

About this guide

The iCourt Portal registration guide provides step by step instructions for a user to determine extended access needs, what steps are required to obtain extended access and steps to guide the user through the registration process.

- Determining Access
- Extended Access Form
- Employee Separation
- Registering for Extended Access
- Getting Started
- Logging In

Determining Access

To determine whether an agency requires access or as already been approved, review Idaho Court Administrative Rule 32. For extended access privileges, review Exhibit 2 of the Idaho Supreme Court Extended Access Order. If your agency is not listed on the court order and you believe your agency should have extended access rights, an agency official must write a letter per ICAR 32 outlining the need. Send the letter of request for extended access to: Access@idcourts.net. Your request will be forwarded to the appropriate individuals for review.



Extended Access Form

Prior to registering online through the iCourt Portal an agency group leader should complete the Extended Access form. A link to this form is located on the iCourt Extended Access page located at <u>https://www.idcourts.us/repository/start.do</u>.

Note: Up to 12 employees can be listed on a single Extended Access form. See below for a sample form *condensed for view only*.

| Pursuant to Idaho Co | ourt Administrative Rule | e (ICAR) 32, Idaho government agencies and/or agents (private |
|---|---|---|
| firms or individuals) extended access to c | under contract to cond confidential court recor | uct business on behalf of the state or county may apply for ds via the Data Repository and/or iCourt Portal. |
| This form is to be deny employee act agency and user re | completed by the <u>Gro</u> cess requests) and retu sponsibilities stated in t | up Leader (the agency representative authorized to approve med to <u>access@idcourts.net</u> . Group Leader must acknowledge the form, as indicated by handwritten or electronic signature. |
| Type of Request: | New request for | agency access <a>Updating agency info/employees |
| Agency and Gro | up Leader | |
| Your Name (Group L | eader); | |
| | | |
| Position Title (e.g. Pr | resocutor Probation Of | Firer etc.) |
| Position Title (e.g. Pr | rosecutor, Probation Of | ficer, etc.) |
| Position Title (e.g. Pr Your Email: | rosecutor, Probation Of | ficer, etc.) Agency Phone #: |
| Position Title (e.g. Pr Your Email: Title of Agency (or C | rosecutor, Probation Of ontractor): | ficer, etc.) Agency Phone #: |
| Position Title (e.g. Pr Your Email: Title of Agency (or C Agency Type (select | ontractor): City Countractor | ficer, etc.)Agency Phone #: Agency Phone #: tyState Federal Contract Agent/Firm* ate contract ends or to be reviewed: |
| Position Title (e.g. Pr Your Email: Title of Agency (or C Agency Type (select Division/District/Gro | ontractor): Ontractor): One): City Coun *Da oup (if appl.): | ficer, etc.) Agency Phone #: Agency Phone #: ty State Federal Contract Agent/Firm* ste contract ends or to be reviewed: |
| Position Title (e.g. Pr Your Email: Title of Agency (or C Agency Type (select Division/District/Gro Mailing Address: | ontractor): ontractor): City Coun *Da pup (if appl.): | ficer, etc.)Agency Phone #Agency Phone # tyState Federal Contract Agent/Firm* tete contract ends or to be reviewed: City: |
| Position Title (e.g. Pr Your Email: Title of Agency (or C Agency Type (select Division/District/Gro Mailing Address: State: | rosecutor, Probation Of ontractor): one]: City Coun *Da pup (if appl.): Zip Code: | ficer, etc.)Agency Phone #: Agency Phone #: ty = State = Federal = Contract Agent/Firm* tee contract ends or to be reviewed: city: County: |
| Position Title (e.g. Pr Your Email: | rosecutor, Probation Of ontractor): one): City Coun *Da pup (if appl.): Zip Code: | ficer, etc.)Agency Phone #Agency Phone # ty State Federal Contract Agent/Firm* te contract ends or to be reviewed: City: County: |

Agency Employees

You must list the full name and work email address for each employees who should have extended access*:

| Full Name | Email | |
|-----------|-------|--|
| Full Name | Email | |
| Full Name | Email | |

*If you have additional employees, attach another sheet with the full name and email address for each user.

Agency, Group Leader, and User Responsibilities:

Persons accessing court records and information on the Idaho Supreme Court Data Repository and/or iCourt Portal (referred to as Systems below), pursuant to this authorization:

- Shall NOT disclose, discuss, or distribute, whether in verbal, electronic or printed formats, any otherwise confidential court records obtained from the systems, or the information contained therein, except to agency officials or their agents empowered to examine such information in the exercise of their official duties and powers, pursuant to Idaho Court Administrative Rule 32;
- Shall NOT allow any workstation(s) to be unattended or unsecured while logged in to the Systems;
 Shall NOT access, use, or knowingly allow other persons to access or use confidential court records obtained from the Systems (or the information contained in such records) for personal or otherwise unofficial purposes;
- Shall NOT engage in, or allow, any activity that could compromise Systems' security, data, or the confidentiality of any system data, including, but not limited to, username and password; and
- Shall immediately notify the group leader or other agency official of any improper, unauthorized, or illegal access or use of confidential court records obtained from the Systems (or the information contained in such records), or of any attempt to obtain or use such records or information;
- Group Leader must perform periodic review of agency users to ensure access is still appropriate and
 approved users are in compliance with a signed the acknowledgement of responsibilities (this must be
 retained by the agency);
- Group Leader must respond to the Court's annual audit of approved users within 14 days or access for the agency will be suspended;
- Agency must notify the Court within <u>24 hours</u> of a group leader or user leaving employment, or a change in job duties that no longer requires the group leader or user to access otherwise confidential court records through the Systems.

I have read and accept the responsibilities listed. I understand that I must also provide a copy of the user responsibilities (use User Agreement form) to each employee listed and the agency is responsible to keep a signed acknowledgment on file for each user. I understand that by completing and returning this form electronically, I accept these terms and conditions as indicated by my handwritten or electronic signature.

Group Leader Signature*: _____ Date: _____

*Type your name, if providing electronic signature.

The Idaho Supreme Court reserves the right to suspend or terminate access to any user, group or agency at any time. SUBMIT



Employee Separation

Additionally, it is each agency's responsibility to notify the Court via this form for all employees who separate their employment from said agency. Once the form has been completed, please scan and e-mail it to access@idcourts.net



After the form has been submitted, each employee listed on the form will need to register electronically on the ICourt Portal and request access through the Portal's registration system. To begin that process, please proceed to page three.



Registering for Extended Access

Welcome to the <u>iCourt Portal</u> homepage. For extended access follow the registration steps below.

- 1. Access the iCourt Portal homepage
- 2. Click on "Register"

ICourt Portal - Online Records & Payments For The Idaho Courts

3. Complete all fields in the Registration Form and select "Next"

Note: your username will be your email address and will automatically populate. Passwords must be a minimum of 8 characters contain the following: One upper case letter, one number and one special character.

| irst Name | | Last Name | |
|------------------------------|---|--------------------------------|--|
| mail Address | | Username | |
| assword | | Confirm Password | |
| Nobile Phone (Numbers Only) | | | |
| select Service Provider | | SMS Correspondence Address | |
| Select Security Question 1 | | Answer for Security Question 1 | |
| Select Security Question 2 | | Answer for Security Question 2 | |
| Select Security Question 3 | ~ | Answer for Security Question 3 | |
| PDDSBD | • | | |
| Please retype the characters | | | |



4. On the Registration Complete page click "Finish



- 5. Verify your email address.
 - a. Access the email address provided
 - b. Open the email with the subject: "No Reply: Confirm Your Email"
 - c. Click on the iCourt Portal link provided in the email to verify and activate your account

| Your Name Here Your registration request has been received. Please visit the <u>iCourt Portal</u> site to activate your account. | - 22 号 - | |
|--|-----------------|--|
| The link provided will only be valid for 10 days. You must validate the email address within those 10 days to confirm your registration. | | |
| If you have received this email in error, please disregard. | | |

Note: The activation link will only be valid for 10 days.

d. The iCourt Portal will open and provide a prompt, select "Log In"

| Email Validation |
|--|
| John Doe, your account is now validated! |
| Log In |



Getting Started

1. Logging In

Once you have verified your email you will be prompted with the "Sign In" window. Enter your user name (email) and password. Select "**Sign In**"

a. Select "Sign In" from the iCourt Portal homepage.

| ICourt Portal - Online Records & Payments For The Idaho Courts | Register / Sign In 🛔 🗸 |
|--|------------------------|
| | |

b. Enter your username (email) and password. Click "Sign In".

| Sign In | |
|------------------------------|--|
| User name | |
| 1 | |
| Password | |
| | |
| Sign In Forgot Password | |
| - Organin - Forgani assirata | |

c. You will be prompted to select a "Role" based on level of access being requested from the drop down menu.

| Request Access | | |
|--|--|--|
| If you are eligible for access role at any time from the We | to additional features, select your role and complete the prompts. You can request access to a come menu. | |
| * Select Your Role | | |
| Home | | |

d. Based on your job function, select the applicable role from the drop down menu.

| Request Access | |
|---|--------------------|
| If you are eligible for access to additional features, select your role and complete the prompts. You can it role at any time from the Welcome menu | equest access to a |
| | |
| * Select Your Role 🔹 | |
| * Select Your Role | |
| Justice Partner (For Prosecutors, Public Defenders, AG's Office, DHW, Law Enforcement, etc.) Other Entities (See ISC Extended Access Order for approved Idaho agencies and groups) Judges and Court Personnel | |



e. Complete the Request Access form

Note: The "Terms and Conditions" must be accepted

| Request Access | | |
|---|-----------------------------------|---|
| If you are eligible for access to additional fe at any time from the Welcome menu. | atures, select your role and comp | viete the prompts. You can request access to a role |
| Justice Partner (Prosecutor, Pubi | | |
| What's Included | | |
| Hearing Search Portlet | Smart Search Portlet | Notifications Portlet |
| Online Payments Portlet | | |
| Complete the Following | | Ĩ |
| Name of User Requesting Access (First Last)* | | |
| Position Title (e.g. Attorney, Probation Officer) | | |
| Work Phone (xox-xox-xoox) | | |
| Official Title of Agency* | | |
| If Contract Agency, when does your contract end or what is your contract review date? | Select a date | |
| Agency Type | Select | • |
| Division/District/Group | | |
| Agency Mailing Address* | | |
| Agency City, State, Zip* | | |
| Supervisor's Name (First Last) | | |
| Supervisor's Phone (xxx-xxx-xxxx | | |
| Supervisor's Email | | |
| Describe the type of information or case(s) you need access to:" | | |
| Terms and Conditions | | |
| I agree to the Terms and Conditions | | |

f. Click "Submit"





g. Click "Home"



h. You will receive a prompt asking you to check your email. Click "Finish"

| Registration Complete |
|--|
| You must verify your email address before you can log in. A verification link was sent to John.Doe@mailinator.com. To verify your account, click in the link provided in your email. |
| Didn't get an email? Resend Verification |
| Finish |

i. You will receive two emails notifying your request has been received and then approved.





j. You will receive a second email confirming your approval or denial

| From: | 💭 Help Desk | Sent: Fri 2/19/2016 3:11 PM | |
|----------|--|-----------------------------|------|
| To: | | | Atta |
| Ce | | | |
| Subject: | No Reply: Your Portal Access request Waspproved | | - |
| Youri | Court Portal access request has been approved. Visit the iCourt Portal site to access your feature | 5. | |
| | do not reply to this email. If you have received this email in error please discentered | | |

i. Approval notification

ii. Denial Notification

| | johndoe | D Original | C Forward | a Delete |
|--|--|--|--|---|
| From: Subject: Received | elpdesk@idcourts.net o Reply: Your Portal Access request Was renied fon Feb 01 2016 14:00:48 GMT-0700 (Mountain tandard Time) | This email has been fitnered to help protect you against mailcous content. This may affect the email's appearance. If this email was sent by a trusted source. you can Remove Safety Fitter | | |
| John Doe | | | | |
| Your iCon | art Portal access request has been denied. | | | |
| Reason fo | r denial: | | | |
| Extended | access allows authorized users to review repository records of entire case rs of the public. Extended access has been granted by the Idaho Supreme ates to conduct related business. To read the court order and see the full l | e types that are o Court as a mean list of approved a n being sought s | therwise "exer is for other go access and age hould be provi | npt from disclosure" vernment entities or ncies, please review ded by submitting |
| their affili the Exten- your requirecords w if you bel and resub submit a l | ded Access Order After reviewing your request, it appears the information est for court records to the appropriate county courthouse, and does not re hich are exempt from disclosure can be found in Idaho Court Administra ieve, however, that you do qualify for extended access to iCourt Portal re mit it, clarifying which exempt records you seek that are within the scope etter to Justice Linda Trout, Interim Administrative Director of the Court of 10 Methods and the Destination of the Court | equire extended tive Rule 32(g) cords, you may e of your official ts, requesting a r | access. A com After reviewir umend your au duties and po eview of your | plete list of all of the g the Order and Rul- thorization request avers. To do so, pleas application. Our |

Note: You may re-request access if your department did not submit an Extended Access request form. After the Court receives the Extended Access request form, sign in using the credentials you created earlier in this procedure. Click the drop-down menu by your name as noted below.



Logging In

1. Once you have received your approval notification, click on the iCourt Portal link to access



the portal.

| From: To: Cc | ⊡ Help Desk | Sent | Fn 2/19/2016 3:11 PM | |
|--------------------|---|--|----------------------|-----|
| Subject: | No Reply: Your Portal Access request Was Approved | 1 | | |
| Your Na | ame Here, | 2 | | 0.0 |
| Your iC | ourt Portal access request has been approve | d. Visit the iCourt Portal site to access your features. | | - |
| Please d | o not reply to this email. If you have receiv | ed this email in error, please disregard. | | |

2. From the iCourt Portal homepage, select "Sign In" from the iCourt Portal homepage.

| ICourt Portal - Online Records & Payments For The Idaho Courts | Register / Sign In 🛔 🗸 |
|--|------------------------|
| | |

3. You now have access to

| | | Smart Search |
|--|-----------|-----------------------|
| Smart Search | *Required | General Options |
| | | Party Search Criteria |
| Search Criteria | | Case Search Criteria |
| | ŕ | Protection Order Filt |
| | | Back to top |
| * Enter a Record Number or Name in Last, First Middle Suffix F | ormat | |
| Advanced Filtering Options- | Submit | |

b. Search Hearings

| Search Hearings | | *Required |
|------------------------|---------------------|-----------|
| Basic Search Options | | |
| * Select Location | | • |
| * Select Hearing Types | | |
| * Select Search Types | | • |
| * Search by Criteria | | |
| * Search by Date From | * Search by Date To | |
| | | Submit |