

REQUEST FOR JUSTICE USER ID—EXTERNAL AGENCY

Please email support.justice@nejudicial.gov the completed form and for any additional assistance with your JUSTICE ID.

All JUSTICE user accounts for external entities are granted access to public information in County and District Courts, in the following case types: Civil, Criminal, Juvenile, Probate, Small Claims and Traffic. Unless user is requesting access to confidential or sealed records, a web-based option is available for use.

Confidential Information in JUSTICE

Agencies can apply for access to specifically protected personal and financial information in juvenile and civil records under Supreme Court Rule [§§ 6-1464\(A\), 6-1521\(A\), or 6-1701\(A\)](#). If the requested user ID shall require access to confidential information/filings in JUSTICE, the agencies approved form must accompany this request. Access requested and attachment included: Yes No

Sealed Record Information in JUSTICE

Nebraska Statutes [§§ 43-2,108.05](#) and [29-3523](#) governing sealing of juvenile and adult criminal court records grants authority to specified individuals or entities to access a sealed record. If the requested user ID shall require access to sealed juvenile and adult records, this request must include the specific statutory authority and is subject to approval by the Court Administrator's Office.

Access requested Yes No

Description of authority to view adult/juvenile records sealed under statute:

Requestor Information:

1. Agency Name: _____
2. Requestor Name (if different from user): _____
3. Requestor Phone: _____
4. Requestor Email Address: _____

User Information:

5. Name of New JUSTICE User: _____

6. User Email Address: _____

7: User Job Title: _____

8. This user ID is needed by : _____ (effective date)

9. Is this ID temporary? ___ Y ___ N (check one). Date to expire ID: _____

User Agreement

Each agency or official granted access and assigned a JUSTICE user ID(s) shall agree to the following:

- a. To safeguard the JUSTICE user ID(s) and password(s).
- b. To never permit another person to access JUSTICE with the user ID(s) and password(s).
- c. To never use another official or agency's user ID(s) and password(s) to access JUSTICE.
- d. To log off JUSTICE when access to JUSTICE is completed and never leave workstations unattended while logged on to JUSTICE.
- e. To notify the JUSTICE Help Desk when use of the user ID(s) is no longer required by the official or agency.
- f. To use the information obtained from JUSTICE solely for the purpose(s) authorized by statute, other express authority, or this agreement.
- g. Any violation of this agreement, or the statute or other authority upon which this agreement is based, shall terminate the official or agency's access to JUSTICE immediately.
- h. All JUSTICE User IDs are **deleted** after **90 days of inactivity**.

My signature below is my agreement to the terms of use for a JUSTICE user ID.

Signature of new JUSTICE user:

_____ Date: _____

Administrator Approval:

_____ Date: _____