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**CHAPTER 17**  
**PUBLIC REQUESTS FOR BULK**  
**DISTRIBUTION AND**  
**COMPILED INFORMATION**  
**Administrative Rule 9(F)**

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Under [Administrative Rule 9\(F\)](#)(1) through (3), the public may request approval from the Indiana Supreme Court, Division of State Court Administration (Division) for distribution of compiled court record information. Requests under Administrative Rule 9(F) (1) through (3) encompass public information only. Requests for release of confidential information must be sought under Administrative Rule 9(F)(4), requiring clear and convincing evidence that the information is necessary for its stated purpose.

While the Division reviews and approves the official request for information, Administrative Rule 9 authorizes the courts (and related trial court clerks) to decline to provide the bulk distribution if it will interfere with the normal operations of the court, challenge the court's resources or otherwise pose a substantial difficulty for the court/clerk.

In the event the court determines that the distribution is possible, it must ensure that the distribution only includes information available for public access. Though the recipient contracts to protect confidential information, the initial "line of defense" lies with the court.

[Forms](#) related to Requests for Bulk Data/Compiled Information Distribution the requesting party will file with the Division are published to the Division website. The Division requires specific information to be provided by the requesting party and will post the names of [approved entities](#) along with the signed contracts and related attachments on its website.

In November of each year, the Division will alert all approved requesting parties that their contracts will expire the following January 31. The requesting parties will be offered an opportunity to renew their contracts during the month of January and will be provided information on the protocol. The new contracts, when approved will be posted on the Division's website, replacing the current ones.

If a trial court clerk or court receives a request for bulk data distribution and is not provided a copy of the approval letter and contract provided by the Division, please contact the Division immediately.

## **Frequently Asked Questions**

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### **Are there different forms for Bulk Distribution Approval based on type of requesting party?**

No, the Division uses the same forms but if there are portions of the form that do not apply to the request, the requester may indicate "N/A" accordingly.

### **Once approved, are the counties obligated to provide the data distribution as requested?**

No, according to Administrative Rule 9(F), the county may decline to provide the data distribution if it determines that the request interferes with "the normal operations of the court." The Division encourages the counties to provide the data but requesters must be prepared to reimburse the counties for the distribution and may experience a delay in access.

### **Can an entity request routine distributions of bulk data from a county?**

Yes, the request can be for one distribution of data or routine distributions on daily, weekly, monthly or other basis to which the county and entity agree.

### **Can an entity request for approval to bulk distribution from the entire state, or individual counties?**

A requesting entity can submit for approval a request for data from one, several or all counties.

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