

**NETWORK ACCESS
REQUEST**

JD-ES-195 Rev. 10-20

**JUDICIAL INFORMATION TECHNOLOGY DIVISION
Riverview Square, 99 East River Drive East
Hartford, CT 06108****ITD SECURITY
Telephone (860) 282-6500****Instructions**

1. Fill out the relevant sections of this form. Hostname and IP address are required for FTR, Seized Property, CIB Header, or TRUST access.
2. Obtain authorized signature(s). **This request must be authorized by both the requesting division and the division which owns the application, if any.**
3. Scan the completed, signed form and e-mail it to: All JB Account Requests for JUDICIAL. Keep the original for the file.

Name of person requesting access (Last name, first name)		☐ New access	☐ Remove access
Employee number	Agency/division and address (Number, street and town)		
Contact person	Contact phone number		

Network and Web Application Access (Please check all appropriate boxes)**General**☐ **Windows**

Additional Groups: _____

☐ **E-mail:** _____☐ **E-mail DL:** _____☐ **Remedy:** _____**VPN**☐ **Change**☐ **Delete**☐ **New**☐ **Reassign Key** (Complete VPN information below if Key is reassigned.)

Previous user names

Key serial number

Judge Support Services**Judge**☐ People-JSS-pre HR feed Superior Court Judges☐ Create Judges N Drive \\polluxv1-pai\FTP-Decisions from COLP**Judges' Secretary**☐ People-JSS-Judges Secretaries☐ Add user to I:\Location\JudgeSec folder People Security group**Criminal**☐ **CR Web Forms**☐ **Criminal Web (Dispositions)**☐ **CRIM-R3 (Case Initiation)**☐ **CR Downloads**☐ **CRIM Continuances****Drives**☐ I:\☐ K:\☐ M:\☐ P:\

Specify: _____

Applications☐ **CMIS (CSSD Adult/Juvenile)** _____

(Enter security profile name)

☐ **CMIS (Court Operations)**☐ Juvenile Court Operations Deputy Chief Clerk☐ Juvenile Court Operations Supervisor☐ Juvenile Court Operations Clerical☐ Juvenile Court Operations Read-Only☐ Juvenile Court Operations Administration☐ Juvenile Court Operations Clerk Manager☐ **CP Web Forms (Child Protection)**☐ **CPMOH:** _____☐ **Criminal Barcode Form**☐ **eDocument Scanning**☐ **FTR – Clerks**☐ **FTR – Court Monitors**☐ **FTR – CSSD\ALLSITES**☐ **FTR – SES**☐ **JEB (Judicial Electronic Bridge)**☐ **OVS (Office of Victim Services)**☐ **PRAWN**☐ **Protective Order Registry**☐ **Seized Property**☐ **Other:** _____**E-Filing**☐ **EFileAppUsers**☐ CSSD☐ SES☐ DSS☐ Other: _____☐ **Perks — ZCourt**☐ Perks Ticketing☐ Prosecutor☐ Other: _____

Hostname/IP address (if required) _____

Comments

☐ Name change	Old name	New name
☐ Transfer	Old location	
Effective date	New location	

Signature (Authorized Judicial personnel)

Authorization granted?

☐ Yes ☐ No

Date

Signature (Authorized Judicial personnel)

Authorization granted?

☐ Yes ☐ No

Date