Office of Research and Data Analysis

Data Entry Guide and Instructions for Caseload Reporting

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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.

   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.

*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 if it exists.

*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.

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. Linking a Court to your Account

To link a court to your account, follow these steps:

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

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.

4. To unlink a court, go to your profile and 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 account should now be unlinked that court.
7. To link to a new court, repeat the process Step 4.

5. **Updating your Profile**

To update your profile information 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 by clicking your name in the red highlighted area on the top right, next to 'Logout.'

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

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

**Confirm that all information is correct in the [Name, Email, and Phone Number] fields before clicking update. Please note [Name] and [Phone Number] will be updated immediately.

**To update your [Email], a confirmation pop-up will appear. After you select [Yes], a verification link will be sent to the new email address and must be clicked to verify the change.


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

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.
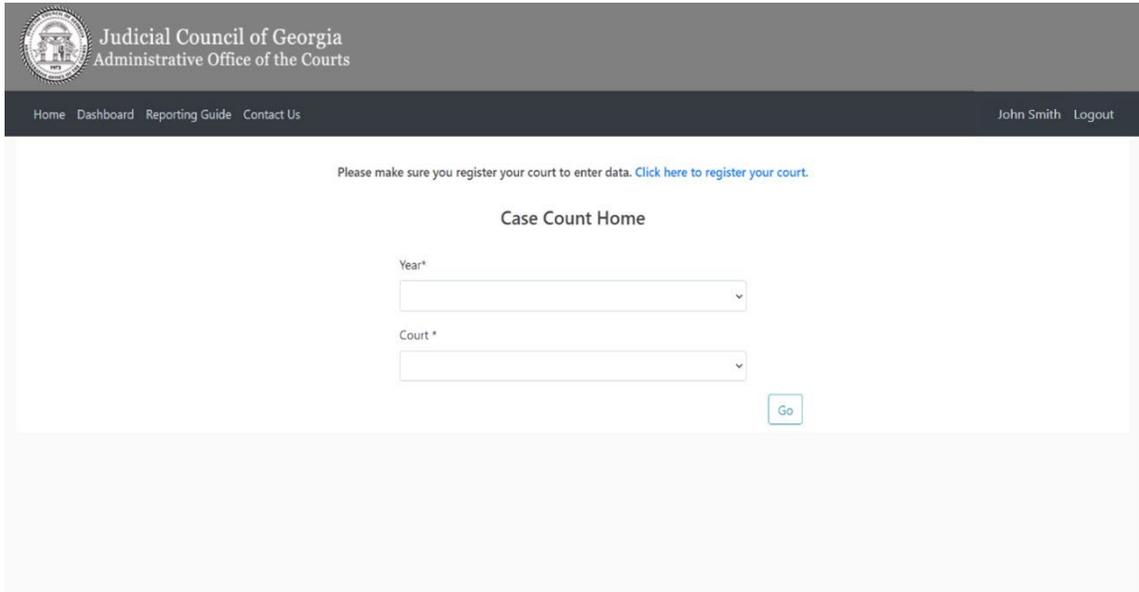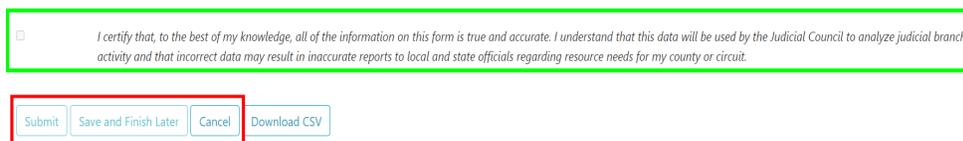

1.   Begin by selecting the appropriate year and court from the drop-down boxes.

2.   After selecting the year and court, the data entry screen for the selected class of court will appear.

3.   To enter data:

    a.   First click the "EDIT" button in the red highlighted area. This will allow you to make entries for your court.
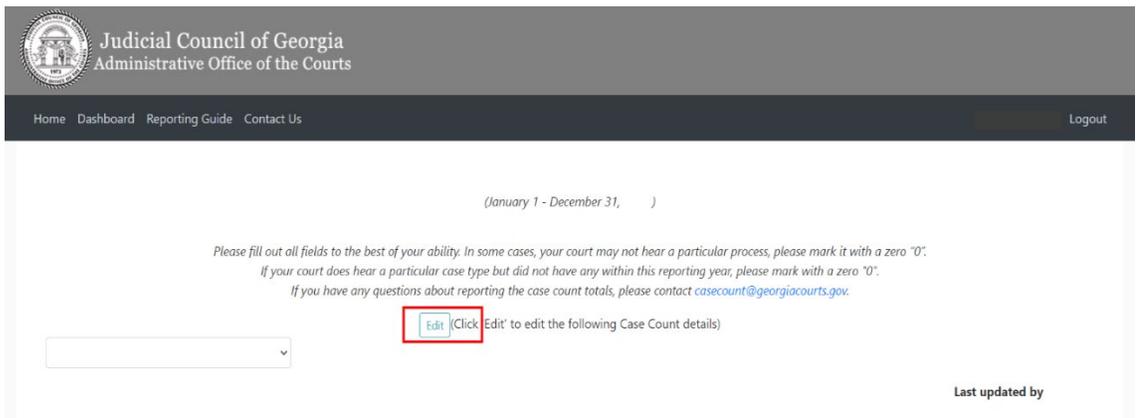
    b.   Click on any elements and fields in which you wish to make entries. You can enter as many or as few fields as you want at a time.

*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.

4.   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.
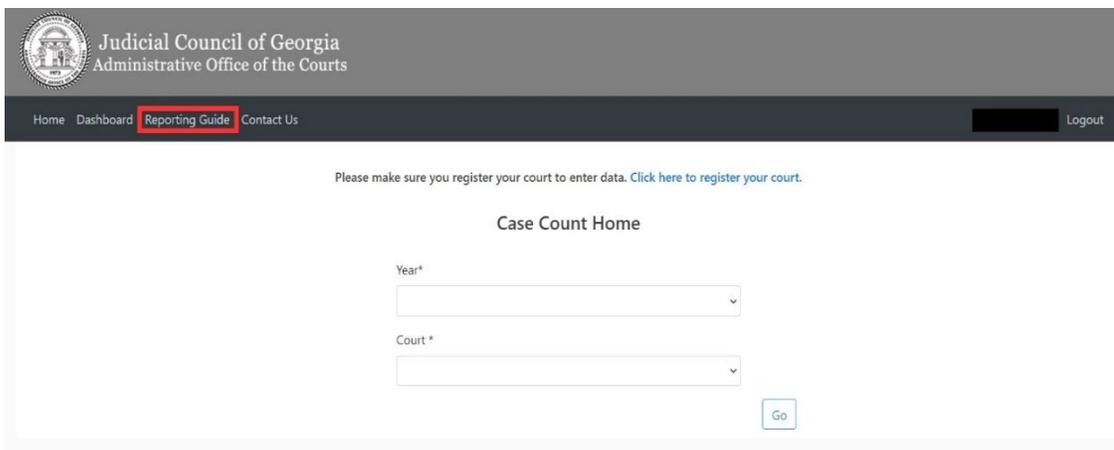

a. ***Save and Finish Later*** – Saves the data and does not submit the final casecount.

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!

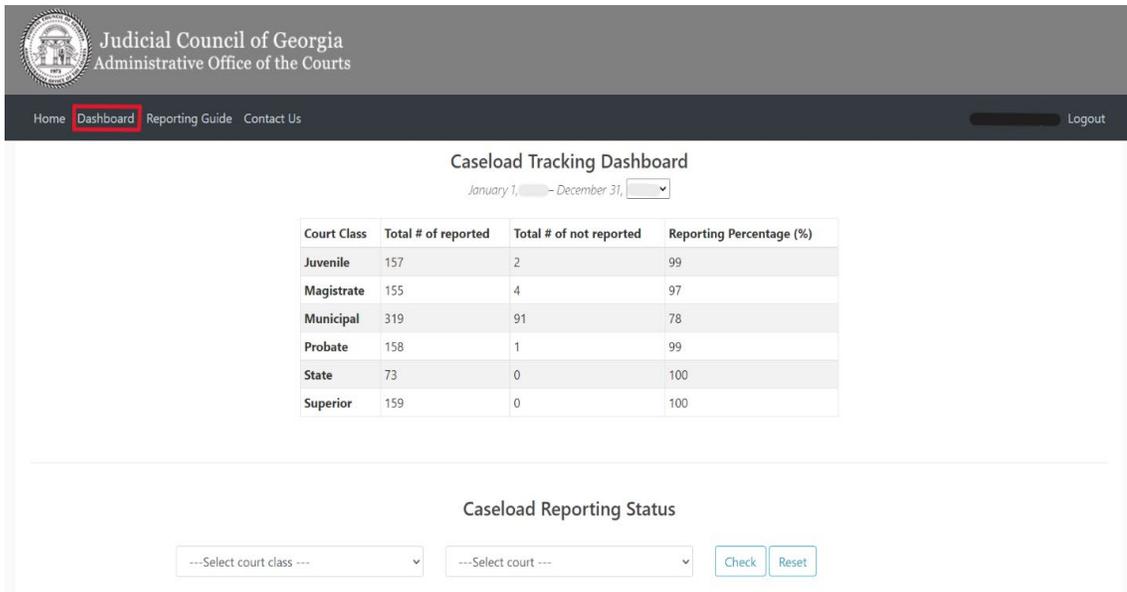## 7. Accessing the Georgia Court Guide to Statistical Reporting

A link to the Casecount 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.

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.