

DEPARTMENT OF PUBLIC ADVOCACY COURTNET INDIVIDUAL USER AGREEMENT

This agreement is entered into between the Administrative Office of the Courts (AOC) and an authorized user within the Kentucky Department of Public Advocacy. AOC hereby grants Internet access to court records contained in the CourtNet system under the following terms and conditions. Access to these court records is intended to facilitate your functions as a criminal justice entity in the Commonwealth of Kentucky. **Permitted uses** include tracking cases to disposition, verifying court dates entered into case management systems, compliance with conditions of release pertaining to bail, compliance with conditions of release related to probation or parole, criminal investigations, appropriate charging of defendants and internal administrative review. While warrant information may be available, action cannot be taken without verification from the appropriate court or law enforcement entity within that jurisdiction. **Use of CourtNet access under this agreement to conduct a criminal background search for potential employment or any other purpose is strictly prohibited.**

INFORMATION AVAILABLE

Information available from this network is currently limited to court cases within your jurisdiction. However, significant attempts are made to ensure that any associated criminal cases of a single individual, across the Commonwealth, will be available. Existence of multiple cases associated with an individual does not preclude existence of other criminal matters in the Commonwealth of Kentucky for that same individual. Absence of a record associated with a particular person, based on a single county query, should not be construed to mean no criminal record exists for that person within the state of Kentucky.

Additional information on each subject may be available through the Records Unit in Frankfort, Kentucky.

- Data obtained from this system is not an official court record.
- The data is lead information, must be confirmed prior to use, and is not necessarily supported by biometric identification.

USER RESPONSIBILITIES & RESTRICTIONS

- Information obtained from CourtNet is for internal use by criminal justice agencies only. Information cannot be disseminated to the public or other agencies without specific authorization of the AOC. Dissemination of record information obtained via CourtNet to third parties or any other prohibited use shall result in termination of access and consideration of prosecution under applicable court rules, policies, regulations and statutes.
- CourtNet access via this agreement **cannot be used** for employment screening, qualification for government programs, other unspecified public use, or any commercial purpose.
- A central administrator for your organization must be specified on each agreement and must match the authorizing person for each group on file with the Records Unit.
- Errors in information should be brought to the attention of the Records Unit COJ User Access Representatives as explained in the Disclaimer section on page 2 of this User Agreement.

METHOD OF ACCESS

Access to CourtNet will be through the Internet and authorized users must be employed within the Kentucky Criminal Justice System. Users will be responsible for providing their own Internet access as well as the appropriate browser software and an e-mail address. **Upon approval of this agreement by AOC, the applicant will be required to register on-line with the system.** Once you register on the web site and upon verification of your authorization provided by your administrator through your signed user agreement, a registration number will be sent to your e-mail address for use in accessing the system. This user ID and password shall not be shared with anyone. The user ID and password are for your individual use and may be monitored for compliance with this agreement.

PRIORITY OF ACCESS

On-line access to CourtNet shall be granted in such a manner that service to Court of Justice users is not impaired, degraded, or otherwise disrupted. AOC may limit or interrupt access to CourtNet if any such circumstance arises.

LINK TO NEO 8 PRETRIAL MANAGEMENT SYSTEM

Authorized users of CourtNet are granted access to the Pretrial Interview Summary Report (Report) via a link on the CourtNet webpage. Those who access the Report are subject to the same responsibilities and restrictions with regard to the information contained therein as stated above for the CourtNet system. Access within the Neo 8 Pretrial Management System is strictly limited to the Report and defendants represented by the Department of Public Advocacy. Errors in accessing additional information should immediately be brought to the attention of the Records Unit COJ User Access Representative who can be reached at 502-573-2350 or by email at COJuseraccess@kycourts.net.

TERMINATION OF SERVICES

This agreement may be terminated by either party thirty (30) days after receipt of written notification to or from the AOC.

Any individual found to have violated or to be in violation of court rules, administrative regulations, state laws or policies relevant to this agreement shall have access terminated immediately and face appropriate sanctions. Any agency employing an individual found to be or to have been in violation, for whom appropriate oversight has not been exercised, may also have its access revoked. Use of information accessed under this agreement must be for **public non-commercial use**.

DISCLAIMER

The **Administrative Office of the Courts CANNOT GUARANTEE** the accuracy of information obtained via CourtNet access, including information obtained from the Neo 8 Pretrial Management System. If you believe there is an error contained in a record please contact:

COJ User Access Representative, Records Unit
502-573-2350
or e-mail: COJuseraccess@kycourts.net

Information received from CourtNet is subject to change, reprogramming, modifications of format and availability at the direction of the AOC, and may not at any particular moment reflect the true status of court cases due to ordinary limitations, delay or error in the system's operation. The AOC shall not be liable to the recipient, or to any third party using the system or information obtained thereby, for any damages whatsoever arising out of this policy or the use of CourtNet.

Your signature on this document is an acknowledgement that you have read and accept the terms and conditions of this agreement. Knowingly gaining access to this system, in violation of these terms, may result in immediate revocation of access, and penalties under applicable Kentucky Supreme Court Rules and the Kentucky Revised Statutes.

PARTIES TO THE AGREEMENT

Witness the agreement of the parties hereto by the signatures below:

(Please print or type all information)

| | |
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| Organization Name | Dept. of Public Advocacy |
| Organization Administrator's Name | Will Coy-Geeslin |
| Organization Administrator's Signature | |
| Organization Administrator's Address: | 100 Fair Oaks Lane Suite 302, Frankfort Ky 40601 |
| Organization Administrator's E-mail address: | will.coy-geeslin@ky.gov |
| Organization Administrator's Phone Number: | (502) 564-8006 ext. 120 |
| User's Name | |
| User's E-mail | |
| User's Signature | |
| Date of Signature | |

DPA USERS: Send signed original to Will Coy-Geeslin at above address. We must sign it and forward to AOC before they will create the account.

