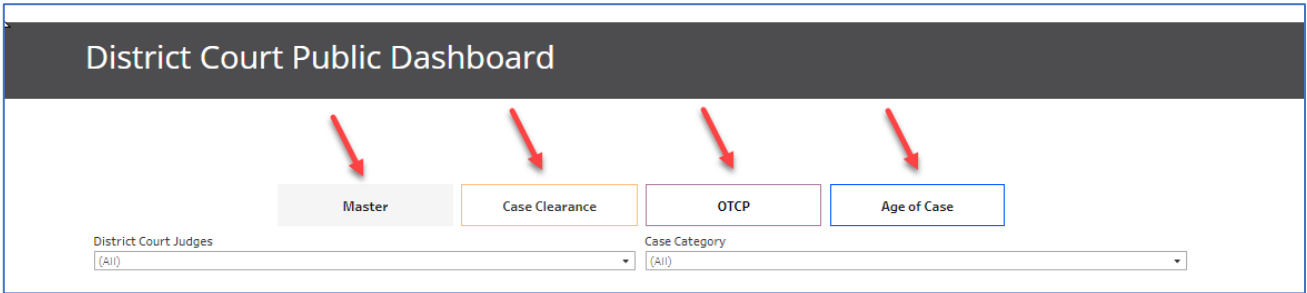# PUBLIC DASH NAVIGATION INSTRUCTIONS

PERFORMANCE MEASURE TABS

There are 4 tabs at the top of the dashboard. You'll automatically default to the Master Dash tab, but you can click on any of the tabs to navigate to the individual performance measures.

There are also two filters on the Master Dash tab. You can filter by a single judge, or multiple judges, as well as a single case type or multiple case types. Choosing filters modifies the charts on the Master Dash page. Additionally, the chosen filters carry forward to any other performance measure tab.
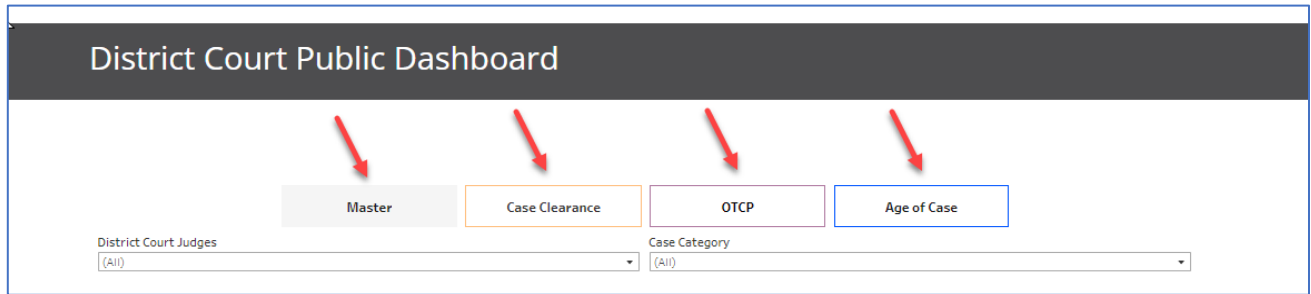
FILTERS

Click the dropdown arrow next to the District Court Judges filter. To select a judge or judges, click on the (All) checkbox, this will unselect all judges. Next, select the judge or judges you're interested in seeing. To close the filter, click the down arrow in the filter again. Same for the Case Category filter.
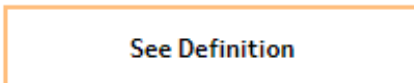

To clear a filter, hover your mouse next to the dropdown arrow. Click on the clear filter icon.

NAVIGATING TO DIFFERENT PERFORMANCE MEASURES

To move to a different performance measure, click on the tab at the top.

Each performance measure will include a definition button.

Click on this button to see a definition of how the performance measure is calculated.

Back to Case Clearance

Case Clearance

Definition
The number of outgoing cases as a percentage of the number of incoming cases, disaggregated by case type and court location.

Purpose
Clearance Rate measures whether the court is keeping up with its incoming caseload. If cases are not disposed of in a timely manner, a backlog of cases awaiting disposition will grow. This tool is a single number that can be compared within the court for any and all case types, on a monthly or yearly basis. Knowledge of clearance rates by case type can help a court pinpoint emerging trends and problems, resource limitations and potential improvements

Methodology
This tool requires information about the number of incoming and outgoing cases disaggregated by case type during a given period of time. The overall clearance ratio is calculated by dividing the total number of incoming cases by the number of outgoing cases. To obtain the clearance ratio for individual case types, the number of incoming cases is divided by the number of outgoing cases within each case type or category.

Formula for the Calculation of Case Clearance in the Montana District Courts

% Clearance = (A + B + C) / (D + E) * 100

A = Cases closed within time period
B = Dispositions of reopened cases within time period
C = Cases placed in suspended status in time period
D = Cases opened within time period
E = Cases reopened within time period

Case Clearance is calculated (to one decimal point) and expressed as percentages as follows:
(1) a single percentage overall across all case types
(2) a percentage for each of the case types

To navigate back to the performance measure tab, click on the "Back to Case Clearance" in the black bar at the top of the screen.

Filters work the same way as the Master Dash filters.