Confidentiality Agreement for Access to the Judicial Information System (JIS) Using JIS-LINK

As part of my job duties, I require access to the Judicial Information System (JIS), which includes the District and Municipal Court Information system (DISCIS), the Superior Court Management Information System (SCOMIS), the Appellate Court System (ACORDS), and the Judicial Access Browser System (JABS).

The JIS contains both public and confidential information from court cases and other automated databases. By signing this statement, I affirm my understanding of my responsibilities to maintain confidentiality and agree to the following:

1. I understand that the court case files and automated databases in JIS contain confidential, as well as public, information.

2. I understand that I may access, read, or handle confidential information to the extent required in, and for the purpose of, performing my assigned duties as an employee of my agency or as an officer of the court.

3. I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any confidential information obtained from JIS. I understand that:

    a. I may divulge confidential information to judicial officers, authorized court employees, and authorized employees of my agency as necessary to perform my job duties.
    b. I may divulge confidential information to others only if specifically authorized to do so by statute, court rule, judicial policy, or court order.
    c. Maintaining confidentiality includes not discussing confidential information outside of the workplace, or outside of my usual work area.
    d. After I leave the employment of my agency I may not divulge confidential information obtained during the course of my employment.

4. I agree to consult my supervisor on any questions I may have concerning whether particular information may be disclosed.

5. I understand that a breach of confidentiality may be grounds for disciplinary or legal action.

6. I agree to notify my supervisor immediately should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person. If my work is such that I do not have a supervisor, I will notify the Presiding Judge, or the Court Administrator, or the Court Clerk of the above-named court.

_____ _____
Signature Date

_____ _____
Print Name Job Title

_____
Name of Employer

Authorization of Access to the Judicial Information System Using JIS-LINK

_____ is authorized to access the above-described Judicial Information System using the office JIS-LINK account.

_____ _____
Signature of Office Elected, Director, or Manager Date

_____ _____
Print Name Name of Office