Customized Statewide LT Data Extract
Without Personally Identifying Information

Landlord and Tenant (LT) Data Extract Requirements

This document contains the data exchange rules and data extract field definitions for the Customized Statewide Landlord and Tenant (LT) Data Extract **without personally identifying information** compiled from information collected in the Office of Court Administration's Universal Case Management System for Local Civil Courts (UCMS-LC). The data in this extract is limited to data for the court(s) requested by the recipient.

Data Exchange Rules

1. The data will be sent as an XML file. Data from all requested courts will be contained in the same extract file.

2. If this data is covered by a Memorandum of Understanding agreed upon by OCA and the recipient, the data must be stored and used accordingly.

3. An **initial extract** will be run to provide historical data. This will be run for a requested time frame and will be indicated as **Filing Date From** and **Filing Date To** in the extract.

4. Optionally, subsequent **incremental extracts** may be run to provide information for any indexes that have been added new or updated since the last extract was run. For these indexes, OCA will include the entire index in the extract.

5. At some point in time, an index may be sealed, invalidated or deleted by the court. These indexes will be marked for deletion in the incremental extract. The XML record for an index marked for deletion will only contain the index number id of the index and the deletion indicator. When a record in the extract file indicates a delete, all records in the recipient database with the indicated index number id **MUST be deleted. This deletion is critical. It is imperative that all invalidated, sealed or deleted OCA records be expunged from the target database.** The deletes will be located in the extracts after adds/updates. OCA might send multiple deletes for the same index number in different extracts.

6. The data extract file(s) will be zipped. If the recipient requests **incremental extracts**, the file(s) will be placed on an SFTP server and the recipient will pull the extract files from this server. The extract files will be automatically deleted from the SFTP server **60 days** after they were posted. If the recipient requests only an **initial extract**, OCA will send the recipient a link to access the file(s). The link will remain active for **30 days**.
    The files will be named **LandlordTenant.Initial.FiledInYYYY.YYYY-MM-DD.zip** where FiledInYYYY is the 4-digit year of the index number's Filed Date or **LandlordTenant.Incr.YYYY-MM-DD.zip**, where YYYY-MM-DD is the run date of the extract.
    Ex: LandlordTenant.Initial.FiledIn2014.2015-09-10.zip; LandlordTenant.Incr.2015-09-14.zip.

Data Formatting Rules

1. All dates (except appearance dates/times) have an XML date format of YYYY-MM-DD.
    Appearance dates/times have an XML date/time format of YYYY-MM-DD'T'HH:MM:SS
    Ex: 2015-06-25T09:30:50 represents 06/25/2015, 09:30:50 AM

2. All phone numbers have the format (NNN) NNN-NNNN ext: NNNN.
    Ex: (614) 464-6223 ext: 1634
    The one to four digit phone extensions are optional. If there is no extension, the "ext:" will not display.
    Ex: (614) 464-6223

3. Amounts are a decimal number with two decimal places.
   Ex: 1413.56
   If an amount is a whole dollar amount (no cents), it will have no decimal digits.
   Ex: 11214

Data Extract Field Definition

Extract

(Required)

Sender

(Required)

Recipient

(Required)

ExtractType

(Required)

Values: "Initial", "Incremental", "Sample"

FilingDateFrom

(Optional)

This is the earliest filed date of the indexes to be included in the Initial extract.

This date will not be included in the Incremental extract.

FilingDateTo

(Optional)

This is the latest filed date of the indexes to be included in the Initial extract.

This date will not be included in the Incremental extract.

RunDate

(Required)

The run date of the extract.

Indexes

(Required)

A group of indexes added new or updated in the Case Management system for the period **FilingDateFrom** - **FilingDateTo**.

Index

IndexNumberId

(Required)

Unique number to identify the Index.

Delete

(Optional)

A request to delete an index from your repository.

*NOTE: The XML record for an index marked for deletion will only contain the **IndexNumberId** and the **Delete** indicator.*

Ex: XML Deletion Record:

<Index>

<IndexNumberId>124579A59837F98644BCEDA2345679FDE7611ABC98070302FC234562DEA46721</IndexNumberId>

```
        <Delete/>
      </Index>
```

Court
> (Required)
>> The full name of the court.

FiledDate
> (Required)
> Date the index was filed with the Court.

PropertyType
> (Optional)
> Indicates whether the property is "Commercial" or "Residential".

Classification
> (Optional)
> Ex: "Non-Payment", "Harassment", "HP"

SpecialtyDesignations
> (Optional)
>> A court-defined way to further classify an index.
>
> **SpecialtyDesignationType**
>> (Optional)
>> Ex: "COOP/CONDO", "Military"

Status
> (Required)
> Current status of the index.
> Ex: "Active", "Disposed"

DisposedDate
> (Optional)
> Date the index was disposed.

DisposedReasonNoPersonallyIdentifyingInfo
> (Optional)
> The action that disposed of the case.
> Ex: "Motion(1)-Relief: Restore to Possession; Decision: Granted - Index Disposed"

FirstPaper
> (Required)
> The filing instrument that initiated the index.

PrimaryClaimTotal
> (Optional)
> The total amount of the primary claim (sum of all primary claim Cause of Actions).

PrimaryClaimCauseOfActions
> (Optional)
> The reasons why this index is before the court.
>
> **PrimaryClaimCauseOfAction**
>> **CauseOfActionType**
>>> (Required)

Ex: "Breach of Lease", "Breach of Lease or Rental Agreement"

InterestFromDate

(Optional)

Amount

(Optional)

Amount of the Cause of Action.

DateOfJuryDemand

(Optional)

PropertyAddresses

(Required)

The address of the properties that the case concerns.

PropertyAddress

(Required)

City

(Required)

State

(Required)

PostalCode

(Required)

Parties

(Required)

The parties on this index.

Party

Role

(Required)

Ex: "Petitioner", "Respondent", "Interested Party"

PartyType

(Required)

Values: "Person", "Business", "Agency"

RepresentationType

(Required)

Values: "Counsel", "SRL" (Self Represented Litigant), "No Appearance"

NOTE: "No Appearance" means the party has not appeared at the courthouse to indicate representation.

Undertenant

(Required)

"true" if this party is an undertenant, "false" otherwise.

Events

(Optional)

The events on this index.

Event

EventName

(Required)

Ex: "Answer Filed (Attorney)", "Inspection Report Requested", "Miscellaneous"

FiledDate

(Required)

FeeType

(Optional)

Values: "Collected", "Exempt", "Waived by Judge"

FilingParties

(Optional)

FilingParty

Role

(Required)

Ex: "Petitioner", "Respondent"

AnswerType

(Optional)

Values: "Oral", "Written"

Appearances

(Optional)

The appearances on this index.

Appearance

AppearanceDateTime

(Required)

AppearancePurpose

(Required)

Ex: "Hearing", "Conference", "Motion"

AppearanceReason

(Required)

Values: "New Appearance", "Adjourned", "Rescheduled", "Continued", "System Scheduled"

AppearancePart

(Required)

The Court Part that the appearance is scheduled to.

MotionSequence

(Optional)

A unique identifier (number) of a motion on this appearance.

Ex: "1", "2"

AppearanceOutcomes

(Optional)

Motion or Non-Motion outcomes on this appearance.

AppearanceOutcome

AppearanceOutcomeType

(Required)

Ex: "Reserved Decision", "Dismissed"

OutcomeBasedOnType

(Optional)

What the outcome is based on.
Ex: "Conference", "Hearing"

Motions
(Optional)
Motion
Sequence
(Required)
A unique identifier (number) of a motion on this index.
Ex: "1", "2"
MotionType
(Required)
Values: "Order to Show Cause", "General", "Ex-Parte"
PrimaryRelief
(Required)
Ex: "Restore to Possession", "Restore to Calendar", "Vacate Judgment"
FiledDate
(Required)
FilingParties
(Optional)
FilingParty
Role
(Required)
Ex: "Petitioner", "Respondent"
MotionDecision
(Optional)
Ex: "Granted", "Denied - Index Disposed"
MotionDecisionDate
(Optional)
Decisions
(Optional)
Decision
Sequence
(Required)
A unique identifier (number) of a decision on this index.
Ex: "1", "2"
ResultOf
(Required)
Values: "Reserved Decision", "Courtroom Appearance", "Arbitration", "Petitioner's Request", "Marshal's Request",
"Conversion   Event"
HighlightNoPersonallyIdentifyingInfo
(Required)
Ex:
Judgment with Possession, with Warrant, No Stay/Issuance Forthwith

.....With Prejudice: No
.....Based On: Failure to Answer
.....Liable: Jointly and Severally
.....Amount: $800.00
.....Interest From Date:
.....Interest Rate: 9.0%
.....Costs: Without Costs
.....Attorney Fees:
.....Warrant(s) Ordered
.....Issuance: No Stay/Issuance Forthwith
.....Execution: No Stay
.....Enforcement Agency: Albany Sheriff's Association
.....Enf Officer Docket #: 984
.....Recorded On: 09/04/2013
.....Result of: Reserved Decision
.....Decision Date: 09/04/2013

Judgments
>   (Optional)
>   **Judgment**
>>   **Sequence**
>>>   (Required)
>>>   A unique identifier (number) of a judgment on this index.
>>>   Ex: "1", "2"
>>   **AmendedFromJudgmentSequence**
>>>   (Optional)
>>>   The unique identifier (number) of a judgment sequence this judgment was amended from.
>>>   Ex: "1", "2"
>>   **JudgmentType**
>>>   (Required)
>>>   Ex: "Failure to Answer", "Failure to Appear", "Hearing"
>>   **FiledDate**
>>>   (Required)
>>   **EnteredDateTime**
>>>   (Required)
>>   **WithPossession**
>>>   (Required)
>>>   "true" if a judgment grants possession of property, "false" otherwise.
>>   **LatestJudgmentStatus**
>>>   (Required)
>>>   Ex: "Entered", "Vacated", "Partially Satisfied"
>>   **LatestJudgmentStatusDate**
>>>   (Required)
>>   **TotalJudgmentAmount**

(Required)

Creditors

(Required)

Creditor

Role

(Required)

Ex: "Petitioner", "Respondent"

Debtors

(Required)

Debtor

Role

(Required)

Ex: "Petitioner", "Respondent"

Warrants

(Optional)

Warrant

Sequence

(Required)

A unique identifier (letter) of this warrant on the judgment.

Ex: "A", "B"

CreatedReason

(Required)

Values: "Original Issuance", "Re-issued", "Duplicate Original", "Amended"

OrderedDate

(Required)

IssuanceType

(Required)

Indicates whether the warrant can be issued forthwith or that the issuance is stayed.

Ex: "No Stay/Issuance Forthwith", "Stayed - Number of Days"

IssuanceStayedDate

(Optional)

Date issuance is stayed until.

IssuanceStayedDays

(Optional)

A number of days the issuance is stayed until.

IssuedDate

(Optional)

The date this warrant was signed, thereby issuing the warrant.

ExecutionType

(Required)

Indicates whether the execution of the warrant is stayed or not.

Ex: "No Stay", "Stayed - Per Stipulation/Order"

ExecutionStayedDate

(Optional)

Date execution is stayed until.

ExecutionStayedDays

(Optional)

A number of days the execution is stayed until.

MarshalRequestDate

(Optional)

The date the Marshal's Request was filed.

MarshalRequestReviewedDate

(Optional)

The date the Marshal's Request for judgment and warrant was reviewed.

EnforcementAgency

(Optional)

The Enforcement Agency responsible for enforcing the warrant.

EnforcementOfficerDocketNumber

(Optional)

Enforcement Officer's internal Docket Number (not related to UCMS-LC).

PropertiesOnWarrant

(Required)

Properties that are covered by the Warrant.

PropertyOnWarrant

(Required)

City

(Required)

State

(Required)

PostalCode

(Required)

AmendedDate

(Optional)

VacatedDate

(Optional)

AdultProtectiveServicesNumber

(Optional)

ReturnedDate

(Optional)

Date that the Warrant was returned from the Enforcement Agency.

ReturnedReason

(Optional)

Ex: "Executed with Eviction", "Withdrawn"

ExecutionDate

(Optional)

Date that the Warrant was executed by the Enforcement Agency.