



Idaho Supreme Court Request for Extended Access to Court Records

Pursuant to [Idaho Court Administrative Rule \(ICAR\) 32](#), Idaho government agencies and/or agents (private firms or individuals) under contract to conduct business on behalf of the state or county may apply for extended access to confidential court records via the iCourt Portal.

This form is to be completed by the Group Leader (the agency representative authorized to approve or deny employee access requests) and returned to service@idcourts.net. Group Leader must acknowledge all agency and user responsibilities stated in the form, as indicated by handwritten or electronic signature. It is the Group Leader's responsibility to notify the users that they have been approved for Portal Extended Access and should register by seeing the [instructions for requesting extended access](#). If your agency does not have a Group Leader, or a new Group Leader needs to be designated, your agency's Agency Head must submit an Agency Head Designation and Attestation, available here.

Agency and Group Leader

Your Name (Group Leader): _____

Position Title (e.g. Prosecutor, Probation Officer, etc.) _____

Your Email: _____ Agency Phone #: _____

Title of Agency (or Contractor): _____

Agency Type (select one): City County State Federal Contract Agent/Firm*

*Date contract ends or to be reviewed: _____

Division/District/Group (if appl.): _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____ County: _____

Describe the information or case type(s) you need access to and your reason(s) for requesting access, pursuant to ICAR 32: _____

For employee(s) who require new extended access accounts in the iCourt Portal, list name and email address. For additional employees, attach another sheet with name and email address for each user.

Full Name _____ Email _____

Full Name _____ Email _____

Full Name _____ Email _____

Full Name _____ Email _____

Agency, Group Leader, and User Responsibilities:

Persons accessing court records and information on the Idaho Supreme Court iCourt Portal, pursuant to this authorization:

User Responsibilities:

- ▶ Users shall NOT disclose, discuss, or distribute, whether in verbal, electronic or printed formats, any otherwise confidential court records obtained from the iCourt Portal, or the information contained therein, except to agency officials or their agents empowered to examine such information in the exercise of their official duties and powers, pursuant to Idaho Court Administrative Rule 32;
- ▶ Users shall NOT allow any workstation(s) to be unattended or unsecured while logged in to the iCourt Portal;
- ▶ Users shall NOT access, use, or knowingly allow other persons to access or use confidential court records obtained from the iCourt Portal (or the information contained in such records) for personal or otherwise unofficial purposes;
- ▶ Users shall NOT engage in, or allow, any activity that could compromise the iCourt Portal, security, data, or the confidentiality of any system data, including, but not limited to, username and password; and
- ▶ Users shall immediately notify the group leader or other agency official of any improper, unauthorized, or illegal access or use of confidential court records obtained from the iCourt Portal (or the information contained in such records), or of any attempt to obtain or use such records or information.

Group Leader Responsibilities:

- ▶ Group Leaders shall ensure that users and others in their supervisory chain are trained NOT to disclose, discuss, or distribute, whether in verbal, electronic, or printed formats, any otherwise confidential court records obtained from the iCourt Portal, or the information contained therein, except to agency officials or their agents empowered to examine such information in the exercise of their official duties and powers, pursuant to Idaho Court Administrative Rule 32;
- ▶ Group Leaders shall ensure that users and others in their supervisory chain are trained to comply with the User Responsibilities, enumerated above;
- ▶ Group Leaders must perform periodic reviews of agency users to ensure access is still appropriate and that approved users are in compliance with a signed the acknowledgment of responsibilities (this must be retained by the agency); and
- ▶ Group Leaders must respond to the Court’s annual audit of approved users within 14 days or access for the agency will be suspended.

Agency Head Responsibilities:

- ▶ Agency Heads must notify the Court within 24 hours of a Group Leader leaving employment, or a change in job duties that no longer requires the Group Leader to access otherwise confidential court records through the iCourt Portal.
- ▶ If an Agency Head wishes to change or designate a Group Leader, he or she must submit an Agency Head Designation and Attestation, which can be found here.

I have read and accept the responsibilities listed. **I understand that I must also provide a copy of the user responsibilities (use User Agreement form) to each employee listed and the agency is responsible to keep a signed acknowledgment on file for each user.** I understand that by completing and returning this form electronically, I accept these terms and conditions as indicated by my handwritten or electronic signature.

Group Leader Signature*: _____ **Date:** _____

**Type your name, if providing electronic signature.*

The Idaho Supreme Court reserves the right to suspend or terminate access to any user, group or agency at any time.