

---

# FULL COURT ENTERPRISE

## REMOTE ACCESS POLICY

### CLERKS OF DISTRICT COURT

---

## BACKGROUND

The MACDC Automation Committee members from 2019 through 2024, having had multiple discussions with the Supreme Court Administrator, the Supreme Court IT Director, County Attorneys, and Public Defenders, created this policy for the Clerks of District Court regarding access to Full Court Enterprise.

Full Court Enterprise (FCE) was configured for use in Montana State Courts by the Office of Court Administrator, members of the MACDC Automation Committee and the vendor, Justice Systems Inc (JSI) from April 2015 through December 2017. During that process specific FCE Roles were created to assist certain groups with remote use of FCE, namely the following:

<b>Criminal Justice (CA PD)</b>	CA and OPD attorneys and staff; law enforcement
<b>DOC Probation</b>	Probation and Parole Officers; PSI writers
<b>Juvenile Probation Officers</b>	Juvenile probation officers
<b>Public</b>	General members of the public; private attorneys; private companies
<b>Records</b>	County Government Records Department employees
<b>Sentence Review Division</b>	Court Administrator employees of the SRD
<b>Title Companies</b>	Title Company employees

On November 7, 2019 the Supreme Court Administrator requested of clerks of district court that no access be granted to non-governmental entities pending the implementation of the Public Portal with the understanding that the Public Portal would be sufficient for searches of case and party information by the general public and that individual accounts for any private individual or company would not be necessary.

The Montana Commission on Technology finalized a list of Rules for public portals in Montana and they became available for public use in December 2022 at <https://courts.mt.gov/Courts/portals>. They are a searchable case index which allows the public to access information about certain court cases by court. The portals are not intended to provide direct access to case documents but rather only basic case information. This is due to the statutory requirement for fees payable to the clerk of court for copies of documents or images. A party interested in viewing the filed documents must contact the court clerk directly.

The availability of the information is dependent upon the information imputed by Clerks of District Court, applies to Civil and Criminal cases, and may or may not include:

- |                                     |                           |
|-------------------------------------|---------------------------|
| 1) Case Filing Date                 | 8) Case Minutes           |
| 2) Judge names                      | 9) Bonds                  |
| 3) Comments from the main case page | 10) Criminal case Charges |
| 4) Party names                      | 11) Register of Actions   |
| 5) Attorney names                   | 12) Judgments / Orders    |
| 6) Hearings List / Schedule         | 13) Warrants              |
| 7) Case Status                      |                           |

Throughout 2024 the OCA continued to receive requests from clerks of court requiring creation of additional FCE access accounts for non-governmental entities which prompted the OCA to meet with the MACDC Automation Committee on August 22, 2023 and again on October 8 and 16, 2024.

The Public Portal negates the need for any member of the general public, title companies, media, researchers, etc, to have access to FCE through an account established by the OCA at the request of the clerk of district court. The OCA is burdened with the responsibility of creating, managing and funding access accounts, but has no independent authority to approve access and must adhere to this Policy.

**The intent of this document is to provide a detailed policy upon which clerks of court and the OCA can rely regarding requests for remote access.**

# POLICY

**Remote access may be GRANTED** to the persons in the following groups:

## GROUP

## ROLE ASSIGNMENT

**CA and OPD** – attorneys and staff

FCE Criminal Justice

**Local Government Attorneys/Judges**

FCE Public

**Conflict Attorneys** – full-time government

FCE Criminal Justice

**Juvenile probation officers**

FCE Juvenile Probation Officers

**Probation and Parole Officers; PSI writers**

FCE DOC Probation

**Sentence Review Division** (1 to 2 accounts)

FCE Public

## GROUP

## ASSIGNMENT

**DPHHS - CSSD**

Public Portal

**Title Companies**

Public Portal

**Prison Records**

Public Portal

**Contract Attorneys**

Public Portal

**Private Attorneys**

Public Portal

**FCE Remote access shall be DENIED** to all members of the public, all private companies, private attorneys, and all government agencies, which includes limited court staff and judges (Muni, City and Justice Courts) not listed above.

**Given the vast amount of information available on the District Court Public Portal and the statutory requirement for payment of fees before obtaining copies of case documents from the clerk of court, remote access accounts for private individuals and businesses will be denied.**

**Remote access accounts that are dormant longer than 60 days shall be inactivated by the OCA.**

MACDC Automation Committee

December 2023

Updated October 2024 – effective date of January 1, 2025