



## Agency Request for Inclusion in Idaho Supreme Court Extended Access Order

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 court records via the iCourt Portal.

This form is to be completed by the Agency Head and returned to [service@idcourts.net](mailto:service@idcourts.net) for potential consideration by the Idaho Supreme Court.

### Agency Information

Agency Name: \_\_\_\_\_

Agency Physical Address: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

Agency Website and/or Online Staff Directory: \_\_\_\_\_

Idaho/Local Branch Information (*if applicable*): \_\_\_\_\_

Name of Highest Ranking Agency Official (Agency Head): \_\_\_\_\_

Title of Agency Head: \_\_\_\_\_

Agency Head Email Address: \_\_\_\_\_

Agency Head Phone #: \_\_\_\_\_

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

Date contract ends or to be reviewed: \_\_\_\_\_

### Extended Access Request

**Please provide the following information to support your request. Attach extra pages, if needed, using the template on the final page of this document.**

Statutory citation(s) for applicable agency enabling statutes and statutory duties and responsibilities (*if applicable*):

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Select the Extended Access Category, found on [Exhibit 1 to the Extended Access Order](#), you believe best fits your request: \_\_\_\_\_

Specifically describe the court records, information, and/or case types you believe your agency needs to examine, and the reason(s) for access. (For court record access policy, including exemptions and limitations on disclosure, please see [Idaho Court Administrative Rule 32](#)):

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Describe how frequently you believe your agency needs to examine these court records:

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Identify if and how these court records are contained in numerous records from more than one Idaho county:

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## Extended Access Users

Identify the position titles and position descriptions for the individuals in your agency who would utilize extended access to the iCourt Portal. Also describe the official duties and powers of these individuals.

### Position Title & Description

### Official Duties & Powers

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How would the positions identified above use these court records, and how is such use within the exercise of their official duties and powers?

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## Additional Information

Identify anything else you believe the Idaho Supreme Court should be aware of in consideration of your request:

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## Signature

Please return to [service@idcourts.net](mailto:service@idcourts.net) for potential consideration by the Idaho Supreme Court.

Agency Head Signature: \_\_\_\_\_

Agency Head Name: \_\_\_\_\_

Date: \_\_\_\_\_

*If the Idaho Supreme Court issues an order amending the Extended Access Order to include your agency, the Agency Head must complete and submit an [Agency Head Designation and Attestation Form \(Form EA2\)](#) to [service@idcourts.net](mailto:service@idcourts.net).*

*Then, the designated Group Leader must complete and submit a [Request for Extended Access to Court Records \(Form EA3\)](#) to [service@idcourts.net](mailto:service@idcourts.net), which will identify the individual users who will be provided access.*

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

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