

# Judicial Authorization for Court Report Preparation

## QCSR, Revenue Report and Budget and Expenditure Report

### PART I - COUNTY/COURT/DEPT.

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



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

INDIANA OFFICE OF COURT SERVICES

### 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

#### PART III - COURT/DEPT. STAFF

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

1) Employee already uses INcite

Yes  
 No

2) Employee needs access to forms for multiple courts

Yes  
 No

If yes, list court IDs  
 (i.e. 40C01, 40D01)

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

1) Employee already uses INcite

Yes  
 No

2) Employee needs access to forms for multiple courts

Yes  
 No

If yes, list court IDs  
 (i.e. 40C01, 40D01)

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

1) Employee already uses INcite

Yes  
 No

2) Employee needs access to forms for multiple courts

Yes  
 No

If yes, list court IDs  
 (i.e. 40C01, 40D01)

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

Date \_\_\_\_\_

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