

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 for "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.

*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.

The screenshot shows the 'Caseload Registration' form on the Judicial Council of Georgia website. The form is titled 'Caseload Registration' and is part of the 'Administrative Office of the Courts' interface. It includes a navigation bar with 'Home', 'Dashboard', 'Reporting Guide', and 'Contact Us' on the left, and 'Login' and 'Register' on the right. 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 'Password confirmation*' field with the instruction 'Enter the same password as before, for verification.' A 'Captcha*' section includes a CAPTCHA image and an 'Enter captcha' input field. At the bottom 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. 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.



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.



Register Court

Court Type *

Court *

Title*

Register

- To unlink a court, go to your profile and select the box next to the registered court labeled 'Delete' by the red arrow.

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Your Profile

First name* Middle name Last name*

Email* Phone Role*
User (Clerk & ADR Director)

Court name* Title* Other Title Delete

Register New Court

Update Reset

- Click 'Update' in the green highlighted area to confirm the deletion.
- Your account should now be unlinked that court.
- 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.

- Log in to casecount.georgiacourts.gov.
- 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.'

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

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Your Profile

First name* Middle name Last name*

Email* Phone Role*
User (Clerk & ADR Director)

Court name* Title* Other Title Delete

Register New Court

Update Reset

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.**

Confirm Email Change

Are you sure you want to change your email address?

From: [REDACTED]@georgiacourts.gov

To: [REDACTED]@georgiacourts.gov

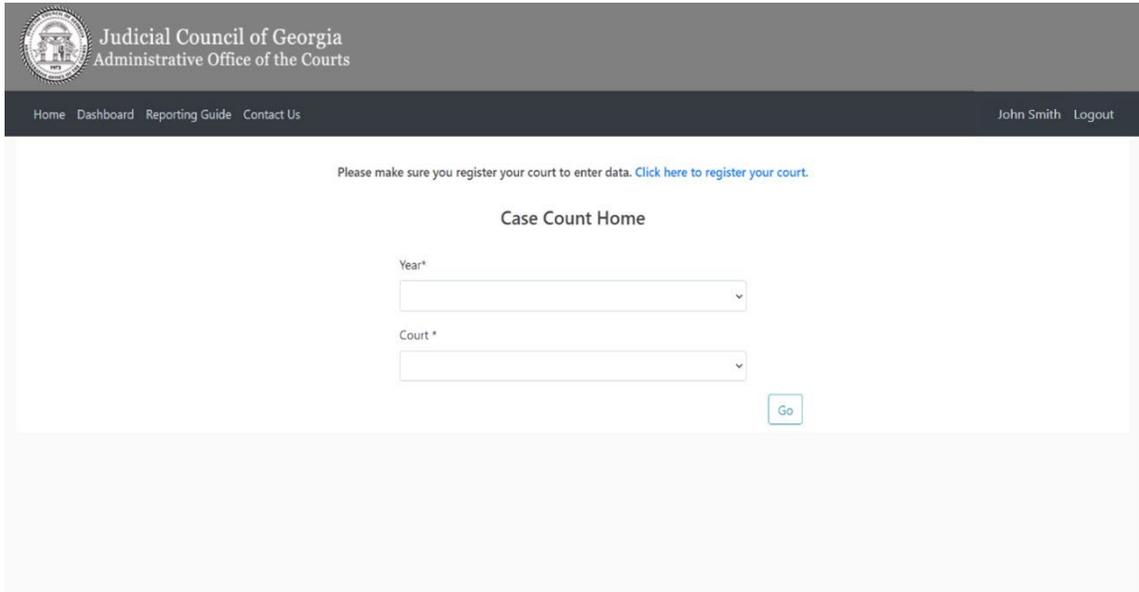
A verification email will be sent to your new email address. You must click the verification link within 24 hours to complete the change.

No Yes

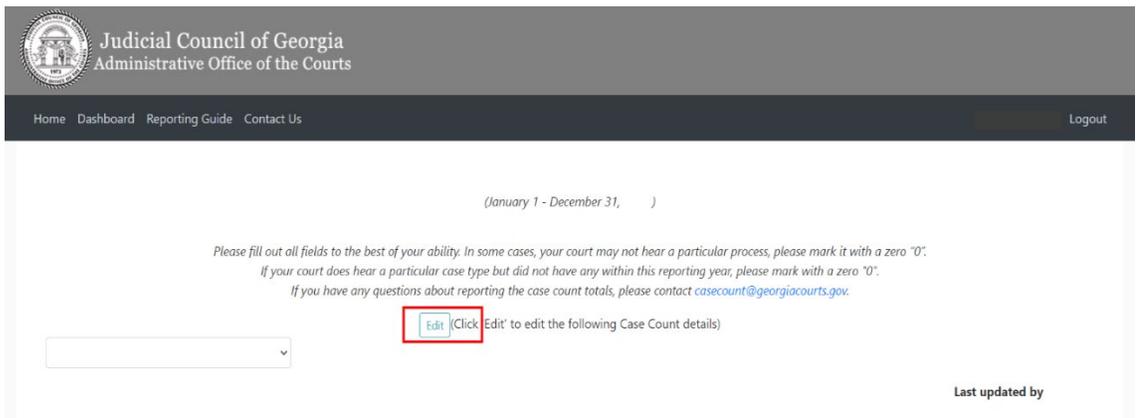
****Also, confirm that your name now appears on the account portal beside the yellow arrow in the top right, next to 'Logout'.**

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.



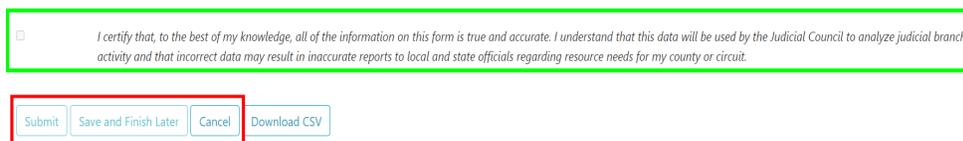
1. Begin by selecting the appropriate year and court from the drop-down boxes.
2. After selecting the year and court, the data entry screen for the selected class of court will appear.
3. To enter data:
 - a. First click the “EDIT” button in the red highlighted area. This will allow you to make entries 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.



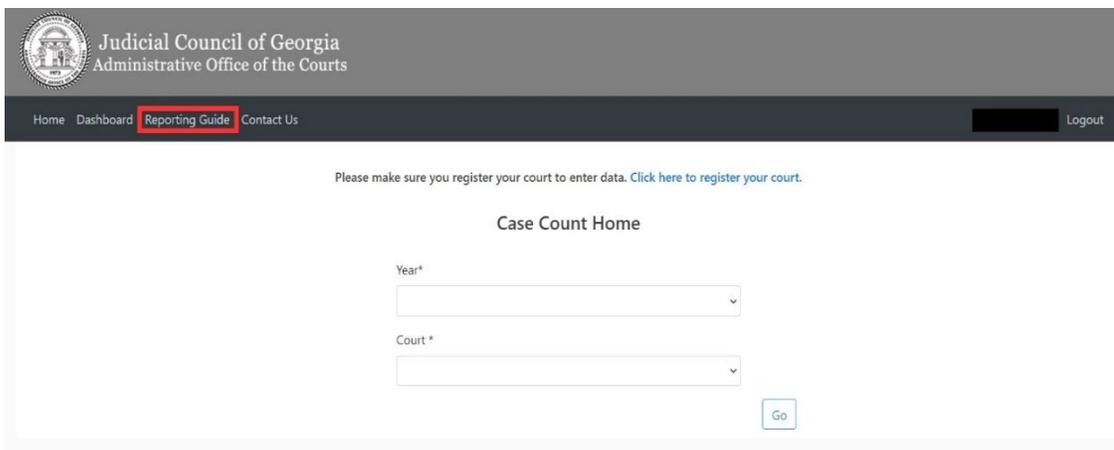
A screenshot of a web form. At the top, there is a green-bordered box containing a certification statement: "I certify that, to the best of my knowledge, all of the information on this form is true and accurate. I understand that this data will be used by the Judicial Council to analyze judicial branch activity and that incorrect data may result in inaccurate reports to local and state officials regarding resource needs for my county or circuit." Below this box are four buttons: "Submit", "Save and Finish Later", "Cancel", and "Download CSV". The "Submit", "Save and Finish Later", and "Cancel" buttons are highlighted with a red border.

- 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

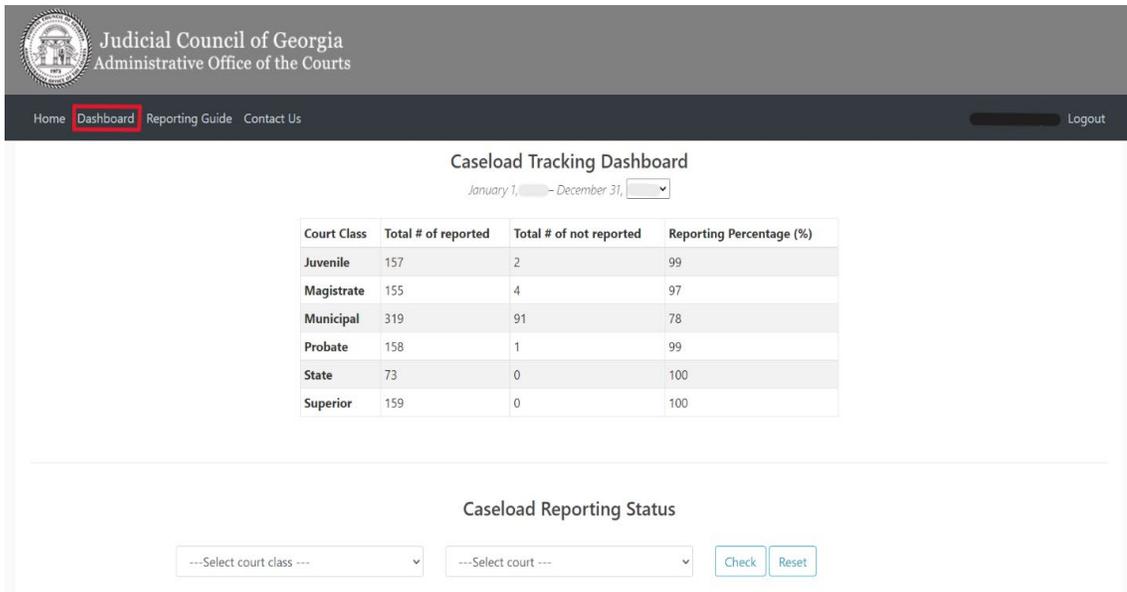
A link to the Casecount User Guide is included at the top of the page, highlighted in red. This guide is updated yearly with valuable information on how cases should be counted and defined.



A screenshot of the Georgia Court Guide to Statistical Reporting page. The header includes the Judicial Council of Georgia logo and the text "Judicial Council of Georgia Administrative Office of the Courts". Below the header is a navigation bar with links for "Home", "Dashboard", "Reporting Guide" (highlighted in red), and "Contact Us". A "Logout" button is visible in the top right corner. 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, which features two dropdown menus labeled "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 displays the Caseload Tracking Dashboard. At the top, the logo of the Judicial Council of Georgia Administrative Office of the Courts is visible. The navigation menu includes Home, Dashboard (highlighted in red), Reporting Guide, and Contact Us. A user profile icon and Logout link are also present.

The main content area is titled "Caseload Tracking Dashboard" and includes 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 a section titled "Caseload Reporting Status" with two dropdown menus: "---Select court class ---" and "---Select court ---". To the right of these menus are "Check" and "Reset" buttons.