

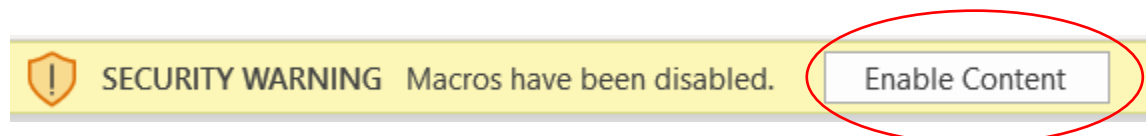
Instructions for State Court Organization

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.

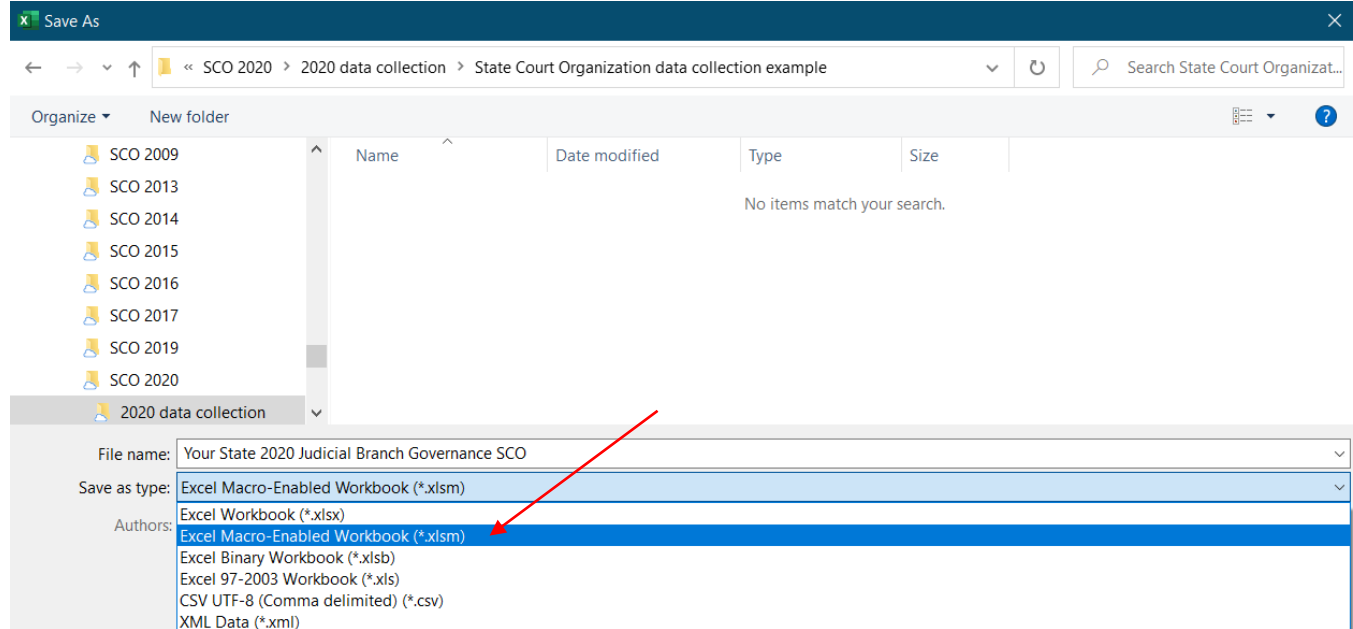
Accessing the workbooks

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 four tabs to fill out in the Judicial Branch Governance workbook. 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.

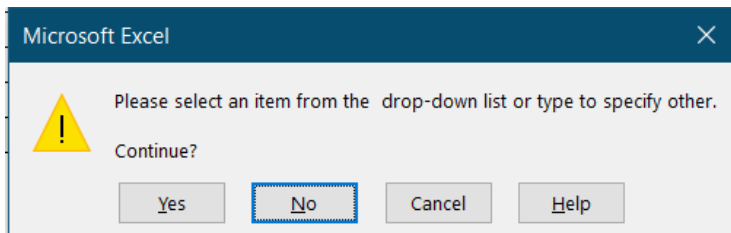
Judicial Branch Governance
AOC Staffing
AOC Responsibilities
Trial Court Funding

Judicial Branch Governance, AOC Staffing, and AOC Responsibilities (the first 3 tabs)

If your state provided data in the most previous iteration of the survey (2016), we also provided this in the column labeled **Previously provided data**.

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.



Trial Court Funding (the last tab)

Please read this section especially carefully. We have prepopulated the names of the court(s) for you at the top. We are most interested in how the courts are funded, i.e., where their funding is coming from. If fines and fees go to a general fund instead of directly funding a given expenditure, do not check fines and fees for that expenditure. If monies collected from fines and fees directly fund an item, check the box. If an expenditure is funded by more than one source, select all that apply.

See next page for remaining instructions on providing your state’s data.

Some final things

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.

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 CCJ/COSCA resolution highlights the importance of racial justice, we ask you please prioritize entry of race and ethnicity data for Chief Justices and State Court Administrators in the AOC Staffing tab. This will allow us to assess diversity of court administrators.

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