

## REQUEST FOR PASS THRU AUTHORITY

1. County Name: \_\_\_\_\_
2. Court:  County Court  District Court  Separate Juvenile Court
3. Employee Name: \_\_\_\_\_
4. User ID: \_\_\_\_\_
5. Court Position: \_\_\_\_\_
6. Effective Start Date: \_\_\_\_\_
7. Pass Thru needed to other counties (List all counties)

- |    |            |                    |              |
|----|------------|--------------------|--------------|
| 8. | Case Type: | District Court     | County Court |
|    |            | Civil              | Adoption     |
|    |            | Criminal           | Civil        |
|    |            | Juvenile           | Criminal     |
|    |            | Miscellaneous - MS | Juvenile     |
|    |            | Miscellaneous - MJ | Probate      |
|    |            |                    | Small Claims |
|    |            |                    | Traffic      |

9. Authority needed:
  - Issue, Adjust, & Void Receipts & Checks - Check Printer ID:
  - Issue Non-monetary Receipts
  - Docket Authority (Judge Staff)
  - Registrar/Division Manager (CC only)
  - Sealed records per statute (Juvenile "J"/Adult "X")
  - Sealed record by Court Order (Sealed with "Y ")
  - Sealed Images - Y
  - Confidential Images
  - Confidential Fields

10. Cash Drawer:
  - Assign Cash Drawer - Number \_\_\_\_\_
  - Do not assign a cash drawer - will not be issuing receipts

11. Will employee be physically working in other counties? (Check One)      Yes      No
12. Will employee be working remotely from home county using a separate session - icon added to desktop?  
(Check One)      Yes      No

13. Additional Comments:

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Send to: [support.justice@nejudicial.gov](mailto:support.justice@nejudicial.gov)