

Format for Uniform Superior Court Rule 39.3.1

Label	Data Format	Number of Columns
Case Number	XXXXXXXXXX	1
Defendant	Last Name, First Name, Middle Initial	3
Sentencing Judge	Last Name, First Name, Middle Initial	3
Assigned Judge	Last Name, First Name, Middle Initial	3
Counsel of Record	Last Name, First Name, Middle Initial	3
Date of the Sentence	YYYYMMDD	1
Date the Transcript was Filed	YYYYMMDD	1
Date a Motion for New Trial or an Amended Motion for New Trial was Filed	YYYYMMDD	1
Motion for New Trial has been Ruled Upon	Y or N	1
Date a Notice of Appeal was Filed	YYYYMMDD	1
Record is Ready for Transmittal	Y or N	1

The Case Number label may be as many characters as required. All data shall be ordered by the Date of Sentence label.

All data transmitted pursuant to Uniform Superior Court Rule 39.3.1 shall be in a comma delimited text (.CSV) file format and be able to be opened and read by any program with the ability to open such files (e.g. Microsoft Excel).

All data transmitted pursuant to Rule 39.3.1 shall be emailed to all the judges in the circuit.

Example CSV Data

“Case Number”, “Defendant”, “Sentencing Judge”, “Assigned Judge”, “Counsel of Record”, “Date of the Sentence”, “Date the Transcript was Filed”, “Date a Motion for New Trial or an Amended Motion for New Trial was Filed”, “Motion for New Trial has been Ruled Upon”, “Date a Notice of Appeal was Filed”, “Record is Ready for Transmittal”

2018CR0001,Johnson,Michael,R,Doe,John,S,Jones,Jane,R,Smith,William,A,20180315,20180715,20180730,Y,20180815,Y
2018CR0002,Brown,Matthew,S,Doe,John,S,Jones,Jane,R,Smith,William,A,20180515,20180915,20180930,N,20181015,Y
2018CR0003,Wilson,James,T,Doe,John,S,Jones,Jane,R,Smith,William,A,20180715,20181115,20181130,Y,20181215,N

Excel Rendering of Example CSV Data

	Case Number	Defendant	Defendant	Defendant	Sentencing Judge	Sentencing Judge	Sentencing Judge	Assigned Judge	Assigned Judge	Assigned Judge	Counsel of Record	Counsel of Record	Counsel of Record	Date of the Sentence	Date the Transcript was Filed	Date a Motion for New Trial or an Amended Motion for New Trial was Filed	Motion for New Trial has been Ruled Upon	Date a Notice of Appeal was Filed	Record is Ready for Transmittal
1	2018CR0001	Johnson	Michael	R	Doe	John	S	Jones	Jane	R	Smith	William	A	20180315	20180715	20180730	Y	20180815	Y
2	2018CR0002	Brown	Matthew	S	Doe	John	S	Jones	Jane	R	Smith	William	A	20180515	20180915	20180930	N	20181015	Y
3	2018CR0003	Wilson	James	T	Doe	John	S	Jones	Jane	R	Smith	William	A	20180715	20181115	20181130	Y	20181215	N