

## Sean Chen

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**From:** Michele Easter  
**Sent:** Monday, November 14, 2022 1:09 PM  
**To:** Sean Chen  
**Subject:** FW: Question about data extraction

Here is the record I have.

Even though it lists 12/31/2020 as the last date in their April email, in the emails that follow in July they indicate that I would be getting the updated one, i.e., through June 30.

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**From:** RPA <[rpa@nccourts.org](mailto:rpa@nccourts.org)>  
**Sent:** Thursday, July 15, 2021 10:23 AM  
**To:** Michele Easter <[michele.easter@duke.edu](mailto:michele.easter@duke.edu)>  
**Subject:** RE: Question about data extraction

The 5-year statistical extract is being mailed out this afternoon via certified mail. Tracking number 7019 0700 0000 5065 1702

Thanks

Remote Public Access  
North Carolina Judicial Branch  
O 919-890-2220  
F 919-890-1901

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**From:** Michele Easter <[michele.easter@duke.edu](mailto:michele.easter@duke.edu)>  
**Sent:** Tuesday, July 13, 2021 10:04 AM  
**To:** RPA <[rpa@nccourts.org](mailto:rpa@nccourts.org)>  
**Subject:** RE: Question about data extraction

Thanks! Just mailed the request.  
I appreciate how responsive you all are at this email address.  
Michele

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**From:** RPA <[rpa@nccourts.org](mailto:rpa@nccourts.org)>  
**Sent:** Tuesday, July 13, 2021 9:47 AM  
**To:** Michele Easter <[michele.easter@duke.edu](mailto:michele.easter@duke.edu)>; RPA <[rpa@nccourts.org](mailto:rpa@nccourts.org)>  
**Subject:** RE: Question about data extraction

You can mail the payment this month and receive the updated extract.

Thanks

Remote Public Access  
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**From:** Michele Easter <[michele.easter@duke.edu](mailto:michele.easter@duke.edu)>

**Sent:** Tuesday, July 13, 2021 9:46 AM

**To:** RPA <[rpa@nccourts.org](mailto:rpa@nccourts.org)>

**Subject:** RE: Question about data extraction

Hello,

Is it too early to order an updated new 5-year extract available yet? It was scheduled for some time in July.

If I mail in a payment this month, will I receive the new one?

Thank you,

Michele

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**From:** RPA <[rpa@nccourts.org](mailto:rpa@nccourts.org)>

**Sent:** Wednesday, April 14, 2021 2:00 PM

**To:** Michele Easter <[michele.easter@duke.edu](mailto:michele.easter@duke.edu)>; RPA <[rpa@nccourts.org](mailto:rpa@nccourts.org)>

**Subject:** RE: Question about data extraction

## FIVE YEAR STATISTICAL DATA EXTRACT

### OVERVIEW

The North Carolina Administrative Office of the Courts provides, for research purposes, a five-year statistical raw data extract from 01/01/2016-12/31/2020 for the Automated Criminal/Infractions System (ACIS) and/or 01/01/2016-12/31/2020 for the Civil Case Processing System (VCAP). The next update will be in July of 2021. One or both extracts can be provided on one flash drive. Customers may pick-up the flash drive at 901 Corporate Center Drive, Raleigh, NC 27607 or the drive can be sent by certified mail for an additional fee. **(PLEASE NOTE: The option to pick-up is unavailable during the COVID-19 pandemic as personnel are working remotely.)**

### FIVE-YEAR STATISTICAL EXTRACT FEES

|  |      |
|--|------|
| Automated Criminal/Infractions System Extract (ACIS) <i>Only on one flash drive</i>                      | \$7  |
| Civil Case Processing System Extract (VCAP) <i>Only on one flash drive</i>                               | \$7  |
| Both the ACIS and VCAP Extracts <i>both can fit on one flash drive</i>                                   | \$7  |
| Pick-Up at 901 Corporate Center Drive, Raleigh, NC 27607 <b>(Not Available during COVID-19 pandemic)</b> | \$0  |
| Sent by Certified Mail   | \$10 |

### AUTOMATED CRIMINAL/INFRACTIONS SYSTEM (ACIS)

Please review the (attached) ACIS Case Record Layout to see the fields included in this extract. This the only format available. There are no variations. The extracts include case information for any case based on at least one of the following dates falling within the previous five-year date range. (Please note: Any cases updated after the perimeter dates will not show.)

1. Date the case was originally created in Superior.
2. Date the case was disposed in District.
3. Date the case was disposed in Superior Court.

### CIVIL CASE PROCESSING SYSTEM (VCAP)

Please review the (attached) VCAP extract file layout to see the fields included in this extract. This the only format available. There are no variations. You must have a text editor that can handle files of 500mb or greater.

### ORDER INFORMATION

To receive a five-year statistical extract, please mail a check or money order (we do not accept cash) made payable to "NC Administrative Office of the Courts" in the amount of \$17 (certified mailing) or \$7 (pick-up) and mail to: N.C. Administrative Office of the Courts, Financial Services Division, Attn: Remote Public Access, PO Box 2448, Raleigh, NC 27602. You will need to include the following information.

**Name:**

**Department:**

**Street Address:**

**City, State & Zip:**

**Telephone Number:**

**Which extract are you ordering (ACIS only, VCAP only or both)?**

Once we receive this information and your payment, we will mail your flash drive. If you chose to pick-up the drive, please make pick-up arrangements with us by calling Remote Public Access at 919-890-2220.

If you are interested in any other public records, please go to the Public Records website at <https://www.nccourts.gov/public-records-request> to make your request.

**Remote Public Access**  
**North Carolina Judicial Branch**  
**O 919-890-2220**  
**F 919-890-1901**

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**From:** Michele Easter <[michele.easter@duke.edu](mailto:michele.easter@duke.edu)>

**Sent:** Wednesday, April 14, 2021 12:54 PM

**To:** RPA <[rpa@nccourts.org](mailto:rpa@nccourts.org)>

**Subject:** Re: Question about data extraction

Hello, I am interested in receiving the most recent flash drive of ACIS data (see below), unless it's about to be updated. When is the next update and what dates would it cover?

Please let me know how I can obtain it (i.e., if policies have changed since August 2018).

Thanks!

Michele

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**From:** RPA <[rpa@nccourts.org](mailto:rpa@nccourts.org)>

**Sent:** Monday, August 6, 2018 3:20 PM

**To:** Michele Easter <[michele.easter@duke.edu](mailto:michele.easter@duke.edu)>

**Subject:** RE: Question about data extraction

The North Carolina Administrative Office of the Courts provides, for research purposes, a five-year statistical raw data extract of data from the statewide Automated Criminal/Infractions System (ACIS). The extract includes criminal and infractions data from **01/01/2013 - 06/30/2018** and is provided on a flash drive.

The extracts include case information for any case based on at least one of the following dates falling within the previous five-year date range.

1. Date the case was originally created on the system.

2. Date the case was originally created in Superior.
3. Date the case was disposed in District.
4. Date the case was disposed in Superior Court.

You will find the ACIS Case Record Layout attached so you can see the fields included in the extract.

If you are interested in this extract and want to receive it by mail, please mail a \$17 cashier's check made out to the N.C. Administrative Office of the Courts to the following address to cover the cost of the flash drive and mailing by certified mail.

N.C. Administrative Office of the Courts  
Financial Services Division  
Attn: Remote Public Access  
901 Corporate Center Drive  
Raleigh, NC 27607

Please provide a physical address to which you want the flash drive mailed upon our receipt of the check.

If you prefer to pick up the flash drive at our building rather than having it mailed, the cost is \$7. Please let us know your preference.

If you are interested in any other public records, please go to the Public Records website at <https://www.nccourts.gov/public-records-request> to make your request.

Thank you.

**Remote Public Access**  
**North Carolina Judicial Branch**  
**O 919-890-2220**  
**F 919-890-1901**

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**From:** Michele Easter [<mailto:michele.easter@duke.edu>]  
**Sent:** Monday, August 06, 2018 2:50 PM  
**To:** RPA <[rpa@nccourts.org](mailto:rpa@nccourts.org)>  
**Subject:** Question about data extraction

Hello,

I am a researcher at Duke.

I have some questions about the use of data on criminal records for the purpose of research.

I am hoping to create a de-identified dataset that would merge NC criminal records with a sample of NC residents who went to the ER for an opioid overdose during 2012-2016. I would like to use criminal justice records from before, during, and after 2012-2016.

Would this be possible?

What procedures would I go through?

How much would it cost to receive the data? (I wasn't sure which of the cost estimates provided on the website would apply to this.)

Analysts at Duke would be responsible for linking/merging in a secure manner.

Thank you,

Michele

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Services Effectiveness Research Program  
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