



REGION IV - *Quick Tip*

STATE COURT ADMINISTRATIVE OFFICE

A Quick Tip from your Regional Administrator
Jerry Kole.

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2016

"If you are not using the [Judicial Data Warehouse](#), you are missing a great tool to help with name search, collections, and kids in care."

Please use attached form to obtain access to JDW.

See link above to the JDW website.

**We welcome your suggestions
for future Quick Tips.**

**Please send them to us so that
we can share with your
colleagues.**

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AUTHORIZED USER REQUEST FOR WEB-BASED SYSTEMS

Complete the following information for the individual who will be accessing data in a web-based system.
NOTE: Authorized users must be court or state employees and must have an email address.

Indicate the Agency of your employment by checking the appropriate box below.		MDNR	LARA
<input type="checkbox"/> Court	<input type="checkbox"/> MDOC	<input type="checkbox"/> Friend of the Court	<input type="checkbox"/> MSP-OHSP
<input type="checkbox"/> MSP-CHR	<input type="checkbox"/> MDHS	<input type="checkbox"/> Other _____	
Name		Title	
Address of Employment and include County Name (Note: Court Employees must include Court Number.)			
Telephone number (area code and extension)	FAX number (area code)	Email address	

Application Access and Security Level

Check the name(s) and access level of the web-based system(s) the user will access:

- Judicial Data Warehouse (JDW) System**
- Level 1 Access: Allows a user to search secure judicial data from the JDW
- Level 2 Access: In addition to level 1 Access, allows a user to view SCAO Child Welfare Services Court Improvement Program Performance Measure Reports from the JDW (*Authorized Court or MDHS staff only*)

Detail the need for access to the web-based system and specify the types of queries or reports that will be run. *Per State Court Administrative Office (SCAO) Security Policy, access to data in the JDW includes statewide public data and non-public data limited to the individual's court of employment. Non-public data consists of data coded as "non public" or "suppressed". The Michigan Department of Corrections, the Friend of the Court, and the Department of Human Services employees are limited to view public data only.*

Security Agreement: As an individual using this search system and associated applications, I accept and agree to the following:

1. To maintain complete confidentiality of the data and any information received from queries as required by federal and state laws, rules and regulations. I understand that 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 that I may be subject to criminal and civil penalties.
2. Use the data received from queries only for the purpose(s) outlined above and to keep that data and information confidential.
3. To use the search system exclusively to perform job-related functions to the exclusion of all other uses.
4. To keep confidential and safeguard from unauthorized use and disclosure to any other persons the user id and password issued to me.
5. To ensure that non-public or potentially non-public 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 rather 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 non-public such as an individual's identifiable data except as outlined above.
6. To comply with the State of Michigan Computer Crime Laws Act (1979 PA 53).

Date

Signature of Employee

Request Approved by:

Signature of Supervisor

Supervisor's Title

Name (type or print)

Telephone Number

Email Address

**Please email or FAX to: rewertst@courts.mi.gov
(517) 373-7517**

**If you do not receive your user information in 10 business days
please call Tami at (517) 373-2222.**

(3/12)

For SCAO Use Only	
Date Received:	
User ID	Password (<i>assigned by JDW Helpdesk</i>)