SECURITY ACKNOWLEDGMENT
NON-JUDICIAL COMPUTERS
JD-ES-216 Rev. 4-07

CONNECTICUT JUDICIAL BRANCH
INFORMATION TECHNOLOGY DIVISION
www.jud.ct.gov

Instructions
1. *The use of non-Judicial computers must be approved by the appropriate business contact.*
2. *Mail or fax the original as shown below and keep a copy for your records.*
3. *A separate form must be completed for each device requested.*
4. *The Judicial contact must submit form JD-ES-169 and/or JD-ES-195 for specific systems access.*

MAIL: Judicial Branch ITD Network and Security Services Team, 99 East River Dr., 6th Floor, East Hartford, CT 06108
FAX: (860) 282-6401 Attn: Security Administrator

Mandatory Information *(All fields must be completed)*

Inventory Data *(All fields MUST be completed)*	User name	Computer host name	IP address *(If known)*	MAC address *(If known)*
	Email address			Telephone number
	Name of agency/company and complete street address			
	Judicial Branch contact *(Name of person approving non-judicial use or name of IT contact for other State of CT departments or agencies)*			
	Your own IT support contact *(Name, telephone number., and email of person providing your IT support)*		Judicial Branch Division *(If applicable)*	
	Reason for connection		Make/model/type of computer	

Operating System	☐ Windows _____ *(Specify verson/service pack e.g. XP Professional Service Pack 2)* ☐ Other OS _____ *(e.g. Linux, Mac OS X, Unix, etc)* ☐ Additional Information _____ *(e.g. running VMWARE or virtual machine. Specify OS(s))* Describe the operating system updating process *(e.g. Auto-update every day, manual update every week, SUS, WSUS, etc)*

Anti-Virus Software	Name of installed anti-virus software *(e.g. McAfee, Norton, Symantec, PCTools, etc)*	Virus software version number
	Describe the anti-virus updating process *(e.g. Auto-update every day, manual update every week, EPO, etc)*	

Browser	Name and version of browser *(e.g. Microsoft IE 5.5 SP2, Firefox, Netscape 6.2, Opera 3.2, etc.)*

Auditing	Was a Judicial remedy ticket opened to connect this computer to the Judicial Branch network? *("X" appropriate box)* ☐ No ☐ Yes *(If known, specify ticket number)*: _____ Has your computer been audited by Judicial or other IT staff to verify compliance with Judicial requirements? ☐ No ☐ Yes *(If so provide name of contact and date):* _____

Firewall	Name and version of firewall *(e.g. Symantec, Zone Alarm, Windows, etc.)*	Have you verified that the firewall is enabled? ☐ No ☐ Yes

Anti-Spyware Software	Name and version of installed spyware removal tools *(e.g. Spybot, Ad-Aware, Microsoft Defender, McAfee, etc.)*	
	Describe the spyware scanning process *(e.g. Automatic every day, manual every week, etc.)*	Date of last scan

Backups	Describe the backup process *(e.g. Automatic every day, manual every week, etc.)*	Date of last backup

Acknowledgment of Judicial Branch Policies

I, the undersigned, hereby acknowledge the following:
1. Any approved non-Judicial computer may be connected to the Judicial Branch network ONLY for the authorized purpose and must be disconnected immediately after any Judicial related work is completed.
2. I am responsible for obtaining a copy of, and complying with all Judicial Branch I.T. policies and procedures, and will not use this non-Judicial device to violate Judicial Branch policies and agree to check regularly for policy changes.
3. The Judicial Branch is not responsible for loss, damage, or exposure of personal data stored on my computer; loss of, or damage to, software on my computer; or damage to my computer hardware.

I have read the above policies and procedures and provided the information requested to the best of my knowledge.
I understand that non-conformance with, or violations of Judicial Branch I.T. policy may result in termination of access to the Judicial Branch network.

Signed	Print or type name of signer	Date signed

For Office Use Only

Comments:	☐ Access **Granted** ☐ Access **Denied**