

## IJJIS USER AGREEMENT

The user named in this agreement requires non-transferable access to the Integrated Juvenile Justice Information System (IJJIS) as designated by the local judge or IJJIS Liaison. The following minimum information is required to establish an IJJIS user account.

		Required (X=required) (* =desired)
INFORMATION ITEM	USER INFORMATION	
1) Full Name (first, middle, last)		X
2) Race		*
3) Gender		*
4) Date of Birth		*
5) Is this person a Judge (non-ad hoc), Hearing Officer, or Traffic Referee or does this person work for or under a Judge, Hearing Officer, or Traffic Referee in a Court Section?		X (must be a Yes or No)
6) Court Section		X (required if 5=Yes)
7) Current Employer Name		X
8) Current Supervisor Name		X
9) Current Type of Work Performed		X
10) Current Employer Address		X
11) Email Address		X
12) Telephone Number (office)		X
13) Special Roles (if any): <i>Choose from Role Description below</i>		X
14) Bar Number (if attorney)		X

### ROLE DESCRIPTION

AD HOC JUDGE	DETENTION CASE MANAGER	OTHER
ADOPTION CASE MANAGER	DETENTION JUDGE	POLICE
ATTORNEY MANAGER	DISTRICT ATTORNEY	PRE-DOCKET MANAGER (DA)
CASA	DOCKET MANAGER	PROBATION MANAGER
CINC CASE MANAGER	FINS CASE MANAGER	PROBATION OFFICER
CLIENT RESTRICT: EDUCATION	GENERAL CASE MANAGER	PROBATION SUPERVISOR
COURT ADMINISTRATOR	HEARING OFFICER	PUBLIC DEFENDER
COURT CLERK	INSTANTER ORDER FORM MANAGER	SECURE NOTE VIEWER
DELINQUENCY CASE MANAGER	INSTANTER ORDER NOTIFICATIONS	SERVICE PROVIDER MANAGER
DEPUTY CLERK	JUDGE	SUR PRNTL RIGHTS CASE MANAGER
DETENTION ADMINISTRATOR	MINUTE CLERK	TRAFFIC CASE MANAGER
DETENTION ADMISSION STAFF		

Or...

Access should be similar to existing IJJIS user: \_\_\_\_\_

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## ACCEPTANCE OF IJJIS USER ID AND PASSWORD

This agreement is effective for a period of twelve months from date of execution. Upon conclusion of the initial term, this agreement will automatically renew for successive twelve-month terms until terminated by the user, the IJJIS Liaison or the Court.

The user agrees that no ownership rights to IJJIS or the data contained therein are transferred to the user under this agreement.

By accepting the IJJIS assigned user id and password, I agree to the following:

- a. I will be solely responsible for maintaining the confidentiality of my assigned IJJIS user id and password.
- b. I will be solely responsible for maintaining the confidentiality and security of the IJJIS data when using the assigned IJJIS user id and password at the level required by all applicable federal and state law currently in force at the time this agreement is executed and which may become applicable throughout the term of this agreement.
- c. I will not authorize others to use the assigned IJJIS user id or password. I will only access cases and data assigned to me by the court. I will not share, copy/print, transfer, or sell data from the IJJIS system to any third party (optional without our written approval). Any attempt to do so will be null and void and shall be considered a breach of this agreement.
- d. I will be solely responsible for all usage or activity of the assigned IJJIS user account, including, but not limited to, use of the account by any person who uses your IJJIS user id or password, with or without authorization, or who has access to any computer on which your account resides or is accessible.
- e. If I have reason to believe that my assigned IJJIS user account is no longer secure (for example, in the event of a loss, theft or unauthorized disclosure use of my IJJIS user id and password without my consent), I will promptly change my IJJIS password and notify **Shantel Easterling**, [shantel.easterling@nola.gov](mailto:shantel.easterling@nola.gov) of the breach in security.
- f. By accepting the IJJIS user id and password, I agree user information provided by me is accurate and up-to-date. I agree not to impersonate, imitate or pretend to be someone else when using the IJJIS system. If any of my contact registration information changes (e-mail address, phone number or legal representation with the court), I must notify **Shantel Easterling**, [shantel.easterling@nola.gov](mailto:shantel.easterling@nola.gov), **504-658-9571** immediately.

I accept all terms and responsibilities of this agreement.

\_\_\_\_\_  
USER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
USER'S SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADMINISTRATIVE SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

Send completed and signed IJJIS User Agreement form, with reason for account request, to \_\_\_\_\_.