



REPORTING PROCEDURE

RESEARCH & STATISTICS

Standard Operating Procedure

The Division of Research & Statistics may compile information in the form of aggregate reports or bulk data upon request.¹ Any such request should include a statement of the purpose for which the report or data will be used. Unless otherwise authorized, delivery of an aggregate report will be in Portable Document Format (PDF).

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

- Any request for a bulk data compilation;
- A request for an aggregate 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.

The MOU must include a statement of the intended purpose for which the data is to be used, and the use of the data will be limited to that purpose. Please note, the AOC does not enter into MOU's if it is concerned the aggregate report or data compilation or data contained therein would be used for a commercial purpose. The intended purpose may, but is not required to, include academic or policy research, the fulfillment of government work, or journalism. Any data or report sought as evidence in pending litigation should be requested in accordance with applicable court rules.

The AOC reserves the right to deny any request if the AOC is concerned that the request would violate a statute or rule, violate this procedure, lead to the over proliferation of personally identifying information, or be overly burdensome to fulfill. Moreover, the AOC reserves the right to deny a request to report any data elements if these elements are not uniformly tracked or are corrupted, incomplete, missing, or otherwise inaccurate; or if the reliability of entry of these elements is unknown.

¹ Compiled information is excluded from public access under the Open Records Policy of the Administrative Office of the Courts (AOC), AP Part XVII.

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 report containing the number of cases filed in each year grouped by case type.
- **Bulk Data Compilation.** A compilation of data that includes information specific to individual records. For example, 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, a case number, an individual's name, date of birth, Social Security number, address, or driver's license number.
- **Commercial Purpose.** The direct or indirect use of any aggregate report or data compilation or data contained therein in any form, for the sale, resale, solicitation, rent, or lease of a product or service, or any other use by which the recipient reasonably expects to directly or indirectly receive a commission, salary, fee, or other financial benefit. Commercial purpose shall not include: (1) publication or related use of the data by a newspaper, periodical, radio station, television station, or other media entity engaged in the aggregation, generation, and dissemination of reports on issues of public interest; or (2) use of data in the preparation for prosecution or defense of litigation, or claims settled by the parties to such action, or the attorneys representing the parties.

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.