

Dear County & District Clerks,

In efforts to ensure that judges and clerks are aware of the criteria to apply for setting a pending case as “Inactive” please see the [OCA Monthly Reporting Instruction](#) and the attached document “Definition of Inactive Case.” This guidance document has been created to assist in providing clarification about questions regarding qualifying factors for setting an active pending case to an *Inactive* status.

No changes have been made to this information that has always been included in the OCA Reporting Instructions, but it may not be a something set-up and utilized in case management systems. Placing qualified cases to an Inactive status can potentially increase the courts clearance rates. We encourage judges and clerks to work together to establish processes to update cases status when applicable. **When developing procedures, keep in mind that a clerk will not know when some of these events have occurred so an order, or case status change notice/form may be necessary to assist with communicating the case status change to the clerk.**

Respectfully,
Data & Research Division