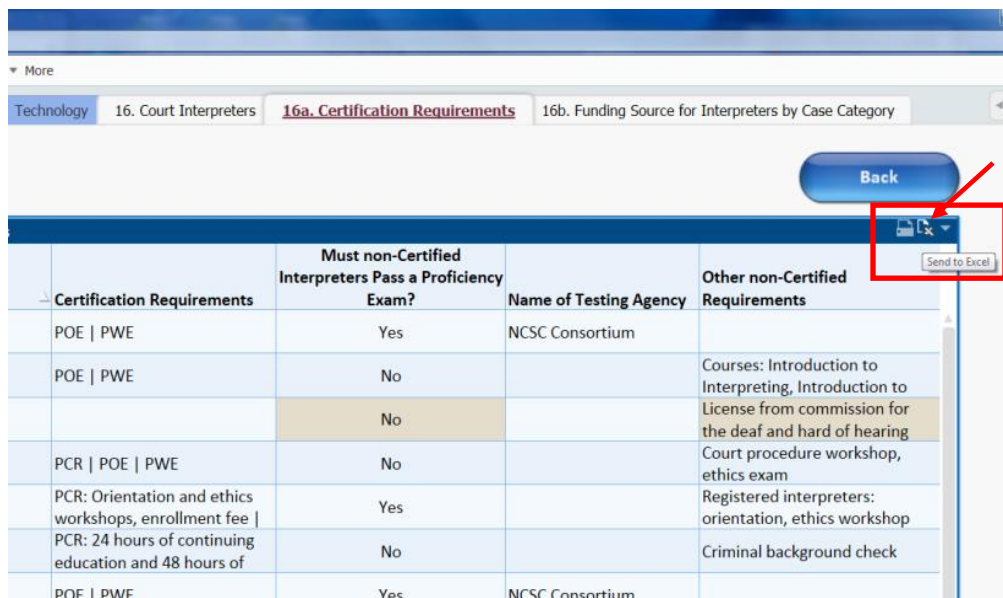*State Court Organization*
How to Create a Report

Data from Table Pages can be sent to Excel and then compiled to create a report that contains all pertinent information. You may want to make a report for one specific Table Page (e.g., 16a) or you may want to combine multiple Table Pages to create an Excel file that contains all information for a Table (i.e., combine Table Page 16a and 16b to form a complete Table 16).

1. The first step to create an Excel report is to export all the objects from the Table Page of interest. Objects include the Data, Footnotes, and Legends (if applicable). In the upper right corner of each Table Page object is a "send to Excel" icon. Click on this icon to export the data.

Interactive Application: Send to Excel (Data)

When prompted, save the Data file ("save as") in a known location and name the file with the Table Page number (i.e., 16a).

Note: Depending on your computer's settings, the prompts and options that appear when downloading the file may differ. You may be prompted to allow pop-ups or you may be asked to open the file in a new window.

2. Repeat Step 1 for the Footnotes and Legend of the same Table Page (i.e., 16a). Save these files in the same known location with unique file names (i.e., 16a_footnote and 16a_legend).

Interactive Application: Send to Excel (Footnotes and Legend)

3. If you would like to create a report to represent an entire Table (i.e., 16), you must also repeat Steps 1 and 2 for all Table Pages included in the Table (i.e., send to Excel the Data and Footnotes for 16b as well as 16a). In these instructions we will reference five exported files: 16a (Data file), 16a_footnotes, 16a_legend, 16b (Data file), and 16b_footnotes.

4. Exported Data from Excel will ***not*** contain Table titles or Table Page headers and these will need to be added manually. Open the saved Data file (16a) and insert 2 rows above the Data. In the first row type the title of the Table (i.e., Table 16: Court Interpreters). The title of each Table appears at the top of each Table Page in the Interactive Application. In the second row type the header for the Table Page (i.e., 16a Certification Requirements). Table Headers appear in the dark blue band at the top of the Data in the Interactive Application.

Interactive Application: Table title and Table Page header

Excel: Rows added for title and header

5. In the Excel export, cells containing multiple lines of text may appear as ###. In order to fix this problem, highlight all the Data cells in the exported Excel Data file (16a) and right click. Choose "Format Cells" from the menu listed. Navigate to the first tab, "Number," and select "General." All the Data should now appear as text. However, you may need to resize cells and wrap text to properly view cells with multiple lines of text. In these instructions, screen shots do not show formatted/wrap text cells.

Excel: Change format of Data to General

Note: The Interactive Application may not export the Data in the format you desire. For example, numeric values may be formatted as text or you may not wish to have color shading. In order to create the report that you want, you will need to make these formatting changes within the Excel file.

6. You now need to copy and paste the Footnotes and Legend into the Data file (16a). Open the Footnotes file you saved originally (16a_footnotes). Highlight all the Footnote cells (columns and rows). Right click and "Copy" this selection. Open the original file (16a) and paste the selection below the Data. It is a good idea to leave two blank rows of cells below the Data but before the Footnotes section. This will give you a cell to label the Footnotes (16a Footnotes) and an extra row of cells to differentiate Data from Footnotes. Be sure to save your Excel file often as you begin to incorporate multiple objects into one file.
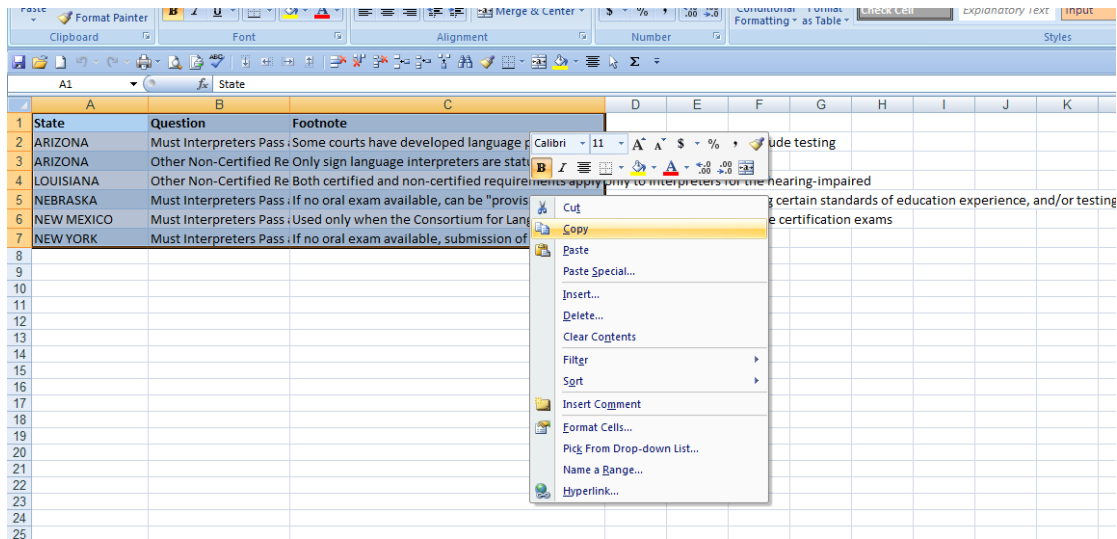
Excel: Copy Footnotes from 16a_footnote file

Excel: Paste Footnotes into 16a file and label in row above

7. Repeat Step 6 with the Legend (if applicable for your table). We have placed the Legend in the column to the right of the Footnotes (same row) and labeled the Legend in the row above. Depending on your design preferences, you may want to place or "paste" the Legend in another location.

	State	Question	Footnote	16a Legend	
41	OKLAHOMA		No		
42	OREGON	PCR: Criminal background check,	Yes	ACTFL/LTI | ALTA | Versant	Criminal background check, ethics exam, 5 ho
43	PENNSYLVANIA	PCR: 16 continuing education u	Yes	ACTFL/LTI | Versant	Orientation workshop, written exam
44	PUERTO RICO	PCR | Certification from a recogni	No		
45	RHODE ISLAND	POE | PWE	No		
46	SOUTH CAROLINA	PWE	Yes	South Carolina court Administrati	Participation in Phase I of South Caroline Cour
47	SOUTH DAKOTA	CNR	No		
48	TENNESSEE	PCR | POE | PWE	No		
49	TEXAS	PCR: 8 hours of continuing educat	No		Must be qualified by the court as an expert
50	UTAH	PCR: Minimum education, backgro	Yes	ACTFL/LTI	Criminal background check, English diagnostic
51	VERMONT	POE | PWE	No		
52	VIRGINIA	POE | PWE	No		Qualifications are assessed by the appointing
53	WASHINGTON	PCR: 16 continuing education cre	Yes	ACTFL/LTI | ALTA | Versant	If no oral certification exam available, there is
54	WEST VIRGINIA	CNR | Joined the Consortium for	No		
55	WISCONSIN	POE | PWE	No		Orientation, written test
56	WYOMING	CNR	No		
57					
58	16a Footnotes			16a Legend	
59	**State**	**Question**	**Footnote**	ACTFL/LTI	American Council for the Teaching of Foreign
60	ARIZONA	Must Interpreters Pass an Exam?	Some courts have developed la	ALTA	ALTA Language Services
61	ARIZONA	Other Non-Certified Requirement	Only sign language interpreter	a CNR	Certification Not Required
62	LOUISIANA	Other Non-Certified Requirement	Both certified and non-certified	re PCR	Post-Certification Requirements
63	NEBRASKA	Must Interpreters Pass an Exam?	If no oral exam available, can	e POE	Pass oral Exam
64	NEW MEXICO	Must Interpreters Pass an Exam?	Used only when the Consortiun	f PWE	Pass written exam
65	NEW YORK	Must Interpreters Pass an Exam?	If no oral exam available, subm	ssion of credentials or professional references	
66					

Excel: Paste Legend into 16a file and label in row above

8. If you only want the information from one Table Page (16a) you now have all the information in one file. Format the objects as you desire and then skip to Step 14.

9. If you would like to combine multiple Table Pages into one Table (i.e., add 16b to 16a to form a complete Table 16), you will need to open the 16b Excel Data file you saved from Step 3. Highlight all the Data from your additional Table Page (16b) and copy this section. Paste the additional Table Page Data (16b) into the original file you started (16a). Paste the Data in the same row as the original Data (from 16a).

10. Manually enter the Table Page header in the row above the additional Table Page Data as you did in Step 4.

Excel: Paste 16b Data into 16a file and label Table Page header in row above

11. Repeat Steps 6 and 7 to incorporate Footnotes and Legends when applicable.

	A	B	C	D	E	F	G	H	I	J	K
	NORTH CAROLINA	POE | PWE	Yes	ALTA	Ethics class		NORTH CA	None	State	State	State
	NORTH DAKOTA	CNR	No				NORTH DA	State	State	State	State
	NORTHERN MARIANA ISLAN	CNR	No				NORTHER	State	State	State	State
	OHIO	POE | PWE	No				OHIO	Local	Local	Local	Local
	OKLAHOMA		No				OKLAHOM	State	State	State	State
	OREGON	PCR: Criminal background check,	Yes	ACTFL/LTI | ALTA | Versant	Criminal background check, ethics exam, 5 h	OREGON	State	State	State	State
	PENNSYLVANIA	PCR: 16 continuing education ur	Yes	ACTFL/LTI | Versant	Orientation workshop, written exam		PENNSYLV	Local	Local	Local	Local
	PUERTO RICO	PCR | Certification from a recogni	No				PUERTO R	State	State	State	State
	RHODE ISLAND	POE | PWE	No				RHODE ISL	State	State	State	State
	SOUTH CAROLINA	PWE	Yes	South Carolina court Administratic	Participation in Phase I of South Caroline Co	SOUTH CA	Shared	Shared	Shared	Shared
	SOUTH DAKOTA	CNR	No				SOUTH DA	Shared	Shared	Shared	Shared
	TENNESSEE	PCR | POE | PWE	No				TENNESSE	Shared	Shared	None	Shared
	TEXAS	PCR: 8 hours of continuing educa	No		Must be qualified by the court as an expert	TEXAS	None	Local	None	Local
	UTAH	PCR: Minimum education, backgro	Yes	ACTFL/LTI	Criminal background check, English diagnost	UTAH	Shared	Shared	State	State
	VERMONT	POE | PWE	No				VERMONT	State	State	State	State
	VIRGINIA	POE | PWE	No		Qualifications are assessed by the appointir	VIRGINIA	State	State	State	State
	WASHINGTON	PCR: 16 continuing education cre	Yes	ACTFL/LTI | ALTA | Versant	If no oral certification exam available, there	WASHING	Local	Local	Local	Local
	WEST VIRGINIA	CNR | Joined the Consortium for I	No				WEST VIR	State	State	State	State
	WISCONSIN	POE | PWE	No		Orientation, written test		WISCONSI	Shared	Shared	Shared	Shared
	WYOMING	CNR	No				WYOMING	Shared	Shared	Shared	Shared
	16a Footnotes			16a Legend			16b Footnotes				
	State	Question	Footnote	ACTFL/LTI	American Council for the Teaching of Fore gr	State	Question	Footnote		
	ARIZONA	Must Interpreters Pass an Exam?	Some courts have developed lang	ALTA	ALTA Language Services	ALABAMA	Civil Fundi	Paid by part es		
	ARIZONA	Other Non-Certified Requirement:	Only sign language interpreters a	CNR	Certification Not Required	ALABAMA	Domestic	Paid by part es		
	LOUISIANA	Other Non-Certified Requirement:	Both certified and non-certified re	PCR	Post-Certification Requirements	ALASKA	Civil Fundi	Grant funding		
	NEBRASKA	Must Interpreters Pass an Exam?	If no oral exam available, can be	POE	Pass oral Exam	ALASKA	Criminal F	Grant funding		
	NEW MEXICO	Must Interpreters Pass an Exam?	Used only when the Consortium f	PWE	Pass written exam	ALASKA	Domestic	Grant funding		
	NEW YORK	Must Interpreters Pass an Exam?	If no oral exam available, submission of credentials or professional references			ALASKA	Juvenile F	Grant funding		
							CALIFORN	Domestic	State pays in	child custody c	

Excel: Past 16b Footnotes into 16a file

12. In this example, Table 16 only has two Table Pages (16a and 16b). If your Table of interest contains more than two Table Pages, repeat Steps 9-11 until all necessary Data, Footnotes, and Legends are incorporated into one file. Remember to save often and label each new object with the appropriate header.

13. Format cells to meet your specific needs and design preferences.

14. The final step is to add a citation into the footer of this document. Under the Page Setup Menu, navigate to the Header/Footer tab. Insert the following text for citation of the data:

S. Strickland, R. Schauffler, R. LaFountain & K. Holt, eds. *State Court Organization*. [Last updated day month year]*. National Center for State Courts. [Accessed day month year]. <www.ncsc.org/sco>.

Table 16: Court Interpreters
16a Certification Requirements

State	Certification Requirements	Must non-Certified Interpreters Pass
ALABAMA	POE | PWE	Yes
ALASKA	POE | PWE	No
ARIZONA		No
ARKANSAS	PCR | POE | PWE	No
CALIFORNIA	PCR: Orientation and ethics works	Yes
COLORADO	PCR: 24 hours of continuing educa	No
CONNECTICUT	POE | PWE	Yes
DELAWARE	PCR: Continuing education units | I	Yes
DISTRICT OF COLUMBIA	PCR: Security clearance | POE | Ce	No
FLORIDA	PCR | POE | PWE	No
GEORGIA	PCR: Continuing education | POE |	No
GUAM	CNR	No
HAWAI'I	POE | PWE	Yes
IDAHO	PCR: Criminal background check, o	No
ILLINOIS	CNR	No
INDIANA	POE | PWE	No
IOWA	PCR: Orientation program, ethics t	No
KANSAS	CNR	No
KENTUCKY	PCR: 24 hours of continuing educa	Yes
LOUISIANA	PCR: Continuing education and prc	No
MAINE	CNR | Federal or NCSC Consortium	Yes
MARYLAND	POE | PWE	Yes
MASSACHUSETTS	PCR: Continuin education, complia	Yes
MINNESOTA	POE | PWE	Yes
MISSISSIPPI	PCR: Continuing education | POE |	No
MISSOURI	CNR	No
MONTANA	CNR	No
NEBRASKA	POE | PWE	No
NEVADA	PWE	Yes
NEW HAMPSHIRE	CNR	No
NEW JERSEY	POE | PWE | Orientation seminar	No
NEW MEXICO	PCR | POE | PWE	Yes
NEW YORK	PCR: Criminal background check; a	Yes
NORTH CAROLINA	POE | PWE	Yes
NORTH DAKOTA	CNR	No
NORTHERN MARIANA ISLAN	CNR	No
OHIO	POE | PWE	No
OKLAHOMA		No
OREGON	PCR: Criminal background check, a	Yes
PENNSYLVANIA	PCR: 16 continuining education un	Yes
PUERTO RICO	PCR | Certification from a recogniz	No

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Excel: Print preview with citation in footer

* The "Last updated date" can be found on the State Court Organization homepage.