

Monthly Statistical Report Filing Procedure C *Rule 1:32-1(b)*

Directive #1-87
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Administrative Director

In the past, pursuant to *Rule 1:32-1(b)*, Municipal Court Judges have forwarded monthly statistical reports directly to the AOC. However, as part of an effort to address increases in the error rate and delinquent filings, revised processing procedures have been informally implemented, with the assistance and cooperation of several Trial Court Administrators. These efforts include initial submission for review and correction, as necessary, with the Trial Court Administrator and have resulted in improved accuracy and timeliness of the filings. In addition, batch processing of the reports by the Trial Court Administrator to the AOC Municipal Court Services Division - Statistics has been accomplished to facilitate the generation of more accurate vicinage and statewide data within 45 days of the close of the reported month.

Therefore, effective with the first month of the 1987-88 Court Year, (July 1987) the AOC Monthly Statistical Report is to be submitted by each Municipal Court Judge directly to the vicinage Trial Court Administrator for review, correction as necessary and batch processing to the AOC. Each Judge shall, in accordance with *Rule 1:32-1(b)*, submit the Statistical Report on or before the 10th day of each month for the work of the preceding month. The Trial Court Administrator's office will review, correct, batch and submit all reports for the vicinage on or before the last day of each month. The AOC will issue statistical data for the use of vicinage and municipal management teams on or before the 15th day of the month following receipt of the vicinage submissions.

Your assistance and cooperation in implementing the revised Monthly Statistical Report Filing Procedure will help to insure its effectiveness.

EDITOR-S NOTE

Two modifications to the text have been made. One is the correction of the name of the unit receiving statistical reports. The Statistical Services Unit of the Administrative Office of the Courts has been decentralized and therefore all references to it have been deleted and replaced with the Administrative Office of the Courts Municipal Court Services Division - Statistics or with "AOC." The monthly statistical report filed in accordance with *R. 1:32-1(b)* is to be sent to the Administrative Office of the Courts Municipal Court Services Division - Statistics.

The next to last paragraph has been deleted because it is superseded by Directive #10-90.

Chapter 7 of the Rules Governing the Courts of the State of New Jersey governs practice in municipal courts. This chapter was substantially revised in 1997 and users of this compilation should consult the revised chapter for any changes that may affect these directives.