

Office of Research and Data Analysis
Data Entry Guide and Instructions for Caseload Reporting

1. Accessing the Caseload Reporting Site

Go to: <https://casecount.georgiacourts.gov/>



2. Logging into the Portal

Once you have reached the login screen, your credentials will be required.

A screenshot of the login page for the Judicial Council of Georgia Administrative Office of the Courts. The page has a dark header with the logo and name of the organization. Below the header is a navigation bar with links for Home, Dashboard, Reporting Guide, and Contact Us. On the right side of the header, there are "Login" and "Register" buttons, with "Register" highlighted in red. The main content area is titled "Login" and contains a form with two input fields: "Email*" and "Password*", both highlighted with a green border. Below the form are "Login" and "Forgot password?" buttons, with "Forgot password?" highlighted in red. At the bottom of the form, there is a link "Need an account? Sign up".

1. **For those who are already registered:** Log in with your email address and password by entering them in the green highlighted area.
2. **For those who are not currently registered:** Click [Register] at the top right corner, highlighted in red. The sign-up link next to 'Need an account?' can also bring up the registration page.
3. **If you have forgotten your password:** Click [Forgot password?] and the website will assist you in retrieving them.

*If you are unable to answer the security questions attached to your account, or have difficulty logging in, please contact casecount@georgiacourts.gov. This will allow someone to respond and assist you. There are no security questions needed; just enter the email address used to register, and a reset password link will be sent to your provided email address.

*Using a shared general email may result in challenges with logins, password and user retrieval or data entries errors. We recommend against using a shared email account due to these concerns.

3. Registering your Account

Once you click register at the top right corner, the following screen will appear.

The screenshot shows the 'Caseload Registration' form on the Judicial Council of Georgia website. The form has a header with the logo and navigation links (Home, Dashboard, Reporting Guide, Contact Us, Login, Register). The form fields are: Email*, First name*, Last name*, Middle name, Phone*, Role* (with a dropdown menu set to 'User (Clerk & ADR Director)'), Password*, and Password confirmation*. Below the password fields are instructions: 'Your password can't be too similar to your other personal information.', 'Your password must contain at least 8 characters.', 'Your password can't be a commonly used password.', and 'Your password can't be entirely numeric.' There is also a Captcha field with the text 'Enter captcha'. At the bottom, there are 'Sign Up' and 'Reset' buttons. A red arrow points to the 'Sign Up' button.

1. Please input your email, first and last name, phone number, and role. Create a password and click [Sign up].

Once you sign up, you will receive an email from us to verify the email address you provided. Please click on the link to verify the email address. We will then send a notification and approve or deny your account. You can submit case count data once your account is approved.

4. Updating your Profile

To update your name with an already registered account, please follow these instructions:

1. Log in to casecount.georgiacourts.gov.
2. Choose "Click here to register your court" in the red highlighted area on the following screen. Or you can access your profile screen by clicking your name on the top right corner before the logout link.

3. Update the fields in the red highlighted area with your information.

4. Confirm that your court has been selected.
5. Click on 'Update' in the green highlighted area at the bottom of the page.

Verify that your name now appears on the account portal beside the yellow arrow in the top right, next to 'Logout.'

5. Registering a New Court under the Same Profile

If you wish to register a new court using the same account, follow these steps:

1. Log in to casecount.georgiacourts.gov.
2. Choose "Click here to register your court" on the screen in the red highlighted area on the following screen.

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Please make sure you register your court to enter data. [Click here to register your court.](#)

Case Count Home

Year*

Court*

Go

3. Click on the 'Register New Court' link to bring up the register court screen to select the court you want to register. Enter the court type, court name, and title, and click the register button.

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Register Court

Court Type *

Court *

Title*

Register

4. To unregister a court, Select the box next to the registered court labeled 'Delete' by the red arrow.

5. Click 'Update' in the green highlighted area to confirm the deletion.
6. Your name should now be unlinked from any registered court.
7. Proceed to add your new court by following the Registering your account' process.

6. Entering your Court Data

The landing page after logging in will look similar to the one below. Please note, this may differ for those clerks who report for more than one class of court.

2. Begin by selecting the appropriate year and court from the drop-down boxes.
3. After selecting the year and court, the data entry screen for the selected class of court will appear.
4. To enter data:

1. First click the “EDIT” button in the red highlighted area. This will allow you to make entries for your court.

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(January 1 - December 31,)

Please fill out all fields to the best of your ability. In some cases, your court may not hear a particular process, please mark it with a zero "0".
If your court does hear a particular case type but did not have any within this reporting year, please mark with a zero "0".
If you have any questions about reporting the case count totals, please contact casecount@georgiacourts.gov.

Edit (Click Edit to edit the following Case Count details)

Last updated by

2. Click on any elements and fields in which you wish to make entries. You can enter as many or as few fields as you want at a time.

*The elements and fields collected differ from jurisdiction to jurisdiction. If you have questions, please refer to the Statistical Guide or contact casecount@georgiacourts.gov.

5. Once entries are completed, or prior to walking away, please utilize the buttons highlighted in red located at the bottom of the page to save your progress.

I certify that, to the best of my knowledge, all of the information on this form is true and accurate. I understand that this data will be used by the Judicial Council to analyze judicial branch activity and that incorrect data may result in inaccurate reports to local and state officials regarding resource needs for my county or circuit.

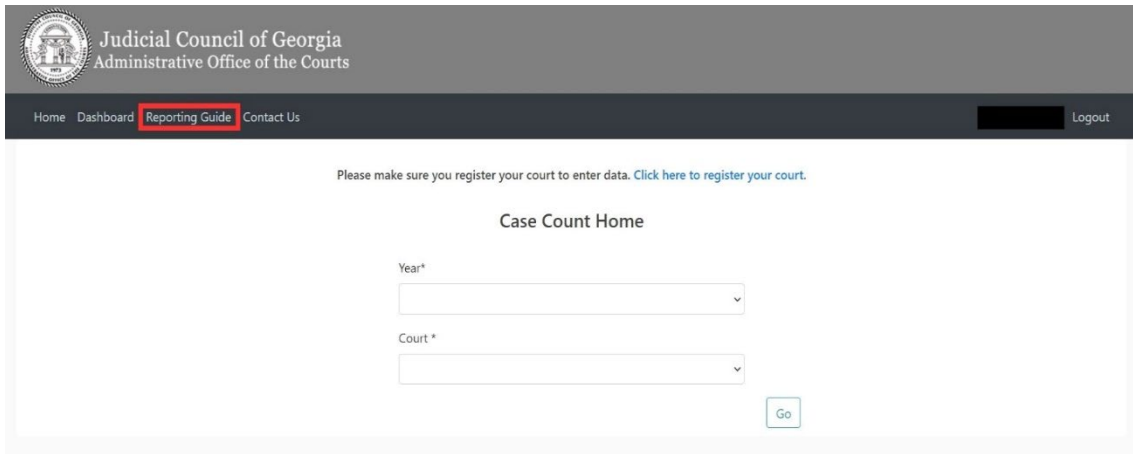
Submit Save and Finish Later Cancel Download CSV

- a. **Save and Finish Later** – Saves the data and does not submit the final casecount.
- b. **Save and Submit** – Saves the entries, allows you to print a confirmation report and notifies casecount@georgiacourts.gov of completed entries.
- c. **Cancel** – Deletes all entries made in the current session and returns the user to the court selection page.
- d. Only check the box in the green highlighted area after you have read the certification statement and are ready to submit your casecount data to ORDA.

The portal will time out if you do not save your entries and may result in loss of data. We recommend that you save often. Once data has been saved, you will need to click EDIT to resume entry or change entries. Be sure to return and submit data for final reporting!

7. Accessing the Georgia Court Guide to Statistical Reporting

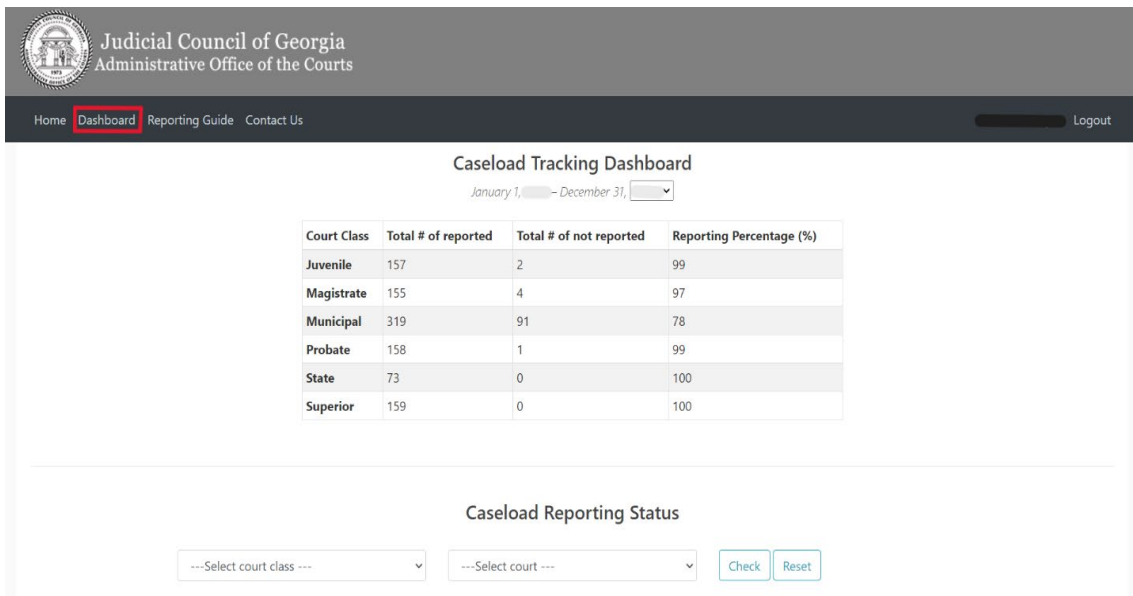
A link to the Caseload User Guide is included at the top of the page, highlighted in red. This guide is updated yearly with valuable information on how cases should be counted and defined.



The screenshot shows the 'Case Count Home' page of the Judicial Council of Georgia's Administrative Office of the Courts. The navigation bar includes 'Home', 'Dashboard', 'Reporting Guide' (highlighted in red), and 'Contact Us'. A 'Logout' button is visible on the right. The main content area contains a message: 'Please make sure you register your court to enter data. [Click here to register your court.](#)' Below this is the 'Case Count Home' section with two dropdown menus for 'Year*' and 'Court*', and a 'Go' button.

8. Accessing the Caseload Reporting Dashboard

A link to the Caseload Tracking Dashboard is included at the top of the page, highlighted in red. This tracking dashboard helps us to keep track of the number of courts who have and have not submitted their data to us and keeps a running percentage.



The screenshot shows the 'Caseload Tracking Dashboard' page. The navigation bar includes 'Home', 'Dashboard' (highlighted in red), 'Reporting Guide', and 'Contact Us'. A 'Logout' button is visible on the right. The main content area features a date range selector: 'January 1, [] - December 31, []'. Below this is a table with the following data:

Court Class	Total # of reported	Total # of not reported	Reporting Percentage (%)
Juvenile	157	2	99
Magistrate	155	4	97
Municipal	319	91	78
Probate	158	1	99
State	73	0	100
Superior	159	0	100

Below the table is the 'Caseload Reporting Status' section with two dropdown menus for '---Select court class ---' and '---Select court ---', and 'Check' and 'Reset' buttons.