



INCite USER AGREEMENT

Indiana Court Information Technology Extranet (INCite) is a secure website for use by Indiana's Courts, Clerks, and other State agencies that play a role in the State's judicial process. The Indiana Supreme Court's Division of State Court Administration (Division) maintains INCite and monitors access to it. The parties to this User Agreement are the Division, Indiana's trial courts, trial court staffs, Indiana's Clerks, their staffs, and other State agencies. Every person granted access to all or a portion of INCite shall execute this User Agreement.

To maintain the security of INCite, each user must be approved by the appropriate local official, and by the Division, at which time the user will receive a user identification and password. Once the appropriate local official has approved a user, the local official has continuing obligation to notify the Division if the user's employment status changes. The Division may limit access to the various software applications of INCite based on the user's need and the level of approval granted. The Division reserves the right to change the access, obligations, and agreements as necessary, including revoking a user's access to INCite should the Division determine that a user has violated any terms of this Agreement.

OBLIGATIONS

- 1. Passwords:** Every person granted a user identification and password shall maintain the security of said identification and password. In the event a user suspects a breach of security, the user shall immediately notify the Division, the user's supervisor whose signature appears on this agreement, and the JTAC Help Desk. In the event a user's system identification or password is compromised, the user must obtain a new user identification and password.
- 2. Confidentiality and Security:** Every approved user permitted access to INCite shall maintain the security and confidentiality of data contained therein and shall only access and use this data for the sole purpose of carrying out the official business of the user's employer or official business pursuant to a contract agreement with the City, County or State. Every approved user granted access to INCite, irrespective of approved level of access, acknowledges an obligation to abide by Supreme Court Rules governing confidentiality (Indiana Administrative Rule 9) and security of judicial records and information (Indiana Administrative Rule 10), in addition to federal and state laws.
- 3. Public Employee Use:** Every INCite user approved by the Division who is a public employee acknowledges that, by virtue of IC 5-14-3-2 and IC 5-14-3-10, the user is obligated as a public employee not to knowingly or intentionally disclose information classified as confidential by state law, and that a violation of this obligation may result in the filing of criminal charges against the user.
- 4. Judge and Attorney Use:** Every judge and attorney acknowledges that his or her use of INCite will comply with the Code of Judicial Conduct, the Rules of Professional Conduct, and other applicable Indiana Rules of Court.

AGREEMENT:

I agree to maintain the security and integrity of INCite and any information to which I am granted access. I agree to protect my user identification and password. I will not permit either my user identification or my password to be used by another person. I agree to assist in the resolution of any difficulties or errors that may arise from my use of the approved access I have been granted. If I leave my current employment, I agree to notify the JTAC Help Desk.

By reading and signing this User Agreement, I have accepted all privileges and responsibilities that are a part of my access to INCite. I understand that a violation, on my part, of any of the terms or conditions of this Agreement may result in the Division revoking my access to INCite and may result in JTAC seeking further discipline through my employer.

(this section to be completed and signed by the new INCite user)

SIGNATURE: _____

PRINT NAME: _____
(first) (middle in.) (last)

POSITION: _____

AGENCY OR COURT NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

DATE: _____

(this section to be completed and signed by your Judge, Clerk or Supervisor)

Does this user have a current INCite account? Yes No

Is this user replacing an existing user? Yes No

If you responded "Yes" above, please provide the following information:

Name of existing user being replaced: _____

Has the user being replaced left employment? Yes No

If you responded "No" above, please explain: _____

Should the new account mirror an existing user's account? Yes No

Name of existing user's account to mirror: _____

Please checkmark all INCite applications this new user will need to access:

___ **BMV** (check all that apply below)

- | | |
|---------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Activity List | <input type="checkbox"/> Modify SR16 |
| <input type="checkbox"/> Local Ordinance Access | <input type="checkbox"/> Add SR16 |
| <input type="checkbox"/> Receive Activity Report | <input type="checkbox"/> CATS File Upload |

___ **Protective Order Registry**

___ **Jury Management (Export Only)**

___ **Jury Management System**

___ **Tax Warrants**

___ **Marriage License**

___ **Marriage License with amend privileges**

___ **DCS / Probation**

As the above individual's Supervisor, I agree to notify the JTAC Help Desk by FAX, phone, or email of any changes in the user's employment status which may require a change in access to the various applications of INCite, or require a complete revocation of the user's access.

SIGNATURE: _____

PRINT NAME: _____

POSITION: _____

AGENCY OR COURT NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

DATE: _____

FAX completed User Agreement to: 317-234-2605. The new user's login information will be emailed to the user's email address provided above.

FOR JTAC USE ONLY (for POR):

What work agency should this user be associated with? Clerk's Office Court Staff Prosecutor's Office
 Law Enforcement Probation

What order types does this user process? Protection Orders No Contact Orders

What permissions should this user have? Create Order View Deleted Cases
 View Expunged Cases View Sealed Cases

What tasks should this user be able to perform? Print this Order Clerk's Notes
 Modify this Order Modify the Case Number
 FAX this Order Add Protected Person
 Extend this Order Delete this Docket
 Expire this Order Now Docket Attachments
 Record Manual Notice Service Information
 Add and Event