. The second example displays the filing code "S" which indicates that this case has a supplemental action filed after the original had been disposed. The third example has the filing code "A" which indicates the defendant has been served a previously outstanding capias or warrant and is reentering the justice system. The fourth example has the filing code "Y" which indicates the action being filed relates to a violation of probation.

4.7 FIELD #7--DATE FILED OR DATE SUPPLEMENTAL FILED

4.7.1 PURPOSE

To permit computation of the elapsed time in a case, and to record the case beginning at a specific point in time, essential for statistical analysis and auditing.

4.7.2 DEFINITION

The date filed is the date when the accusatory instrument has been stamped as filed by the clerk. If a defendant is not arrested, the issuance of the warrant or summons constitutes the date filed.

4.7.3 DISCUSSION

If a county uses citations to charge misdemeanors, and the case is disposed before receipt of the citation by the clerk, then use the date of issuance as the file date.

The date filed, if an original filing, should reflect the actual date filed. If the action filed is a supplemental action, it should reflect the date the supplemental action is filed. As part of the Filing Information Section (Fields 6-11), this field is a mandatory entry when submitting any filing information to CDR.

4.7.4 CODES

Only six digit numbers should be used in reporting the date of filing or supplemental action (no slashes or dashes).

4.7.5 EXAMPLE

FILING INFORMATION					
6	7	8	9	10	11
F S I T L A I T N U G S	DATE FILED OR DATE SUPPLEMENTAL FILED	MOST SERIOUS STATUTE CHARGED	G O C	OFFENSE CODE	CTS PER DEF
F	011575				
S	011575				

The first example shows that the entry is an original action being filed on 011575. The second example shows that the entry is a supplemental action being filed 011575.

4.8 MOST SERIOUS STATUTE CHARGED

4.8.1 PURPOSE

Permits detailed analysis of caseload trends; assists in assignments of judges; essential for auditing.

4.8.2 DEFINITION

The state statute number of the most serious count in the accusatory instrument.

4.8.3 DISCUSSION

The Florida statute must include the statute and section numbers. Subsections will not be accepted by the CDR System, however; these characters should be noted when referencing the proper offense code.

To assist the clerk in the preparation of this field, the Supreme Court of Florida has created Transition Rule #5 to require the information of statute number at the top of the charging instrument. If there is a doubt in the clerk's mind as to the accuracy of the citation contained at the top of the page, he should compare the citation with the statutes cited in the information, indictment or warrant. If the clerk is still in doubt, he should ask the prosecutor.

These guidelines will assist in determining the most serious offense charged. There are three degrees of felony in Florida and two degrees of misdemeanors. If the most important count in the charging instrument is a felony, the prosecutor must set forth the statute

number of the felony. If the charging instrument contains two or more felony counts, the prosecutor should set forth at the top of the accusatory document the statute number of the court of the highest degree of felony. If the accusatory instrument contains multiple counts of misdemeanor and no felonies, then the prosecutor should set forth the statute representing that count of the charging instrument which is the highest degree of misdemeanor.

If two or more counts of the accusatory instrument are the same degree of seriousness the prosecutor will exercise his discretion to determine which is the most serious. If there are two felonies of the same degree and they are of the highest degree within the charging instrument then ordinarily the prosecutor will select the count which represents an assault against a person.

The clerk who enters the statute number for inclusion in this report at the County Court level should confer with his local prosecuting attorney to determine which misdemeanor count is the most significant.

If a crime describes the manner in which an offense was committed (assault with an attempt to commit a felony or conspiring to commit an offense), see the discussion on Field 9, Section 4.9, otherwise;

- This field is mandatory when:
  - Reporting an original filing or supplemental action that charges either a state statute or a local ordinance with a statutory equivalent.
  - Reporting the return of a defendant after he had absconded from justice.
- Leave Field #9 blank when:
  - The case number contains the letters MO or CO.
  - The case is a post-conviction proceeding under Rule 3.850 of the Rules of Criminal Procedure.
  - The action is to revoke, modify or terminate probation.

4.8.4 CODES

Enter the statute and sections of the most serious charge only.

4.8.5 EXAMPLE

FILING INFORMATION					
6	7	8	9	10	11
F I L I N G S	DATE FILED OR DATE SUPPLEMENTAL FILED	MOST SERIOUS STATUTE CHARGED	G O C	OFFENSE CODE	CTS PER DEF
		316.027		5400	
		893.13		3500	
		810.05		2200	

The first example would record a defendant charged with leaving the scene of an accident. The second entry charges the defendant with the Florida Drug Abuse Act. The third example listed shows the statute charged is breaking and entering. The last blank entry could represent the reporting of a county or municipal ordinance.

#### 4.9 FIELD #9--GENERAL OFFENSE CODES

##### 4.9.1 PURPOSE

Permits the accurate recording of the offense charged.

##### 4.9.2 DEFINITION

These are National Crime Information Center (NCIC) code letters assigned to the statutes.

##### 4.9.3 DISCUSSION

Chapter 833 of the Florida Statutes contains the statutes relating to conspirators. Florida Chapter 776 refers to those who are principals to an offense, accessories before the fact to an offense, accessories after the fact to an offense, and those who attempt to commit offenses. Chapter 784.06 of the Florida Statutes contains a statute defining assaults with intent to commit offenses. Under the common law as adopted in Florida, solicitation to commit an offense is a crime in certain cases.

Field #9 is mandatory when any of the above statutes are entered.

##### 4.9.4 CODES

	<u>Codes</u>	<u>Statute</u>	
•	A	776	--Accessory after the fact
•	B	784.06	--Assault with intent to commit an offense (used generally with assault with intent to commit a felony)

- C 833 --Conspiracy to commit an offense
- S Common Law --Solicitation to commit an offense
- Y 776 --A principal to the offense, or an accessory before the fact to the offense, or an aider and abetter to the offense.
- Z 776 --Accessory after the fact

4.9.5 EXAMPLE

FILING INFORMATION					
6	7	8	9	10	11
F S I T L A I T N U G S	DATE FILED OR DATE SUPPLEMENTAL FILED	MOST SERIOUS STATUTE CHARGED	G O C	OFFENSE CODE	CTS PER DEF
		782.04	B	0900	
		893.13	C	3500	
		810.05	A	2200	

The first example charges a defendant with an assault to commit murder (the most serious statute on the information cites 784.06, upon closer examination the more specific charge is the assault to commit murder.) The second example cites the most serious statute charged as conspiring to sell drugs (the most serious statute charged on the information is 833, upon closer examination the specific statute would be reported under the 893 series.) The third example cites the most serious statute charged as attempting to break and enter.

4.10 FIELD #10--OFFENSE CODE

4.10.1 PURPOSE

To provide a uniform code for all states and to generalize the offenses for statistical analysis.

4.10.2 DEFINITION

This is a 4 digit number code which is assigned by the National Crime Information Center to the Florida Crime Information Center. It has been adopted by the State Court Administrator's Office with such changes in literal definition as necessary to comply with law.

4.10.3 DISCUSSION

The offense code entered in this field verifies the statute reported in Field #9 and verifies it is in the proper offense category. The appendix contains a table of offense codes to enable the clerk to determine which code to enter in Field #10.

Ready reference Statute/Offense Table of the Appendix contains selected listings of the most frequently occurring crimes. It is recommended that this chart be Xeroxed by the clerk, placed on a hardback mounting and covered with a thin plastic so that the manual will not have to be consulted in every situation.

This field is mandatory when reporting any information in Section II. (Filing Information.)

Any pleading addressing sentence mitigation should be reported with special code "9481".

4.10.4 SPECIAL CODES

- 9480 --Indicates an action to terminate, revoke, modify or otherwise alter probation, subsequent to the defendant having been placed on probation. Used when (Y) is in Field #6. Field #11, total counts, is not entered.
- 9481 --Indicates an action for post-conviction relief under Rule 3.850 of the Criminal Rules of Procedure. Used when (X) is in Field #6. Field #11, total counts, is not entered.
- 9091 --Indicates this is a municipal ordinance violation without a state statutory equivalent. Used with (MO) in Field #3. Field #11 is mandatory.
- 9092 --Indicates a county ordinance violation without a state statutory equivalent. Used with (CO) in Field #3. Field #11 is mandatory.

4.10.5 EXAMPLE

FILING INFORMATION					
6	7	8	9	10	11
F S I T L A I T N U G S	DATE FILED OR DATE SUPPLEMENTAL FILED	MOST SERIOUS STATUTE CHARGED	G O C	OFFENSE CODE	CTS PER DEF
				0900	
				9480	
				9091	
				9092	

Four cases are reported above. The first example is the offense code for the felony, murder. The second example is the offense code for the violation of probation. The third example displays the reporting of a county ordinance for which there is no state statutory equivalent. The fourth example displays the reporting of a municipal ordinance for which there is no state Statutory equivalent.

4.11 FIELD #11--TOTAL COUNTS PER DEFENDANT

4.11.1 PURPOSE

To determine the total number of counts in the accusatory instrument against each defendant. When taken with Field #20, Total Counts Found Guilty, it is possible to make a rough determination of the number of cases which involve plea bargaining.

4.11.2 DEFINITION

The total number of counts charged against the defendant under this case number.

4.11.3 DISCUSSION

This field should include in County Court those traffic offenses that have not had a Uniform Traffic Citation issued. All traffic felony counts, whether a ticket has been issued or not, should be included on the CDR Reports.

• Leave this field blank when:

- The case is a post-conviction proceeding under Rule 3.850 of the Rules of Criminal Procedure.
- The action is to revoke, modify or terminate probation.

4.11.4 CODES

The total number of counts charged.

4.11.5 EXAMPLE

FILING INFORMATION					
6	7	8	9	10	11
F S I T L A I T N U G S	DATE FILED OR DATE SUPPLEMENTAL FILED	MOST SERIOUS STATUTE CHARGED	G O C	OFFENSE CODE	CTS PER DEF
					1
					2
					3

The first three examples enter charges in which one, two, and three counts have been entered, respectively. The fourth entry displays Field #11 empty, as it would when the action being reported is a violation of probation or an action for post-conviction relief.

SECTION III: TRIAL AND DISPOSITION INFORMATION:  
THIS SECTION CONSISTS OF FIELDS #12 THROUGH #22.

4.12 FIELD #12--Number of Defendants per Trial.

4.12.1 PURPOSE

Permits drawing an accurate picture of the actual number of trials, and number of defendants involved per trial.

4.12.2 DEFINITION

The total number of defendants (and in some cases, total number of distinct cases) being tried at the same time, by the same judge.

4.12.3 DISCUSSION

Fields #12, #13, and #14 are mutually mandatory when a trial occurs. All three fields must be filled in.

- Leave Field #13 blank when:

- Case is a post-conviction proceeding under Rule 3.850 of the Rules of Criminal Procedure or any actions for sentence mitigation.
- Case is an action to revoke, modify or terminate probation.
- The action being heard is a preliminary hearing, FM case type.

4.12.4 CODE

The total number of cases and/or defendants that were tried during one trial.

4.12.5 EXAMPLE

TRIAL AND DISPOSITIONAL INFORMATION															
12	13	14		15	16	17		18	19	20		21		22	
Def. Per Trial	Date Trial Began	T y e	T r i a l	Most Serious Statute Found Guilty	G O C	O f f e n s e	C o u n t s	P l e a	Date of Guilty Plea	N o .	G u i l t y	D i s t i n c t	D e f e n d a n t s	T r i a l s	D i s p o s e d
1															
2															
3															
5															

The first entry displays one defendant being tried on one charge. The second case displays one defendant being tried on two charges at the same time. The third case displays three different defendants tried on three charges, but consolidated for trial. The last example shows three defendants with a total of five counts all being tried at the same time.

4.13 FIELD #13--DATE TRIAL BEGAN

4.13.1 PURPOSE

To make it possible to compute time span between when the case was filed and when the trial began, and the time span from the trial's beginning until the final disposition of the case.

4.13.2 DEFINITION

A jury trial begins when the jury is sworn to try the issue of guilt or innocence.

A non-jury trial begins when the first witness is sworn and has begun to testify in a proceeding in which the defendant's guilt or innocence will be determined. Arraignments are not considered trials, even when a guilty plea is accepted by the court.

If testimony is upon a motion and the testimony is later adopted as all or part of the trial, date trial began is the date when the testimony is adopted as part of the trial and when the court begins to take other testimony.

4.13.3 DISCUSSION

Fields #13, #14, and #15 are mutually mandatory if any trial activity occurs, all three fields should be filled in.

Leave Field #14 blank when:

- Action is to revoke, modify or terminate probation
- Action is a Preliminary Hearing in County Court (FM)
- Case is a post-conviction proceeding under Rule 3.850 of the Rules of Criminal Procedure
- No trial commences.

4.13.4 CODE

The date trial began should be recorded with six digits in the form of month, day and year; no slashes or dashes.

4.13.5 EXAMPLE

TRIAL AND DISPOSITIONAL INFORMATION																
12	13	14		15	16	17		18	19	20		21		22		
Def.	Date	T	T	Most	G	O	C	G	P	Date of	N	G	D	D	T	D
Per	Trial	y	r	Serious	O	f	o	u	l	Guilty	o	u	a	i	y	i
T	Began	p	i	Statute	O	f	d	i	e	Plea	.	i	t	s	p	s
r		e	a	Found	C	e	e	l	a		C	l	e	p	e	p
i			l	Guilty		n	t				t	t	.			
a						s	y				s	y				
l						e					.	f				
01	011675	J														

The example above would report one defendant whose jury trial commenced 011675.

4.14 FIELD #14--JURY OR NON-JURY TRIAL

4.14.1 PURPOSE

To determine the number of jury and non-jury trials. Studied in conjunction with the information in Fields #12 and #13, the data gives an indication of judicial trial workload.

4.14.2 DEFINITION

Data shows if trial is by jury or non-jury.

4.14.3 DISCUSSION

Note that the determining factor is what type of trial concluded the case, whether jury or non-jury. A case may start as a jury trial, but during the trial the defendant may waive the jury, and the trial will be concluded as a non-jury trial. Conversely, a case may start as a non-jury trial, but if in mid-trial the defendant requests a jury, the court may permit a jury to be impanelled. In every case report the type of trial at conclusion. Leave this field blank when:

- Defendant pleads guilty and no trial ensues;
- Case is dismissed or nolle prossed before trial;
- There is some disposition other than by trial.

4.14.4 CODES

- J--Indicates a trial that ends as a jury trial.
- N--Indicates a trial that ends as a non-jury trial.

4.14.5 EXAMPLE

TRIAL AND DISPOSITIONAL INFORMATION													
12	13	14	15	16	17	18	19	20	21	22			
Def. Per Trial	Date Trial Began	T y p e	T r i a l	Most Serious Found Guilty	G O C	O f f e n s e	C o u r t	P l e a	Date of Guilty Plea	N o t C l e a r	G u a n t i t y	D i s p o s i t i o n	D e t e r m i n e d
		J											
		N											

The first entry above represents a jury trial and the second entry codes a non-jury trial.

4.15 FIELD #15--MOST SERIOUS STATUTE FOUND GUILTY

4.15.1 PURPOSE

Permits detailed analysis of caseload trends; assists in assignment of judges; essential for auditing.

4.15.2 DEFINITION

In the event that the accused is found guilty of any offense, whether by trial or plea, the statute number of the most serious statute found guilty is recorded in this field. The statute number must be recorded, including the chapter and the section number. This is the most serious count of the accusatory document of which the defendant was found guilty. All that is necessary is the finding of guilt, adjudication of guilt is not necessary.

4.15.3 DISCUSSION

This entry is not necessarily the same statute recorded in Field #8. For example: the defendant was charged in a two-count accusatory instrument and count one was the most serious count. Its statute number was reported in Field #8 and the defendant was found guilty of count two only. The statute number of the offense in count two would be entered in this field.

If the defendant was found guilty of a lesser included offense and that lesser included offense is the most serious offense for which he was found guilty, then its statute number is recorded in Field #15.

This field is coded with the disposition codes of 01 and 25 only.

- Leave this field blank when:
  - Case is an action to terminate, modify or revoke probation.
  - This is a felony case in the county court for preliminary hearing, coded FM in Field #3, and not subsequently reduced to a misdemeanor.
  - The case is a post-conviction proceeding under Rule 3.850 of the Rules of Criminal Procedure.
  - The case number includes the letters MO or CO in Field #3.

NOTE: The judge should provide the clerk with the statute number for the final judgment and for this report.

4.15.4 CODES

Enter the statute and section numbers only.

4.15.5 EXAMPLE

TRIAL AND DISPOSITIONAL INFORMATION											
12	13	14	15	16	17	18	19	20	21	22	
Def. Per Trial	Date Trial Began	T y p e	T r i a l Most Serious Statute Found Guilty	G O C	O f f e n s e	C o u n t	P l e a	Date of Guilty Plea	N o t C o n v i c t e d	G u a r a n t e e d	D i s p o s i t i o n
			782.04		0900						
			893.13		3500						

The first case displays the proper statute and offense code for a defendant found guilty of murder. The second case shows the statute and offense code for a defendant found guilty of a drug related offense. The last two empty fields could represent some disposition of other than guilty.

#### 4.16 FIELD #16--GENERAL OFFENSE CODES

##### 4.16.1 PURPOSE

Permits the accurate recording of the offense charged.

##### 4.16.2 DEFINITION

These are NCIC code letters assigned to the statutes describing the manner in which the offense found guilty was committed.

##### 4.16.3 DISCUSSION

Chapter 833 of the Florida Statutes contains the statutes relating to conspirators. Florida Chapter 776 refers to those who are principals to an offense, accessories before the fact to an offense, accessories after the fact to an offense, and those who attempt to commit offenses. Chapter 784.06 of the Florida Statutes contains a statute defining assaults with intent to commit offenses. Under the common law as adopted in Florida, solicitation to commit an offense is a crime in certain cases.

Field #16 is mandatory when any of the above statutes are entered.

##### 4.16.4 CODES

	<u>Codes</u>	<u>Statute</u>	
•	A	776	--An attempt to commit an offense
•	B	784.06	--Assault with intent to commit an offense (used generally with assault with intent to commit a felony)

- C 833 --Conspiracy to commit an offense
- S Common Law --Solicitation to commit an offense
- Y 776 --A principal to the offense, or an accessor before the fact to the offense, or an aider and abetter to the offense.
- Z 776 --Accessory after the fact

4.16.5 EXAMPLE

TRIAL AND DISPOSITIONAL INFORMATION										
12	13	14	15	16	17	18	19	20	21	22
Def. Per Trial	Date Trial Began	T T Y r p i e a l	Most Serious Statute Found Guilty	G O C	O f e n s e	C o u l d e l t y	P Date of Guilty Plea	N G D . C t s y o f	D D .	T D T D p e p .
			794.01	A	1101					

The entry above indicates that the defendant was found guilty of an assault to commit rape. Special attention must be taken to report the more specific charge along with the assault in the GOC field.

4.17 FIELD #17--OFFENSE CODE

4.17.1 PURPOSE

To verify statutes. Taken with Fields #15 and #16 makes it possible to determine the most serious crime of which the defendant was found guilty. To provide a uniform code for all states and to generalize the offenses for statistical analysis.

4.17.2 DEFINITION

FCIC offense code--a 4 digit number. See discussion in Field #10. Code equivalent of statute, Field #15.

4.17.3 DISCUSSION

The offense code entered in this field verifies that the statute reported in Field #15 is in the proper offense category. The Appendix contains a Statute Offense Table of offense codes to enable the clerk to determine which code to enter in Field #17.

4.17.4 SPECIAL CODES

- 9480 --Indicates an action to terminate, revoke, modify, or otherwise alter probation, subsequent to the defendant having been placed on probation. Used with (Y) in Field #6.
- 9481 --Indicates an action for post conviction relief under Rule 3.850 of the Criminal Rules Criminal Procedure. Used with (X) in Field #6.
- 9091 --Indicates this is a municipal ordinance violation without a state statutory equivalent. Used with (MO) in Field #3.

- 9092 --Indicates this is a county ordinance violation without a state statutory equivalent. Used with (CO) in Field #3.

4.17.4 EXAMPLE

TRIAL AND DISPOSITIONAL INFORMATION										
12	13	14	15	16	17	18	19	20	21	22
Def. Per Trial	Date Trial Began	T T Year	Most Serious Statute Found Guilty	G O C	O f f e n s e	C o u n t y	P l e a	Date of Guilty Plea	N G D	D D T D
					9480					
					3500					
					5400					

The first example shown above records the dispositional hearing for a violation of probation. The second entry shows the offense code for a defendant found guilty of a drug related offense. The third case shown reports a defendant guilty of a traffic offense which was either a felony or was received on a complaint.

4.18 FIELD #18--GUILTY PLEA

4.18.1 PURPOSE

To record final pleas of guilt so that analysis of cases can be more accurate.

4.18.2 DEFINITION

This field identifies any guilty plea made by defendant which will result in a final disposition of the case without trial. Used also when defendant pleads guilty after trial begins (Report both trial and plea).

4.18.3 DISCUSSION

If there is a guilty plea accepted by the court, Fields 18 and 19 are mandatory. Leave this Field blank if:

- The action is to terminate, modify or revoke probation;
- action is a post-conviction proceeding under Rule 3.850 of the Rules of Criminal Procedure;
- The case type entered is AC;
- The case is a felony case in County Court for preliminary hearing;
- The defendant maintains a plea of innocent throughout the entire case.

4.18.4 CODES

Leave this field blank if there is any plea other than guilty, at first appearance, arraignments, or any time in the case type.

- 1--Indicates plea of guilty, nolo contendere, or no contest on all counts as charged in the indictment, information or affidavit.

- 2--Indicates a plea of guilty, nolo contendere, or no contest on one or more counts of a multi-count accusatory document when the balance of the counts were dismissed, nolle prossed, or both. Use this code also when the defendant pleads guilty to a lesser offense included within any count of the accusatory instrument.

4.18.5 EXAMPLE

TRIAL AND DISPOSITIONAL INFORMATION											
12	13	14	15	16	17	18	19	20	21	22	
Def. Per Trial Started	Date Trial Began	T T Y r p i e a l	Most Serious Statute Found Guilty	G O C	O f f e n s e	C o u n t s	P l e a	Date of Guilty Plea	N o t C l e a r	G u a i l t y	D i s p o s e d
						1					
						2					
						2					

The first pleading situation displayed above shows the defendant plead guilty to the same statutes as he was charged. The second example addresses a defendant who plead guilty to a lesser included offense. The third example records a defendant who plead to fewer than the total counts charged against him.

4.19 FIELD #19--DATE OF GUILTY PLEA

4.19.1 PURPOSE

To permit computation of elapsed time from filing to guilty plea to disposition; essential for auditing.

4.19.2 DEFINITION

Records the date a final plea of guilty was entered by the defendant.

4.19.3 DISCUSSION

Field 19 is mandatory if a guilty plea is accepted by the court and Field 18 is used. Leave this field blank if:

- case is an action to terminate, modify or revoke probation;
- case is a felony case in County Court for preliminary hearing;
- case is a post-conviction proceeding under Rule 3.850 of the Rules of Criminal Procedure;
- the case type entered is AC;
- the defendant maintained a plea of innocent throughout the entire case.

4.19.4 CODES

The date should always be written as six digits in the form of month, day, and year. Slashes or dashes should not be used. (Example 011675)

4.19.5 EXAMPLE

TRIAL AND DISPOSITIONAL INFORMATION										
12 Def. Per T r i a l	13 Date Trial Began	14 T T y r p e a l	15 Most Serious Statute Found Guilty	16 G O C	17 O f e n s e	18 C o u n t s	19 P l e a	20 N o t G u i l t y	21 D i s p o s i t i o n	22 T o t a l D i s p o s i t i o n
						2	011675			

The example above records a defendant who plead guilty to a lesser included offense on 110675.

4.20 FIELD #20--TOTAL NUMBER COUNTS GUILTY

4.20.1 PURPOSE

To determine the dispositions of multi-count cases; to estimate on probable plea bargaining; essential for auditing.

4.20.2 DEFINITION

Enter the number of counts found guilty; either by trial or pleadings.

4.20.3 DISCUSSION

This entry will also include any finding of guilt of a lesser included offense in any count of the accusatory instrument. For example, if a defendant is charged with 5 counts initially, and the final disposition is guilty as charged in counts 1, 2 and 3, and guilty of lesser included offenses on counts 4 and 5, then the number 05 is entered in this field.

The total number of counts of which the defendant was found guilty includes the disposition in Field #15-Most Serious Statute Found Guilty. Therefore, if the most serious offense of which the defendant was found guilty is a violation of 810.01, breaking and entering with the intent to commit a felony, and he is also found guilty of 2 other counts in the information, record the number 03 in this field. Leave this field blank when:

- Case is an action to terminate, modify or revoke probation
- The case is a post-conviction proceeding under Rule 3.850 of the Rules of Criminal Procedure
- Disposition codes other than 01 and 25 are unreported.

4.20.4 CODES

The total number of guilty counts, 01, 02, etc.

4.20.5 EXAMPLE

TRIAL AND DISPOSITIONAL INFORMATION											
12	13	14	15	16	17	18	19	20	21	22	
Def. Per Trial	Date Trial Began	T y p e	T r i a l	Most Serious Statute Found Guilty	G O C	O f f e n s e	C o u n t	P l e a	Date of Guilty Plea	N G D	D D T D
									01		
									02		

The examples above show how total counts should be reported when one and two counts were found guilty respectively.

4.21 FIELD #21--DATE OF DISPOSITION

4.21.1 PURPOSE

To permit computation of elapsed time between filing and disposition, and between date of plea or trial and final disposition. To permit an accurate count of pending cases; essential for auditing.

4.21.2 DEFINITION

Records the date of the final termination of the case.

4.21.3 DISCUSSION

The date the case is closed is when final action is taken to dispose of the accused. If a P.S.I. has been ordered, this date should include investigation time.

If the defendant is found guilty, it is the date of sentencing or the date the defendant is placed on probation, fined, his sentence suspended, or adjudication withheld.

If the defendant was not found guilty on any count within the accusatory instrument, the date in this field is the date the clerk stamps the disposition of the last remaining count.

4.21.4 CODE

The date should always be written as six digits in the form of month, day and year. Slashes or dashes should not be used. (Example 011675)

4.21.5 EXAMPLE

TRIAL AND DISPOSITIONAL INFORMATION										
12	13	14	15	16	17	18	19	20	21	22
Def. Per Trial	Date Trial Began	T Y P e	T r i a l	Most Serious Statute Found Guilty	G O C	O f f e n s e	P l e a	Date of Guilty Plea	N G D	D D T D
									011675	

This date shown above could record any coded disposition being final on 011675.

4.22 FIELD #22--TYPE OF DISPOSITION

4.22.1 PURPOSE

To determine how cases are being terminated; for statistical analysis of dispositional trends; essential for auditing.

4.22.2 DEFINITION

Use these codes to record the final disposition of the entire case against a particular defendant.

4.22.3 DISCUSSION

The disposition codes which follow apply to misdemeanors and felonies. When reporting each disposition, care must be taken to record the proper corresponding disposition code. The following disposition codes can only be accepted with these case types.

- FM is the only case type allowed with dispositions 12, 13, 14 and 15.
- AC is the only case type allowed with dispositions 26, 27, 28 and 29.

Important: Fields 15-20 should only be reported with a disposition code of "01" or "25".

4.22.4 CODES

The disposition code which corresponds to the actual case disposition is as follows:

- 01--Convicted--Guilty one count or more, including a lesser included offense, regardless of disposition of all other counts in the information, indictment or affidavit. (Fields 15-20 applicable)
- 02--Acquited--Not guilty on any count after trial

- 03--Dismissed--All counts dismissed
- 04--Nolle Prossed--All counts nolle prossed
- 05--Dismissal, Speedy Trial--All counts dismissed because time frames of Speedy Trial Rule were not met
- 06--Acquittal by Reason of Insanity
- 07--Mentally or Physically Unable to Stand Trial or to Participate in the Judicial Process.
- 08--Probation Revoked, Terminated, Modified, Altered or, after a hearing, Unchanged
- 09--Deferred Prosecution Program or Pretrial Intervention--Case inactive due to probation program approved by States Attorney
- 10--Venue--Change of venue to another court of equal level or jurisdiction.
- 11--Transfer--Transfer of case to higher or lower court.
- 12--Preliminary Hearing Waived, Case Bound Over
- 13--Preliminary Hearing, Established Probable Cause
- 14--Preliminary Hearing, Case Dismissed
- 15--Preliminary Hearing Jurisdiction Terminated By Filing of a Direct Information (by other prosecution or by indictment of the grand jury)
- 16--Post Conviction Relief Granted, Denied or Dismissed
- 17--Transfer to Another Case--Consolidation of Cases
- 18--Bond Estreature (capias or warrant not issued)
- 19--No Information (State Attorney)
- 20--No True Bill (Grand Jury)
- 21--Extradition (Defendant returned to another state or county for prosecution)
- 22--Fugitive Warrant (Turned over to another agency)

- 24--Absentee Docket--Defendant unavailable for prosecution, out on capias or warrant. (Reference Section 4.6.3)
- 25--Adjudication Withheld--On one or all counts. (Fields 15-20 applicable)
- 26--Decision Reversed--Decision of lower court reversed after appeal. (Ac case type only)
- 27--Decision Upheld--Decision of lower court upheld after appeal. (Ac case type only)
- 28--Decision Remanded--Decision of lower court was modified and remanded to the lower court for further action. (Ac case type only)
- 29--Appeal Denied--(AC case type only)

4.22.5 EXAMPLE

TRIAL AND DISPOSITIONAL INFORMATION										
12 Def. Per T r i a l	13 Date Trial Began	14 T y p e	15 T r i a l Most Serious Statute Found Guilty	16 G O C	17 O f f e n s e	18 C o u n t y	19 P l e a Date of Guilty Plea	20 N o I n f o r m a t i o n	21 G r a n d J u r y D e n i e d o r P r o b a t i o n G r a n t e d	22 D i s p o s i t i o n C o u n t y C o u n t y C o u n t y
										01
										08
										04
										26

The first case shows a defendant who was found guilty by the court, Fields 15-21 could be applicable when this code is entered. The second situation shows a defendant having had a hearing on probation. The third case shows the State's Attorney nolle prossed the case. The last case shows an appeal from County Court being denied.

SECTION IV OF THE REPORT: PUBLIC DEFENDER INFORMATION  
THIS FIELD CONSISTS OF TWO FIELDS, #23 AND #24

4.23 FIELD #23--PUBLIC DEFENDER ENTRY DATE

4.23.1 PURPOSE

To record and compile the Public Defenders' activity on the criminal caseload; eliminates duplicate reporting. Allows Public Defenders' accessibility to detailed management information on their actual caseload for budgeting.

4.23.2 DEFINITION

The Public Defender entry date will be the date the Public Defender is assigned to the criminal case.

4.23.3 DISCUSSION

The Public Defenders' Office has requested that CDR record this activity to verify the actual working caseload of the Public Defenders' Offices. Section 4.23 should be reported with Section 4.24 at time of disposition, if provided.

4.23.4 CODE

The date is designated by six digits in the form of month, day, year. (Example: 011675)

**CONTINUED**

**1 OF 2**

4.23.5 EXAMPLE

PUBLIC DEFENDER INFORMATION	
23 Public Defender Entry Date	24 Public Defender Exit Date
011675	

The Public Defender was assigned this case on January 16, 1975.

4.24 FIELD #24--PUBLIC DEFENDER EXIT DATE

4.24.1 PURPOSE

The Public Defender exit date will be used for the tracking and compiling of detailed management information of Public Defenders' criminal caseload.

4.24.2 DEFINITION

The exit date will be the date the Public Defender disposes of the criminal charges or the date he discontinues his services on the case.

4.24.3 DISCUSSION

This information is being compiled per request of the Public Defenders Office and should be made known to you by the Public Defender. If this information is not made available to you by the Public Defender, leave this field blank.

4.24.4 CODE

The date is designated by six digits in the form of month, day, year. (Example 011675)

4.24.5 EXAMPLE

PUBLIC DEFENDER INFORMATION	
Public Defender Entry Date	Public Defender Exit Date
	011675

Two cases are shown here; the first case, the Public Defender disposed of the petition on January 16, 1975; on the second case the information was not made available to the Clerk's Office.

4.25 CRIMINAL CASE CORRECTION FORM

In the event that any corrections or deletions are necessary to the case information previously entered on CDR, the clerk should prepare a Criminal Case Correction Form to submit the corrected information.

All fields on this Criminal Correction Form parallel with the fields on the Criminal Form. There are two line entries for each case being corrected. The first line should reflect the case information just as previously submitted in error. The second line should be entered with the corrected case information.

If for some reason, a large number of cases need to be deleted, the clerk should contact the CDR analyst responsible for that county before attempting manually to correct this information. It is often more feasible to approach a problem like this with an automated effort rather than a manual effort.

A copy of the Criminal Case Correction Form can be found in the Appendix. An original copy will be supplied to each location so that the necessary information, applicable to each location can be typed in and then Xeroxed as needed.

4.26 CRIMINAL NO ACTIVIT<sup>Y</sup> FORM

If on a given date, there is no case activity to report, the reporting location should complete a No Activity Form and forward it instead of the regular daily submission.

This form notifies CDR that the form has not been lost in the mail, set aside or forgotten.

A copy of the Criminal No Activity Form can be found in the Appendix. An original copy will be supplied to each reporting location so that the necessary information, applicable to each location, can be typed in and then Xeroxed as needed.

## 5.0 CIVIL REPORTING

This section describes the necessary procedures required for reporting any civil action to CDR. The purpose, definition and codes are addressed in the description of each field required on the CDR Civil Form. A discussion is included to clarify exceptions and to emphasize and expand definitions of difficult areas.

The following topics are discussed in detail in this section:

- The Uniform Case Number
- Case Year
- Case Number
- Case Type
- Case Location
- Filing Status
- Date Filed or Date Supplemental Filed
- Category
- Date Trial Began
- Type Trial
- Date of Disposition
- Type of Disposition
- Civil Case Correction Form
- Civil "No Activity" Form

### 5.0.1 THE UNIFORM CASE NUMBER

A correctly assigned Uniform Case Number is perhaps the most important single feature of the Florida Case Disposition Reporting System. Statewide uniformity in numbering cases is vitally necessary to collect, compile and analyze the data in an accurate, orderly fashion.

The case numbering system has been devised in close collaboration with the Court Administration Committee of the Florida Association of Court Clerks. It is designed to provide an accurate record, useful not only to analysts,

but useful also to Clerks of Court as a means of quick identification, storage, and recall of all the different cases for which the clerk is responsible.

Errors in numbering will detract from the efficiency of local operations. Errors will also require clerks to spend additional time and labor in making corrections, because case numbers that do not correspond to the identification data or case data on the form will be rejected by the computer. Another reason for extreme care in assigning case numbers is that current legislation requires the Auditor General to conduct regular audits to confirm the accuracy of information reported throughout the system.

You may add additional information, as a prefix or suffix, to the Uniform Case Number for local use only. However, keep local modifications in your own office, and be sure to report only the standard Uniform Case Number information.

UNIFORM CASE NUMBER			
1	2	3	4
Case Year	Case Number	Case Type	Case Location

SECTION I OF THE REPORT: UNIFORM CASE NUMBER:  
THIS SECTION CONSISTS OF FOUR FIELDS: #1-#4

5.1 FIELD #1 - CASE YEAR

5.1.1 PURPOSE

Constitutes part of a case identification number which is unique within the State; assists in record and docket keeping; allows statistical analysis of comparisons by years; essential for auditing; allows the case numbers to be smaller and less burdensome to handle.

5.1.2 DEFINITION

The case year is defined as the year in which the original civil action is initiated by the filing of either a petition or a complaint.

5.1.3 DISCUSSION

The year in which the original complaint or petition was filed is determined from the date of recording by the clerk. As part of the Uniform Case Number (Fields 1-4), this field is always a mandatory entry when submitting filing or dispositional information to CDR.

5.1.4 CODES

The last two numbers in the year in which the original action is filed. Initial actions filed prior to January 1, 1973, (010173) will be coded "72" regardless of the actual year the case is filed. All supplemental actions for which initial actions were filed prior to (010173) will also be coded "72".

5.1.5 EXAMPLE

UNIFORM CASE NUMBER			
1	2	3	4
Case Year	Case Number	Case Type	Case Location
75			
72			
72			
73			

Four cases are coded in Field #1. The first was an original action filed after January, 1975. The second was an original action filed in 1969. The third was a supplemental action whose original action was filed in 1972. The fourth was an original case filed in 1973.

5.2 FIELD #2 - CASE NUMBER

5.2.1 PURPOSE

Forms part of a case identification number which is unique in the State; assists in record and docket keeping; essential for statistical analysis and for auditing; supplies a running total of original cases filed within a specific time period.

5.2.2 DEFINITION

Sequential number beginning with the number 1 on January 1, of each new year.

5.2.3 DISCUSSION

All docketed cases should be reported to CDR. The clerk is free to establish a separate, single sequential series for each case type or for any breakdown under the case type. As part of the Uniform Case Number (Fields 1-4), this field is always a mandatory entry when submitting any case information to CDR.

County Civil must have a numbering sequence separate from County Criminal. However, County Civil may have several docketing series within the division established by either type or amount of claim.

Circuit Civil must have a numbering sequence separate from Circuit Criminal and Circuit Juvenile. However, it also may have several docketing series within the division established by either type of case or amount of claim.

All pre-1973 civil cases, with supplemental actions, will be issued a new sequential case number ("72" case year) unless the original case is already on the CDR System.

5.2.4 CODES

Each civil location must number its cases in a series of sequential numbers beginning with the number 1 on January of each year.

5.2.5 EXAMPLE

UNIFORM CASE NUMBER			
1 Case Year	2 Case Number	3 Case Type	4 Case Location
75	1		
75	2		
72	1		
72	2		

The first two cases were filed in 1975, the next two were filed in 1971 and 1972, respectively.

5.3 FIELD #3 - CASE TYPE

5.3.1 PURPOSE

Constitutes part of unique identification number; assists in record and docket keeping; essential for statistical analysis by general categories; essential for auditing.

5.3.2 DEFINITION

A very general breakdown of the kinds of cases filed in the court. The case types identify the divisions established by most courts.

5.3.3 DISCUSSION

There are some courts which still have pending testamentary trust actions being handled by the general civil division rather than the probate division. These counties should report these trust cases as "CP" case types. The same location number as the "CA" case type should be used for these trust cases if they are on the same docketing sequence. As part of the Uniform Case Number (Fields 1-4), this field is always a mandatory entry when submitting any case information to CDR.

5.3.4 CODES

There are five civil case types.

- County Court:
  - SP--All complaints and statements of claim seeking damages up to and including \$1,500.00, exclusive of costs and fees; and

- CC--All complaints demanding damages above \$1,500.00, up to and including \$2,500.00 or any non-monetary cases.

● Circuit Court:

- AP--All appeals which are made from County Court to Circuit Court.
- CA--All other civil litigation including, but not limited to, civil actions where the demand for damages exceeds \$2,500.00, all petitions; including those for injunctions and writs; declaratory judgment actions; dissolutions, and trust cases not in probate.
- CP--All probate, mental health, guardianship and testamentary trust cases.

5.3.5 EXAMPLE

UNIFORM CASE NUMBER			
1	2	3	4
Case Year	Case Number	Case Type	Case Location
		SP	
		CC	
		CC	
		SP	

The above cases are case type examples from County Court. The first and fourth are complaints of claims seeking damages under \$1,500.00. The second is a complaint of claim seeking damages greater than \$1,500.00 and less than \$2,500.00. The third is a non-monetary complaint of summary removal of tenant.

5.4 FIELD #4 - CASE LOCATION

5.4.1 PURPOSE

Constitutes part of unique identification number; essential for reporting and auditing purposes; identifies a unique docketing sequence; provides for statistical sorting.

5.4.2 DEFINITION

The location codes for each of the civil docket books have been assigned by the CDR office. The location numbers were assigned uniformly throughout the state. The civil location number for each county will be within the same range of numbers.

5.4.3 DISCUSSION

If a new docketing sequence is initiated, the reporting clerk should contact CDR for a new location number. As part of the Uniform Case Number (Fields 1-4), this field is always a mandatory entry when submitting any case information to CDR.

5.4.4 CODES

The following ranges are used to assign location codes to civil docketing sequences:

- 1-10 Circuit Civil locations; and
- 11-20 County Civil locations.

5.4.5 EXAMPLE

UNIFORM CASE NUMBER			
1	2	3	4
Case Year	Case Number	Case Type	Case Location
			01
			01
			01
			01

Circuit Civil cases are filed at location designated as 01 (only for illustration). Each form should reflect information from only one location.

SECTION II OF THE REPORT: FILING INFORMATION:  
THIS SECTION CONSISTS OF THREE FIELDS; #5 - #7

5.5 FIELD #5 - FILING STATUS

5.5.1 PURPOSE

The basic indicator of the status of the instrument being filed; essential for record and docket keeping; useful in statistical analysis and auditing.

5.5.2 DEFINITION

Indicates whether petition or complaint, setting forth claim of party initiating action, is a new filing or whether it is a supplemental action in a case which has been reported as disposed.

5.5.3 DISCUSSION

The CDR system reports the opening and closing of a case. Subsequent activity, such as the filing of a counter claim, a cross-petition, a cross-claim or third party claims are not reported so long as there is pending action existing under the case number filed.

A filing is reported only when a new case number is assigned, or when there is supplemental action of a case previously reported as disposed. Examples of supplemental actions are modifications of final judgment, change in custody, petitions of non-support related actions, etc.

In the summer of 1973, the State Courts Administrator requested that all non-disposed pre-1973 cases be numbered and entered into the CDR System as "72" Uniform Case Numbers. Supplemental actions on cases disposed prior to January 1, 1973 (not recorded in CDR) will be given the next sequential "72" number and be reported as an "S" filing status. Dispositions for these cases will follow with sections I and III. Supplemental actions to original cases which were filed after January 1973, will carry the same Uniform Case Number as was assigned to the original complaint or petition.

As part of the Filing Information Section (Fields 5-7), this field is always mandatory when submitting any filing information to CDR.

5.5.4 CODES

Two types of events are possible:

- F--Indicates a new petition or complaint is filed and a case is started and assigned a new case number.
- S--Indicates a new petition or complaint is filed on a case previously reported as disposed, and the new petition or complaint is filed under the case number of a previously disposed case.

5.5.5 EXAMPLE

FILING INFORMATION		
5 Filing Status	6 Date Filed Or Date Supp. Filed	7 Category
F		
F		
S		
F		

Four cases have been coded in this field. The first, second and fourth are initial filings. The third case is a supplementary petition in a case already reported as disposed.

5.6 FIELD #6 - DATE FILED OR DATE SUPPLEMENTAL FILED

5.6.1 PURPOSE

Basic indicator of actual daily caseload; essential for record and docket keeping; useful in statistical analysis of caselife averages; necessary for auditing.

5.6.2 DEFINITION

Date stamped by the clerk on the instrument as date of recording, either original file date or supplemental file date.

5.6.3 DISCUSSION

The date filed, if an original filing, should reflect the actual date filed. If the action filed is a supplemental action, it should reflect the date the supplemental action is filed.

This field is always a mandatory entry when submitting any filing information to CDR.

5.6.4 CODES

The date should always be written as six digits in the form of month, day and year. Slashes or dashes should not be used. (Example 011675)

5.6.5 EXAMPLE

FILING INFORMATION		
5 Filing Status	6 Date Filed Or Date Supp. Filed	7 Category
F	011675	
S	011675	
S	011675	
S	011675	

These are four examples of file dates. In the first example, a new petition is filed in 1975. In the second, third and fourth examples, supplemental petitions are filed in 1975 on original petitions which were filed in 1974, 1973, and 1972, respectively.

5.7 FIELD # 7 - CATEGORY

5.7.1 PURPOSE

Permits detailed statistical trend analysis of caseloads; assists in assignment of judges; assists in determining equitable distribution of work within a jurisdiction.

5.7.2 DEFINITION

Detailed breakdown into codes which reflect the nature of the complaint or petition.

5.7.3 DISCUSSION

The code appropriate to a case can be determined by examination of the heading on the petition or complaint, or by a cursory examination of the body of the petition or complaint.

Note that the codes are set up according to subject matter, and not by form of litigation. Thus, a complaint for declaratory judgment should be examined to determine the general subject matter. If the subject matter is a statute relating to mortgage foreclosures, the code in Field #7 would be 09, for "Mortgage Foreclosures." If the subject matter of a complaint is not readily recognizable as relating to one of the categories, then Field #7 would be coded 17, for "Other Complaints." But if the subject matter of the petition cannot be readily identified on inspection, then Field #7 should be coded 18 for "Other Petitions."

The following case types can only be coded with the listed categories:

- County Court: SP, CC--categories, 03, 08, 10, 11,
- Circuit Court
  - AP--category 01;
  - CA--categories 02, 03, 04, 05, 06, 08, 09, 10, 11, 13, 14, 16, 17, 18, 19, 20;
  - CP--categories 07, 12, 21, 22, 23

Field #7 is a mandatory field when submitting any Filing Information to CDR,

#### 5.7.4 CODES

The 23 codes are as follows:

- 01--Appeals and Certiorari Review: All appeals from county and municipal courts; all certiorari petitions from administrative boards and agencies. (Can be used with case type AP only.)
- 02--Bond Validation: All matters relating to validity of bonds of state and local governments and agencies, including notice, elections, validation requirements and marketability; industrial development bodns.
- 03--Contracts and Indebtedness: All contract actions and all actions relating to promissory notes and other debts, including those arising from sale of goods; uniform commerical code litigation.
- 04--Dissolution of Marriage: Annulment: All Petitions for dissolution of marriage and annulment.
- 05--Eminent Domain: All matters relating to taking of private property for public use, including inverse condemnation, by state agencies, political subdivisions and public service corporations.
- 06--Habeas Corpus: All matters relating to petition for writ of habeas corpus, whether testing detention by penal authorities or by private individuals.

- 07--Mental Health: All matters relating to determination of status; contracts and conveyances of incompetents; their maintenance, custody and control; restoration of rights, includes BAKER ACT and MEYERS ACT litigation or actions.
- 08--Landlord and Tenant: All matters relating to summary removal of tenants, landlords' liens, distress proceedings, defaults, sales of distrained property, unlawful detainer actions; common law actions for damages connected with landlord and tenant.
- 09--Mortgage Foreclosure: All matters relating to the involvement of legal and equitable liens against real property including mechanics' and materialmen's liens, including foreclosures and sales. CAUTION: DO NOT CONFUSE WITH CODE 13 OR CODE 14.
- 10--Auto Negligence: All matters relating to liability suits for damages sustained as the result of auto-connected death, auto-connected personal injury, or auto-connected damage to property; includes insurance-related suits and claims as well as third party litigation arising out of auto-connected negligence; includes claims for statutory relief on account of injury or death.
- 11--All Other Negligence: All matters relating to all other forms of liability suit involving negligence-related death, injury or damage to property or property interests; including claims for statutory relief on account of death or injury.
- 12--Probate: All matters relating to the validity of wills and their execution; distribution; management, sales, transfers and accounting of estate property; ancillary administration.
- 13--Real Property: All matters relating to possession, title and boundaries to real property, including purchase, partition, quieting title and removing encumbrances, sales, reformation, rescissions and cancellations and ejectment actions. CAUTION: DO NOT CONFUSE WITH CODE 09.
- 14--Replevin, Statutory Liens and Chattel Foreclosures: All matters relating to enforcement of statutory liens on chattels, chattel mortgage acts and foreclosures and replevin actions. CAUTION: DO NOT

5.7.5 EXAMPLE

CONFUSE THIS CODE WITH CODE 09 WHICH RELATED TO FORECLOSURE ACTIONS AGAINST REAL PROPERTY.

- 16--Tax Litigation: All matters relating to assessment and levy of taxes and tolls on all kinds of property and property interests, including real, personal, tangible and intangible property.
- 17--Other Complaints: All other civil complaints not listed above, or when subject matter cannot be determined.
- 18--Other Petitions: All other equitable matters and petitions not listed above, or when subject matter cannot be determined. (Example: Name changes)
- 19--Support and Custody: All matters, relating to child support, custody, visitation or alimony.
- 20--Adoptions: All matters relating to adoption of children.
- 21--Guardianship: All matters relating to the appointment and removal of guardians; custody and management of wards and their property interests.
- 22--Trusts: All matters relating to the creation, validity, administration of testamentary trusts, the disposition of trust assets, accountings and creditors' claims.
- 23--Other Probate: All other probate matters not mentioned above in category 12, which are given a unique docketing number. Examples are Certified Copies, Caveats, Petitions to Open Safety Deposit Box, Petitions to Admit Foreign Guardian, etc.

FILING INFORMATION		
5 Filing Status	6 Date Filed Or Date Supp. Filed	7 Category
		01
		03
		04
		09

The above are examples of categories used in Circuit Civil Court. The first case is an appeal case. The second is a breach of contract by non-payment. The third case is a petition for dissolution and the fourth case is a mortgage foreclosure.

SECTION III: TRIAL & DISPOSITION INFORMATION:  
THIS SECTION INCLUDES FIELDS #8 - #11

5.8 FIELD #8 - DATE TRIAL BEGAN

5.8.1 PURPOSE

Provides limited statistical information on a single kind of intermediate event between filing and disposition; assists in analysis for jury needs and in determining number of cases actually requiring jury or bench trials.

5.8.2 DEFINITION

The date trial began. There are two kinds of trials: jury and non-jury (bench). In jury cases, the trial begins upon the swearing of the jury.

In non-jury trials, the trial begins when the Judge begins hearing evidence while sitting as judge and jury. Non-jury trials are operated differently throughout Florida, depending upon the local customs of the judges. To insure uniformity throughout the State for CDR purposes, a non-jury trial is defined as occurring:

- Where a judge hears evidence as judge and jury and a trial clerk is present; and
- Where a judge hears evidence as judge and jury, and later sends the clerk a memorandum stating that a non-jury trial has occurred. The clerk in each jurisdiction is expected to inform the judges that non-jury trials cannot be reported unless a trial clerk is present, or unless the judge informs the clerk that a non-jury trial has occurred. Since the CDR auditor must be able to check on the validity of

the number of trials reported, memoranda from judges regarding non-jury trials should be recorded in some form (a notation in the minute book or docket book will be sufficient).

5.8.3 DISCUSSION

Note: a trial as defined above does not include hearings and motions or other matters not designated as a trial. THE FOLLOWING ACTIONS SHOULD NOT BE CONSIDERED AS A NON-JURY TRIAL: default judgments, judgments stemming from admission by the defendant stipulations, voluntary dismissals or non-contested dissolutions.

If there are two trials, one on liability and one on damages, then only the date of the earlier trial is to be recorded. If there are multiple trials beyond two in number, then only the date of the first trial under this case number is to be reported.

This field is an optional field of the Trial and Disposition Information Section. Note: This field is left blank when Field #9 is blank.

5.8.4 CODES

The date a jury or non-jury trial began is to be recorded in Field #8 always by six digits in the form of month, day and year. Do not use slashes or dashes. (Example--011675).

5.8.5 EXAMPLE

TRIAL AND DISPOSITION INFORMATION			
8	9	10	11
Date Trial Began	Type Trial	Date of Disposition	Type Disposition
011675	N		
011675	J		
011675	N		

There are four examples here. The first and fourth cases had non-jury trials begin on January 16, 1975. The second case had a jury trial begin on January 16, 1975. The third case was terminated without a trial because the defendant pled guilty at arraignment.

5.9 FIELD #9 - TYPE TRIAL

5.9.1 PURPOSE

Provides limited statistical information on a single kind of intermediate event between filing and disposition; assists in analysis for jury needs and in determining number of cases actually requiring jury or bench trials.

5.9.2 DEFINITION

Whether trial is before a jury, or before the judge sitting without a jury (bench trial).

5.9.3 DISCUSSION

This field will be filled when a trial has commenced in a case. If a trial is prematurely terminated because of a settlement, the trial will still be reported in Field #9 and the date will be reported in Field #8.

Note: Leave this field blank if a trial does not commence.

5.9.4 CODES

The following letter codes are to be used when a trial has begun:

- J--Jury
- N--Non-jury

5.9.5 EXAMPLE

TRIAL AND DISPOSITION INFORMATION			
8	9	10	11
Date Trial Began	Type Trial	Date of Disposition	Type Disposition
011675	N		
011675	J		
011675	N		

There are four examples here. The first and fourth cases had non-jury trials begin on January 16, 1975. The second case had a jury trial begin on January 16, 1975. The third case was terminated without a trial because the defendant pled guilty at arraignment.

5.10 FIELD #10 - DATE OF DISPOSITION

5.10.1 PURPOSE

Essential for determining caseload for specific time periods; useful statistical analysis of caselife averages; essential for auditing.

5.10.2 DEFINITION

This field reports the date of recording, by the clerk, of the orders, judgments and other instruments which terminate the case.

5.10.3 DISCUSSION

As part of the Trial and Disposition Section (Fields 8-11), this field is mandatory when submitting any dispositional information to CDR.

5.10.4 CODES

The date of recording is designated always by six digits in the form of month, day and year. Dashes and slashes are not allowed. (Example: 011675)

5.10.5 EXAMPLE

TRIAL AND DISPOSITION INFORMATION			
8 Date Trial Began	9 Type Trial	10 Date of Disposition	11 Type Disposition
		011675	01
		011675	02
		011675	07
		011675	06

There are four examples listed above; the first, second, and third entries are the dates the instruments were stamped by the clerk on an Order of Dismissal, an Order of Final Judgment, and on a Deferred Order of Dismissal, respectively. The last date is the date the plaintiff notified the clerk to close the case because the parties had settled out of court.

5.11.0 FIELD #11 - TYPE OF DISPOSITION

5.11.1 PURPOSE

Essential for determining dispositional trends of the courts; permits detailed statistical analysis; essential for auditing.

5.11.2 DEFINITION

The disposition of a civil case is defined as a final termination of a case through the filing of instruments which reflect all judicial efforts are discontinued with the exception of the collection of financial duties.

5.11.3 DISCUSSION

In reference to code "07", Deferred Orders of Dismissal or Stipulations of Dismissal are considered as final dispositions by CDR. If the terms Deferred Orders or Stipulations are not met with, then an automated judgment is entered. This judgment is reported as an "S", Supplemental Action, with an "02" disposition.

As part of the Trial and Disposition Section (Fields 8-11), this field is a mandatory entry whenever submitting any dispositional information to CDR.

5.11.4 CODES

The following two-number codes signal the disposition of a case for CDR purposes:

- 01--Final Judgments of dismissal, final order of dismissal, ex mere moto.
- 02--Final judgment, final decree, or denial of petition entered (includes final judgments entered after defaults, and entry of certificate of title in foreclosure cases.)

- 03--Letters of discharge or final orders for probate, trust and guardianship matters.
- 04--Transfer of action to any other jurisdiction; and change of venue (includes transfer from circuit to county court, or county to circuit, or from either to another jurisdiction).
- 05--Any other final disposition
- 06--Settled Out of Court: All actions which did not continue in the judicial process because the parties reached a satisfactory agreement out of court. This category should only be used if the plaintiff has notified the court of a satisfactory settlement.
- 07--Deferred Orders of Dismissal or Stipulation of Dismissal: All Deferred Orders or Stipulations which inactivate a case until the terms of the Court are met at which time an automatic dismissal is entered. If the terms are not met, the plaintiff must notify the court, at which time an automatic judgment would be entered against the defendant. (See discussion, Section 5.11.3.)
- 08--Consolidated Cases: Cases within the same jurisdiction which are consolidated under one case number.
- 09--Administration Unnecessary: All probate matters which the court deemed that administration of the estate was unnecessary.
- 10--Decision Reversed: The decision of the appealed case is against (reversed) the decision of the Court of original jurisdiction.
- 11--Decision Upheld: The decision of the appealed case agreed with (upheld) the decision of the court of original jurisdiction.
- 12--Decision Remanded: The decision of the appeal court modifies the decision of the lower court and returns the case for further action.
- 13--Petition Denied: The decision is not to hear a discretionary appeal such as a writ of certiorari.

5.11.5 EXAMPLE

TRIAL AND DISPOSITION INFORMATION			
8	9	10	11
Date Trial Began	Type Trial	Date of Disposition	Type Disposition
011675			01
011675			02
011675			07
011675			06

The first, second and third disposition codes reflect that the clerk received an Order of Dismissal, an Order of Final Judgment and a Deferred Order of Dismissal, respectively, on January 16, 1975. In the last case, the plaintiff notified the court to close the case because the parties had reached satisfaction of agreement out of court.

#### 5.12 CIVIL CASE CORRECTION FORM

In the event that any corrections or deletions are necessary to the case information previously entered on CDR, the clerk should prepare a Civil Case Correction Form to submit the corrected information.

All fields on this Civil Corection Form parallel with the fields on the civil form. There are two line entries for each case being corrected. The first line should reflect the case information just as previously submitted in error. The second line should be entered with the corrected case information.

If for some reason, a large number of cases need to be deleted, the clerk should contact the CDR analyst responsible for that county before attempting manually to correct this information. It is often more feasible to approach a problem like this with an automated effort rather than a manual effort.

A copy of the Civil Case Correction Form can be found in the Appendix. An original copy will be supplied to each location so that the necessary information, applicable to each location can be typed in and then Xeroxed as needed.

#### 5.13 CIVIL NO ACTIVITY FORM

If on a given date, there is no civil case activity to report, the reporting location should complete a No Activity Form and forward it instead of the regular daily submission.

This form notifies CDR that the form has not been lost in the mail, set aside or forgotten.

A copy of the Civil No Activity Form can be found in the Appendix. An original copy will be supplied to each reporting location so that the necessary information, applicable to each location, can be typed in and then Xeroxed as needed.



## 6.0 JUVENILE REPORTING

This section describes the necessary procedures required for reporting any juvenile action to CDR. The purpose, definition and codes are addressed in the description of each field required on the CDR Juvenile Form. A discussion is included to clarify exceptions and to emphasize and expand definitions of difficult areas.

The following topics are discussed in detail in this section:

- The Uniform Case Number
- Case Year
- Case Number
- Case Type
- Juvenile I.D. Number
- Case Location
- Filing Status
- Date Filed or Date Supplemental Filed
- Category
- Date of Initial Hearing
- Date of Disposition
- Type of Disposition
- Public Defender Entry
- Public Defender Exit
- Juvenile Case Correction Form
- Juvenile "No Activity" Form

### 6.0.1 THE UNIFORM CASE NUMBER

A correctly assigned Uniform Case Number is perhaps the most important single feature of the Florida Case Disposition Reporting System. Statewide uniformity in numbering cases is vitally necessary to collect, compile and analyze the data in an accurate, orderly fashion.

The case numbering system has been devised in close collaboration with the Court Administration Committee of the Florida Association of Court Clerks. It is designed to provide an accurate record, useful not only to analysts,

but useful also to Clerks of Court as a means of quick identification, storage, and recall of all the different cases for which the clerk is responsible.

Errors in numbering will detract from the efficiency of local operations. Errors will also require clerks to spend additional time and labor in making corrections, because case numbers that do not correspond to the identification data or case data on the form will be rejected by the computer. Another reason for extreme care in assigning case numbers is that current legislation requires the Auditor General to conduct regular audits to confirm the accuracy of information reported throughout the system.

You may add additional information, as a prefix or suffix, to the Uniform Case Number for local use only. However, keep local modifications in your own office, and be sure to report only the standard Uniform Case Number information.

UNIFORM CASE NUMBER				
1	2	3	4	5
Case Year	Case Number	Case Type	Juvenile I.D. No.	Case Location

SECTION I OF THE REPORT: UNIFORM CASE NUMBER:  
THIS SECTION CONSISTS OF FOUR FIELDS: #1-#4

6.1 FIELD #1 - CASE YEAR

6.1.1 PURPOSE

Constitutes part of a case identification number which is unique within the State; assists in record and docket keeping; allows statistical analysis of comparisons by years; essential for auditing; allows the case numbers to be smaller and less burdensome to handle.

6.1.2 DEFINITION

The case year is defined as the year in which the original juvenile action is initiated by the filing of a petition.

6.1.3 DISCUSSION

The CDR System of reporting is based on the assignment of a Uniform Case Identification Number to each petition addressing a new action. Juvenile Courts in some jurisdictions keep track of cases by family name or individual rather than events. Under CDR, all petitions addressing a new action must have a unique Uniform Case Number assigned for reporting purposes.

The year in which the original complaint or petition was filed is determined from the date of recording by the clerk. As part of the Uniform Case Number (Fields 1-5), this field is always a mandatory entry when submitting filing or dispositional information to CDR.

6.1.4 CODES

The last two numbers in the year in which the original action is filed. Initial actions filed prior to January 1, 1973, (010173) will be coded "72" regardless of the actual year the case is filed. All supplemental actions for which initial actions were filed prior to (010173) will also be coded "72".

6.1.5 EXAMPLE

UNIFORM CASE NUMBER				
1 Case Year	2 Case Number	3 Case Type	4 Juvenile I.D. No.	5 Case Location
75				
72				
72				
73				

Four cases are coded in Field #1. The first was an original action filed after January, 1975. The second was an original action filed in 1969. The third was a supplemental action whose original action was filed in 1972. The fourth was an original case filed in 1973.

6.2 FIELD #2 - CASE NUMBER

6.2.1 PURPOSE

Forms part of a case identification number which is unique in the State; assists in record and docket keeping; essential for statistical analysis and for auditing; supplies a running total of original cases filed within a specific time period.

6.2.2 DEFINITION

Sequential number beginning with the number 1 on January 1, of each new year.

6.2.3 DISCUSSION

All docketed cases should be reported to CDR. The clerk is free to establish a separate, single sequential series for each case type or for any breakdown under the case type. As part of the Uniform Case Number (Fields 1-5), this field is always a mandatory entry when submitting any case information to CDR.

Circuit Juvenile must have a numbering sequence separate from Circuit Criminal and Circuit Civil. However, it also may have several docketing series within the division established by the category of the case.

All pre-1973 juvenile cases, with supplemental actions, will be issued a new sequential case number ("72" case year) unless the original case is already on the CDR System.

6.2.4 CODES

Each juvenile location must number its cases in a series of sequential numbers beginning with the number 1 on January of each year.

6.2.5 EXAMPLE

UNIFORM CASE NUMBER				
1 Case Year	2 Case Number	3 Case Type	4 Juvenile I.D. No.	5 Case Location
75	1			
75	2			
72	1			
72	2			

The first two cases were filed in 1975, the next two were filed in 1971 and 1972, respectively.

6.3 FIELD #3 - CASE TYPE

6.3.1 PURPOSE

Constitutes part of unique identification number; assists in record and docket keeping; essential for statistical analysis by general categories; essential for auditing.

6.3.2 DEFINITION

Code designation identifying case as one relating to juveniles.

6.3.3 DISCUSSION

As part of the Uniform Case Number (Fields 1-5), this field is always a mandatory entry when submitting any case information to CDR.

6.3.4 CODES

All juvenile cases of every kind will be coded in Field #3 as CJ. No other code is possible.

6.3.5 EXAMPLE

UNIFORM CASE NUMBER				
1 Case Year	2 Case Number	3 Case Type	4 Juvenile I.D. No.	5 Case Location
		CJ		

Code the case type as CJ for all juvenile cases.

6.4 FIELD #4 - JUVENILE ID NUMBER

6.4.1 PURPOSE

Forms part of unique case identification number in State; assists record and docket keeping; permits tracking of individual juveniles assigned the same case number; essential for auditing; essential for preserving confidentiality.

6.4.2 DEFINITION

Alphabetical letters used to identify each separate juvenile involved within a case where two or more juveniles are traveling under the same case number.

6.4.3 DISCUSSION

As part of the Uniform Case Number (Fields 1-5), this field is a mandatory entry when submitting any case information to CDR.

6.4.4 CODES

Letter identification as follows. The first juvenile shall be identified as A, the second as B, the third as C, and so forth to the 26th who shall be known as Z. When 26 letters are expended, the 27th juvenile would be AA, the 28th AB, the 29th AC, and so forth.

When more than one juvenile is addressed on one petition, be sure to repeat the sequential case number in Field #2 on each defendant involved.

6.4.5 EXAMPLE

UNIFORM CASE NUMBER				
1 Case Year	2 Case Number	3 Case Type	4 Juvenile I.D. No.	5 Case Location
	1		A	
	2		A	
	3		A	
	3		B	

Three cases are reported here. Case number one (1) involved only one juvenile. Case number two (2) involved only one juvenile. Case number three (3) involved two juveniles. Note that the same sequential number is used for both juvenile "A" and juvenile "B".

6.5 FIELD #5 - CASE LOCATION

6.5.1 PURPOSE

Constitutes part of unique identification number; essential for reporting and auditing purposes; identifies a unique docketing sequence; provides for statistical sorting.

6.5.2 DEFINITION

The location codes for each of the juvenile docket books have been assigned by the CDR office. The location numbers were assigned uniformly throughout the state. The juvenile location number for each county is within the same range of numbers.

6.5.3 DISCUSSION

If a new docketing sequence is initiated, the reporting clerk should contact CDR for a new location number. As part of the Uniform Case Number (Fields 1-5), this field is always a mandatory entry when submitting any case information to CDR.

6.5.4 CODES

The codes for juvenile locations fall in the range 21-30.

6.5.5 EXAMPLE

UNIFORM CASE NUMBER				
1 Case Year	2 Case Number	3 Case Type	4 Juvenile I.D. No.	5 Case Location
				21
				21
				21
				21

Juvenile cases are filed at location designated as 21 (only for illustration). Each form should reflect information from only one location.

SECTION II OF THE REPORT: FILING INFORMATION:  
THIS SECTION CONSISTS OF THREE FIELDS: #6 - #8

6.6 FIELD #6 - FILING STATUS

6.6.1 PURPOSE

The basic indicator of the status of the instrument being filed; essential for record and docket keeping; useful in statistical analysis and auditing.

6.6.2 DEFINITION

Indicates whether the type of juvenile related action is a new filing or whether it is a supplemental action in a case which has been reported as disposed.

6.6.3 DISCUSSION

The CDR system reports the opening and closing of a case. Subsequent activity, such as the filing of motions for hearings or temporary actions, are not reported so long as there is pending action existing under the case number filed.

A filing is reported only when a new case number is assigned, or when there is supplemental action on a case previously reported as disposed. Examples of supplemental actions are modifications of final judgment; change in dependency, supervision, probation; etc.

In the summer of 1973, the State Courts Administrator requested that all non-disposed pre-1973 cases be numbered and entered into the CDR System as "72" Uniform Case Numbers. Supplemental actions on cases disposed prior to January 1, 1973 (not recorded in CDR) will be given the next sequential "72" number and be reported as an "S" filing status. Dispositions for these cases will follow with Sections I and III and IV (if applicable). Supplemental actions to original cases which were filed after January 1973, will carry the same Uniform Case Number as was assigned to the original petition.

As part of the Filing Information (Fields 6-8), this field is always mandatory when submitting any filing information to CDR.

#### 6.6.4 CODES

Two types of events are possible:

- F--Indicates a new petition is filed and a case is started and assigned a new case number.
- S--Indicates a new petition is filed on a case previously reported as disposed, and the new petition is filed under the case number of a previously disposed case.

#### 6.6.5 EXAMPLE

FILING INFORMATION		
6 Filing Status	7 Date Filed Or Date Supp. Filed	8 Category
F		
F		
S		
F		

Four cases have been coded in this field. The first, second and fourth are initial filings. The third case is a supplementary petition on a case already reported as disposed.

6.7 FIELD #7 - DATE FILED OR DATE SUPPLEMENTAL FILED

6.7.1 PURPOSE

Basic indicator of actual daily caseload; essential for record and docket keeping; useful in statistical analysis of caseload averages; necessary for auditing.

6.7.2 DEFINITION

Date stamped by the clerk on the petition as date of recording, either original file date or supplemental file date.

6.7.3 DISCUSSION

The date filed, if an original filing, should reflect the actual date filed. If the action filed is a supplemental action, it should reflect the date the supplemental action is filed.

As part of the Filing Information (Fields 6-8), this field is always mandatory entry when submitting any filing information to CDR.

6.7.4 CODES

The date should always be written as six digits in the form of month, day and year. Slashes or dashes should not be used. (Example 011675)

6.7.5 EXAMPLE

FILING INFORMATION		
6 Filing Status	7 Date Filed Or Date Supp. Filed	8 Category
F	011675	
S	011675	
S	011675	
S	011675	

These are four examples of file dates. In the first example, a new petition is filed in 1975. In the second, third and fourth examples, supplemental petitions are filed in 1975 on original petitions which were filed in 1974, 1973, and 1972, respectively.

6.8 FIELD #8 - CATEGORY

6.8.1 PURPOSE

Permits detailed statistical trend analysis of caseloads; assists in assignment of judges; assists in determining equitable distribution of work within a jurisdiction.

6.8.2 DEFINITION

Detailed breakdown into codes which reflect the nature of the petition.

6.8.3 DISCUSSION

The code appropriate to a case can be determined by examination of the heading on the petition, or by a cursory examination of the body of the petition.

Note that the codes are set up according to subject matter, and not by form of litigation.

As part of the Filing Information Section (Fields 6-8), this field is always a mandatory entry when submitting any filing information to CDR.

6.8.4 CODES

The ten numbered codes are as follows:

- 01--Petition for Adjudication of Delinquency
- 02--Petition for Adjudication of Dependency
- 03--Petition for Adjudication of CINS
- \*• 04--Violation or Modification of Probation
- \*• 05--Violation or Modification of Supervision
- \*• 06--Dependency Changes or Modifications
- 07--Other

- \*• 08--Petition to Terminate Probation
- \*• 09--Petition to Terminate Supervision
- \*• 10--Petition to Terminate Dependency

\*These categories should always be supplemental filings with the exception of a case transferred into your jurisdiction.

6.8.5 EXAMPLE

FILING INFORMATION		
6	7	8
Filing Status	Date Filed Or Date Supp. Filed	Category
		01
		02
		03
		04

The first case is the category code "Petition for Adjudication of Delinquency"; the second is the category code "Petition for Adjudication of Dependency"; the third is the category code "Petition for CINS"; and the fourth is the category code "Violation or Modification of Probation".

SECTION III: TRIAL & DISPOSITION INFORMATION:  
THIS SECTION INCLUDES FIELDS #9 - #11

6.9 FIELD #9 - DATE OF INITIAL HEARING

6.9.1 PURPOSE

Provides limited statistical information on a single kind of intermediate event between filing and disposition; assists in analysis of the juvenile caseflow.

6.9.2 DEFINITION

This is the date of the first or initial hearing before the judge on the matter presented in the petition or instrument initiating the case. In delinquency actions, this field should reflect the date of the first or initial adjudicatory hearing. Note, the arraignment hearing date would only be used if the juvenile pleads guilty at arraignment and his plea is accepted by the court.

6.9.3 DISCUSSION

The date of initial hearing on the petition or pleading initiating the case is reported in every case except when the petition is disposed of without a hearing.

6.9.4 CODE

The date the initial hearing began is to be recorded in Field #9 always with six digits in the form of month, day, and year. Do not use slashes or dashes.

(Example: 011675).

6.9.5 EXAMPLE

HEARING AND DISPOSITION INFORMATION		
9 Date Initial Hearing	10 Date of Disposition	11 Type of Disposition
011675		
011675		
011675		

There are four examples here; the first, second and fourth lines had an initial hearing on January 16, 1975. The third line was a case that was terminated with no adjudicatory hearing.

6.10 FIELD #10 - DATE OF DISPOSITION

6.10.1 PURPOSE

Essential for determining caseload for specific time periods; useful statistical analysis of caselife averages; essential for auditing.

6.10.2 DEFINITION

This field reports the date of recording, by the clerk, of the orders, judgments and other instruments which terminate the case.

6.10.3 DISCUSSION

As part of the Trial and Disposition Section (Fields 9-11), this field is mandatory when submitting any dispositional information to CDR.

6.10.4 CODES

The date of recording is designated always by six digits in the form of month, day and year. Dashes and slashes are not allowed. (Example: 011675)

6.10.5 EXAMPLE

HEARING AND DISPOSITION INFORMATION		
9 Date Initial Hearing	10 Date of Disposition	11 Type of Disposition
	011675	01
	011675	02
	011675	03
	011675	08

There are four examples listed above; the first being a Dismissal on January 16, 1975; the second being a Adjudication of Delinquent on January 16, 1975; the third being an Adjudication of Dependent on January 16, 1975; and the fourth being Probation Changed or Modified on January 16, 1975.

6.11 FIELD #11 - TYPE OF DISPOSITION

6.11.1 PURPOSE

Essential for determining dispositional trends of the courts; permits detailed statistical analysis; essential for auditing.

6.11.2 DEFINITION

Disposition is defined as the termination of a case:

- When the court enters a final judgment, order or decree in response to the petition or pleading which initiated the case; or
- When the court enters an order transferring the case to another jurisdiction; or
- When the court transfers the case over for criminal prosecution.

As part of the Trial and Dispositional Section (Fields 9-11), this field is a mandatory entry when submitting any dispositional information.

6.11.4 CODES

The following two-number codes have been designated to uniformly describe dispositions for juvenile related actions.

- 01--Dismissal
- 02--Adjudication of Delinquent
- 03--Adjudication of Dependent
- 04--Adjudication of CINS
- 05--Petition Denied
- 06--Petition Withdrawn
- 07--Case Bound Over
- 08--Probation Changed or Terminated
- 09--Child No Longer Dependent
- 10--Transfer

- 11--Other
- 12--Adjudication Withheld
- 13--Nolle prosequere
- 14--Supervision Changed or Terminated
- 15--Dependency Changed or Modified

6.11.5 EXAMPLES

HEARING AND DISPOSITION INFORMATION		
9 Date Initial Hearing	10 Date of Disposition	11 Type of Disposition
		02
		10
		13
		13

Disposition codes have been entered in four cases. In the first, the juvenile was adjudicated delinquent; in the second, the juvenile's case was transferred to another jurisdiction. The third and fourth cases have been nolle prosequere.

SECTION IV OF THE REPORT: PUBLIC DEFENDER INFORMATION:  
THIS FIELD CONSISTS OF TWO FIELDS, #12 AND #13

6.12 FIELD #12 - PUBLIC DEFENDER ENTRY DATE

6.12.1 PURPOSE

To record and compile the Public Defenders' activity on the Juvenile caseload; eliminates duplicate reporting; allows Public Defenders' accessibility to detailed management information on their actual caseload for budgeting.

6.12.2 DEFINITION

The Public Defender entry date will be the date the Public Defender is assigned the Juvenile case.

6.12.3 DISCUSSION

The Public Defenders' Office has requested that CDR record this activity to verify the actual working caseload of the Public Defenders' Office. This information should be entered with the disposition.

6.12.4 CODE

The date is designated by numbers in the form of month, day, year (six digits, example: 011675)

6.12.5 EXAMPLE

PUBLIC DEFENDER INFORMATION	
12 Public Defender Entry Date	13 Public Defender Exit Date
011675	

The Public Defender was assigned this case on January 16, 1975.

6.13 FIELD #13 - PUBLIC DEFENDER EXIT DATE

6.13.1 PURPOSE

The Public Defender exit date will be used for the tracking and compiling of the complete involvement of the Public Defender on the juvenile caseload.

6.13.2 DEFINITION

The exit date will be the date the Public Defender disposes of the juvenile petition or the date he discontinues his services on the case.

6.13.3 DISCUSSION

This information is being compiled per request of the Public Defenders' Office and should be made known to you by the Public Defender. If this information is not made available to you by the Public Defender, leave this field blank. Report this field with Field #12 at time of disposition.

6.13.4 CODE

The date is designated by numbers in the form of month, day, year (six digits, example: 011675).

6.13.5 EXAMPLE

PUBLIC DEFENDER INFORMATION	
12 Public Defender Entry Date	13 Public Defender Exit Date
	011675

Two cases are shown here; the first case, the Public Defender disposed of the petition on January 16, 1975; on the second case the information was not made available to the Clerk's Office.

#### 6.14 JUVENILE CASE CORRECTION FORM

In the event that any corrections or deletions are necessary to the case information previously entered on CDR, the clerk should prepare a Juvenile Case Correction Form to submit the corrected information.

All fields on this Juvenile Correction Form parallel with the fields on the Juvenile Form. There are two line entries for each case being corrected. The first line should reflect the case information just as previously submitted in error. The second line should be entered with the corrected case information.

If for some reason, a large number of cases need to be deleted, the clerk should contact the CDR analyst responsible for that county before attempting manually to correct this information. It is often more feasible to approach a problem like this with an automated effort rather than a manual effort.

A copy of the Juvenile Case Correction Form can be found in the Appendix. An original copy will be supplied to each location so that the necessary information, applicable to each location, can be typed in and then Xeroxed as needed.

#### 6.15 JUVENILE NO ACTIVITY FORM

If on a given date, there is no juvenile case activity to report, the reporting location should complete a No Activity Form and forward it instead of the regular daily submission.

This form notifies CDR that the form has not been lost in the mail, set aside or forgotten.

A copy of the Juvenile No Activity Form can be found in the Appendix. An original copy will be supplied to each reporting location so that the necessary information, applicable to each location, can be typed in and then Xeroxed as needed.

**7.0** APPENDIX

APPENDIX A

READY REFERENCE STATUTE OFFENSE CODE TABLE

<u>STATUTE</u>	<u>LITERAL</u>	<u>NCIC CODE</u>
322.212	Unauthorized use, possession of stolen driver's license	2599
782.04	Murder (all degrees)	0900
782.07	Manslaughter	0910
784.02	Assault	1300
784.03	Assault & battery	1300
784.045	Aggravated battery	1399
784.06	Assault with intent to commit felony - See Section 4.9 - Criminal Reporting	
790.01	Carrying concealed weapon	5200
790.05	Carrying pistol, etc., w/o license	5200
794.01	Rape	1101
796.07	Prostitution	4000
800.04	Lewd, lascivious assault - child	1100
810.01	Breaking and entering	2200
thru .051	and entering w/o breaking	
810.06	Possession of burglarious tools	2206
811.021 (2)	Grand larceny	2300
811.021 (3)	Petit larceny	2399
811.16	Buying, etc., stolen property	2800
813.011	Robbery	1200
814.03	Theft, possession, etc., stolen vehicle	2400
814.04	Unauthorized use of vehicle	2411
817.60	Theft, etc., of credit card	2600
817.61	Fraudulent use of credit card	2600
821.01	Trespass after warning	2299
821.18	Trespass - with malicious intent	2299
828.21	Causing minor to become delinquent	3800
831.01	Forgery	2500
832.02	Uttering forged instrument	2500
832.05	Bad checks	2699
843.01	Resisting officer with violence	4800
843.02	Resisting officer without violence	4899
849.08	Gambling	3900
849.25	Bookmaking	3900
856.01	Drunkenness	4200
856.011	Disorderly intoxication	4200
856.02	Vagrants	6300
893.13	Florida Drug Abuse Act	3500

APPENDIX B

STATUTE-OFFENSE TABLE

<u>STATUTE</u>	<u>NCIC</u>	<u>DEGREE</u>	<u>LITERAL</u>
13.62	7000	M	Commissions-Misc. Quadricentennial
30.46	7000	M	Sheriffs: Motor Vehicle Color Combination Badges; Simulation Prohibited
30.56	5001	M	Release of Traffic Violators on Recognizance or Bond-Penalty for Failure to Appear
38.22	5000	M	Power to Punish for Contempt
39.13	5000	M	Contempt - Juvenile
40.27	7000	M	Failure to Draw or Summon Jurors
50.061	7000	M	Legal and Official Advertisement
99.161	5900	M	Election Law Violations - contribution
104	5900	F	Election Law Violations
107.09	7000	M	Notaries - violations
110	7000	M	Career Service System
119.10	7000	M	Violation of Public Records Act
125	7000	M	County Commission; Powers Over Airports
128.08	7000	M	County Financial Statements
129.09	7000	M	County Auditor Not to Sign Illegal Warrants
138.11	7000	F	County seat - influence to change
157	7000	M	Drainage by County
161	6200	M	Beach & Shore Preservation
163	7000	M	County & Munciple Planning-Zones
167.49	7000	M	VOTC - Powers of Municipalities
167.54	7000	M	VOTC - Powers of Municipalities

167.55	7000	M	VOTC - Powers of Municipalities
167.56	7000	M	VOTC - Powers of Municipalities
167.61	7000	M	VOTC - Powers of Municipalities
167.611	7000	M	VOTC - Powers of Municipalities
168.17	7000	M	VOTC - Police Power of Municipalities
174.13	7000	F	Perjury before Civil Service Board-Civil Service for Police and Firemen
177.121	7000	M	Molest or Destroy Map or Plat
193	7000	M	VOTC - Assessments
196.135	7000	M	Failure of Tax Collector to Return Collection
197.85	7000	M	Sale of Land by Tax Collector
198	7000	M	VOTC - Estate taxes
199	7000	M	VOTC - Personal Property Tax
201	7000	M	VOTC - Excise Tax on Documents
203	7000	M	VOTC - Gross Receipt Taxes
205	7000	M	VOTC - License Taxes
206	7000	M	VOTC - Gasoline Tax
210	7000	M	VOTC - Cigarette Tax
211	7000	M	Oil and Gas Production Tax
212	7000	M	VOTC - Tax on Sales, Use, Transactions
228	7000	M	VOTC - State Plan for Public Education
229	7000	M	Educational Television
232	7000	M	VOTC - Compulsory School Attendance Child Welfare
233	7000	M	VOTC - Courses of Study
235	7000	M	VOTC - School Plant

237	7000	M	VOTC - Financial Accounts
239	7000	M	VOTC - Universities; Scholarships
245	7000	M	Selling Bodies out of State
250	7000	M	VOTC - Military Code
252	7000	M	VOTC - Civil Defense
253	7000	M	VOTC - Internal Improvement Trust Fund
256	5300	M	Flag Misuse or Mutilation
267	7000	M	Archeological Landmarks
272	7000	M	Capitol Center (Rules)
273	7000	M	VOTC - State-Owned Tangible Personal Property
274	7000	M	VOTC - Tangible Personal Property Owned by Counties, etc.
286	7000	M	Public Hearings
290	7000	M	Nuclear Code Regulation
291	7000	M	VOTC - Confederate Pensions
298	7000	F	Obstruction of Drainage Canals
307	7000	M	VOTC - Stevedores
308	7000	M	VOTC - Shipping Masters
310	7000	M	VOTC - Pilot Commissioners and Pilots
311	7000	M	VOTC - Boats for Bar Pilots
313	7000	M	VOTC - Harbor Masters
316	5400	M or F	VOTC - Moving Traffic Violations (See Sec.4.3)
319.33	2599	M	Offenses Relating to Auto Serial No., etc.-Title Certificates
319.34	2599	M	Offenses Relating to Auto Certificates

319.35	2599	M	Offenses Relating to Auto Speedometer
320.061	2599	M	Motor Vehicle License Violations
320.25	2599	M	Motor Vehicle License Violations
320.26	2599	M	Motor Vehicle License Violations
320.261	2599	M	Motor vehicle license violations
320	7000	M	All other violations of Motor Vehicle Licenses
321	5001	M	VOTC - Highway Patrol
322.212	2599	F	Driver's License Violations - Unauthorized use or Possession of Driver's license
322.32	2599	M	Driver's License Violations
322.33	2599	F	Driver's License Violations
322	7000	M	VOTC - Motor Carriers (Freight)
324	7399	M	VOTC - Financial Responsibility-Vehicle Insurance
330	7000	M	VOTC - Licensing Aircraft and Pilots
333	7000	M	Zoning Regulation (Airports)
337	5000	M	VOTC - Florida Highway Code Construction-Contracts
339	5000	M	VOTC - Florida Highway Code Financing
340	5000	M	VOTC - Turnpike projects
347	7000	M	VOTC - Ferries, Toll Bridges, Dams and Log Ditches
350	7000	M	VOTC - Fla. Public Service Commission
351	7000	M	VOTC - Duties of Railroads in Operating Trains
352	7000	M	VOTC - Duties to Railroad Passengers and Freight

358	7000	M	VOTC - Sale and Redemption of Tickets
359	7000	M	VOTC - Express Companies, Payment of Claims, Rates
364	7000	M	VOTC - Regulation of Telegraph & Telephone Co., etc.
365.16	3700	M	Obscene Phone Calls
365	7000	M	All other violations of this chapter-Regulations of Private Wire Service
366	7000	M	VOTC - Regulation of Public Utilities
368	7000	M	VOTC - Gas Safety Law
370	6200	M	Conservation
371	7000	M	VOTC - Regulation of Boats, Title Certificates
372	6200	M	Conservation
373	6200	M	Conservation
376	6200	F	Conservation
377	7000	M	VOTC - Conservation of Oil and Gas Resources
379	6200	M	Conservation
381	7000	M	VOTC - Public Health, General Provision
382	7000	M	VOTC - Bureau of Vital Statistics
383	7000	M	Maternity and Infancy Hygiene
384	7000	M	VOTC - Venereal Diseases
385	7000	M	VOTC - Sanitary Inspection of Hotels & Boarding Houses.
386	7000	M	VOTC - Nuisances Injurious to Health
387	6200	M	VOTC - Conservation
394	7000	M	VOTC - Mental Health

395	7000	M	VOTC - Hospital Licensing and Regulations
396	4200	M	Alcoholism and Conspiracy to Commit to Hospital
399	7000	M	VOTC - Elevators
400	7000	M	VOTC - Nursing Homes
401	7000	M	VOTC - Hospital Services for Indigents
403	7000	M	VOTC - Environmental Control
406	7000	M	VOTC - Medical Examiners
409	7000	M	VOTC - Family Services
413	7000	M	VOTC - Vocational Rehabilitation
421	7000	M	Housing Authority; False Representation
427	7000	M	Land Surveyors
440	7000	M	VOTC - Workman's Compensation
443	7000	M	VOTC - Unemployment Compensation
447	7000	M	VOTC - Labor Organizations
448	7000	M	VOTC - Gen. Labor Regulations
449	7000	M or F	VOTC - Private Employment Agencies
450	7000	M	VOTC - Child Labor Migrant, Farm Labor Registration
452	7000	M	VOTC - Bonds of Employees of Common Carriers
453	7000	M	VOTC - Public Utility Arbitration Law
454	7000	M	VOTC - Attorneys at Law
456	7000	M	VOTC - Hypnosis
457	7000	M	VOTC - Regulation of Shorthand Court Reporting

458	7000	F	VOTC - Medical Practice Act
459	7000	M	VOTC - Osteopathic Physicians
460	7000	M	VOTC - Chiropractic
461	7000	M	VOTC - Podiatry
462	7000	F	VOTC - Naturopathy
463	7000	M	VOTC - Optometry
464	7000	M	VOTC - Nursing
465	7000	M	VOTC - Pharmacists
466	7000	M	VOTC - Dentistry
467	7000	M	VOTC - Architects
468	7000	M	VOTC - Miscellaneous Regulatory Board
469	7000	M	VOTC - Plumbers
470	7000	M	VOTC - Funeral Dir. and Embalmers
471	7000	M	VOTC - Professional Engineers
472	7000	M	VOTC - Land Surveyors
473	7000	M	VOTC - Public Accountancy
474	7000	M	VOTC - Veterinarians
475	7000	M	VOTC - Real Estate License Law
476	7000	M	VOTC - Barbers
477	7000	M	VOTC - Fla. Cosmetology Law
478	7000	M or F	VOTC - Fla. Uniform Land Sales Practices Law
479	7000	M	VOTC - Outdoor Advertisers
480	7000	M	VOTC - Masseurs and Masseuses
481	7000	M	VOTC - Board of Exam. of Landscape Architects

482	7000	M	VOTC - Pest Control
483	7000	M or F	VOTC - Clinical Lab. Law
484	7000	M	VOTC - Dispensing Opticians
485	7000	M	VOTC - Midwifery
486	7000	M	VOTC - Physical Therapy Practice Act
487	7000	M	VOTC - Fla. Pesticide Law
488	7000	M	VOTC - Commercial Driving Schools
489	7000	M	VOTC - Fla. Watchmakers Commission
490	7000	M	VOTC - Fla. Psychological Practice
491	7000	M	VOTC - Sanitarians' Registration Act
492	7000	M	VOTC - Forestry Practice Act
493	7000	M	VOTC - Investigative Agencies & Deception Detectors
494	7000	M	VOTC - Mortgage Brokerage Act
496	7000	M	Charitable Funds Act
500	5500	M	Food, Drug, (Health, Safety) Food, Drugs, and Cosmetics
501	7000	M	VOTC - Consumer Protection
502	7000	M	VOTC - Milk and Milk Products
503	7000	M	VOTC - Frozen Desserts
506	7000	M	VOTC - Stamped or Marked Bottles and Boxes
509.151	2600	M	Fraudulent Activities-Lodging
509	7000	M	All other violations of this chapter Hotels & Restaurants
513.12	2600	M	Fraudulent Activities-Obtaining Accomodations

513	7000	M	All other violations of this chapter Tourist Camps
514	7000	M	VOTC - Public Bath Houses & Swimming Places
516	7000	M	VOTC - Small Loan Business
517	7000	F	VOTC - Sale of Securities
519	7000	M	VOTC - Fla. Consumer Finance Law
520	7000	M	VOTC - Retail Installment Sales
522	7000	M	VOTC - Commission Merchants
523	7000	M	VOTC - Naval Stores
525	7000	M	VOTC - Gas and Oil Inspection
526	7000	M	VOTC - Sale of Liquid Fuels; Brake Fluids
527	7000	M	VOTC - Sale of Liquefied Petroleum Gas
531	7000	M	VOTC - Weights, Measures, Standards
533	7000	M	VOTC - Waste from Mines
535	7000	M	VOTC - Horse Sales and Shows
536	7000	M	VOTC - Timber and Lumber
537	7000	M	VOTC - Yacht and Ship Brokers
540	7000	M	VOTC - Commercial Discrimination
541	7000	M	VOTC - Fair Trade Law
542	7000	F	Restricting Trade
543	7000 M or F		VOTC - Combinations Restricting Use of Musical Composition
544	7000	M	VOTC - Combinations Against Fla. Meats
545	7000	M	Restricting Financing of Automobiles
548	7000	F	VOTC - Pugilistic Exhibitions

549	7000	M	VOTC - Auto Race Meets
550.25	3900	M	Gambling Violation-Dog & Horse Racing- Conducting Unauthorized Race Meeting
550.35	3900	F	Gambling Violation-Dog & Horse Racing
550	7000 M or F		All other violations this chapter- Dog & Horse Racing.
551	7000	M	VOTC - Frontons
552.101	5200	F	Weapons - Explosives
552.22	5200	F	Weapons - Explosives
553	7000	M	VOTC - Building Construction Standards
556	7000	M	VOTC - Bedding Inspection
559	7000	M	VOTC - Regulation of Trade Commerce & Investments
560	7000	M	VOTC - Sale of Money Orders Act
561	4100 M or F		Liquor Violations
562	4100 M or F		Liquor Violations
563	4100 M or F		Liquor Violations
564	4100	M	Liquor Violations
565	4000	M	Liquor Violations
567	7000	F	Violations of this chapter-Local Option Elections
568	4100 M or F		Liquor Violations
569	4100 M or F		Liquor Violations
570	5000	M	VOTC - Dept. Agriculture & Consumer Services
571	7000	M	VOTC - Florida Seal of Quality Law
573	7000	M	VOTC - Fla. Marketing Laws

574	7000	M	VOTC - Regulation of Sale of Leaf Tobacco
575	7000	M	VOTC - Certification Seed Law
576	7000	M	VOTC - Agricultural Fertilizers
578	7000	M	VOTC - Fla. Seed Law
580	7000	M	VOTC - Fla. Commercial Feed Law
581	7000	M	VOTC - Dept. of Agriculture & Consumer Ser.
583	7000	M	VOTC - Classification & Sale of Eggs, Poultry, etc.
585	7000	M or F	VOTC - Dept. of Agriculture & Consumer Services
586	7000	M or F	VOTC - Honey Certification Law
588	700	M	VOTC - Legal Fenses & Livestock at Large
590	6200	M or F	Conservation
592	7000	M	VOTC - Recreation and Parks
601	7000	M	VOTC - Fla. Citrus Code
603	7000	M	VOTC - Fruit & Vegetable Inspection
604	7000	M	VOTC - General Agriculture and Horticulture
608	7000	M	VOTC - Corp. & Business Trust
609	7000	F	VOTC - Common Law Declarations of Trust
613	7000	M	VOTC - Foreign Corporations
616	7000	M	VOTC - Public Fairs and Expositions
617	7000	M	VOTC - Corporations not for Profit
620	7000	M	VOTC - Insurance Code: Administration & General Provisions
625	7000	M or F	VOTC - Ins. Code: Field Reps. & Operations
627	7000	M	VOTC - Ins. Code: Rates & Contracts

628	7000	F	VOTC - Ins. Code: Stock & Mutuals, Insurers, Organization
632	7000	M	VOTC - Ins. Code: Fraternal Benefit
633	7000	M	VOTC - Fire Prevention and Contrci
634	7000	M	VOTC - Auto Inspection & Warranty Associations
637	7000	M	VOTC - Non-Profits-Professional Plans
638	7000	M	VOTC - Ambulance Service Contracts
639	7000	F	VOTC - Burial Ins. and Contracts
641	7000	M	VOTC - Hospital and Medical Service Plan
648	7000	M	VOTC - Reg. of Bail Bondsman and Runners
649	7000	M	VOTC - Automobile Clubs
651	7000	M	VOTC - Life Care Contracts
656	7000	M or F	VOTC - Industrial Savings Bank
657	2600	M	Unlawful Use of Name
659	7000	M or F	VOTC - Banking Code, II Part
660	7000	M	VOTC - Banking Code, III Part
661	7000	F	VOTC - Banking Code, IV Part
676.01	7000	M	Uniform Commercial Code
687	7000	M or F	VOTC - Interest & Usury
703	7000	F	Untrue Copies of Abstract
705	7000	M	Abandoned Property
706	7000	M	Lumber Adrift
707	7000	M	VOTC - Estrays
713	7000	M	VOTC - Liens, Generally

717	7000	M	VOTC - Disposition of Unclaimed Property	782.16	7000	M	Concealing Death Bastard Child
732	7000	M	Probate Law	783	7000	M or F	Dueling
737	7000	M	VOTC - Trust Accounting Laws	784	1399	F	Mayhem (repealed)
741	3600	M	Sex Offenses - Husband, Wife	784.02	1300	M	Simple Assault - Misdemeanor
771	7000	M	VOTC - Actions for Alienation of Affections, etc.	784.03	1300	M	Assault and Battery
775	7000	M	All other violations of this chapter- Definition; General Penalties; Registration of Criminals	784.04	1399	F	Aggravated Assault
776			Do not report - Reference Section No. 4.9, CDR Manual	784.045	1399	F	Aggravated Battery
779	5300	F	Treason & related offenses, Offenses Against Government	784.05	7000	M	Culpable Negligence
782.04	0900	F	Homicide - Murder	784.06			Do not Report Assault w/intent to Commit A Felony-See section No. 4.9 CDR Manual
782.05	0900	F	Homicide - Killing in a Duel	785.01	1300	M	Fighting; Marathons
782.06	0900	F	Homicide - Killing by Interfering with Railway Trains, Aircraft	785.02	1300	M	Fighting - Aiders & Abettors
782.07	0910	F	Manslaughter - Manslaughter	785.03	1300	M	Fighting-Outside of State by Appointment Made Therein
782.08	7000	F	Assisting Self-murder	785.04	7000	M	Endurance Contests - Prohibited
782.09	0910	F	Manslaughter - Unborn Child - Killing an Unborn Child by Injury to Mother	790	5200	M or F	Weapons Offenses & Firearms
782.10	1400	F	Abortion	791	7000	M	VOTC - Sale of Firework
782.11	0910	F	Manslaughter-Unnecessary Killing to Prevent Unlawful Act	794.01	1101	F	Forcible Rape & Carnal Knowledge
782.12	0910	F	Manslaughter-Killing by Mischievous Animal	794.021	1101	F	Rape
782.13	0910	F	Manslaughter - Drowning in Overloaded Vessel	794.03	7000	M	Publishing Name
782.14	0910	F	Manslaughter-Death From Racing Steamboat	794.04	7000	M	Publishing Name
782.15	0910	F	Manslaughter-Killing by Intoxicated Physician	794.05	1116	F	Unlawful carnal intercourse w/unmarried person under 18 years
				794.06	1199	F	Unlawful carnal intercourse-female idiot
				795	4000	M or F	Enticing away female-(unmarried woman) (commercial sex offense)
				796	4000	M or R	Prostitution-commercial sex offense

797	1400	M or F	Abortion
798	3600	M	Adultery and Fornication (sex offense)
799	3800	F	Bigamy (family offense)
800	1100	M or F	Sexual assault (800.01 unconstitutional) Crimes against nature; Indecent exposure
801.	7000	M	Child Molesting
805.01	1000	F	Kidnapping & False Imprisonment
805.02	1000	F	Kidnapping for Ransom
805.03	3800	F	Removing Child From State (family offense)
806.111	5200	F	Weapons-Fire Bombs
806	2000	F	Arson (all other violations)
810.06	2206	F	Possession Burglarious Tools
810	2200	F	Burglary-all other chapter 810 violations
811.021(2)	2300	F	Grand Larceny
811.021(3)	2399	M or F	Petit Larceny
811.03 thru			
811.15	2300	M or F	Grand Larceny
811.16	2800	F	Buying, Receiving Stolen Property
811.165	7000	M	Records, Junk Dealers
811.17	2800	M	Buying, Receiving Stolen Property
811.18	2800	F	Buying, Receiving Stolen Property (2nd & 3rd times)
811.19	2399	M	Petit Larceny - dogs
811.21	7000	M	Taking or Using Animals or Vehicles Without Authority
811.22	7000	M	Offenses Against Animals-Penning & Milking Cattle
811.23	7000	M	Offenses Against Animals-Driving Cattle

811.24	7000	M	Offenses Against Animals-Impounding Hogs
811.25	7000	M	Offenses Against Animals-Driving Cattle From Range
811.26	7000	M	Offenses Against Animals-Maliciously Driving or Penning Cattle
811.27(A)	2300	F	Grand Larceny-Fruit, etc.
811.27(B)	2399	M or F	Petit Larceny-Fruit, etc.
811.29	2399	M	Petit Larceny-Shopping Carts
811.30	2300	F	Grand Larceny-Firearms
812.11	2800	F	Buying, Receiving Embezzled Property
812.	2700	F	Embezzlement
813	1200	F	Pobbery
814.04	2411	M	Unauthorized Use Motor Vehicle
814	2400	M or F	Auto Theft-all other violations this chapter
817	2600	M or F	Fraudulent Activities
818	2600	M	Fraudulent Activities-mortgaged property
821	2299	M or F	Trespass and Injury to Realty & Similar Offenses
822	2900	M or F	Malicious Injury to Building & Structures
823	7000	M or F	Nuisances; Doors of Certain Buildings
828.031	3800	F	Adoption of Children, Placement, Selling, Advertising, etc.
828.04	3800	M or F	Cruelty to Children-torturing or un- lawfully punishing children
828.041	3800	M	Cruelty to Children-Abuse of Children
828.042	3800	M	Cruelty to Children-Negligent Treatment
828.19	3800	F	Cruelty to Children-Negligent Treatment

828.20	3800	M	Cruelty to Children-Interferring with Control of Dependent and Delinquent Children
828.201	3800	M	Cruelty to Children-Misuse of Child Support Money
828.21	3800	M	Cruelty to Children (contributing to the delinquency of)
828-all others	7000	M	Offense Against Animals
831	2500	M or F	Forgery & Counterfeiting
832	2699	M or F	Bad Checks-Issuing Worthless Checks and Drafts
833			Do Not Report-Reference Section 4.9
836	2100	M or F	Extortion & Libel-Defamation Libel & Threatening Letters
837	5003	M or F	Perjury
838	5100	F	Bribery
839	5000	M	Offenses by Public Officers, Auctioneers, Employees (Obstruction of Government)
843.01	4800	F	Obstructing Police With Violence
843.02	4899	M	Obstructing Police Without Violence
843.03-10	5000	M	Obstructing Justice
843.11	4900	F	Flight-Convey Tools into Jail to Aid Escape
843.12	7000	F	Aiding Escape
843.15	5001	M	Failure of Defendant to Appear-bail
843.16	7000	M	Installing Radio Equipment
847	3700	M or F	Obscene Literature, Profanity
849	3900	M or F	Gambling

851	7000	M	Bucket Shops-Stock Broker, Commodities Dealer
856.01	4200	M	Drunkenness
856.011	4200	M	Drunkenness-Disorderly Intoxication
856.02	6300	M	Vagrants (unconstitutional)
856.04	3800	F	Desertion (family offense)
859	5500	M or F	Poisons, Health-Safety (adulterated drugs)
860.01	5400	M or F	Other Violations of this chapter
860	7000	M or F	Other violations this chapter-Offenses Concerning Aircrafts, Motor Vehicles Concerning Aircrafts, Motor Vehicles & Railroads
861	7000	M or F	VOTC - Offenses Concerning Public Roads & Navigable Water
862	7000	M	VOTC - Offenses Concerning Seamen
865	7000	M	VOTC - Violation of Certain Commercial Restrictions
867	7000	M	VOTC - Exhibitions of Deformed Persons or Animals
870	5300	M or F	Riots (treason, etc.)-Affrays, Riots, Routs and Unlawful Assemblies
871	5300	M	Disturbing Religious and Other Assemblies
872	7000	M	VOTC - Offenses Concerning Dead Bodies and Graves
876	5300	M or F	Criminal Anarchy (treason, etc.) Communism & Wearing Masks & Hoods
877.03	5312	M	Disturbing the Peace-Breach of Peace, Disorderly Conduct
877.11	5599	M	Glue Sniffing-Inhalation or Possession of Harmful Chemical Substance
877	7000	M or F	All other violations this chapter-Miscellaneous Crimes

893	3500	M or F	Uniform Drug Law
901.11	5000	M	Failure to Answer Summons (obstruction of government)
905.27	5000	M	Testimony Not to be Disclosed (obstruction of government)
932	5001	M	Failure to Appear
933.15	5000	M	Obstruction Service of Search Warrant (obstruction of government)
933.16	7000	F	Malicious Procuring Search Warrant
934	5700	M	Security of Communication
941	7000	M	Extradition-Defendants
944.01			
- .39	7000	M or F	Corrections Code
944.40	4900	F	Flight-Escape
944.42	1399	F	Assault-Felony
944.43	7000	F	Corrections Code (weapons)
944.44	7000	F	Corrections Code (hostages)
944.45	5300	F	Riot, Prison (treason, etc.)
944.46	7000	F	Corrections Code
944.47	7000	F	Corrections Code
945.15	7000	M	Selling Goods Made by Prisoners
950	7000	M	All violations of this chapter
951	7000	M	All violations of this chapter

APPENDIX C

**END**

**8.0** REVISIONS AND  
MEMORANDUMS