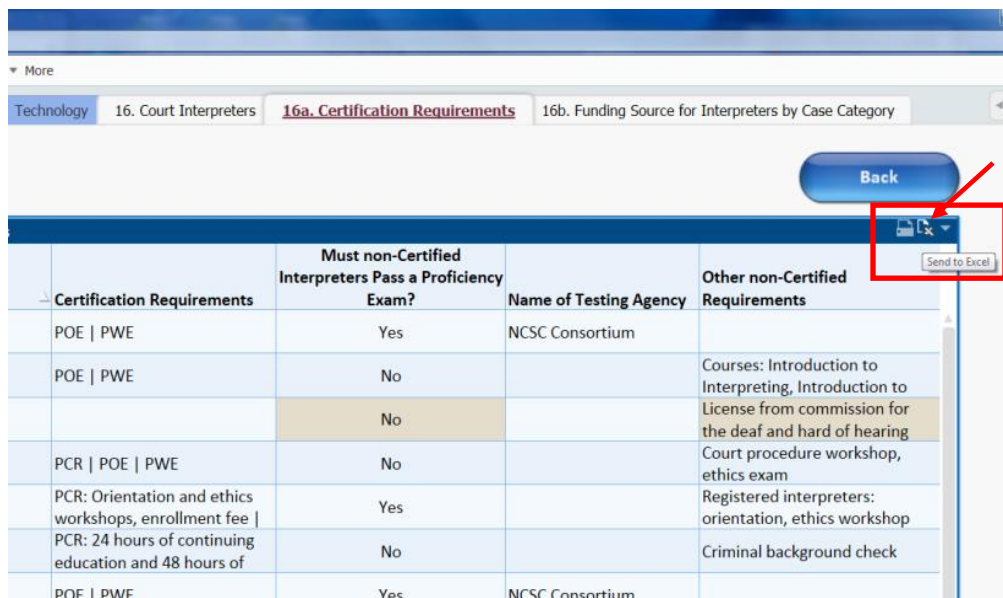


## State Court Organization How to Create a Report

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.



The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Technology', '16. Court Interpreters', '16a. Certification Requirements' (which is selected), and '16b. Funding Source for Interpreters by Case Category'. Below the navigation bar is a table with the following data:

Certification Requirements	Must non-Certified Interpreters Pass a Proficiency Exam?	Name of Testing Agency	Other non-Certified Requirements
POE   PWE	Yes	NCSC Consortium	
POE   PWE	No		Courses: Introduction to Interpreting, Introduction to License from commission for the deaf and hard of hearing
	No		Court procedure workshop, ethics exam
PCR   POE   PWE	No		Registered interpreters: orientation, ethics workshop
PCR: Orientation and ethics workshops, enrollment fee   PCR: 24 hours of continuing education and 48 hours of	Yes		Criminal background check
PDF   PWF	Yes	NCSC Consortium	

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.*

- 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).

SOUTH CAROLINA	PWE	Yes	South Carolina court Administration	Participation in Phase I of South Carolina Court Interpreter
SOUTH DAKOTA	CNR	No		
TENNESSEE	PCR   POE   PWE	No		
TEXAS	PCR: 8 hours of continuing education per year   POE	No		Must be qualified by the court as an expert
UTAH	PCR: Minimum education, background check every 2	Yes	ACTFL/LTI	Criminal background check, English diagnostic test,
VERMONT	POE   PWE	No		
VIRGINIA	POE   PWE	No		Qualifications are assessed by the appointing official; training
WASHINGTON	PCR: 16 continuing education	Yes	ACTFL/LTI   ALTA	If no oral certification exam

Footnote	Legend
Some courts have developed language proficiency hiring criteria, which may include testing	ALTA American Council for the Teaching of Foreign Languages /
Only sign language interpreters are statutorily required	CNR ALTA Language Services
Both certified and non-certified requirements apply only to interpreters for the hearing-impaired	PCR Certification Not Required
If no oral exam available, can be "provisionally certified" or "registered" meeting certain standards of education experience,	POE Post-Certification Requirements
Used only when the Consortium for Language Access in the Courts does now have certification exams	PWE Pass oral Exam
If no oral exam available, submission of credentials or professional	

Interactive Application: Send to Excel (Footnotes and Legend)

- 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.

- 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.

State	Certification Requirements	Must non-Certified Interpreters Pass a Proficiency Exam?	Name of Testing Agency	Other non-Certified Requirements
ALABAMA	POE   PWE	Yes	NCSC Consortium	
ALASKA	POE   PWE	No		Courses: Introduction to Interpreting, Introduction to
ARIZONA		No		License from commission for the deaf and hard of hearing
ARKANSAS	PCR   POE   PWE	No		Court procedure workshop, ethics exam

Interactive Application: Table title and Table Page header

State	Certification Requirements	Must non-Certified Interpreters	Name of Testing Agency	Other non-Certified Requirements
ALABAMA	POE   PWE	Yes	NCSC Consortium	
ALASKA	POE   PWE	No		Courses: Introduction to Interpreting
ARIZONA		No		License from commission for the deaf and hard of hearing
ARKANSAS	PCR   POE   PWE	No		Court procedure workshop, ethics exam
CALIFORNIA	PCR: Orientation and ethics work	Yes		Registered interpreters: orientation, Criminal background check
COLORADO	PCR: 24 hours of continuing education	No		
CONNECTICUT	POE   PWE	Yes	NCSC Consortium	
DELAWARE	PCR: Continuing education units	Yes	ACTFL/LTI   ALTA	Continuing education
DISTRICT OF COLUMBIA	PCR: Security clearance   POE   PWE	No		If no certification available, there is
FLORIDA	PCR   POE   PWE	No		
GEORGIA	PCR: Continuing education   POE   PWE	No		
GUAM	CNR	No		Basic orientation workshop training
HAWAII	POE   PWE	Yes	NCSC Consortium	Basic orientation workshop, ethics exam
IDaho	PCR: Criminal background check	No		Orientation workshop, written and

Excel: Rows added for title and header

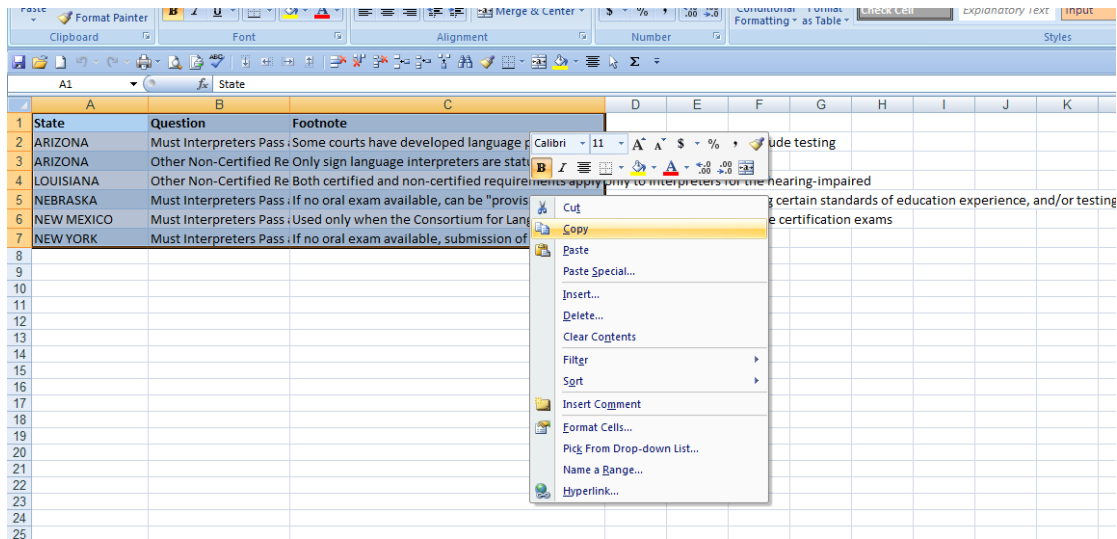
- In the Excel export, cells containing multiple lines of text may appear as ###. In order to fix this problem, highlight all the Data cells in the exported Excel Data file (16a) and right click. Choose "Format Cells" from the menu listed. Navigate to the first tab, "Number," and select "General." All 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.

The screenshot shows an Excel spreadsheet with the 'Format Cells' dialog box open. The dialog box is set to the 'Number' tab, and 'General' is selected in the 'Category' list. A red box highlights the 'Number' tab and the 'General' category. The spreadsheet shows various data cells, some with multiple lines of text, and a cell containing '#####' which is also highlighted with a red box.

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.*

- 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

34	NEW JERSEY	POE   PWE   Orientation	No		If no oral exam available, locally administered spoken English exam
35	NEW MEXICO	PCR   POE   PWE	Yes	ACTFL/LTI	Justice System Interpreters (both spoken and signed languages), which are non-certified, but qualified, and reciprocity offered if certified by at least one credentialing authority
36	NEW YORK	PCR: Criminal background	Yes		Ethics class
37	NORTH CAROLINA	POE   PWE	Yes	ALTA	
38	NORTH DAKOTA	CNR	No		
39	NORTHERN MARIANA ISLANDS	CNR	No		
40	OHIO	POE   PWE	No		
41	OKLAHOMA		No		
42	OREGON	PCR: Criminal background	Yes	ACTFL/LTI   ALTA	Criminal background check, ethics exam, 5 hours with mentor and 10 hours court observation or practice, and 10 hours of continuing education
43	PENNSYLVANIA	PCR: 16 continuing education hours	Yes	ACTFL/LTI   Versant	Orientation workshop, written exam
44	PUERTO RICO	PCR   Certification for	No		
45	RHODE ISLAND	POE   PWE	No		
46	SOUTH CAROLINA	PWE	Yes	South Carolina court	Participation in Phase I of South Carolina Court Interpreter Certification Program
47	SOUTH DAKOTA	CNR	No		
48	TENNESSEE	PCR   POE   PWE	No		
49	TEXAS	PCR: 8 hours of continuing education	No		Must be qualified by the court as an expert
50	UTAH	PCR: Minimum education	Yes	ACTFL/LTI	Criminal background check, English diagnostic test, orientation workshops, Code of Professional Responsibility
51	VERMONT	POE   PWE	No		
52	VIRGINIA	POE   PWE	No		Qualifications are assessed by the appointing official; training provided to non-certified interpreters
53	WASHINGTON	PCR: 16 continuing education hours	Yes	ACTFL/LTI   ALTA	If no oral certification exam available, there is a written exam, orientation, and ethics course
54	WEST VIRGINIA	CNR   Joined the Consortium	No		
55	WISCONSIN	POE   PWE	No		Orientation, written test
56	WYOMING	CNR	No		
57	16a Footnotes				
58	State	Question	Footnote		
59	ARIZONA	Must Interpreters Pass	Some courts have developed language proficiency hiring criteria, which may include testing		
60	ARIZONA	Other Non-Certified Re	Only sign language interpreters are statutorily required		
61	LOUISIANA	Other Non-Certified Re	Both certified and non-certified requirements apply only to interpreters for the hearing-impaired		
62	NEBRASKA	Must Interpreters Pass	If no oral exam available, can be "provisionally certified" or "registered" meeting certain standards of education experience, and/or testing		
63	NEW MEXICO	Must Interpreters Pass	Used only when the Consortium for Language Access in the Courts does not have certification exams		
64	NEW YORK	Must Interpreters Pass	If no oral exam available, submission of credentials or professional references		

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

- 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.

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, backgr	Yes	ACTFL/LTI	Criminal background check, English diagnosti	
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 I	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 lang	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 be	POE		Pass oral Exam	
64	NEW MEXICO	Must Interpreters Pass an Exam? Used only when the Consortium	if PWE		Pass written exam	
65	NEW YORK	Must Interpreters Pass an Exam? If no oral exam available, subm	ission of credentials or professional references			
66						

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

- 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.

16a.xls [Compatibility Mode] - Microsoft Excel										
16a Certification Requirements										
State	Certification Requirements	Must non-Certified Interpreters	Name of Testing Agency	Other non-Certified Requirements	16b Funding Source for Interpreters by Case Category					
State	Civil	Criminal	Domestic	Juvenile	Traffic					
ALABAMA	None	State	None	State	State					
ALASKA	State	State	State	State	State					
ARIZONA	Local	Local	Local	Local	Local					
ARKANSAS	Shared	Shared	Shared	Shared	Shared					
CALIFORNIA	None	State	None	State	State					
COLORADO	State	State	State	State	State					
CONNECTICUT	State	State	State	State	State					
DELAWARE	State	State	State	State	State					
DISTRICT OF COLUMBIA	Federal	Federal	Federal	Federal	Federal					
FLORIDA	Shared	State	Shared	Shared	Shared					
GEORGIA	None	State	Shared	Shared	State					
GUAM	None	State	Shared	State	State					
HAWAII	None	State	Shared	State	State					
IDAHO	Local	Local	Local	Local	Local					
ILLINOIS	Local	Local	Local	Local	Local					
INDIANA	Shared	Shared	Shared	Shared	Shared					
IOWA	Shared	Shared	Shared	Local	Shared					
KANSAS	Local	Local	Local	Local	Local					
KENTUCKY	State	State	State	State	State					
LOUISIANA	Local	Local	Local	Local	Local					
MAINE	State	State	State	State	State					
MARYLAND	State	State	State	State	State					
MASSACHUSETTS	State	State	State	State	State					
MINNESOTA	State	State	State	State	State					
MISSISSIPPI	Local	Local	Local	Local	Local					

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.

N62										
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 D	State	State	State	State
NORTHERN MARIANA ISLANDS	CNR	No				NORTHERN	State	State	State	State
OHIO	POE   PWE	No				OHIO	Local	Local	Local	Local
OKLAHOMA		No				OKLAHOMA	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 ut	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 IS	State	State	State	State
SOUTH CAROLINA	PWE	Yes	South Carolina court Administrati	Participation in Phase I of South Carolina 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 educat	No		Must be qualified by the court as an expert		TEXAS	None	Local	None	Local
UTAH	PCR: Minimum education, backgr	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 appointin		VIRGINIA	State	State	State	State
WASHINGTON	PCR: 16 continuing education cre	Yes	ACTFL/LTI   ALTA   Versant	If no oral certification exam available, there		WASHINGTON	Local	Local	Local	Local
WEST VIRGINIA	CNR   Joined the Consortium for L	No				WEST VIR	State	State	State	State
WISCONSIN	POE   PWE	No		Orientation, written test		WISCONS	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 Foreign Languages		State	Question	Footnote		
ARIZONA	Must Interpreters Pass an Exam? Some courts have developed lang	ALTA	ALTA Language Services			ALABAMA	Civil Fundi	Paid by parties		
ARIZONA	Other Non-Certified Requirement: Only sign language interpreters a	CNR	Certification Not Required			ALABAMA	Domestic	Paid by parties		
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 for 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](http://www.ncsc.org/sco)>.

State	Certification Requirements	Must non-Certified Interpreters P
ALABAMA	POE   PWE	Yes
ALASKA	POE   PWE	No
ARIZONA		No
ARKANSAS	PCR   POE   PWE	No
CALIFORNIA	PCR: Orientation and ethics worksh	Yes
COLORADO	PCR: 24 hours of continuing educat	No
CONNECTICUT	POE   PWE	Yes
DELAWARE	PCR: Continuing education units	Yes
DISTRICT OF COLUMBIA	PCR: Security clearance   POE   Ce	No
FLORIDA	PCR   POE   PWE	No
GEORGIA	PCR: Continuing education   POE	No
GUAM	CNR	No
HAWAII	POE   PWE	Yes
IDAHO	PCR: Criminal background check, a	No
ILLINOIS	CNR	No
INDIANA	POE   PWE	No
IOWA	PCR: Orientation program, ethicst	No
KANSAS	CNR	No
KENTUCKY	PCR: 24 hours of continuing educat	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 ISLAND	CNR	No
OHIO	POE   PWE	No
OKLAHOMA		No
OREGON	PCR: Criminal background check, a	Yes
PENNSYLVANIA	PCR: 16 continuing education un	Yes
PUERTO RICO	PCR   Certification from a recogniz	No

S. Strickland, R. Schauffler, R. LaFountain K. Holt, eds. *State Court Organization*. 13 March 2013. National Center for State Courts. 27 February 2013. <[www.ncsc.org/sco](http://www.ncsc.org/sco)>.

Excel: Print preview with citation in footer

\* The “Last updated date” can be found on the State Court Organization homepage.