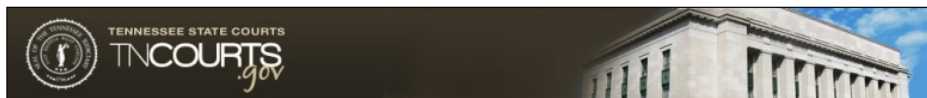


TCJFCJ Data Upload – Quick Guide Instructions for TCJFCJ Data Submission

1. In your internet browser go to <http://www.tncourts.gov/courts/juvenile-family-courts/court-statistical-report-validation> or click on this link. To save time in the future add this web address to your favorites in your browser.
2. You should now get a pop-up box asking for your user name and password. Enter the same user name and password you received from our office for report validation.
3. Select TCJFCJ Data Upload Form.



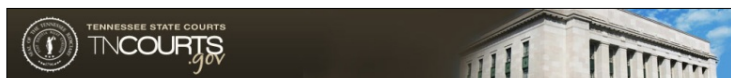
Statistical Reports for Validation

The reports linked from this page are DRAFT statistical reports and have not been validated. These reports are for review, validation and comment. Please direct all comments to: Juvenile.Reporting@tncourts.gov.

If you have questions, please contact Beverly Edmonds by email at Beverly.Edmonds@tncourts.gov or by phone at (615) 741-2687 extension 4000 or 1-800-448-7970 extension 4000.

- [2011 Summary Reports by County/Court for Validation](#)
- [2011 1st Quarter Reports by County/Court for Validation](#)
- [2011 2nd Quarter Reports by County/Court for Validation](#)
- [TCJFCJ Data Upload Form](#)

4. You will get a screen like the one below. Select your court from the drop-down list.



TCJFCJ Data Upload Form

- Select your court from the drop-down list

Court :

- Click the 'Browse' button to select the TCJFCJ data file you would like to submit.

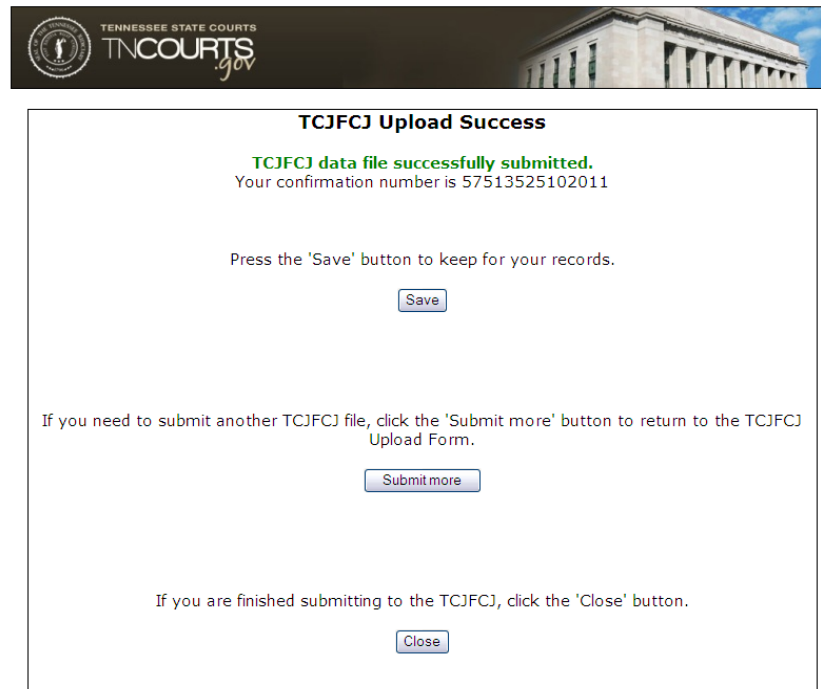
File :

- Click the 'Submit' button to send the TCJFCJ data file to the server.

5. Click on "Browse" and locate your JIF98 file on your computer or disk drive.
6. Select the file you want to send and you will return to the Data Upload page.

TCJFCJ Data Upload – Quick Guide Instructions for TCJFCJ Data Submission

7. Choose submit and you should get a confirmation page which you can save to your computer or record your confirmation number as a reference. Remember to change the confirmation page name if you want to keep confirmations for each submission or the files will over-write each other. You will also have the option to submit more files or close the window.



TCJFCJ Upload Success

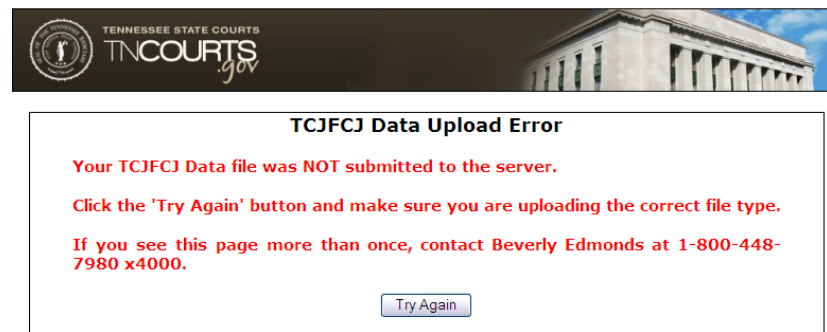
TCJFCJ data file successfully submitted.
Your confirmation number is 57513525102011

Press the 'Save' button to keep for your records.

If you need to submit another TCJFCJ file, click the 'Submit more' button to return to the TCJFCJ Upload Form.

If you are finished submitting to the TCJFCJ, click the 'Close' button.

If you do not complete all required information for the upload you could get an error page as follows:



TCJFCJ Data Upload Error

Your TCJFCJ Data file was NOT submitted to the server.

Click the 'Try Again' button and make sure you are uploading the correct file type.

If you see this page more than once, contact Beverly Edmonds at 1-800-448-7980 x4000.

You will need to choose “Try Again” and make sure you are selecting a court and file to submit. Both are required for submission.

Additional Information:

If at any time you have difficulty with these instructions contact: AOC Helpdesk 1-800-448-7980.

You may also navigate to the data upload page at www.tncourts.gov as follows:

1. Select “Courts” from the menu on the top of the page
2. Select “Juvenile & Family Courts” from the choices provided
3. Select “Court Statistical Report Validation” from the menu on the left side of the page
4. Select “click here” in the first paragraph.