

**STATE OF NORTH CAROLINA**  
**NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS**

**ACCESS REQUEST**  
**(JUDICIAL BRANCH ONLY)**

**See Side Two for instructions on completing this form.** For NEW and REINSTATED employees' Access Requests, complete Side One of this form and scan and email it to your assigned salary administration specialist or fax it to (919) 890-1906. For ALL OTHER Access Requests, complete Side One of form and fax to (919) 890-1916 or scan Side One of completed form and email to the Access Administration team at Access.Admin@nccourts.org.

USER INFORMATION					
Name Of County		County No.	District No.	Telephone No.	Telephone Extension
User's Name (first, middle, last are required) <input type="checkbox"/> Name Change		Agency/Division	NCAOC User ID	Social Security No. (last four digits)	
User's Agreement/Signature (By signing, the User agrees to abide by the User Agreement on the reverse side of this form.)		Print Name (to appear on documents)		Mother's Maiden Name	
Title/Position	<input type="checkbox"/> Attorney State Bar No. _____	Requested Action For User (select only one)			Separation Date
		<input type="checkbox"/> Add New User	<input type="checkbox"/> Change For Existing User	<input type="checkbox"/> Delete/Terminate Access	

**SYSTEM ACCESS REQUEST – Specify "A" for Add, "D" for Delete, or leave blank in space provided**

Users OF ALL TYPES	Clerk's Office, Magistrate, and NCAOC Users ONLY	DA and PD Office and NCAOC Users ONLY
<b>General NCAOC Applications:</b> Model AD Account After User _____ ____ AD ____ Email ____ VPN ____ Multiple Sessions (SWITCHR)	<b>AOC Manuals:</b> ____ Clerk ____ Admin <b>AOC Report Viewer:</b> ____ <b>ACIS:</b> ____ Inquiry ____ Clerk ____ Print <b>CCIS-Clerk (CCIS-CC):</b> ____ Inquiry ____ Clerk ____ Cashier <b>ACIS/CCIS-CC:</b> ____ Secured	<b>CIPRS:</b> ____ User ____ DA ____ PD <b>ACIS:</b> ____ Inquiry ____ DA/PD ____ Print
<b>NCAOC Employees Only:</b> ____ Data Center	<b>Court Time:</b> ____ Clerk ____ Elected Clerk <b>eCITATION® Clerk's Component:</b> ____ Clerk ____ Admin	<b>CCIS-Clerk (CCIS-CC):</b> ____ Inquiry ____ DA (DA Users Only) ____ PD (PD Users only)
<b>CIPRS:</b> ____ User	<b>VCAP:</b> ____ Inquiry ____ Clerk ____ Lead Clerk ____ Bond Clerk (Judgment) ____ Bond Clerk (Forfeiture) ____ Print (PFRI) ____ Civil Applications (Intranet) ____ Estates Module ____ SPC Monthly Summary	<b>CCIS-DA (by District Attorney approval only):</b> ____ Admin ____ User ____ View (Inquiry)
<b>ACIS:</b> ____ Inquiry	<b>Financial Cash Receipting (FCR):</b> ____ Head Cashier ____ Cashier Drawer 1 ____ Cashier Drawer 2	<b>CCIS-PD (by Public Defender approval only):</b> ____ Admin ____ User ____ View (Inquiry)
<b>VCAP:</b> ____ Inquiry	<b>Financial Management System (FMS):</b> ____ Inquiry ____ Head Bookkeeper ____ Bookkeeper ____ Jury Clerk ____ Jury File Transfers (File Manager App) ____ CSC ____ Partial Pay ____ Print (PFRI)	<b>Discovery Automation System (DAS):</b> ____ DA View ____ DA Update ____ Local Admin ____ PD
<b>Systems From Other Agencies:</b> ____ DHHS/ACTS ____ DMV/SADLS ____ DMV/STARS Inquiry ____ DMV/STARS Update ____ OSC/NCAS	<b>NCAWARE:</b> ____ Inquiry ____ Clerk ____ Clerk (Limited) ____ Magistrate ____ Local Admin	<b>NCAWARE:</b> ____ Inquiry ____ DA
<b>Judge, Judges' Staff, TCA, and NCAOC Users ONLY</b>	<b>Statewide Search:</b> ____ User	<b>Statewide Search:</b> ____ User
<b>AOC Manuals:</b> ____ DC Judge ____ SC Judge ____ Court Reporter	<b>SPC NICS Reporting:</b> ____ Inquiry ____ SPC Clerk	<b>VCAP:</b> ____ Inquiry
<b>ACIS:</b> ____ Inquiry	<b>Micrographics:</b> ____ SPC ____ Clerk ____ Admin	<b>Worthless Checks (DA Users only):</b> ____ User ____ Admin
<b>Court Time:</b> ____ Judge	<b>Support Enforcement (SES):</b> ____ Inquiry ____ Bookkeeper ____ Supervisor ____ Print	
<b>VCAP:</b> ____ Inquiry ____ Judge/Staff		

<b>JWise:</b>	View (Inquiry)	CSC User	Judge	CSC Admin	Family Court/CIP	Guardian ad Litem	DTC	County
JWise Juvenile								
<b>CaseWise:</b>	View (Inquiry)	User	Judge	Admin				County
Superior								
District								
Domestic								
Civil (All)								

**SPECIAL INSTRUCTIONS/OTHER INFORMATION**

**REQUESTING AUTHORITY**

By signing this form, I affirm that the person for whom I am requesting access is an official, employee, contractor, agent, volunteer, or intern of the Judicial Branch.

Requesting Authority's Name (type or print)	Requesting Authority's Signature	
Requesting Authority's Title	Requesting Authority's Telephone No.	Date

## USER AGREEMENT

New Judicial Branch users or those Judicial Branch users who have never read the User Agreement below must do so and sign on Side One prior to submission of this form. Signing on Side One of this form indicates acceptance of the agreement. The User agrees to abide by all applicable Federal, State, and local laws regarding appropriate access to public records of the courts and agrees to abide by all information security policies and interagency agreements of the North Carolina Administrative Office of the Courts (NCAOC) and the N.C. Office of Information Technology Services (ITS). These policies include, but are not limited to, the following:

The User ID assigned to the User will be used only by the User; shared User IDs are not allowed. The User's password will not be revealed to other individuals at any time for any reason. The User must remain with any device currently accessing an NCAOC information system via the User's ID. Sessions connected to NCAOC systems must be disconnected immediately if the User is not in direct, immediate control of the accessing device. The User shall not share with unauthorized personnel information that is exempt from the Public Records Act (G.S. Chapter 132), including, but not limited to, juvenile offender information or information regarding unreturned criminal processes. Officials, employees, contractors, agents, volunteers, and interns of the Judicial Branch are granted access to NCAOC information systems for the performance of their official duties only. Use of the access granted to NCAOC information systems for any purpose outside the scope of those duties may result in disciplinary action (including termination) and civil and/or criminal liability. The User further agrees that any violation of NCAOC and/or ITS security policies or of any Federal, State, or local law regarding access to or security of NCAOC information systems may result in the immediate and irrevocable termination of the User's access to NCAOC information systems at the discretion of the chief information officer of the NCAOC or his/her designee.

## INSTRUCTIONS FOR COMPLETING ACCESS REQUEST FORM (AOC-A-151)

Questions should be directed to NCAOC Access Administration at (919) 890-2221. The Hiring Authority or a designee must complete and sign Side One of this form to request User access to NCAOC Information Systems.

## USER INFORMATION

This section must be completed as follows:

- County Name and County Number are required, unless district-wide access is requested. If County Number is not known, County Name is sufficient.
- District Number is required if district-wide access is requested. If the District Number is entered for a multi-county district, and the approving authority has district-wide responsibilities, the User will be provided with access to all counties in the district. If access is to be restricted to only select counties in the district, specify the counties by name in the Special Instructions area on Side One of this form.
- Telephone Number, Ext., User Name, Title/Position, and Agency/Division are required. Check "Name Change" box only if User's name has changed.
- The User's NCAOC User ID is required when changing the User's access or name or deleting/terminating access.
- The last four digits of the Social Security number for the User should be provided for identification purposes.
- Print Name: If a different version of the User's name is to be printed on official documents, provide the User's print name (e.g., J. L. Doe).
- The Mother's Maiden Name for the User is required for identification purposes.
- The Separation Date is required if the User is being terminated.
- Select a Requested Action for the User (*Add New User, Change For Existing User, or Delete/Terminate Access*), as applicable.

## SYSTEM ACCESS REQUEST

Make your selections from the options under the Users OF ALL TYPES heading and from the options under the heading that describes the type of Judicial Branch user this request is for. Specify (A) to add or (D) to delete, as applicable. Leave blank if no change is required. Please note the explanations, restrictions, and special instructions for the systems below when requesting access or a change in access.

**AD Account (Active Directory):** Access to local and network files and shared printers.

**Multiple Sessions (SWITCHR):** Allows more than one application to be open simultaneously.

**Data Center:** If Data Center box is checked on the AOC-A-151 form, the *Data Center and Network Closets Access/Revoke Request Form* must be completed by the requesting manager. The form is available on the Juno website.

**ACIS:** Magistrates' access is limited to Inquiry.

**ACIS/CCIS-CC:** Only the CSC can grant the Secured role.

**CCIS-DA/CCIS-PD:** Only those approved by the DA/PD (respectively) may have access. Admin role is limited to Systems Administrators.

**Civil (VCAP):** Magistrate access is limited to Inquiry. Estates Module is limited to CSC staff. Civil Applications (Intranet) allows printing from the intranet.

**DAS:** Only DA staff may have View, Update, or Local Administrator access to DAS. PDs have access to discovery download.

**FMS:** Access for non-CSC staff is limited to Inquiry for FMS.

**NCAWARE:** Check Local Administrator if the User will maintain data of others. For clerks, the Clerk role is equivalent to that of the ACIS Secured Menu. Choose Clerk (Limited) for all other clerks. Inquiry provides read access for staff who do not need update rights. Access is not authorized for Public, Appellate, or Capital Defenders. Law enforcement (LE) officers should use the AOC-A-152 form.

**Statewide Warrant Search:** Access is not authorized for Public, Appellate, or Capital Defenders. LE officers should use the AOC-A-152 form.

**SPC NICS Reporting:** Inquiry access is limited to NCAOC TSD/CSD staff. SPC Clerk access is limited to CSC staff.

**JWise:** CSC User and CSC Administrator access is limited to clerks within the appropriate county. A judge's administrative order allowing access is required to allow Family Court, CIP, and DTC staff access. This order may refer to a specific county or to an entire district. DA and PD access is not authorized.

**Systems From Other Agencies:** Access to each system is limited to applicable judicial staff.

**SPECIAL INSTRUCTIONS/OTHER INFORMATION:** Use as needed.

## REQUESTING AUTHORITY

The Hiring Authority or designee must approve the request by signing and dating the form. The Requesting Authority's signature must be on file with NCAOC Access Administration in order for the request to be processed. Requests can be made on this form only for officials, employees, contractors, agents, volunteers, and interns of the Judicial Branch.