

Revenue Reporting Website Overview

Log In

AJIN Network Users: Use your active directory (NT) log in information to access the website. This is the same log in as you would use to access your work computer.

All Other Users: Use the log in provided by the Research & Stats Group. If you do not have a log in, or your log in is denied, please call 602-452-3584 or email research@courts.az.gov.

Select Courts and Report

You will have access to certain courts based on your log in profile permissions. If you need access to additional courts or a different court, please contact the AOC Support Center. The most current 13 months of forms will be displayed with the court name, reporting month and calendar year. To select a form to open, click on the underlined text for that month. As surveys are completed and submitted they are showed with a checked box in the main menu. To reopen and amend a report, please contact research@courts.az.gov. You may return at any time to view and print a submitted report by clicking on the title for that month.

Data Entry of Revenue

- Enter the total revenue in the far right column for each row, enter the total revenue including pennies. Do not use special characters such as dollar signs.
- Justice and Superior Court – Enter the total revenue, do not subtract the 5% set aside. The 5% set aside is calculated for you based on the data entered into lines marked with an asterisk.
- Data for the same month of the previous year is reported in the column to the left of the data entry fields. This information is provided as a tool to validate the data that is being entered.
- For questions regarding how to report certain funds, please first refer to the instructions provided on the research & statistics website: <http://www.azcourts.gov/statistics/QuarterlyCourtRevenueSurvey.aspx>. If you still have questions email research@courts.az.gov.
- The open comments section at the bottom of the form is available if you need to leave notes regarding any revenue that has been entered.

Sending the Report

At any time you may click the “SAVE” button to save your progress and return to finish at a later time. Do not click the “SAVE and SUBMIT” button unless you have completed the form. Once the “Save and SUBMIT” button is clicked, the form will be locked. If you exit the form without saving or saving and submitting the form, all data will be lost. At any time you may use the “CLEAR” button to clear all data entered and restart or exit. If you accidentally save and submit the report before it is complete, or if you need to make amendments at a later time, please contact research@courts.az.gov and we will unlock the form so you can complete any changes. You will need to click “save and submit” again or we will not receive the updated information. Completed reports appear with a checked box in the main menu.