

## Q&A Regarding Idaho Data Repository Security Changes

### Q&A - Security for Idaho's Data Repository

#### Q: For general public access and inquiries, what will change?

**A:** Nothing. General public searches for court records by name and/or case number will not be affected.

#### Q: What is “extended access” and do I qualify for it?

**A:** Extended access provides users with access to certain confidential court records. Access to confidential court records is governed by [Idaho Court Administrative Rule 32](#) [1]. Please read the full text of the rule to determine whether or not you qualify for access to confidential court records. Once you have read the rule and conclude a need for access, you must complete and submit [Authorization Request Form](#) [2] & [User Agreement](#) [3] for processing. **Please note, we cannot determine eligibility via phone or email inquiries, you must complete the necessary forms and we will provide a written response once your forms have been processed.**

#### Q: I’ve had “extended access” in the past, what do I need to do?

**A:** Any user who is not an employee of the courts (county or state), currently has extended authorization, and wishes for that access to continue, must complete the [Authorization Request Form](#) [2] & [User Agreement](#) [3]. Authorization and access levels for these individuals will now be managed by the Supreme Court.

#### Q: Where can individuals find the application and forms they need?

**A:** Links to the documents are available on the homepage of the [Data Repository](#) [4]. Or, the direct links are: [Authorization Request Form](#) [2] & [User Agreement](#) [3]

#### Q: When & where do the Authorization Request Form and User Agreement need to be returned?

**A:** Completed forms must be returned no later than **Monday, August 20, 2012**. Forms should be sent via email to [repositoryaccess@idcourts.net](mailto:repositoryaccess@idcourts.net) [5]. Returning the forms by the given deadline will ensure users are issued a new username and password and will avoid interruptions their in access.

#### Q: What if I don’t get my form in by the deadline of Monday, August 20th?

**A:** If you've had extended access in the past, your previous username and password will no longer

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work after **September 15, 2012**. You must complete the [Authorization Request Form](#) [2] & [User Agreement](#) [3] to obtain a new username and password. The August 20, 2012 deadline is relevant only if you do not want to experience an interruption in your access. Any form not returned to the court by August 20, 2012 may not have adequate time to be processed and approved by September 15th. Those forms will be processed as they come in later, and the applicant will be notified of the status as they are processed and approved.

### **Q: When will the new security protocols be implemented?**

**A: September 15, 2012.** Previous usernames and passwords, other than those used by state and county court employees, will be deactivated on September 15, 2012 and will no longer provide access. Those who have been given new usernames and passwords will begin using them at this time.

### **Q: What will change for current users with extended access now required to complete an application?**

**A:** Programming has been completed which will improve the Court's ability to track users who are granted extended access and which ensures better password control. The new protocols also require notification following changes in employment to allow for deactivation of usernames.

### **Q: I work within the Courts; do I need to complete an application?**

**A:** No. Existing ISTARs passwords for court clerks, judges, TCA's, and other court personnel (for example: Problem Solving Court Coordinators, Domestic Violence Court Coordinators, Family Court Service Coordinators, etc.) will continue to provide both ISTARs and repository access. Those listed do not need to complete an authorization request form. Access for these individuals will continue to be managed at a local level.

**Source URL:** <https://isc.idaho.gov/repositorychanges>

#### **Links:**

[1] <http://www.isc.idaho.gov/icar32>

[2] <https://www.idcourts.us/repository/files/fullcourt/idaho/2012ISTARSExtendedAccessAuthorizationRequest.pdf>

[3] <https://www.idcourts.us/repository/files/fullcourt/idaho/2012ISTARSExtendedUserAccessAgreement.pdf>

[4] <https://www.idcourts.us/repository/start.do>

[5] <mailto:repositoryaccess@idcourts.net>