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MEMO

DATE: October 28, 2020
TO: Clerks of Court and Staff
FROM: Gary J. Cooney, Clerk of the Circuit Court, Lake County
SUBJECT: Clarified Case Counting Business Rules, Approved May 27, 2020

During its meeting of May 27, 2020, the CCOC Budget Committee voted to approve clarified business rules for case counting. The approved business rules, complete with a summary of the changes, are attached hereto, and have been revised from the original posting for scrivener's errors. These rules are to be applied for the October 1, 2020 – September 30, 2021 fiscal year.

Additionally, in preparation for next year's budget discussions, the Budget Committee is requesting that each clerk review their case count reports for the October 1, 2019 – September 30, 2020 fiscal year by utilizing and applying these clarified business rules. A revised Outputs form has been created and posted to the CCOC website: <https://flccoc.org/forms/#monthly>.

Please resubmit any corrected reports for the CFY 2019-20 time period to CCOC at reports@flccoc.org no later than **January 20, 2021**. If you find the only amendments required for your county are to eliminate the number of Search Warrants reported, eliminate the number of Professional Guardian Files reported, or transfer the number of Capital Murder, Non-Capital Murder, and Sexual Offense cases reported to the All Other Felonies sub-case type, there is no need to submit an amended report.

After the January 20 deadline, the Case Count Workgroup will begin analyzing the 2019-2020 case counts by reviewing those sub-case type numbers that are 2 or more Standard Deviations from the mean.