



Agency Head Designation and Attestation

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 Agency Head and returned to service@idcourts.net. The Agency Head must acknowledge all agency and user responsibilities stated in the form, as indicated by handwritten or electronic signature.

I, _____ hereby designate _____, who holds the position of _____, to be the group leader for _____ and to exercise the rights and responsibilities associated with extended access to confidential records via the iCourt Portal.

I hereby certify that I will notify the Court within 24 hours of the Group Leader leaving employment, or changing job duties, and will designate a new Group Leader at that time.

I have read and accept the responsibilities listed. I understand that by completing and returning this form electronically, I accept these terms and conditions as indicated by my handwritten or electronic signature.

Agency Head 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.