



Idaho Supreme Court Request for Extended Access

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.

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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.

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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 <https://www.idcourts.us/repository/start.do>.

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

 **Idaho Supreme Court Request for Extended Access to Court Records**

Pursuant to [Idaho Court Administrative Rule \(ICAR\) 32](#), Idaho government agencies and/or agents (private firms or individuals) under contract to conduct business on behalf of the state or county may apply for extended access to confidential court records via the Data Repository and/or iCourt Portal.

This form is to be completed by the Group Leader (the agency representative authorized to approve or deny employee access requests) and returned to access@idcourts.net. Group Leader must acknowledge all agency and user responsibilities stated in the form, as indicated by handwritten or electronic signature.

Type of Request: ☐ New request for agency access ☐ Updating agency info/employees

Agency and Group Leader

Your Name (Group Leader): _____

Position Title (e.g. Prosecutor, Probation Officer, etc.): _____

Your Email: _____ Agency Phone #: _____

Title of Agency (or Contractor): _____

Agency Type (select one): ☐ City ☐ County ☐ State ☐ Federal ☐ Contract Agent/Firm*
*Date contract ends or to be reviewed: _____

Division/District/Group (if appl.): _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____ County: _____

Describe the information or case type(s) you need access to and your reason(s) for requesting access, pursuant to ICAR 32: _____

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 24 hours 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.

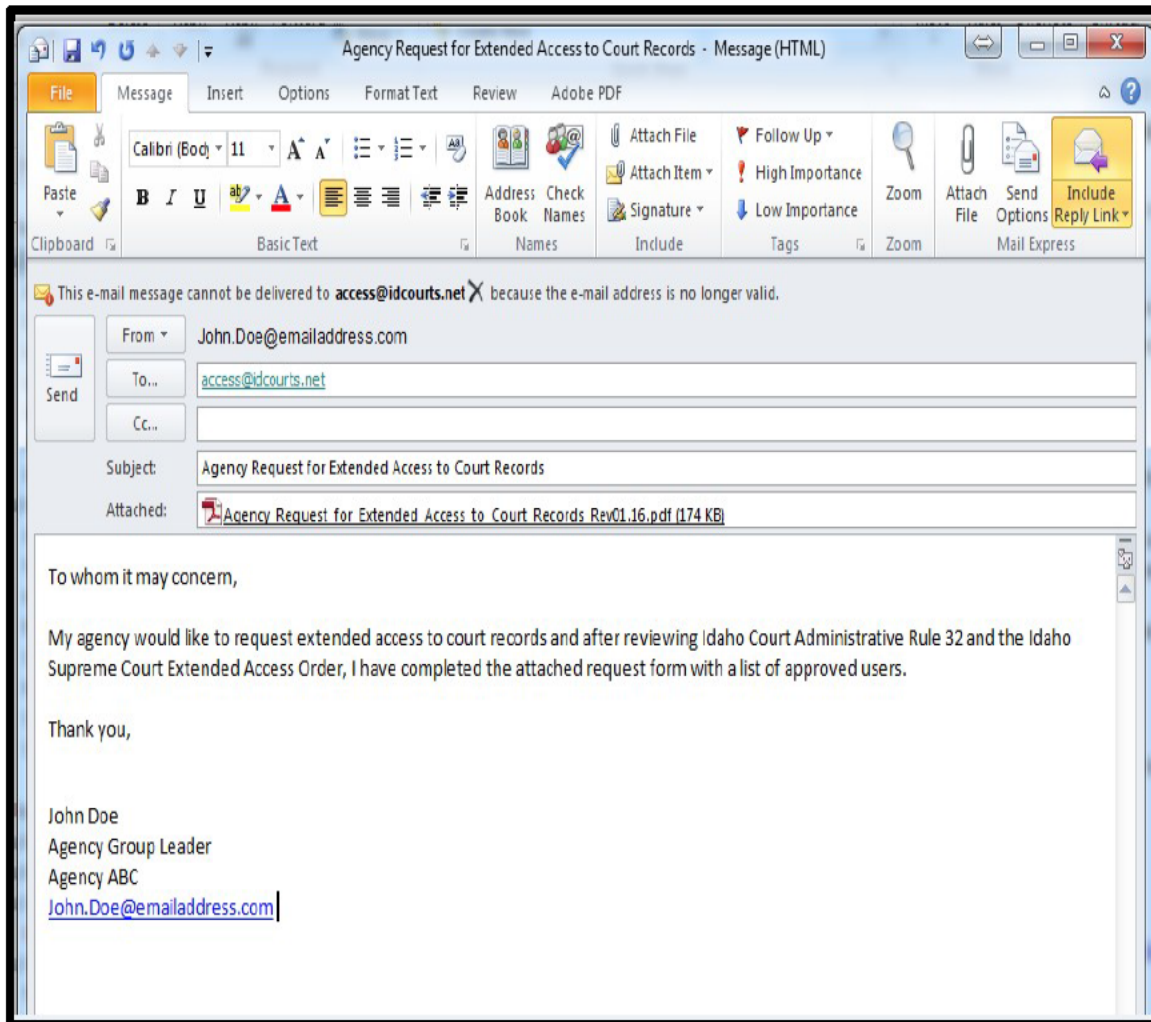
The Idaho Supreme Court reserves the right to suspend or terminate access to any user, group or agency at any time.

SUBMIT


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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



The screenshot shows an email client window titled "Agency Request for Extended Access to Court Records - Message (HTML)". The window includes a menu bar (File, Message, Insert, Options, Format Text, Review, Adobe PDF) and a toolbar with various icons for editing and sending. A warning message at the top states: "This e-mail message cannot be delivered to access@idcourts.net because the e-mail address is no longer valid." The email fields are as follows:

- From:** John.Doe@emailaddress.com
- To:** access@idcourts.net
- Cc:**
- Subject:** Agency Request for Extended Access to Court Records
- Attached:**  Agency Request for Extended Access to Court Records Rev01.16.pdf (174 KB)

The body of the email contains the following text:

To whom it may concern,

My agency would like to request extended access to court records and after reviewing Idaho Court Administrative Rule 32 and the Idaho Supreme Court Extended Access Order, I have completed the attached request form with a list of approved users.

Thank you,

John Doe
Agency Group Leader
Agency ABC
John.Doe@emailaddress.com

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.

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Registering for Extended Access

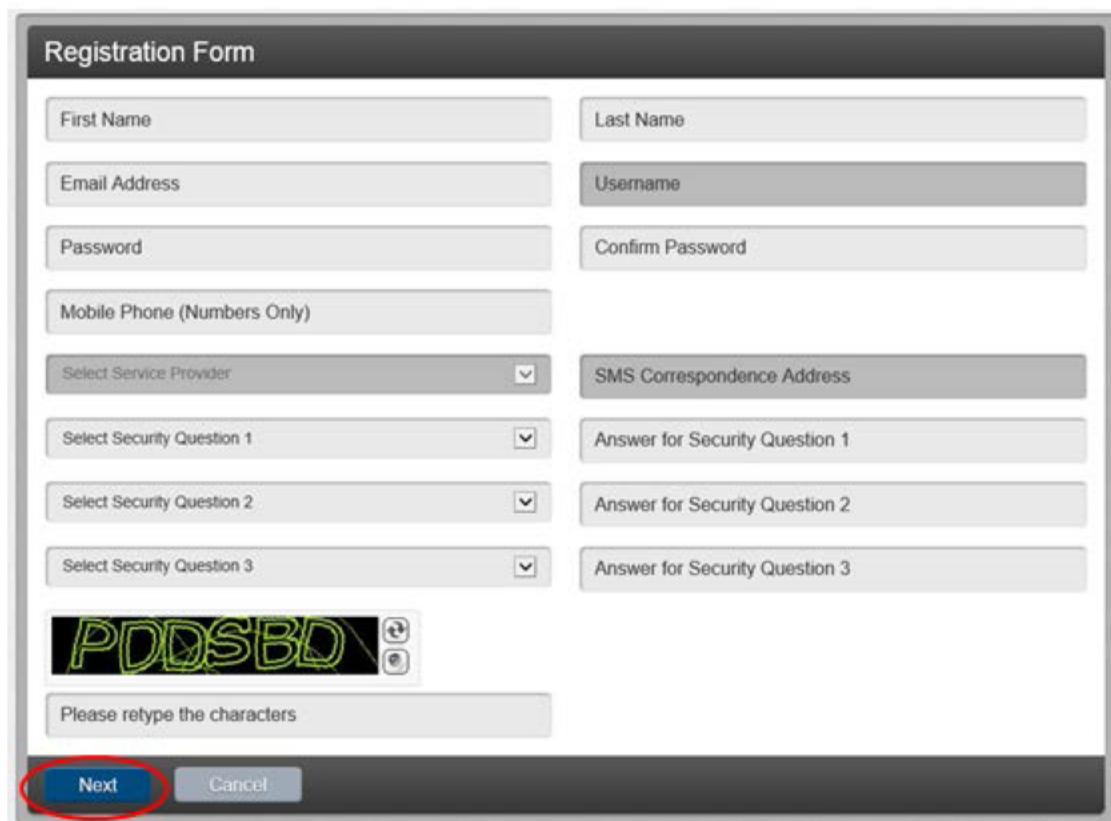
Welcome to the [iCourt Portal](#) homepage. For extended access follow the registration steps below.

1. Access the [iCourt Portal](#) homepage
2. Click on “**Register**”



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.

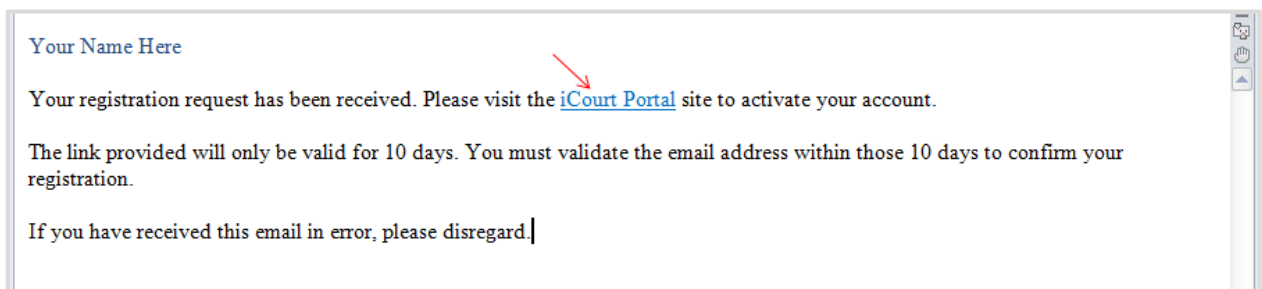


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4. On the Registration Complete page click "Finish"

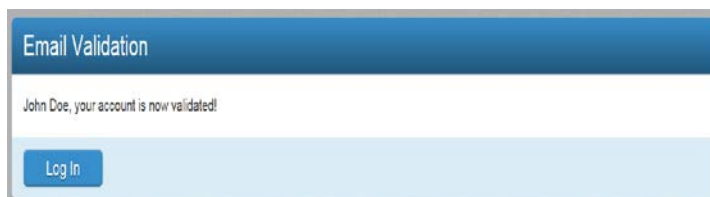


5. Verify your email address.
 - a. Access the email address provided
 - b. Open the email with the subject: "No Reply: Confirm Your Email"
 - c. Click on the iCourt Portal link provided in the email to verify and activate your account



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

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



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Getting Started

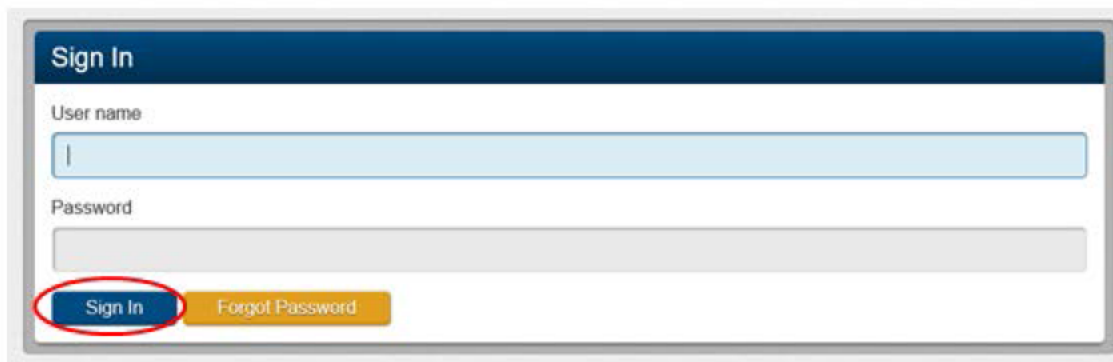
1. Logging In

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”**

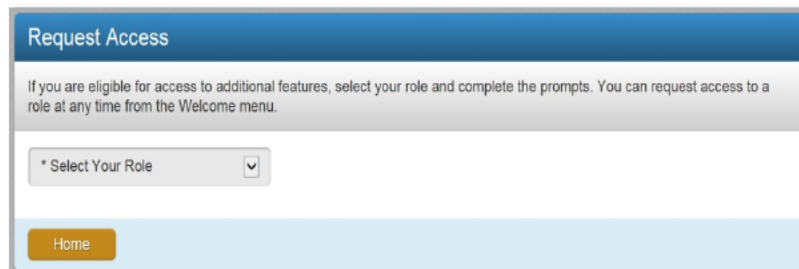
a. Select **“Sign In”** from the iCourt Portal homepage.



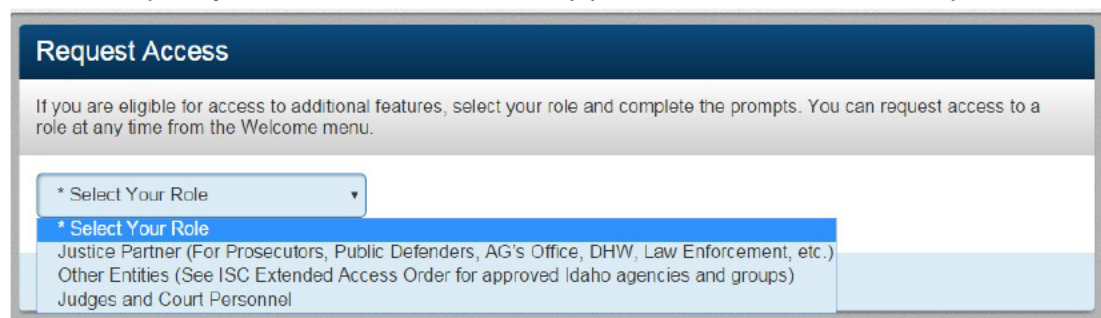
b. Enter your username (email) and password. Click **“Sign In”**.



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



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



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e. Complete the Request Access form

Note: The “Terms and Conditions” must be accepted

Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Justice Partner (Prosecutor, Pubi)

What's Included

Hearing Search Portlet

Smart Search Portlet

Notifications Portlet

Online Payments Portlet

Complete the Following

Name of User Requesting Access (First Last)*

Position Title (e.g. Attorney, Probation Officer)

Work Phone (xxx-xxx-xxxx)

Official Title of Agency*

If Contract Agency, when does your contract end or what is your contract review date?

Select a date

date

10

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

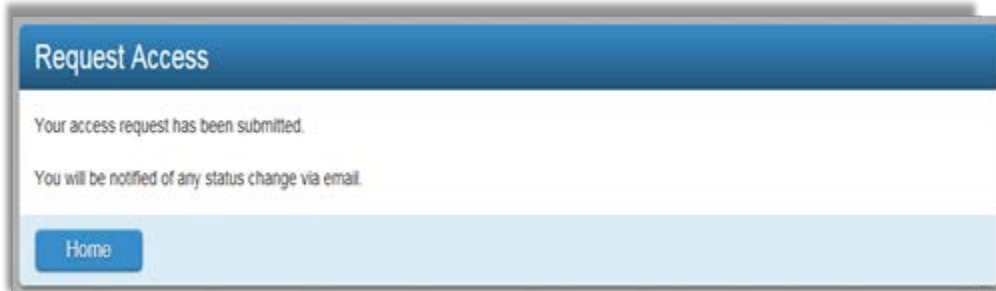
f. Click “Submit”

Home

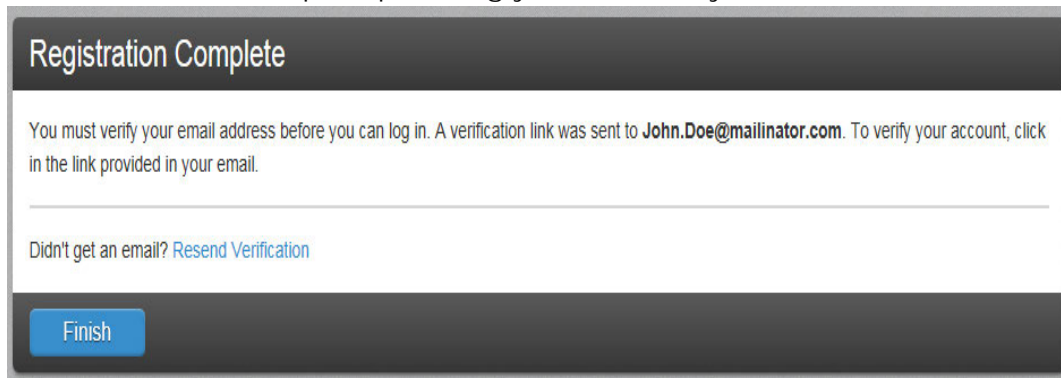
Submit

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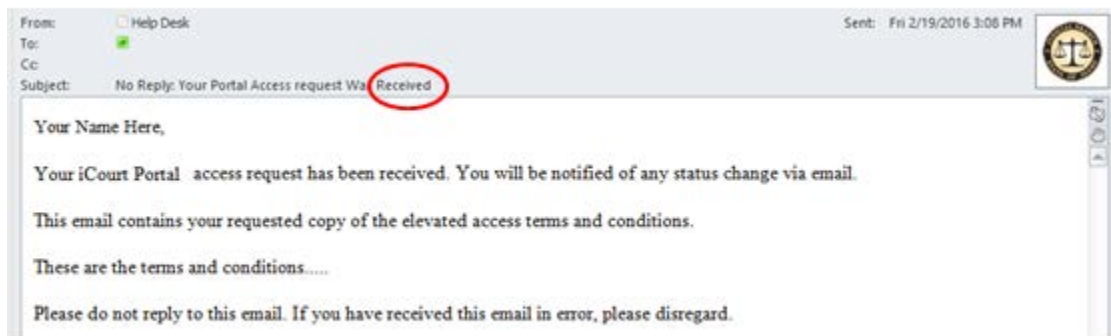
g. Click "**Home**"



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



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



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

i. Approval notification



ii. Denial Notification



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

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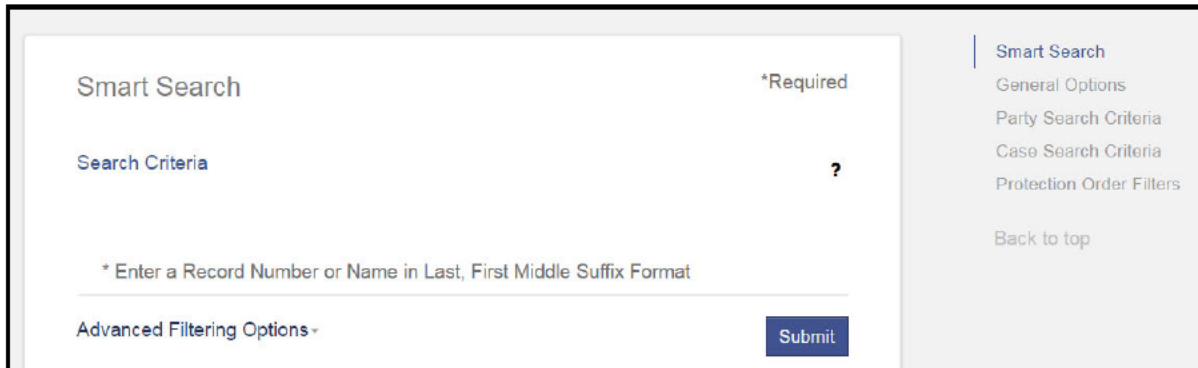
the portal.



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



3. You now have access to
 - a. Smart Search



- b. Search Hearings

