

**REQUEST FOR JUSTICE USER ID – GOVERNMENTAL AGENCY**

Each approved governmental agency will be provided one JUSTICE user ID. The ID will:

1. Have multiple login capabilities, meaning that multiple individuals can log into the ID at the same time.
2. The assigned ID will have an expiring password that will be maintained by the Agency Contact identified below. The Agency Contact will be responsible for changing the password and providing the new password to all users within the agency.

Agencies agreeing to these terms should complete this form and email it to:

[support.justice@nejudicial.gov](mailto:support.justice@nejudicial.gov).

**Agency Name** \_\_\_\_\_

**Agency Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agency Contact** \_\_\_\_\_

**Contact Phone** \_\_\_\_\_

**Contact Email** \_\_\_\_\_

If the Agency Contact leaves employment, a new agreement must be submitted with the new Agency Contact information.

*All JUSTICE governmental agency user accounts are granted access to public information in County and District courts, in the following case types: Civil, Criminal, Juvenile, Probate, Small Claims, and Traffic. Unless user is requesting access to confidential or sealed records, a web-based option is available for use.*

**Confidential Information in JUSTICE**

Agencies can apply for access to specifically protected personal and financial information in juvenile and civil records under [Supreme Court Rules §§ 6-1464\(A\), 6-1521\(A\), or 6-1701\(A\)](#). If the requested ID shall require access to confidential information/filings in JUSTICE, the agency’s approved form found at [https://supremecourt.nebraska.gov/sites/default/files/Ch6Art15App4\\_0.pdf](https://supremecourt.nebraska.gov/sites/default/files/Ch6Art15App4_0.pdf) must accompany this request.

Access requested and attached included: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Sealed Record Information in JUSTICE**

Nebraska statutes §§ 43-2,108.05 and 29-3523 governing sealing of juvenile and adult criminal court records grants authority to specified individuals or entities to access a sealed record. If the requested user ID shall require access to sealed juvenile and adult records, this request must include the specific statutory authority and is subject to approval by the Court Administrators office.

Access requested \_\_\_\_\_ Yes \_\_\_\_\_ No

Provide the statute number and description of authority to view adult/juvenile record sealed below:

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Each agency granted access and assigned a JUSTICE user ID shall agree that all staff using the ID will:

1. Safeguard the JUSTICE user ID and password.
2. Log off JUSTICE when access is complete and never leave workstations unattended while logged onto JUSTICE.
3. Notify the JUSTICE Help Desk when the ID is no longer required by the agency.
4. Use the information obtained from JUSTICE solely for the purpose(s) authorized by statute, other express authority, or this agreement.

Any violation of this agreement, or the statute or other authority upon which this agreement is based, shall terminate the agency’s access to JUSTICE immediately.

All JUSTICE User IDs are disabled after 45 days of inactivity and deleted after one year of inactivity. User IDs that become disabled can be re-enabled by contacting the JUSTICE Help Desk at 888-254-5856 or [support.justice@nejudicial.gov](mailto:support.justice@nejudicial.gov). Deleted user ID cannot be re-enabled, and a new request form must be submitted.

The signature below is an agreement to the terms of use for a JUSTICE user ID.

**Signature of Agency Administrator**

\_\_\_\_\_ Date: \_\_\_\_\_