

## Murphy, Kathleen A, EMNRD

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**From:** Jansen, Douglas, EMNRD  
**Sent:** Tuesday, April 9, 2019 3:57 PM  
**To:** Davidson, Florene, EMNRD; Jones, William V, EMNRD; Warnell, Terry G, EMNRD  
**Cc:** Wade, Gabriel, EMNRD; Whitaker, James, EMNRD; Murphy, Kathleen A, EMNRD  
**Subject:** Case File and Hearing Order Reporting  
**Attachments:** EMNRD ITO-New Service Request #21863; FW: Hearing Epermitting Module - needed reports/excel

Folks,

I have just published the first Case File and Hearing Order Reports for your review.

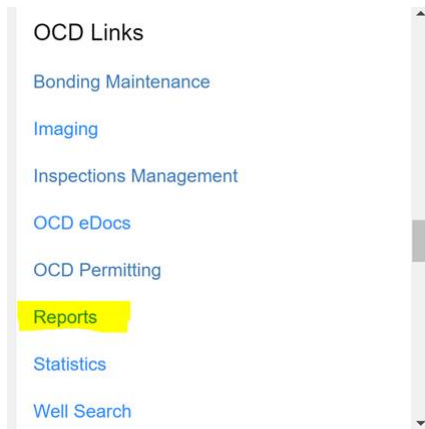
The following reports are available:

- [Pending Hearings](#) : This report shows all future hearing set or continuance dates along with the number of cases set to be heard on that date. The intent is to provide a link to the potential docket for a given date and give an approximation of the number of cases that will be heard on that date.
- [Potential Docket](#) : This report will show all cases set to be heard on a selected hearing date. Cases will only appear on this report if the latest hearing set date or continuance date matches the selected hearing date.
- [Heard Cases with Orders](#) : All heard cases in the new case file module that has a signed order associated with it. A heard case has a hearing conducted after the case was opened or reopened.
- [Heard Cases without Orders](#) : All heard cases in the new case file module without a signed order associated with it. A heard case has a hearing conducted after the case was opened or reopened.
- [1.0.0 Case File Data Quality](#) : This is a summary report to display the overall health of the case file module. This report is intended to highlight data issues that may result in incomplete processing or report. It contains sub reports to provide a more detailed view of each issue:
  - [1.1.1 Unassigned Cases](#) : All cases where an examiner has not been assigned.
  - [1.1.2 Missing Case Type](#) : All the cases that are missing a case type.
  - [1.1.3 Missing Set to Hearing Date](#) : All cases with that are missing a set to hearing date.
  - [1.1.4 Missing Original Filing Date](#) : All cases with that are missing an original filing date.
  - [1.1.5 Title Not Entered Yet](#) : Converted cases where the title was not provided.
  - [1.2.1 Missing Hearing Date](#) : All cases with a hearing order that do not have a hearing conducted date recorded.
  - [1.2.2 Missing Signed Date](#) : All cases with a hearing order that do not have an order signed date.

There are a couple of things to note:

1. All these reports are intended for internal use only as they have links to the internal case file module.
2. All these reports can be exported in multiple formats including excel.
3. Currently, no automatic deliver options have been configured. These will be setup after the initial review period.

You can reach the reports via the links provided above, by clicking here <http://em-appsr/reports/browse/OCD/Case%20Files>, or by clicking on the reports link on the intranet just below ocdpermitting



Please let me know if you have any questions?  
Douglas