



State Court Administration

INDIANA COURTS ONLINE REPORTS • ICOR • Application Guide



GETTING STARTED

Password and User IDs are needed for INcite.
State Court Administration's website has valuable information.

www.courts.in.gov

All reports have individual application guides to help with descriptions of line items and what information is needed.

ICOR Administrative Forms and Application Guides

(Covering the 2012 Calendar Year)

Document/Form

-  [Submitting Reports on ICOR - a PowerPoint Presentation](#)
-  [QCSR Application Guide](#) REVISED JUNE 2012
-  [QCSR Case Type Quick Reference Guide](#)
-  [Probation Quarterly Reports Application Guide](#) REVISED JUNE 2012
-  [Report on Court Revenue Application Guide](#) REVISED SEPTEMBER 2012
-  [Marion County Small Claims Courts' Report on Court Revenue Application Guide](#) REVISED APRIL 2012
-  [Report on Court Budget & Expenditures Application Guide](#) REVISED APRIL 2012
-  [Annual Operations Report Application Guide](#) REVISED MAY 2012
-  [Judicial Authorization for Court Report Preparation](#)
-  [Judicial Authorization for Court Reporter Annual Report Preparation](#)
-  [Judicial Authorization for Probation Report Preparation](#)

AUTHORIZATION FORMS

There are three (3) 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

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"/>					

1) This employee already uses INCite Y / N

Judge's Signature _____

Date _____

If you have questions, please call the JTAC Helpdesk at 1-888-275-5822

Print from web page, fill out and mail to State Court Administration. Your user ID and password will be assigned.

WEBSITE ADDRESS:
<https://incite.in.gov>

The screenshot shows the INCITE website interface. At the top, the logo 'INCITE' is displayed next to the text 'INDIANA COURT INFORMATION TECHNOLOGY EXTRANET' and 'powered by JTAC'. The left sidebar contains a navigation menu with the following items: 'Not Logged In' (with a left-pointing arrow), 'Welcome to INCite', 'Login' (with a left-pointing arrow), 'Help', and 'Related Sites'. The main content area features a welcome message: 'Welcome to the Judicial Technology Automation Committee's Indiana Court Information Technology Extranet (INCite)'. Below this, there is a 'News and Events' section with a sub-heading 'Notice: Reports Past Due'. The notice text reads: 'As a friendly reminder, your 2012 first quarter QCSR, adult probation, and juvenile probation quarterly and demographic reports were due on or before April 10th. The second quarter reports were due on or before July 10, 2012. Please contact Angie James (angela.james@courts.IN.gov) at State Court Administration or the JTAC Help Desk at help@jtac.IN.gov or 1-888-275-5822 for assistance, if needed, in submitting your first and second quarter statistics.' Below the notice is another sub-heading 'Revised ICOR Forms and Application Guides' with the text: 'The Division has revised four ICOR Administrative Forms and Application Guides. They are available here: <http://www.in.gov/judicial/admin/2892.htm>'.

Click on the log in button on the left to access reports.

INCITE
INDIANA COURT INFORMATION TECHNOLOGY EXTRANET
powered by JTAC

Not Logged In ←

Welcome to INCite

[Login](#)

[Help](#)

[Related Sites](#)

INCite Login

Username

Password

[Forgot Password?](#)

Enter your user name and password. If you forget your password, fill in your Username and hit submit. If your email was provided on the authorization form, a new password will be automatically emailed to you. If your email was not provided, a prompt will ask you to contact JTAC for assistance. The JTAC support number is (888) 275-5822 or email: jtachelpdesk@jtac.in.gov

[home](#) | [welcome](#) | [about](#) | [contact webmaster](#) | [help](#) | [policies](#)

INCITE INDIANA COURT INFORMATION TECHNOLOGY EXTRANET powered by JTAC

Logged in as ajames
County Name is Ohio
Default Court is 58C01

Welcome to INCite

- Login
- ICOR
 - 2008-2012 Forms
 - 2008 (Readonly)
 - 2007 (Readonly)
- INCite Admin
- Help
- Related Sites

News and Events

Notice: Reports Past Due

As a friendly reminder, your 2012 first quarter QCSR, adult probation, and juvenile probation quarterly and demographic reports were due on or before April 10th. The second quarter reports were due on or before July 10, 2012. Please contact Angie James (angela.james@courts.IN.gov) at State Court Administration or the JTAC Help Desk at help@itac.IN.gov or 1-888-275-5822 for

Once logged in, select the current year folder to access your reports. Please read any notices under News and Events.

First time users into ICOR will have to read and accept the User Agreement. Most users will select the second box as **designated staff**. Judges will select the **Responsible Party**. Click on the Accept button at the bottom of the page to continue.

USER AGREEMENT

Indiana Court Information Technology Extranet (INCite) is a secure website for the use of the Indiana Courts. The Judicial Technology and Automation Commission (JTAC) and the Indiana Supreme Court Division of State Court Administration (STAD) monitor access to the Indiana Court Online Reporting (ICOR) within INCite. The parties to this user agreement are the Indiana Supreme Court, through STAD, and the Courts. Every person granted access to all or a portion of ICOR shall execute this User Agreement.

Administrative Rule 1 and Indiana Code §§ 33-24-6-3, 11-13-1-9, and 11-13-1-4 require STAD to create the forms necessary for statistical reporting. In addition, the Rules and Code require all Indiana Courts and Probation Departments to file the statistical reports with STAD on the deadlines set. ICOR is now the exclusive method for filing the statistical reports, including quarterly and annual reports. JTAC and STAD maintain proprietary control over all contents and entries on ICOR.

To maintain the security of INCite, all users must be approved by STAD or JTAC, at
Agreement:

As defined above, I am a **Responsible Party**. I agree to maintain the security and integrity of the system by protecting my user identification and password. I further agree to acknowledge my accountability for all entries and submissions of the reports required by the Indiana Supreme Court.

As defined above, I am **designated staff**. I agree to maintain the security and integrity of the system by protecting my user identification and password. While I am not accountable to the Indiana Supreme Court for my entries and submissions, I agree to my accountability to the relevant Responsible Party and to assist in the resolution of any difficulties or errors that may arise from my work.

I have been granted access by **STAD and JTAC due to special request**. I agree to maintain the security and integrity of the system by protecting my user identification and password.

By reading and approving this User Agreement, I have accepted all rights and responsibilities relevant to my ICOR access.

Accept

DATA ENTRY

County Boone Year 2011

Court Forms 06I03 - (Boone) Jamestown Town Court

2011 Court Revenue Annual Available

2011 Court Budget and Expenditures Annual Available

2011 QCSR Quarter 1 Available Quarter 2 Unavailable Quarter 3 Unavailable Quarter 4 Unavailable

Once User Agreement has been accepted, the Master County screen will appear. All reports that you have been given access to will appear. First quarter icon will be green and state “available.” Other icons will remain gray until the previous icon has been submitted or the timeframe of the report is due. Make sure in the left that the correct year is listed. Click on icon you need to enter your report.

Status Bar – Status Bar has several icons. Select specific icon for certain section of report or from the left corner, hit the save draft button frequently to save data entry.

Report for (Knox) Bicknell City Court (42H01), Quarter 1 reporting period covering 1/1/2011 through 3/31/2011. Report due on 4/10/2011. Current report status is "Available".

2011 QCSR

Preparer *New* Criminal *New* Juvenile *New* Civil *New*

Parts V, VI, VII *New*

2011 Quarterly Case Status Report

Preparer Information	
County Information	
County:	Knox
Court Type:	
Court ID:	42H01
Time period covered in report:	Quarter 1 for 2011
Preparer Information	
Name of Preparer:	ajames - James, Angela
Date Prepared:	
Phone Number:	317-234-1871
Email Address:	ajames@courts.state.in.us
Status:	Available

STATE COURT ADMINISTRATION

Preparer Information will always be populated. Double check all information is correct. If not, contact the JTAC help desk.

Enter data in the yellow boxes in the report that you are submitting. Use the tab key to access the next available data entry cell. The green total boxes will calculate automatically for you.

X indicates that box is not available for data entry.

If you experience difficulty entering your data, please contact the JTAC helpdesk at (888)275-5822.

Any line or column item in light blue will have a brief explanation if you double click on the text.

Home

2011 Court Revenue Report for (Knox) Bicknell City Court (42H01), Annual reporting period covering 1/1/2011 through 12/31/2011. Report due on 1/20/2012. Current report status is "Available".

Save Draft Print Page

Save Final Print All

Submit Cancel

Preparer *New* Court Revenue *New*

Report on Court Revenue

	To State Level Funds (General & Specific)	To County Level Funds (General & Specific)	To City/Town/ Township Level Funds (General & Specific)
1. Court Costs	X	X	X
A) State Portion	\$0.00	X	X
B) County Portion	X	\$0.00	X
C) City/Town/Township Portion	X	X	\$0.00
2. Judicial Salaries Fee	X	X	X
A) State Portion	\$0.00	X	X
B) Local Portion	X	X	\$0.00
3. Fines and Forfeitures	\$0.00	X	X
4. Infraction Judgment Collections	\$0.00	X	X
5. Vehicle License Fee	\$0.00	X	X
6. Judicial Insurance Adjustment Fee	\$0.00	X	X
7. Court Administration Fee	\$0.00	X	X

46. IntraState Transfer Probation Fee	X	\$0.00	\$0.00
47. Youth Tobacco Civil Penalty	\$0.00	X	X
48. Other ****	\$0.00	\$0.00	\$0.00
GRAND TOTALS	\$0.00	\$0.00	\$0.00

ICOR has validation requirements and calculation requirements built in the system. If an error occurs on a page, the entry cell containing the error will turn red and an error status line will appear in the status box. All errors must be corrected.

Home
Check for Errors

2011 Court Budget and Expenditures

Report for Decatur Circuit Court (16C01), Annual reporting period covering 1/1/2011 through 12/31/2011. Report due on 1/20/2012. Current report status is "Error".

Save Draft
Print Page
Save Final
Print All
Submit
Cancel

Preparer
Draft
Page 1, 2, 3, 4a - (10 thru 18)
Error
Page 6
Error

Page 1, 2, 3, 4a - (1 thru 9)
Error
Page 4b, 5
Draft

Error: Judge Salary, Does Not Apply - section is required if "Does Not Apply" is not checked.

Error: Magistrate, Comm, Ref, Hearing Off, Does Not Apply - section is required if "Does Not Apply" is not checked.

Error: Court Reporter, Does Not Apply - section is required if "Does Not Apply" is not checked.

Error: Bailiff, Does Not Apply - section is required if "Does Not Apply" is not checked.

3. Court Reporter(s)
 Does Not Apply

Personnel Type	Additional Description	Number of Employees	2011 Actual Expenditures	Total Expenditures	2012 Requested Budget	2012 Approved Budget
<Select Personnel Type>		0	\$0.00	\$0.00	\$0.00	\$0.00
<Select Personnel Type>		0	\$0.00	\$0.00	\$0.00	\$0.00
3. Total Court Reporter(s)		0		\$0.00	\$0.00	\$0.00

4. Bailiff(s)
 Does Not Apply

Personnel Type	Additional Description	Number of Employees	2011 Actual Expenditures	Total Expenditures	2012 Requested Budget	2012 Approved Budget
Bailiff		2	\$50,000.00	\$100,000.00	\$0.00	\$0.00
<Select Personnel Type>		0	\$0.00	\$0.00	\$0.00	\$0.00
4. Total Bailiff(s)		2		\$100,000.00	\$0.00	\$0.00

REPORT SUBMISSION

Home Check for Errors

2011 Court Revenue

Report for Decatur Circuit Court (16C01), Annual reporting period covering 1/1/2011 through 12/31/2011. Report due on 1/20/2012. Current report status is "Ready to Submit".

Save Draft Print Page

Save Final Print All

Submit Cancel

Preparer Ready to Submit Court Revenue Ready to Submit

Report Saved as Final

Report on Court Revenue

	To State Level Funds (General & Specific)	To County Level Funds (General & Specific)	To City/Town/Township Level Funds (General & Specific)
1. Court Costs	X	X	X
A) State Portion	\$25,000.00	X	X
B) County Portion	X	\$10,000.00	X
C) City/Town/Township Portion	X	X	\$5,000.00
2. Judicial Salaries Fee	X	X	X
A) State Portion	\$0.00	X	X
B) Local Portion	X	X	\$0.00

As each error is corrected, click the save draft button and the specific error message will disappear. When all sections of your report have been filled out and report color is yellow – draft status, click the save final button and all section icons will be green and state “Ready to Submit.” Click the Submit button to submit your report to ICOR.

Report is not submitted until the “Submit” button has been selected.

Home Check for Errors

2011 Court Revenue

Report for Decatur Circuit Court (16C01), Annual reporting period covering 1/1/2011 through 12/31/2011. Report due on 1/20/2012. Current report status is **Submitted**.

Save Draft Print Page

Save Final Print All

Unsubmit Cancel

Preparer Submitted Court Revenue Submitted

Report saved and submitted.

Once submitted, the report icons turn blue and state “Submitted.” The report is locked and cannot be changed unless you call the helpdesk and ask to unlock. You can view at anytime. For quarterly reports, any numbers that have been calculated and pending at the end of the quarter will now show as previously pending in the next quarterly report.

Click on the “Home” button on the status bar to return to the Master County Screen.

The Master County Screen now shows the icon as blue and submitted.

County Shelby Year 2011

Court Forms Annual Available

2011 Court Revenue

2011 Court Budget and Expenditures Annual Submitted

2011 QCSR Quarter 1 Submitted Quarter 2 Submitted Quarter 3 Submitted Quarter 4 Submitted

73D01 - Shelby Superior Court 1
73C01 - Shelby Circuit Court
73D01 - Shelby Superior Court 1
73D02 - Shelby Superior Court 2
73T01 - Shelby County Title IV-D Court

If you prepare reports for more than one court or probation department, you can use the drop down box to select each court for data entry.

CONGRATULATIONS!

You have successfully submitted your report to State Court Administration.

Remember:

User ID and password

Hit “Save Draft” icon frequently

Correct all errors

Report not submitted until “Submit” button has been clicked

Any questions or difficulties, contact

JTAC helpdesk at (888) 275-5822 or email
jtachelpdesk@jtac.in.gov

Angie James or Jeff Wiese at 317-232-2542.