



# 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 Data Repository and/or 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 [access@idcourts.net](mailto:access@idcourts.net). Group Leader must acknowledge all agency and user responsibilities stated in the form, as indicated by handwritten or electronic signature.

Type of Request:       New request for agency access       Updating agency info/employees

## *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: \_\_\_\_\_

\_\_\_\_\_

## *Agency Employees*

**You must list the full name and work email address for each employees who should have extended access\*:**

Full Name \_\_\_\_\_ Email \_\_\_\_\_

**\*If you have additional employees, attach another sheet with the full name and email address for each user.**

**Agency, Group Leader, and User Responsibilities:**

Persons accessing court records and information on the Idaho Supreme Court Data Repository and/or iCourt Portal (referred to as Systems below), pursuant to this authorization:

- ▶ Shall 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;
- ▶ Shall NOT allow any workstation(s) to be unattended or unsecured while logged in to the Systems;
- ▶ Shall 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;
- ▶ Shall NOT engage in, or allow, any activity that could compromise Systems' security, data, or the confidentiality of any system data, including, but not limited to, username and password; and
- ▶ 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 Systems (or the information contained in such records), or of any attempt to obtain or use such records or information;
- ▶ Group Leader must perform periodic review of agency users to ensure access is still appropriate and approved users are in compliance with a signed the acknowledgement of responsibilities (this must be retained by the agency);
- ▶ Group Leader must respond to the Court's annual audit of approved users within 14 days or access for the agency will be suspended;
- ▶ Agency must notify the Court within 24 hours of a group leader or user leaving employment, or a change in job duties that no longer requires the group leader or user to access otherwise confidential court records through the Systems.

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.**