

# INDIANA COURTS ONLINE REPORTS — ICOR —



State Court  
Administration

## SUBMITTING QUARTERLY AND ANNUAL REPORTS ONLINE THROUGH INCITE


INcite  
INDIANA COURT INFORMATION TECHNOLOGY EXTRANET

INCite Home • About • Contact • Logout

User: James, Angela (ARJAMES) Current App: INcite Version: 2.2.4

State: IN County: State Agency Organization: Judicial Technology Automation Committee (JTAC)

My Account ▾ Administration ▾ Documents ▾



❖ Password and User IDs are needed for ICOR

- ▶ If you are already an INCite user, your current password and user ID will allow access
- ▶ If you do not have an INCite account, you must become an INCite user before access to ICOR can be given
- Contact Court Technology for INCite Access

Number: 1-888-275-5822

Email: [helpdesk@courts.in.gov](mailto:helpdesk@courts.in.gov)

# GETTING STARTED

- ❖ Once you are an INcitate user, you need authorization form(s) for ICOR. Two ways to find authorization forms:

- ▶ <http://www.in.gov/judiciary/admin/2462.htm>

- ▶ Select Reporting Year

- ▶ Select needed authorization form

for ICOR under ICOR Administrative Forms and Application Guides



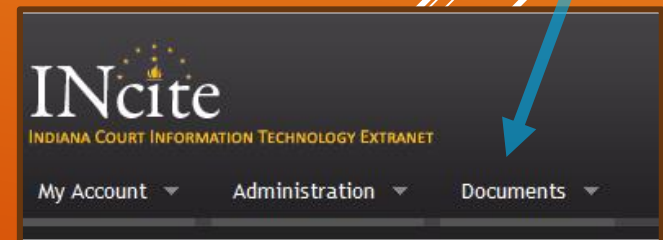
- ▶ <https://mycourts.in.gov/>

- ▶ Sign in as INcitate user

- ▶ Click on documents under the INcitate name

- ▶ Select needed authorization form for ICOR

# GETTING STARTED



- ❖ There are three (3) Authorization forms to choose depending on the preparer:
  - ▶ COURT REPORT PREPARATION - includes QCSR and Annual Reports
  - ▶ COURT REPORTER PREPARATION - Court Reporter Annual Report
  - ▶ PROBATION REPORT PREPARATION - includes Quarterly, Semi-Annual and Annual Reports



Judicial Authorization for Court Report Preparation FILLABLE FORM



Judicial Authorization for Court Reporter Annual Report Preparation FILLABLE FORM



Judicial Authorization for Probation Report Preparation FILLABLE FORM

# GETTING STARTED

# Judicial Authorization for Court Report Preparation

## PART I - COUNTY/COURT/DEPT.

County \_\_\_\_\_  
 Court ID \_\_\_\_\_  
 Court Name \_\_\_\_\_



All QCSR, Revenue, and Budget reports must be filed online using Indiana Courts Online Reporting ("ICOR"). Complete, sign, and return this form to the Division of State Court Administration to be assigned a password and user ID.

STATE COURT ADMINISTRATION

### Forms and Permissions

## PART II - JUDGE

Name \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

QCSR		Revenue Report		Budget & Expenditures	
read-only	edit/ modify	read-only	edit/ modify	read-only	edit/ modify
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## PART III - COURT/DEPT. STAFF

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Email \_\_\_\_\_

QCSR		Revenue Report		Budget & Expenditures	
read-only	edit/ modify	read-only	edit/ modify	read-only	edit/ modify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1) This employee already uses INcite					Y / N

❖ Print or save to desktop, fill out and mail to State Court Administration. Your access to reports will be assigned and you will be notified via email or phone

















\*forms from the judicial web page are fillable

Judge's Signature \_\_\_\_\_ Date \_\_\_\_\_

# GETTING STARTED







## 2014 Forms & Instructions

### ICOR Administrative Forms and Application Guides








Document/Form
 Submitting Reports on ICOR - a PowerPoint Presentation
 QCSR Application Guide <b>REVISED AUGUST 2013</b>
 QCSR Case Type Quick Reference Guide <b>REVISED APRIL 2014</b>
 Timeline for Statistical Reporting Deadlines
 Probation Quarterly Reports Application Guide <b>REVISED JUNE 2012</b>
 Timeline for Probation Reporting Deadlines
 Report on Court Revenue Application Guide <b>REVISED JANUARY 2014</b>
 Marion County Small Claims Courts' Report on Court Revenue Application Guide <b>REVISED APRIL 2012</b>
 Report on Court Budget & Expenditures Application Guide <b>REVISED JANUARY 2014</b>
 Report on Court Budget & Expenditures Application Guide Public Defenders <b>NEW MARCH 2014</b>
 Annual Operations Report Application Guide <b>REVISED MAY 2012</b>
 Judicial Authorization for Court Report Preparation <b>FILLABLE FORM</b>
 Judicial Authorization for Court Reporter Annual Report Preparation <b>FILLABLE FORM</b>
 Judicial Authorization for Probation Report Preparation <b>FILLABLE FORM</b>
 Judge's Confirmation of Filing of Statistical Reports
 Judge's Confirmation of Filing of Fiscal Reports
 ICOR User Agreement

## QCSR & Statistical Reporting Forms

(Covering the 2014 Calendar Year)

Document/Form
 QCSR Form
 Small Claims QCSR Form
 Report on Court Revenue
 Small Claims Report on Court Revenue
 Report on Court Budget and Expenditures
 Court Reporter Annual Report Form
 Instructions for Court Reporter Annual Report

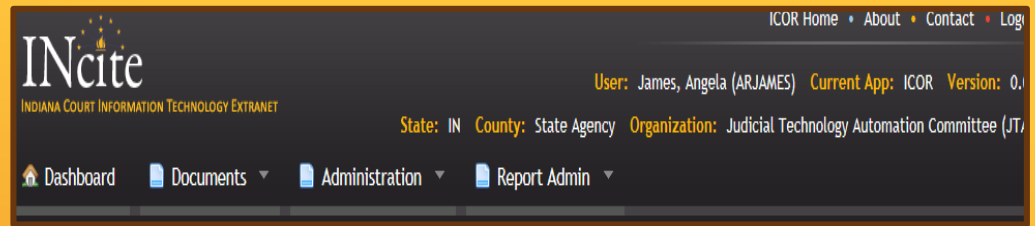
  

Document/Form
 Adult Probation Quarterly Report
 Juvenile Probation Quarterly Report
 Instructions for Juvenile Law Services Report
 Quarterly Juvenile Law Services Report - Demographic Information
 Semiannual Juvenile Law Services Report - Financial Information
 Annual Operations Report
 Report on Court Budget and Expenditures - Probation Department/Juvenile Detention Center

<http://www.in.gov/judiciary/admin/2462.htm>

# REPORT WORKSHEETS

Report worksheets and application guides are available on judicial website for each report



❖ <https://mycourts.in.gov/>

- ▶ Enter username and password
- ▶ Select ICOR from the My Application list on the right side of page
- ▶ First time INcite users may have to accept User Agreement before moving forward

# ACCESS REPORTS

INDIANA COURTS ONLINE REPORTS - ICOR

powered by



Marion

(49D10) Marion Superior Court 10, Civil Division

2014

Court Forms

QCSR

Quarter 1 of 2014  
Available

Quarter 2 of 2014  
Not Available

Quarter 3 of 2014  
Not Available

Quarter 4 of 2014  
Not Available

Report on Court Revenue

2014 Annual  
Not Available

Report on Budget and Expenditures

2014 Annual  
Not Available

Available

Saved Draft

Error

Valid or Submitted

DASHBOARD - County  
Court you are assigned  
Year

ACCESS REPORTS



INcrite  
INDIANA COURT INFORMATION TECHNOLOGY EXTRANET

ICOR Home • About • Contact • Logi

User: James, Angela (ARJAMES) Current App: ICOR Version: 0.1

State: IN County: State Agency Organization: Judicial Technology Automation Committee (JTAC)

Dashboard Documents Administration Report Admin

### INDIANA COURTS ONLINE REPORTS - ICOR

Marion (49D10) Marion Superior Court 10, Civil Division 2014

powered by JTAC

**Court Forms**

QCSR

Quarter 1 of 2014 Available	Quarter 2 of 2014 Not Available	Quarter 3 of 2014 Not Available	Quarter 4 of 2014 Not Available
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Report on Court Revenue

2014 Annual Not Available
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Report on Budget and Expenditures

2014 Annual Not Available
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Legend:

- Available
- Saved Draft
- Error
- Valid or Submitted

## Color Legend

Blue - available

Yellow - saved draft

Red - error

Green - submitted

First quarter is blue and available. Other quarters/reports will become available when previous quarter is submitted or deadline for report approaches. Click blue icon to open

# ACCESS REPORTS

Legend on the left side of screen indicates each section/part of report

Make sure each section has green check mark beside it before submission

**QCSR - LAPORTE CIRCUIT COURT - QUARTER 1 OF 2014**

**Preparer**

**QCSR**  
This is due for the reporting quarter: Jan 1, 2014 - Mar 31, 2014  
Due: January 10, 2014

**Court Information**  
Court: LaPorte Circuit Court  
Court Code: 46C01  
County: LaPorte

**Preparer Information**  
Updated By: Angie James  
Updated Date: Thursday, June 19, 2014 1:52:49 PM  
Report Status: Draft  
Email Address: ajames@courts.state.in.us  
Work Phone: (317) 234-1871

**Report Verification Information**  
Name of Presiding Judge:

**Other Judicial Officers Regularly Assigned to Court During Reporting Period**

Title	Name
Select...	

Preparer information populates automatically. Please call the JTAC helpdesk if any information needs updated

**ENTERING DATA**

**Preparer**

Save Close

**QCSR**  
This is due for the reporting quarter: Jan 1, 2014 - Mar 31, 2014  
Due: January 10, 2014

**Court Information**  
 Court: LaPorte Circuit Court  
 Court Code: 46CD1  
 County: LaPorte

**Preparer Information**  
 Updated By: Angie James  
 Updated Date: Thursday, June 19, 2014 1:52:49 PM  
 Report Status: Draft  
 Email Address: ajames@courts.state.in.us  
 Work Phone: (317) 234-1871

**Report Verification Information**  
 Name of Presiding Judge: [Redacted]

**Other Judicial Officers Regularly Assigned to Court During Reporting Period**

Title	Name	Days Served per Week
Select...		0.00

Add Judicial Officer

I affirm this report is correct.

Save and Step Forward

Click “Save” button on top of each screen page often as data is being entered. This will ensure saved data if the system times out before you finish report

Fill in required cells

System will alert you when missing information or negative number needs correction

When data entry on each page is complete, click “Save and Step Forward” to progress through report

# ENTERING DATA

Fee		Disbursement		
		To State Level Funds (General & Specific)	To County Level Funds (General & Specific)	To City/Town/Township Level Funds (General & Specific)
1	Court Costs			
	A) State Portion	\$1.00		
	B) County Portion		\$1.00	
	C) City/Town/Township Portion			\$10.00
2	Judicial Salaries Fee			
	A) State Portion	\$10.00		
	B) Local Portion			\$10.00
3	Fines and Forfeitures	\$10.00		

Tab from one entry cell to the next. Most reports will be same or similar to worksheets from judicial website.

# ENTERING DATA

42	Law Enforcement Continuing Education Program Fee**		\$10.00	\$10.00
43	Special Death Benefits Fee	\$10.00		
44	Interest on Investments	\$10.00	\$10.00	\$10.00
45	Mortgage Foreclosure Fee	\$10.00		
46	IntraState Transfer Probation Fee		\$10.00	\$10.00
47	Youth Tobacco Civil Penalty	\$10.00		
48	Other ***	\$10.00	\$110.00	\$1.00
Grand Total		\$233.00	\$382.00	\$191.00

\* State User Fee Fund  
 \*\* County or Local User Fee Fund  
 \*\*\* Other - Please Specify:

1

Step Back
Step Forward



Each data entry screen will have explanation box available at the bottom of page for additional information, if needed

System calculates total lines automatically. Preparer cannot enter data in these cells. Compare your totals to system totals before submission

# ENTERING DATA

## ❖ Review Page

- Check marks appear next to each completed section
- Submit button available on upper right

Review

Report on Court Revenue - Brown Circuit Court - 2013 Annual

**REPORT ON COURT REVENUE**  
For Use By Circuit, Superior, Probate, City & Town Courts  
This is due for the reporting year: Jan 1, 2013 - Dec 31, 2013  
Due: December 20, 2013

**Court Information**  
Court: Brown Circuit Court  
Court Code: 07C01  
County: Brown

**Preparer Information**  
Updated By: Angie James  
Updated Date: Thursday, June 19, 2014 2:19:22 PM  
Report Status: Draft  
Email Address: ajames@courts.state.in.us

**Report Verification Information**  
Name of Presiding Judge: JONES  
Courts (select all that apply): Brown Circuit Court

**Disbursement**

Fee	Disbursement		
	To State Level Funds (General & Specific)	To County Level Funds (General & Specific)	To City/Town/Township Level Funds (General & Specific)
1 Court Costs			
A) State Portion	\$200.00		
B) County Portion		\$200.00	
C) City/Town/Township Portion			\$200.00
2 Judicial Salaries Fee			
A) State Portion	\$200.00		
B) Local Portion			\$2,000.00
3 Fines and Forfeitures	\$2,000.00		

# ENTERING/SUBMITTING DATA

Submitted on 6/19/2014

## REPORT ON COURT REVENUE - BROWN CIRCUIT COURT - 2013 ANNUAL

Preparer

REPORT ON COURT REVENUE  
For Use By Circuit, Superior, Probate, City & Town Courts  
This is due for the reporting year: Jan 1, 2013 - Dec 31, 2013  
Due: December 20, 2013

Court Information


Court	Brown Circuit Court
Court Code	07C01
County	Brown

Preparer Information

Prepared By	Angie James
Prepared Date	Thursday, June 19, 2014 2:35:30 PM
Report Status	Submitted
Email Address	ajames@courts.state.in.us

Report Verification Information

Name of Presiding Judge	JOnes
Courts (select all that apply)	Brown Circuit Court



STATE COURT ADMINISTRATION

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INDIANA COURT INFORMATION TECHNOLOGY EXTRANET

User: James, Angie (AJAMESQA) Cur  
State: IN County: Marion Organization: Marion Sup

Dashboard Documents Administration Report Admin

## INDIANA COURTS ONLINE REPORTS - ICOR

Brown (07C01) Brown Circuit Court

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### Court Forms

QCSR

Quarter 1 of 2013 Available	Quarter 2 of 2013 Not Available	Quarter 3 of 2013 Not Available
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Report on Court Revenue

2013 Annual Submitted
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Once report has been submitted, date and time will remain on preparer page

DASHBOARD screen will show green and submitted

# SUBMITTING DATA

## ❖ REMEMBER

- ▶ User ID and password
- ▶ Hit “Save” icon frequently
- ▶ Correct all errors and each section has green checkmark indicator
- ▶ Report not submitted until “Submit” button has been clicked
- ▶ Any questions or difficulties, contact
  - ▶ Court Technology helpdesk at (888) 275-5822 or email [helpdesk@courts.in.gov](mailto:helpdesk@courts.in.gov)
  - ▶ Angie James or Jeff Wiese at 317-232-2542.



# CONGRATULATIONS