



Michigan Supreme Court

State Court Administrative Office

Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

Jennifer Warner
Director

MEMORANDUM

DATE: December 9, 2020
FROM: Thomas Myers, Forms and Records Manager
RE: Notice of Revisions to SCAO 78

Form SCAO 78 has been revised. A brief explanation of the changes and a copy of the form with the changes highlighted are provided below.

For questions, comments, or suggestions about these court forms, please contact CourtFormsInfo@courts.mi.gov.

SCAO 78, Request for Judicial Data Warehouse (JDW) Access

Most recent update: (11/20) version

Use of existing stock: Existing stock can be used until depleted.

➤ [Click here to see the form.](#)

This form was modified to help clarify the applicant's employment/agency.

Request for Judicial Data Warehouse (JDW) Access

1. This access request is for: JDW name search application
 Child Welfare Services CIP Reports (For the court's family division or MDHHS)

2. Your information and agency

First and last name reordered table	Your Title
<input type="checkbox"/> Court Employee <input type="checkbox"/> County Employee	Supervisor's name
County or Counties of Employment	Supervisor telephone
Work Address	Supervisor job title
Telephone	Supervisor e-mail
E-mail	

- Court: Ex: C03, D36, Bay Probate
 FOC: Ex: C06, C17
 OIG AG MDHHS Prosecutor
 Sheriff PD
 Comm. Corrections MSP CHR MSP OHSP MSP SOR MSP FARS
 MDOC CFA MDOC FOA MDOC BOA MDOC EO MDNR Other: _____
shortened line to fit

3. Explanation (Provide an explanation for why you need access to the JDW name search application or CIP reports.)
 ► **An explanation is required. If you do not provide an explanation, your request will be rejected.** ◀

4. **User Agreement:** As an individual using this search system and associated applications, I accept and agree to the following:
1. To access the JDW only in the course of my employment and for the purpose of performing my job function as outlined above.
 2. To maintain complete confidentiality of the data and any information received from queries as required by federal and state laws, rules, and regulations. Any violation of this security agreement and any applicable laws, rules, and regulations may result in disciplinary action taken against me pursuant to employment rules and I may be subject to criminal and civil penalties.
 3. To NOT use the JDW for pre-employment background checks as those must be conducted in LEIN.
 4. To keep my user ID and password confidential and safeguard them from unauthorized use and disclosure to any other persons.
 5. To ensure that nonpublic or potentially nonpublic data shall not be (a) used nor disclosed for any purpose other than as described above or (b) retained in any form at the conclusion of the work (except if needed for retention as stated above) but will be destroyed in a manner that assures that data is not retained in any form. I agree that no attempt will be made to access any data that has been identified as nonpublic such as an individual's identifiable data except as outlined above.
 6. To comply with the State of Michigan Fraudulent Access to Computers, Computer Systems, and Computer Networks Act (MCL 752.791 et seq.).
 7. **For judges and quasi-judicial officers:** I will not use information from the JDW for purposes of sentencing (because it is not the official record of criminal history) unless I verify that information with the court of record or provide notice of that fact and an opportunity to oppose or otherwise dispute the information to a criminal defendant prior to sentencing. The notice must be provided in sufficient time to enable defendant to reasonably respond.

Date

Requestor signature

Date

Supervisor signature

By approving this employee's request to access the JDW, I agree to notify the JDW Access Coordinator at JDWaccess@courts.mi.gov if and when the employee no longer needs access due to a change in employment status, job responsibilities, etc.

E-mail this form to: JDWaccess@courts.mi.gov. Your JDW user ID and temporary password will be automatically e-mailed to you.

Approval date

Michigan Supreme Court General/Administrative counsel signature