



REPORTING PROCEDURE

RESEARCH & STATISTICS

Standard Operating Procedure

The Division of Research & Statistics compiles aggregate data and delivers reports in Portable Document Format (PDF).

The Administrative Office of the Courts (AOC) reserves the right to deny any request if the request would violate statute or rule, violate this procedure, or would be overly burdensome to fulfill. Moreover, the AOC reserves the right to deny a request to create a report if the data elements requested are not uniformly tracked or are corrupted, incomplete, missing or otherwise inaccurate. Information received from the AOC is subject to change, reprogramming, modifications in format and availability, and may not reflect the true status of court cases due to ordinary limitations, delay or error in the system's operation. The AOC disclaims any warranty as to the validity of the information obtained. The AOC accepts no responsibility for the conclusions drawn by any individual who has received data from the AOC.

A Memorandum of Understanding (MOU) between the AOC and the report requester will be required and restrictions on the use of data will be put in place for any of the following:

- A request for a bulk data report;
- A request for a report delivered in an editable format (e.g. Microsoft Excel); or
- A request for an aggregate report when the report would contain personally identifying information, if such personally identifying information is confidential by law.

Please note, AOC does not permit the use of data for commercial purposes, any MOU will reflect this prohibition.

For the purposes of this procedure the following definitions apply:

- **Aggregate Report.** A report that includes compiled and summarized data (e.g. the total number of items in each category). For example, a request for the number of cases filed in each year grouped by case type.
- **Bulk Data Report.** A report that includes information for multiple individual records. For example, a request for a list of every case filed in each year including the following information for each case: case type, filing date and disposition date.
- **Personally Identifying Information.** Information that directly or indirectly leads to the identification of a person, including but not limited to, Social Security number, address, name or driver's license number.