

**AGENCY REGISTRATION AGREEMENT TO VIEW RECORDS ONLINE
SEMINOLE COUNTY CLERK OF COURT**

REQUEST FORM:

*Agency/Firm/Company Name:			
*Agency Head Name			
*Agency Head Title			
*Agency Head E-mail Address			
*Agency Address			
*City/State/Zip			
*Agency Head Phone		Alt. Phone	

***Required**

1. This Agreement is for an Agency, Company, Law Firm or Commercial Bulk Purchaser (“Agency”) to view electronic court records as authorized pursuant to the current Florida Supreme Court Administrative Order authorizing access to electronic court records as:

Authorized state or local government agency/entity
School Board
Certified law enforcement officers of federal or state law enforcement agencies
State Attorney’s Office/Public Defender’s Office
Florida Attorney General’s Office
Law Firm
Department of Children and Families, or authorized service providers of the agency
Commercial purchaser of bulk records

2. The undersigned appoints the following as Gatekeeper:

*Gatekeeper Name:			
*Gatekeeper E-mail Address			
*Gatekeeper Address			
*City/State/Zip			
*Gatekeeper Phone		Alt. Phone	

***Required**

3. The undersigned affirms the contact and other information on this Agreement is correct. If Agency needs to designate a different Gatekeeper or update contact information, Agency must provide an updated request on a form provided by Clerk, which, upon submission to Clerk, is incorporated in this Agreement.

4. Clerk Responsibilities

- a. Clerk will endeavor to provide uninterrupted access to the site, which may be interrupted for maintenance, network or power failures, or security issues.

- b. Clerk will provide the Gatekeeper with a unique login ID and password and directions on how to change the password; assign additional login IDs and passwords as requested by the Gatekeeper; and process other Gatekeeper requests for Agency's individual users.
- c. Clerk will maintain and modify the site as required by the current version of the Standards for Access to Electronic Court Records and the Access Security Matrix, which also allows Clerk to limit information and documents viewable online.

5. Agency Responsibilities

- a. To provide Gatekeeper oversight and compliance of the Gatekeeper's responsibilities as set forth below.
- b. To provide updated contact information for Agency by submitting a Request Form.
- c. To the extent Agency has authority to and does view confidential information in the electronic court record, Agency shall take all steps necessary to prevent public access to the confidential information.
- d. To provide computer hardware and software and/or making modifications to existing equipment for access to the site.

6. Gatekeeper Administration

The Gatekeeper is charged with the following responsibilities:

- a. Managing the eligible user accounts for Agency, including adding or requesting eligible users to be added by utilizing Clerk's authorized Gatekeeper Management Request Form.
- b. Ensuring on a continual basis that all individuals with user accounts are eligible users.
- c. Immediately removing or notifying Clerk when any individual user has ceased to be an eligible user.
- d. Monitoring individual users to ensure that individual use conforms with a valid agency purpose and is in accordance with the current version of the Standards for Access to Electronic Court Records and the Access Security Matrix.
- e. Notifying Clerk immediately upon discovery of a password or other security breach, including the discovery that any assigned password is known by an unauthorized person (whether used or not), so that the existing login ID may be deactivated and replacement login information issued.

7. Limitations and Liability

- a. Agency releases Clerk and Clerk's employees and agents from any liability and any damages resulting from or related to (1) interrupted service of any kind; (2) Agency's equipment; (3) use of, or viewing of, electronic court records; and (4) Agency's unauthorized public disclosure of confidential information available to Agency under the Access Security Matrix and access as provided in this Agreement.
- b. Nothing in this Agreement may be construed as waiving the sovereign immunity of the Clerk or the Clerk's employees and agents or of the Agency's sovereign immunity, if applicable, or modifying the recovery limits against the Clerk or Agency as set forth in section 768.28(5), Florida Statutes.

8. This Agreement, regardless of where actually accepted or delivered, is deemed to have been accepted and delivered by the parties in the State of Florida and any dispute arising from it will be governed by Florida law. Any suit for any claim, breach, or dispute arising out of this Agreement will be maintained in the county where the subject court records are maintained.
9. Any notice or communication given or sent pursuant to this Agreement may be delivered in person, by mail, or by email to the address provided on this form above.
10. **Termination**
 - a. If the Agency breaches the provisions in this Agreement, the Clerk has the right to terminate this Agreement immediately and pursue any other remedy available at law or in equity.
 - b. This Agreement will be terminated immediately if funding is withdrawn for any reason. The Agency acknowledges that Clerk has no control over appropriations that may be provided by any governmental entity for the continuation of the services under this Agreement.
11. If any part of this Agreement is found to be invalid, then it will have no effect, but the remaining provisions will continue in full force and effect.

Date: _____

_____ State of _____

Agency Head Signature

_____ County of _____

Agency Head Printed Name

Sworn to and subscribed before me on _____

 Notary Public (Seal)

_____ Personally known or _____ produced identification

**GATEKEEPER MANAGEMENT REQUEST FORM
SEMINOLE COUNTY CLERK OF COURT**

Date	
Agency/Firm/Company Name	
Person Making Request	
Phone Number	
Email	

1.	Add	Name		Title		Login	
	Remove	Email		Start/End Date			
2.	Add	Name		Title		Login	
	Remove	Email		Start/End Date			
3.	Add	Name		Title		Login	
	Remove	Email		Start/End Date			
4.	Add	Name		Title		Login	
	Remove	Email		Start/End Date			
5.	Add	Name		Title		Login	
	Remove	Email		Start/End Date			
6.	Add	Name		Title		Login	
	Remove	Email		Start/End Date			
7.	Add	Name		Title		Login	
	Remove	Email		Start/End Date			
8.	Add	Name		Title		Login	
	Remove	Email		Start/End Date			

Additional Instructions	
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Case Information to be Provided	
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Comments	
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Security Breach Report	
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For security breaches call _____ in addition to emailing this form.