1. The Trial Court requesting the NOC completes the NOC Request form and submits it to the Trial Court Service Desk.
2. When the form is received by the Trial Court Service Desk, the staff will open a Work Order and the NOC request form will be attached to the work order. The work order will be assigned to the Trial Court Service Desk Data Management Analyst who received the request.
3. The Data Management Analyst will open and read the NOC Request form to determine which assignments must be created for a particular NOC request depending on the following:
   a. The Data Management Analyst will verify whether the NOC request is an NRS, a local code, a commercial federal regulation, or a universal fire code.
   b. The Data Management Analyst will check the NOC list located on the S drive: **L:\StaffIT\Data Management\NOC List** to find out if the NOC is listed.
   c. The Data Management Analyst will check CourtView to find out if the NOC is listed.
4. An assignment or "child" work order will be created for each task that must be completed and escalated as necessary to the other IT units, except for the process below "If the code is not on the NOC list or in CourtView." The Trial Court Service Desk Data Management Analyst will be the requestor on each assignment so the user does not receive emails on multiple work orders and the parent work order can be monitored as each assignment is closed.

If the code is not on the NOC list or in CourtView:
1. Assignment 1 - An e-mail requesting the new NOC be created with the NOC request form will be sent to the Department of Public Safety (DPS) email at nocrequest@dps.state.nv.us for further research.
   i. If the NOC requested is denied by the NOC committee the court will be notified by the Data Management Analyst that the NOC has been denied, given the reason why and the parent work order closed.
2. Assignment 2 - If a NOC is created, verify that the SCR column and 50,000 series NOC is present. If either the SCR column or 50,000 series NOC was not provided the Data Management Analyst will check CourtView and/or the NOC list to find the SCR mapping or check with Integration. If the SCR mapping is not available a child work order will be created from the parent work order the Data Management Analyst will keep the child work order assignment and follow-up as necessary with Research and Statistics and an email is to be sent to the statistics@nvcourts.nv.gov requesting the mapping. The email will contain the minimum information of the NRS/Local Ordinance code and description, the degree of offense, and if available the link to where the code may be reviewed. *(assignment is entered only if SCR column was not provided)*

   If a NOC is created, verify that the DMV/ACD code is present. If the DMC/ACD code was not provided the Data Management Analyst will check

> ***CourtView and/or the violation code list located on the S drive: S:\PROJECT SUPPORT\TEAM ITEMS\MISC NCS ITEMS\DMV.***

3. Assignment 3 - Enter the code in CourtView following the step by step instructions located in the Solutions Database. The court will be notified that the NOC has been added and the parent work order closed.

If the code is in CourtView: *(no assignments are necessary)*

1. Enter the code for the appropriate court in CourtView following the step by step instructions located in the Solutions Database. Notify the Court that the NOC has been added and close the parent work order.

If the code is on the NOC list, but not in CourtView: *(no assignments are necessary)*

1. Enter the code in CourtView following the step by step instructions located in the Solutions Database. Notify the Court that the NOC has been added and close the parent work order.

** NOTE** To obtain a new NOC list a request will need to be sent to DPS at nocrequest@dps.state.nv.us .