



Idaho Supreme Court Extended Access User Agreement for Data Repository and iCourt Portal

This form must be completed and signed by each agency employee granted extended access to court records and information on the Data Repository and/or iCourt Portal (referred to as Systems below).

SIGNED FORMS ARE TO BE RETAINED BY THE AGENCY GROUP LEADER AND MADE AVAILABLE TO THE COURT UPON REQUEST

User's Full Name _____

User's Email _____ User's Phone # _____

Title of Agency (e.g. Dept. of Health and Welfare): _____

Division/District (e.g. Child Protection, 7th District): _____

Group Leader/Supervisor Name: _____

User Responsibilities:

- **I will not** disclose, discuss or distribute, whether in verbal, electronic or printed formats, any otherwise confidential court records obtained from the Systems, 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.
- **I will not** allow any workstation(s) to be unattended or unsecured while I am logged in to the Systems;
- **I will not** access, use, or knowingly allow other persons to access or use confidential court records obtained from the Systems (or the information contained in such records) for personal or otherwise unofficial purposes; or
- **I will not** engage in, or allow, any activity that could compromise the Systems security or data, or the confidentiality of any System data, including, but not limited to, username and password.
- **I WILL** immediately notify my Supervisor or other responsible agency official of any improper, unauthorized, or illegal access or use of confidential court records obtained from the Systems (or the information contained in such records), or of any attempt to obtain or use such records or information.
- **I understand** that the Idaho Supreme Court reserves the right to suspend or terminate restricted Repository access to any user, group or agency at any time.

I have read and understood the following terms and conditions of accessing confidential court records on the Idaho Supreme Court Data Repository and/or iCourt Portal, and I accept these terms and conditions.

User Signature: _____ Date: _____