

Data Collection Instructions for *State Court Organization*

I. Using the Online Data Collection Tool

- A. The following link will connect you to the online data collection survey forms for your state's courts: www.ncsc.org/SCO/yourstatename.
- B. Your state's unique Username and password are:
 UserName: yourusername
 Password: yourpassword
- C. Once you log in to the data collection site, you will be connected to your set of data collection survey forms.

II. Updating Existing Survey Forms

- A. Existing survey forms are based on data collected for the previous edition of *State Court Organization*, published in August 2006. These data were collected in 2002-2003.
- B. Fields are populated with data previously reported. If the data has changed, please overwrite the previous data with the new data for each item.
- C. If the data has not changed, simply leave it as is.
- D. Where necessary, you may add an explanatory footnote to give meaning to the data, or to explain why the item cannot be answered as asked.

III. Responding to New Survey Forms

- A. Since the previous edition was published, some new survey forms have been designed to capture additional information about the state courts.
- B. Fields for these new survey forms are blank, since no previous information is known.
- C. Using the data collection tool (e.g., drop-down menus, radio buttons, check boxes, text fields) please provide the most current and complete answer possible.

IV. Delegation of Responsibility to Respond

- A. The data collection tool allows you to delegate entire survey forms to your designees (e.g., delegate the technology tables to your technology professionals) and delegate individual items within a survey form to a subject matter expert.
- B. To delegate a survey form or an item, simply check the box labeled Delegate.
- C. The data collection tool will guide you through the process of notifying the person to whom you are delegating via email, all from within the tool.
- D. The data collection tool will allow you to track their progress in completing their assignments and notify you when their work is ready for your review.

V. Support

- A. We have created a Help Desk for *State Court Organization* (SCO) that will be staffed daily to provide timely responses to your questions.
- B. Contact the *State Court Organization* Help Desk via email at SCOHelpDesk@ncsc.org
- C. As questions are received and answered, the questions and answers will be compiled on a regular basis into an expanding Frequently Asked Questions document that will be accessible through the *State Court Organization* data collection Web site.