

# **Supreme Court of Ohio**

**eStats**

**Import Specifications**

**February 2016**

## Revision History

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
03/04/2014	1.0	Initial Draft	Donald Turklay
04/11/2014	1.1	Form A Complete	Donald Turklay
03/31/2015	1.2	Form B, D Complete	Donald Turklay
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11/12/2015	1.5	Forms AJ & IJ Complete	Donald Turklay

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# 1. Introduction

## 1.1. Purpose

In order to allow courts to submit statistics using an automated methodology, a process has been developed to allow for secure file transmission and validation. This will be an end-to-end batch process.

## 1.2. Scope, Approach and Methods

The Database Design for eStats is composed of definitions for database objects derived by mapping entities to tables, attributes to columns, unique identifiers to unique keys and relationships to foreign keys. During design, these definitions may be enhanced to support the functionality described in the functional specifications and defined in the primary and supporting modules of the application's High-Level Design.

## 1.3. System Overview

System Overview	Details
Project Sponsor	Supreme Court of Ohio
System name	eStats
System type	FTP & SSIS Package
Operational status	Development
Special conditions	Form A - Production

## 1.4. Acronyms and Abbreviations

Acronym / Abbreviation	Meaning
POC	Point of Contact
RDBS	Relational Database System
SA	System Administrator
DBA	Database Administrator

## 1.5. Points of Contact

Role	Email	Telephone
IT Help Desk	<a href="mailto:OCNhelpdesk@sc.ohio.gov">OCNhelpdesk@sc.ohio.gov</a>	614-387-9980
Case Management	<a href="mailto:CaseMgmt@sc.ohio.gov">CaseMgmt@sc.ohio.gov</a>	614-387-9410

## 2. System Overview

### 2.1. System Information

Product	Version	Purpose
Globalscape		SFTP

#### 2.1.1. Security

Database security will be based on the estats schema. Additionally, judge credentials will be passed with each file for authentication.

#### 2.1.2. Naming Convention and file type

There will be one file judge and form. In order to maintain uniqueness in the files being submitted, a file naming convention will be utilized. It will utilize the following format:

[CourtID]-[JudgeID]- [Report Year]- [Report Month]-[TimeStamp].[FormType]

For example, judge number 25000 from court 10 submits a report for Form A for March of 2014 submitted on April 5, 2014 at 8:00 AM with the following file name:

10-25000-2014-03-040520140800.A

#### 2.1.3. SFTP

The sftp address is **sftp://ftp.supremecourt.ohio.gov** and will utilize the user name and password provided separately by the Court. To obtain credentials, please contact the IT Help Desk.

## 3. Form Import Formats

### 3.1. Form A

#### 3.1.1. Header Record

Column	Description	Format	Example
1	Court/Judge	[Court-ID] - [Attorney ID]	12-01234
2	Line ID	H	H
3	Form ID	[Form Type]	A
4	Judge	Number	01234
5	Judge Name	[A]	John A. Doe
6	Email Address	Alpha-Numeric	John.Doe@court.gov
7	County	Alpha-Numeric	
8	Inventory Date	[mm/dd/yyyy]	01/30/2014
9	Report Month	[MM]	03
10	Report Year	[YYYY]	2014
11	Blank	Unused	
12	UserName	Alpha-Numeric	A12345
13	Password	Alpha-Numeric	A1B1C1D1

#### 3.1.2. Detail Record

Column	Description	Format	Example
1	Grouping Field	[Court-ID] - [Attorney ID]	12-01234
2	Line Number	Number	1 – 23
3	Professional Tort	Number	99
4	Product Liability	Number	99
5	Other Torts Workers'	Number	99
6	Compensation	Number	99
7	Foreclosures	Number	99
8	Administrative Appeal	Number	99
9	Complex Litigation	Number	99
10	Other Civil	Number	99
11	Criminal	Number	99
12	<b>Total</b>	Number	99
13	Visiting Judge	Number	99

## Detail Rows

- 1 Pending beginning of period
- 2 New cases filed
- 3 Cases transferred in, reactivated, or redesignated
- 4 TOTAL (Add lines 1-3)

### TERMINATIONS BY:

- 5 Jury trial
- 6 Court trial
- 7 Settled or dismissed prior to trial
- 8 Dismissal
- 9 Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)
- 10 Magistrate
- 11 Diversion or arbitration
- 12 Guilty or no contest plea to original charge (criminal); Default (civil)
- 13 Guilty or no contest plea to reduced charge
- 14 Unavailability of party for trial or sentencing
- 15 Transfer to another judge or court
- 16 Referral to private judge
- 17 Bankruptcy stay or interlocutory appeal
- 18 Other terminations
- 19 TOTAL (Add lines 5-18)
- 20 Pending end of period (Subtract line 19 from line 4)
- 21 Cases pending beyond time guideline
- 22 Number of months oldest case is beyond time guideline
- 23 Cases submitted awaiting sentencing or judgment beyond time guideline
- 24 Always a zero for termination line



### 3.1.3. Business Rules

- Each field is to be separated by a comma
- No text delimiters
- County is required
- Email address is required
- Last Inventory Date is required
- Report Month and Year is required
- All detail fields must have a numeric entry, zeros are required
- Updates are only allowed for the last submitted month.
- Row totals must be mathematically correct
- Current submission Line 1 must match previous months line 20 totals
- Line 19 cannot be greater than line 4
- Line 21 cannot be greater than line 20
- Line 22 cannot be greater than 0 if line 21 equals 0
- Line 23 cannot be greater than line 21

## 3.2. Form B

### 3.2.1. Header Record

Column	Description	Format	Example
1	Court/Judge	[Court-ID] - [Attorney ID]	12-01234
2	Line ID	H	H
3	Form ID	[Form Type]	B
4	Judge	Number	01234
5	Judge Name	[A]	John A. Doe
6	Email Address	Alpha-Numeric	John.Doe@court.gov
7	County	Alpha-Numeric	
8	Inventory Date	[mm/dd/yyyy]	01/30/2014
9	Report Month	[MM]	03
10	Report Year	[YYYY]	2014
11	Blank	Unused	
12	UserName	Alpha-Numeric	A12345
13	Password	Alpha-Numeric	A1B1C1D1

### 3.2.2.Detail Record

Column	Description	Format	Example
1	Grouping Field	[Court-ID] - [Att ID]	12-01234
2	Line Number	Number	99
3	Marriage Terminations with Children	Number	99
4	Marriage Terminations without Children	Number	99
5	Marriage Dissolutions with Children	Number	99
6	Marriage Dissolutions without Children	Number	99
7	Change of Custody	Number	99
8	Visitation Enforcement or Modification	Number	99
9	Support Enforcement or Modification	Number	99
10	Domestic Violence	Number	99
11	U.I.F.S.A.	Number	99
12	Parentage	Number	99
13	All Others	Number	99
14	<b>Total</b>	Number	99
15	Visiting Judge	Number	99

#### Detail Row

- 1 Pending beginning of period
- 2 New cases filed
- 3 Cases transferred in, reactivated, or redesignated
- 4 TOTAL (Add lines 1-3)

#### TERMINATIONS BY:

- 5 Judge: Default, Uncontested, Dissolution
- 6 Magistrate: Default, Uncontested, Dissolution
- 7 Trial by Judge
- 8 Trial by Magistrate
- 9 Voluntary Dismissal
- 10 Mediation or Conciliation
- 11 Bankruptcy stay or interlocutory appeal
- 12 Transfer to another judge or court
- 13 Referral to private judge
- 14 Unavailability of party for trial or sentencing
- 15 Other terminations
- 16 TOTAL (Add lines 5-15)
- 17 Pending end of period (Subtract line 16 from line 4)
- 18 Cases pending beyond time guideline
- 19 Number of months oldest case is beyond time guideline
- 20 Always a zero for termination line

### 3.2.3. Business Rules

- Each field is to be separated by a comma
- No text delimiters
- County is required
- Email address is required
- Last Inventory Date is required
- Report Month and Year is required
- All detail fields must have a numeric entry, zeros are required
- Updates are only allowed for the last submitted month.
- Row totals must be mathematically correct
- Line 1 values must be equal to line 17 values in preceding month
- Line 16 cannot exceed Line 4 values
- Line 18 cannot exceed Line 17 values
- Line 19 must be zero when line 18 equals zero

## 3.3. Form C

### 3.3.1. Header Record

Column	Description	Format	Example
1	Court/Judge	[Court-ID] - [Attorney ID]	12-01234
2	Line ID	H	H
3	Form ID	[Form Type]	C
4	Judge	Number	01234
5	Judge Name	[A]	John A. Doe
6	Email Address	Alpha-Numeric	John.Doe@court.gov
7	County	Alpha-Numeric	
8	Inventory Date	[mm/dd/yyyy]	01/30/2014
9	Report Quarter	[1-4]	1
10	Report Year	[YYYY]	2014
11	Blank	Unused	
12	UserName	Alpha-Numeric	A12345
13	Password	Alpha-Numeric	A1B1C1D1

### 3.3.2. Detail Record

Column	Description	Format	Example
1	Grouping Field	[Court-ID] - [Att ID]	12-01234
2	Line Number	Number	99
3	Judge Count	Number	99
4	Visiting Judge Count	Number	99

Detail Row

**Decedents' Estates**

- 1 Pending at end of preceding quarter
- 2 Filed during quarter
- 3 Closed during quarter
- 4 Pending at end of quarter
- 5 Number in which accounts are past due
- 6 Number of notices to file accounts, or citations issued

**Guardianships of Minors**

- 7 Pending at end of preceding quarter
- 8 Filed during quarter
- 9 Closed during quarter
- 10 Pending at end of quarter

**Guardianships of Incompetents**

- 11 Pending at end of preceding quarter
- 12 Filed during quarter
- 13 Closed during quarter
- 14 Pending at end of quarter
- 15 Emergency, Limited, and Interim Guardians appointed during quarter

**Conservatorships**

- 16 Pending at end of preceding quarter
- 17 Filed during quarter
- 18 Closed during quarter
- 19 Pending at end of quarter

**Testamentary Trusts**

- 20 Pending at end of preceding quarter
- 21 Filed during quarter
- 22 Closed during quarter
- 23 Pending at end of quarter

**Guards., Conservs., and Test. Trusts**

- 24 Number in which accounts are past due
- 25 Number of notices to file accounts, or citations issued

### **Civil Actions**

- 26 Pending at end of preceding quarter
- 27 Filed during quarter
- 28 Closed during quarter
- 29 Pending at end of quarter

### **Adoptions**

- 30 Pending at end of preceding quarter
- 31 Filed during quarter
- 32 Closed during quarter
- 33 Pending at end of quarter

### **Mental Illness and Mental Retardation**

- 34 Pending at end of preceding quarter
- 35 Filed during quarter
- 36 Closed during quarter
- 37 Pending at end of quarter

### **Minors' Settlements**

- 38 Pending at end of preceding quarter
- 39 Filed during quarter
- 40 Closed during quarter
- 41 Pending at end of quarter

### **Wrongful Death**

- 42 Pending at end of preceding quarter
- 43 Filed during quarter
- 44 Closed during quarter
- 45 Pending at end of quarter

### **Delayed Registration of Birth and Correction of Birth**

- 46 Filed during quarter
- 47 Heard and terminated during quarter

### **Change of Name**

- 48 Filed during quarter
- 49 Heard and terminated during quarter

### **Marriage Applications**

- 50 Granted during quarter

### 3.3.3. Business Rules

- Each field is to be separated by a comma
- No text delimiters
- County is required
- Email address is required
- Last Inventory Date is required
- Report Quarter and Year is required
- All detail fields must have a numeric entry, zeros are required
- Updates are only allowed for the last submitted quarter.
- Row totals must be mathematically correct
- Line 1 values must be equal to line 4 values in preceding quarter
- Line 5 values Exceed Line 4 values
- Line 7 values must be equal to line 10 values in preceding quarter
- Line 11 values must be equal to line 14 values in preceding quarter
- Line 16 values must be equal to line 19 values in preceding quarter
- Line 20 values must be equal to line 23 values in preceding quarter
- Line 26 values must be equal to line 29 values in preceding quarter
- Line 30 values must be equal to line 33 values in preceding quarter
- Line 34 values must be equal to line 37 values in preceding quarter
- Line 38 values must be equal to line 41 values in preceding quarter
- Line 42 values must be equal to line 45 values in preceding quarter

## 3.4. Form D

### 3.4.1.Header Record

Column	Description	Format	Example
1	Court/Judge	[Court-ID] - [Attorney ID]	12-01234
2	Line ID	H	H
3	Form ID	[Form Type]	D
4	Judge	Number	01234
5	Judge Name	[A]	John A. Doe
6	Email Address	Alpha-Numeric	John.Doe@court.gov
7	County	Alpha-Numeric	
8	Inventory Date	[mm/dd/yyyy]	01/30/2014
9	Report Month	[MM]	03
10	Report Year	[YYYY]	2014
11	Blank	Unused	
12	UserName	Alpha-Numeric	A12345
13	Password	Alpha-Numeric	A1B1C1D1

### 3.4.2.Detail Record

Column	Description	Format	Example
1	Court/Judge	[Court-ID] - [Attorney ID]	12-01234
2	Line ID	Number	99
3	Delinquency	Number	99
4	Traffic	Number	99
5	Dependency, Neglect or Abuse	Number	99
6	Unruly	Number	99
7	Adult Cases	Number	99
8	Motion for Permanent Custody	Number	99
9	Custody, Change of Custody, Visitation	Number	99
10	Support Enforcement or Modification	Number	99
11	Parentage	Number	99
12	U.I.F.S.A.	Number	99
13	All Others	Number	99
14	<b>Total</b>	Number	99
15	Visiting Judge	Number	99

#### Detail Row

- 1 Pending beginning of period
- 2 New cases filed
- 3 Cases transferred in, reactivated, or redesignated
- 4 TOTAL (Add lines 1-3)

#### TERMINATIONS BY:

- 5 Trial by judge
- 6 Trial by magistrate
- 7 Dismissal by party, judge, or prosecutor
- 8 Admission to judge
- 9 Admission to magistrate
- 10 Certification/Waiver granted
- 11 Unavailability of party for trial
- 12 Transfer to another judge or court
- 13 Referral to private judge
- 14 Interlocutory appeal or order
- 15 Other terminations
- 16 TOTAL (Add lines 5-15)
- 17 Pending end of period (Subtract line 16 from line 4)
- 18 Cases pending beyond time guideline
- 19 Number of months oldest case is beyond time guideline
- 20 Number of informal cases (all types)
- 21 Always a zero for termination line

### **3.4.3. Business Rules**

- Each field is to be separated by a comma
- No text delimiters
- County is required
- Email address is required
- Last Inventory Date is required
- Report Month and Year is required
- All detail fields must have a numeric entry, zeros are required
- Updates are only allowed for the last submitted month.
- Row totals must be mathematically correct
- Line 1 values must be equal to line 17 values in preceding month
- Line 16 cannot exceed Line 4 values
- Line 18 cannot exceed Line 17 values
- Line 19 must be zero when line 18 equals zero



## 3.5. Form AJ

### 3.5.1. Header Record

Column	Description	Format	Example
1	Court/Judge	[Court-ID] - [Attorney ID]	12-01234
2	Line ID	H	H
3	Form ID	[Form Type]	AJ
4	Judge	Number	01234
5	Judge Name	[A]	John A. Doe
6	Email Address	Alpha-Numeric	John.Doe@court.gov
7	Court	Alpha-Numeric	
8	Inventory Date	[mm/dd/yyyy]	01/30/2014
9	Report Month	[MM]	03
10	Report Year	[YYYY]	2014
11	Blank	Unused	
12	UserName	Alpha-Numeric	A12345
13	Password	Alpha-Numeric	A1B1C1D1

### 3.5.2. Detail Record

Column	Description	Format	Example
1	Court/Judge	[Court-ID] - [Attorney ID]	12-01234
2	Line ID	Number	99
3	Felonies	Number	99
4	Misdemeanors	Number	99
5	O.V.I	Number	99
6	Other Traffic	Number	99
6	Personal Injury & Property Damage	Number	99
7	Contracts	Number	99
8	F.E.D.	Number	99
9	Other Civil	Number	99
10	Small Claims	Number	99
11	<b>Total</b>	Number	99

#### Detail Row

- 1 Pending beginning of period
- 2 New cases filed
- 3 Cases transferred in, reactivated, or redesignated
- 4 TOTAL (Add lines 1-3)

## TERMINATIONS BY:

- 5 Trial/Hearing by Judge (include bindover by preliminary hearing, guilty or no contest pleas and defaults)
- 6 Hearing by Magistrate (include guilty or no contest pleas and defaults)
- 7 Transfer (include waivers of preliminary hearing and individual judge assignments)
- 8 Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)
- 9 Other Dismissals (include dismissals at preliminary hearing)
- 10 Violations Bureau
- 11 Unavailability of party for trial or sentencing
- 12 Bankruptcy stay or interlocutory appeal
- 13 Other terminations
- 14 TOTAL (Add lines 5-13)
- 15 Pending end of period (Subtract line 14 from line 4)
- 16 Cases pending beyond time guideline
- 17 Number of months oldest case is beyond time guideline

### **3.5.3. Business Rules**

- Each field is to be separated by a comma
- No text delimiters
- Court is required
- Email address is required
- Last Inventory Date is required
- Report Month and Year is required
- All detail fields must have a numeric entry, zeros are required
- Updates are only allowed for the last submitted month.
- Row totals must be mathematically correct
- Line 1 values must be equal to line 15 values in preceding month
- Line 14 cannot exceed Line 4 values
- Line 16 cannot exceed Line 15 values
- Line 17 must be zero when line 16 equals zero

## 3.6. Form IJ

### 3.6.1. Header Record

Column	Description	Format	Example
1	Court/Judge	[Court-ID] - [Attorney ID]	12-01234
2	Line ID	H	H
3	Form ID	[Form Type]	IJ
4	Judge	Number	01234
5	Judge Name	[A]	John A. Doe
6	Email Address	Alpha-Numeric	John.Doe@court.gov
7	Court	Alpha-Numeric	
8	Inventory Date	[mm/dd/yyyy]	01/30/2014
9	Report Month	[MM]	03
10	Report Year	[YYYY]	2014
11	Blank	Unused	
12	UserName	Alpha-Numeric	A12345
13	Password	Alpha-Numeric	A1B1C1D1

### 3.6.2. Detail Record

Column	Description	Format	Example
1	Court/Judge	[Court-ID] - [Attorney ID]	12-01234
2	Line ID	Number	99
3	Misdemeanors	Number	99
4	O.V.I	Number	99
5	Other Traffic	Number	99
6	Personal Injury & Property Damage	Number	99
7	Contracts	Number	99
8	F.E.D.	Number	99
9	Other Civil	Number	99
10	<b>Total</b>	Number	99
11	Visiting Judge	Number	99

#### Detail Row

- 1 Pending beginning of period
- 2 New cases filed
- 3 Cases transferred in, reactivated, or redesignated
- 4 TOTAL (Add lines 1-3)

## TERMINATIONS BY:

5	Jury trial
6	Court trial
7	Default
8	Guilty or no contest plea to original charge
9	Guilty or no contest plea to reduced charge
10	Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)
11	Other Dismissals
12	Transfer to another judge or court
13	Referral to private judge
14	Unavailability of party for trial or sentencing
15	Bankruptcy stay or interlocutory appeal
16	Other terminations
17	TOTAL (Add lines 5-16)
18	Pending end of period (Subtract line 17 from line 4)
19	Cases pending beyond time guideline
20	Number of months oldest case is beyond time guideline
21	Cases submitted awaiting sentencing or judgment beyond time guideline

### **3.6.3. Business Rules**

- Each field is to be separated by a comma
- No text delimiters
- Court is required
- Email address is required
- Last Inventory Date is required
- Report Month and Year is required
- All detail fields must have a numeric entry, zeros are required
- Updates are only allowed for the last submitted month.
- Row totals must be mathematically correct
- Line 1 values must be equal to line 18 values in preceding month
- Line 17 cannot exceed Line 4 values
- Line 19 cannot exceed Line 18 values
- Line 20 must be zero when line 19 equals zero
- Line 21 cannot exceed Line 19 values

## 4. Appendix 1 - Example Form A FTP File

111-99999,H,A,99999,[Name],[Email],[County],01/31/2014,03,2014.,[UserName],[PWD]  
111-99999,1,5,0,56,18,76,1,0,77,82,315,4  
111-99999,2,1,0,15,1,13,1,0,27,32,90,0  
111-99999,3,0,0,0,0,0,0,0,1,6,7,0  
111-99999,4,6,0,71,19,89,2,0,105,120,412,4  
111-99999,5,0,0,0,0,0,0,0,0,1,1,0  
111-99999,6,0,0,0,0,0,0,0,0,0,0,0  
111-99999,7,0,0,1,5,0,0,0,2,0,8,0  
111-99999,8,0,0,7,3,6,0,0,11,1,28,0  
111-99999,9,0,0,0,0,0,0,0,0,0,0,0  
111-99999,10,0,0,9,0,0,0,0,0,0,9,0  
111-99999,11,0,0,0,0,0,0,0,0,8,8,0  
111-99999,12,0,0,2,0,10,0,0,5,10,27,0  
111-99999,13,0,0,0,0,0,0,0,0,9,9,0  
111-99999,14,0,0,0,0,0,0,0,0,3,3,0  
111-99999,15,0,0,0,0,0,0,0,0,0,0,0  
111-99999,16,0,0,0,0,0,0,0,0,0,0,0  
111-99999,17,0,0,0,0,1,0,0,0,0,1,0  
111-99999,18,0,0,1,0,3,0,0,5,0,9,0  
111-99999,19,0,0,20,8,20,0,0,23,32,103,0  
111-99999,20,6,0,51,11,69,2,0,82,88,309,4  
111-99999,21,0,0,0,0,1,0,0,1,4,6,0  
111-99999,22,0,0,0,0,2,0,0,2,15,0,0  
111-99999,23,0,0,0,0,0,0,0,0,0,0,0  
111-99999,24,0,0,0,0,0,0,0,0,0,0,0

## 5. Appendix 2 - Example Form B FTP File

12-2345,H,B,2345,[Name],[Email],[County],01/31/2014,03,2014,,[UserName],[PWD]  
12-2345,1,36,20,5,8,0,0,44,7,0,0,1,121,0  
12-2345,2,4,1,1,5,0,0,0,1,0,0,0,12,0  
12-2345,3,0,1,0,0,0,0,8,0,0,0,1,10,0  
12-2345,4,40,22,6,13,0,0,52,8,0,0,2,143,0  
12-2345,5,0,0,0,0,0,0,0,0,0,0,0,0,0  
12-2345,6,2,1,2,3,0,0,4,0,0,0,0,12,0  
12-2345,7,0,0,0,0,0,0,0,0,0,0,0,0,0  
12-2345,8,0,0,0,0,0,0,2,1,0,0,0,3,0  
12-2345,9,0,0,0,0,0,0,1,2,0,0,0,3,0  
12-2345,10,0,0,0,0,0,0,0,0,0,0,0,0,0  
12-2345,11,0,0,0,0,0,0,0,0,0,0,0,0,0  
12-2345,12,1,0,0,0,0,0,0,0,0,0,0,1,0  
12-2345,13,0,0,0,0,0,0,0,0,0,0,0,0,0  
12-2345,14,0,0,0,0,0,0,0,0,0,0,0,0,0  
12-2345,15,0,0,0,0,0,0,0,0,0,0,0,0,0  
12-2345,16,3,1,2,3,0,0,7,3,0,0,0,19,0  
12-2345,17,37,21,4,10,0,0,45,5,0,0,2,124,0  
12-2345,18,1,1,0,1,0,0,3,2,0,0,0,8,0  
12-2345,19,9,0,0,0,0,0,3,10,0,0,0,0,0  
12-2345,20,0,0,0,0,0,0,0,0,0,0,0,0,0

## 6. Appendix 3 - Example Form C FTP File

12-2345,H,C,2345,[Name],[Email],[County],01/31/2014,03,2014.,[UserName],[PWD]  
12-2345,1,503,0  
12-2345,2,111,0  
12-2345,3,256,0  
12-2345,4,358,0  
12-2345,5,51,0  
12-2345,6,54,0  
12-2345,7,33,0  
12-2345,8,2,0  
12-2345,9,2,0  
12-2345,10,33,0  
12-2345,11,449,0  
12-2345,12,10,0  
12-2345,13,18,0  
12-2345,14,441,0  
12-2345,15,2,0  
12-2345,16,3,0  
12-2345,17,1,0  
12-2345,18,0,0  
12-2345,19,4,0  
12-2345,20,45,0  
12-2345,21,4,0  
12-2345,22,2,0  
12-2345,23,47,0  
12-2345,24,5,0  
12-2345,25,7,0  
12-2345,26,12,0  
12-2345,27,3,0  
12-2345,28,4,0  
12-2345,29,11,0  
12-2345,30,5,0  
12-2345,31,10,0  
12-2345,32,6,0  
12-2345,33,9,0  
12-2345,34,0,0  
12-2345,35,1,0  
12-2345,36,1,0  
12-2345,37,0,0  
12-2345,38,3,0  
12-2345,39,2,0  
12-2345,40,2,0  
12-2345,41,3,0  
12-2345,42,11,0  
12-2345,43,3,0

12-2345,44,5,0  
12-2345,45,9,0  
12-2345,46,2,0  
12-2345,47,3,0  
12-2345,48,16,0  
12-2345,49,5,0  
12-2345,50,61  
12-2345,51,0,0



## 7. Appendix 4 - Example Form D FTP File

12-34567, H,D,34567,[Name],[Email],[County],01/31/2014,03,2014,,[UserName],[PWD]  
12-34567,1,62,66,105,7,16,1,32,301,48,0,0,638,0  
12-34567,2,18,38,4,4,0,1,7,30,2,0,0,104,0  
12-34567,3,0,0,0,0,0,0,6,36,0,0,0,42,0  
12-34567,4,80,104,109,11,16,2,45,367,50,0,0,784,0  
12-34567,5,0,0,0,0,4,0,2,15,0,0,0,21,0  
12-34567,6,0,7,0,0,0,0,0,5,0,0,0,12,0  
12-34567,7,0,19,0,1,2,0,1,17,1,0,0,41,0  
12-34567,8,0,0,0,0,0,0,13,3,1,0,0,17,0  
12-34567,9,15,10,5,5,0,0,3,37,9,0,0,84,0  
12-34567,10,0,0,0,0,0,0,0,0,0,0,0,0,0  
12-34567,11,2,0,0,1,0,0,0,7,0,0,0,10,0  
12-34567,12,1,5,0,0,0,0,0,0,0,0,0,6,0  
12-34567,13,0,0,0,0,0,0,0,0,0,0,0,0,0  
12-34567,14,0,0,0,0,0,0,0,0,0,0,0,0,0  
12-34567,15,0,0,0,0,0,0,3,0,0,0,0,3,0  
12-34567,16,18,41,5,7,6,0,22,84,11,0,0,194,0  
12-34567,17,62,63,104,4,10,2,23,283,39,0,0,590,0  
12-34567,18,3,2,7,1,5,1,11,24,2,0,0,56,0  
12-34567,19,1,1,0,0,2,1,10,13,1,0,0,0,0  
12-34567,20,0,0,0,22,0,0,0,0,0,0,0,22,0  
12-34567, 21,0,0,0,0,0,0,0,0,0,0,0,0,0

## 8. Appendix 5 - Example Form AJ FTP File

12-34567,H,AJ,34567,[Name],[Email],[Court],01/31/2014,03,2014,,[UserName],[PWD]  
12-34567,1,27,249,3,513,39,805,1102,25,80,2843  
12-34567,2,64,801,23,1120,11,291,221,12,25,2568  
12-34567,3,16,241,0,248,0,4,0,1,2,512  
12-34567,4,107,1291,26,1881,50,1100,1323,38,107,5923  
12-34567,5,19,57,0,34,1,43,1,1,3,159  
12-34567,6,0,158,0,336,2,55,118,11,6,686  
12-34567,7,20,332,23,194,6,7,6,5,6,599  
12-34567,8,0,0,0,0,0,16,0,0,2,18  
12-34567,9,35,130,0,87,1,22,36,0,2,313  
12-34567,10,0,114,0,431,0,0,0,0,0,545  
12-34567,11,19,277,1,282,0,0,7,0,0,586  
12-34567,12,0,0,0,0,0,3,1,0,1,5  
12-34567,13,0,2,0,5,0,0,9,0,1,17  
12-34567,14,93,1070,24,1369,10,146,178,17,21,2928  
12-34567,15,14,221,2,512,40,954,1145,21,86,2995  
12-34567,16,0,1,0,0,2,12,1,0,15,31  
12-34567,17,0,38,0,0,10,14,14,0,5,0  
12-34567,18,0,0,0,0,0,0,0,0,0,0

## 9. Appendix 6 - Example Form IJ FTP File

12-34567,H,IJ,34567,[Name],[Email],[Court],01/31/2014,03,2014,,[UserName],[PWD]  
12-34567,1,83,17,62,4,38,0,0,204,0  
12-34567,2,55,5,35,2,2,0,0,99,0  
12-34567,3,25,1,10,0,0,0,0,36,0  
12-34567,4,163,23,107,6,40,0,0,339,0  
12-34567,5,0,0,0,0,0,0,0,0,0  
12-34567,6,0,0,0,0,0,0,0,0,0  
12-34567,7,0,0,0,0,1,0,0,1,0  
12-34567,8,37,3,14,0,0,0,0,54,0  
12-34567,9,4,3,13,0,0,0,0,20,0  
12-34567,10,0,0,0,0,0,0,0,0,0  
12-34567,11,8,0,8,0,0,0,0,16,0  
12-34567,12,5,0,0,0,1,0,0,6,0  
12-34567,13,0,0,0,0,0,0,0,0,0  
12-34567,14,17,2,7,0,0,0,0,26,0  
12-34567,15,0,0,0,0,0,0,0,0,0  
12-34567,16,0,0,0,0,0,0,0,0,0  
12-34567,17,71,8,42,0,2,0,0,123,0  
12-34567,18,92,15,65,6,38,0,0,216,0  
12-34567,19,4,2,2,0,0,0,0,8,0  
12-34567,20,0,0,0,0,0,0,0,0,0  
12-34567,21,0,0,0,0,0,0,0,0,0  
12-34567,22,0,0,0,0,0,0,0,0,0