

STATE OF NORTH CAROLINA
NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS

**SPECIAL PROJECT
SYSTEM ACCESS REQUEST
(JUDICIAL BRANCH ONLY)**

See Side Two for instructions on completing this form. *This form is for eligible users to request access to systems that are not at this time available statewide. To request access to other systems, Judicial Branch employees should use the AOC-A-151 Access Request 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) <input type="checkbox"/> Add New User <input type="checkbox"/> Change For Existing User <input type="checkbox"/> Delete/Terminate Access			Separation Date

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

Civil Case Management: (access is currently only available for users from the following counties: Alamance, Brunswick, Cumberland, Davidson, Durham, Forsyth, Guilford, Onslow, Orange, Rowan, and Wake)

____ Clerk ____ Secured Clerk

eFile Civil Domestic Violence: (access is currently only available for users from the following counties: Alamance, Brunswick, Cumberland, Davidson, Durham, Forsyth, Guilford, Onslow, Orange, Rowan, and Wake)

____ Courtroom Clerk ____ Judge ____ Judicial Assistant ____ Inquiry (Magistrates, Custody Mediators, and District Attorney office staff, only)

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

(Over)

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. Department of Information Technology (DIT). 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 DIT 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 SPECIAL PROJECT SYSTEM ACCESS REQUEST FORM (AOC-A-259)

This form is ONLY for eligible users to request access to systems that are not at this time available statewide. To request access to other systems, Judicial Branch employees should use the AOC-A-151 *Access Request* form. 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 the NCAOC information systems listed on this form.

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 system options in this section and from the role options appearing under these system options. 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.

Civil Case Management: Clerk and Secured Clerk access is currently limited to only CSC staff from the following counties: Alamance, Brunswick, Cumberland, Davidson, Durham, Forsyth, Guilford, Onslow, Orange, Rowan, and Wake.

eFile Civil Domestic Violence: Courtroom Clerk access is limited to CSC staff. Judge access is limited to judges. Judicial Assistant access is limited to judicial support staff and Inquiry access is limited to magistrates, custody mediators, and district attorney office staff. For all role types, access is currently limited to only users from the following counties: Alamance, Brunswick, Cumberland, Davidson, Durham, Forsyth, Guilford, Onslow, Orange, Rowan, and Wake.

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.