

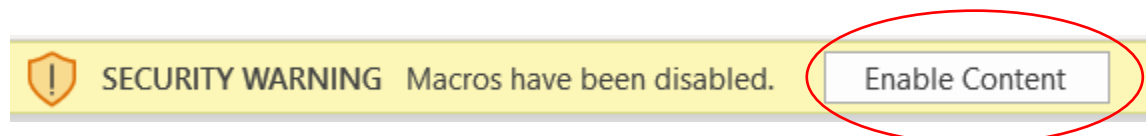
## Instructions for State Court Organization

Please read through these instructions carefully before proceeding with the workbook. If you experience technical difficulties or have a question about how to complete the workbook, please do not hesitate to contact us at [sco@ncsc.org](mailto:sco@ncsc.org).

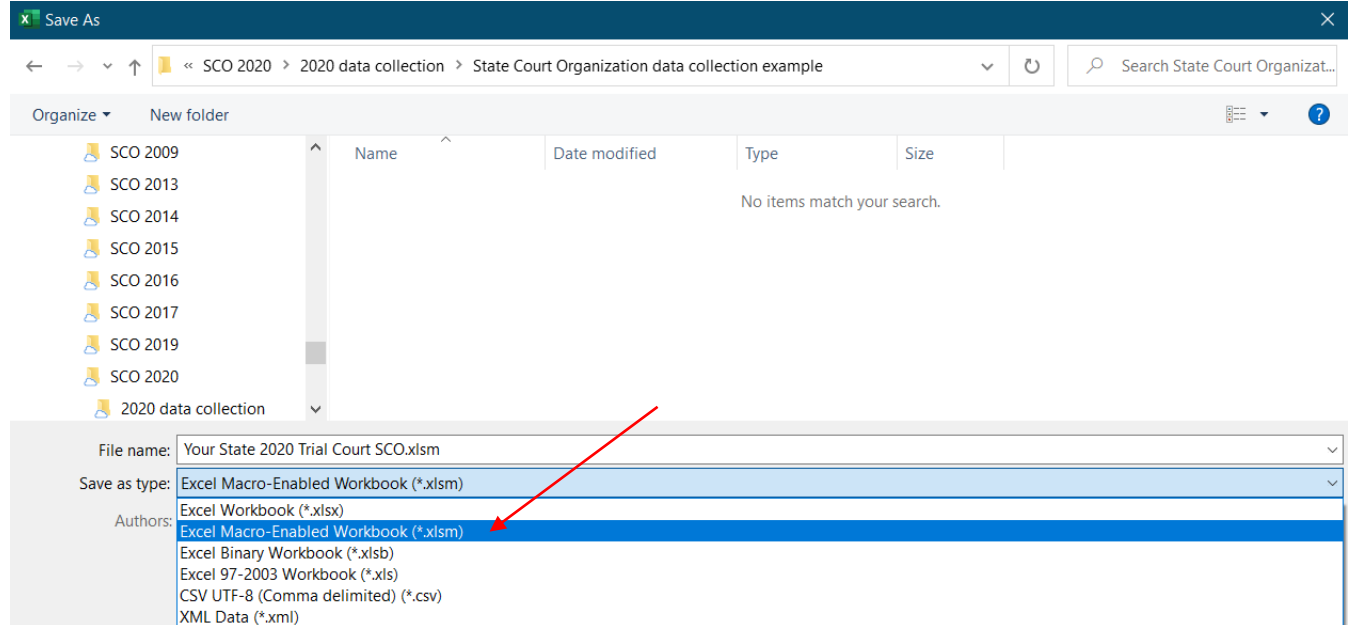
### Accessing the workbooks

**Step 1:** Download and Open the excel workbook.

**Step 2:** Enable editing if you are prompted to do so. You will also need to enable Macros. You can do this by clicking the button labeled 'Enable Content' on the yellow bar at the top of the document.



**Step 3:** Make sure that when you save the document, you do so in Macros mode. This will allow you to continue making edits if you must leave and come back to the document.



*See next page for instructions on providing your state's data.*

***Providing your state’s data***

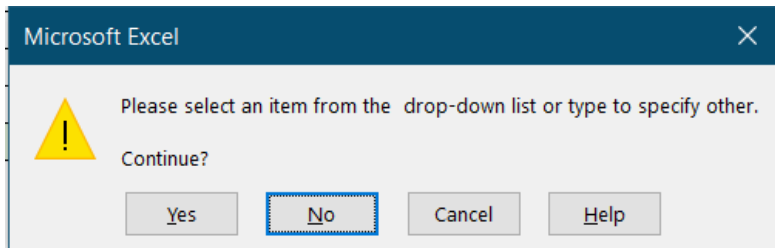
There are five tabs to fill out in the Trial Court workbook. We have prepopulated the names of the courts for you at the top of each tab. If your state provided data in the most previous iteration of the survey (2016), we also provided this for each court in the column labeled **Previously provided data**.

You can navigate through the workbook using the tabs at the bottom or the links underneath each table. Clicking on these links will take you directly to the tab referenced.

<b>Trial Courts</b>
<b>Presiding Judges: Selection</b>
<b>Trial Court Administrators</b>
<b>Trial Court Clerks</b>
<b>Making the Trial Record</b>

You will be providing data from the 2020 calendar year for each court in the column labeled **2020**. ***You only need to fill in the orange highlighted cells.*** For most questions, please select an option from the **drop-down menu**. We tried to capture the most likely answers in these menus, and this will allow a clearer picture of court similarities and differences.

If your answer *cannot* be covered by one of the options in the drop-down menu, you may click on the cell and type your answer. If you do type in your own answer, a warning box may appear, prompting you to select a drop-down answer. To proceed with your own answer, you need to click ‘Yes’ in the warning box.



**Please select or enter an answer for every orange cell in the 2020 columns.** If a data element does not apply to you, select “NA” or follow the instructions within the table. Subsequent data elements in the following cells may be blacked out if they will not be applicable to that court. In some tabs, you may also choose to select the check box “Data not collected” if that court does not collect or record the data element. To do so, click on the check box in the column labeled “Data not collected.”

We compiled a **glossary** to clarify the terms used throughout the workbook. Please refer to the glossary if you are unsure as to what data are requested or reach out to us for clarification.

As the 2020 CBJ/COSCA resolution highlights the importance of racial justice, we ask you please prioritize entry of race and ethnicity data for judges in the Trial Courts tab. This will allow us to assess diversity on the bench.

Thank you in advance for your time! As a reminder, please reach out to [sco@ncsc.org](mailto:sco@ncsc.org) with any questions or concerns. We look forward to sharing the results of SCO 2020 in our interactive dashboard!