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# FULL COURT ENTERPRISE

## REMOTE ACCESS POLICY

### COURTS OF LIMITED JURISDICTION

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## BACKGROUND

The Courts of Limited Jurisdiction (COLJ) Automation Committee members from 2019 through 2023, having had discussions with Lisa Mader, Supreme Court IT Director, created this policy for the Courts of Limited Jurisdiction 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 COLJ 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 Agency</b>	Probation and Parole; County Attorneys; Sheriff's Office
<b>Public Defender</b>	Public Defender Users

The Supreme Court Administrator requested the Courts of Limited Jurisdiction not grant access 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 courts for copies of documents or images. A party interested in viewing the filed documents must contact the court directly.

The availability of the information is dependent upon the information impute by courts and applies to Civil and Criminal cases, and may or may not include:

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

The Public Portal negates the need for any member of the general public to have access to FCE through an account established by the OCA at the request of the courts of limited jurisdiction. **The OCA is burdened with the responsibility of creating, managing and funding access accounts, but has no independent authority to approve access and must follow the Automation Committee's direction.**

**NOTE: Should the OCA deny any court-approved access based on this Policy, the court may bring the matter to the Automation Committee for review. It is not feasible to list every possible scenario in this document. The intent is to provide a detailed policy upon which courts and the OCA can rely regarding requests for remote access.**

# POLICY

**Remote access may be GRANTED** to the persons in the following groups with the recommendation that courts grant only 1 to 2 accounts per office as noted below, depending upon the size of offices.

## GROUPS

## ROLE ASSIGNMENT

**County Attorney Office** (*attorneys and staff*)

Criminal Justice Agency

**City Prosecutors** (*attorneys and staff*)

Criminal Justice Agency

**Victim Witness**

(*1 to 2 accounts per office/location*)

Criminal Justice Agency

**Misdemeanor Pre-trial Agencies**

(*1 to 2 accounts per office/location*)

Criminal Justice Agency

**Probation & Parole**

(*1 to 2 accounts per office/location*)

Criminal Justice Agency

**Sheriff Office**

(*1 to 2 accounts per office/location*)

Criminal Justice Agency

**Local Law Enforcement**

(*1 to 2 accounts per office/location*)

Criminal Justice Agency

**Public Defender** (*attorneys and staff*)

Public Defender

**Remote access shall be DENIED** to all members of the public, all private companies, all government agencies, and all members of the media except for those listed above.

**Given the vast amount of information available on the Limited Court Public Portal and the statutory requirement for payment of fees before obtaining copies of case documents from the court, remote access accounts for private individuals and businesses will be denied by the OCA. The clerk of court may then contact the Automation Committee for a review.**

*Courts of Limited Jurisdiction Automation Committee  
Unanimously Adopted January 2024*