NEW EMPLOYEE REQUEST FOR JUSTICE USER ID

	County Name:	County Name:		
2.	Court: County Court District Court Separate Juvenile Employee Name:			
3.				
4.	Court Position:	Court Position: Effective Start Date:		
5.	Effective Start Date			
6.	Pass Thru needed to other counties (List all counties)			
7.	Case Type:	District Court	County Court	
		Civil Criminal Juvenile Miscellaneous - MS Miscellaneous - MJ	Adoption Civil Criminal Juvenile Probate Small Claims Traffic	
8.	Authority needed:			
	Docket Autl Registrar/Di Sealed recor	Images		
€.	Cash Drawer: Assign Cash Drawer - Number Do not assign a cash drawer – will not be issuing receipts			
10.	E-mail: Create a new state e-mail address for this Employee Will not need a state e-mail address at this time If not using State e-mail account, what e-mail address will be used?			
1.	User to receive JUSTICE Updates: Yes No			
2.	User to receive Missing Juvenile Data Report: Yes No			
2	Will employee be processing e-filings: Yes No E-file case types needed: Civil Criminal Juvenile Probate Traffic			
12.	7 1	Additional Comments:		

Send to: support.justice@nejudicial.gov.

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