

NEW EMPLOYEE REQUEST FOR JUSTICE USER ID

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

7. Case Type:
___ All
___ Adoption (County Court only)
___ Civil
___ Criminal
___ Juvenile
___ Probate (County Court only)
___ Small Claims (County Court only)
___ Traffic (County Court only)
8. Authority needed:
___ Issue, Adjust, & Void Receipts & Checks – Check Printer ID: _____
___ Issue Non-monetary Receipts
___ Docket Authority (Judge Staff)
___ Sealed records per statute (Juvenile "J"/Adult "X")
___ Sealed record by Court Order (Sealed with "Y ")
9. Cash Drawer:
___ Assign Cash Drawer - Number _____
___ Do not assign a cash drawer – will not be issuing receipts
10. Receive JUSTICE Updates:
___ Create a new state e-mail address for this Employee
___ Will not need a state e-mail address at this time
11. Will employee be processing e-filings: ___ Yes ___ No
E-file case types needed: ___ Civil ___ Criminal ___ Juvenile ___ Probate
Please provide Employee's email address if Employee will be processing E-filings
(State email will be used if it is to be created)

12. Additional Comments: _____

Date: _____
Requested By: _____
Phone Number: _____