MINNESOTA JUDICIAL BRANCH

Change Request Form for New Minnesota Government Access (MGA) Login Accounts

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1. Instructions to Applicant

Minnesota Government Access ("MGA") provides electronic access to appropriate court records and documents for a government agency through log-in accounts for the individual agency users. MGA is an Internet browser-based application that requires no installation.

This Change Request Form is the be completed by the Agency Account Manager for a government agency, with an existing MGA account that provides both court records and documents, not by an individual user. It is intended to make updates to the list of individual users with MGA accounts within an agency. **Do not** use this form to request a new account. Complete this entire form. You may clearly print, type, or complete electronically.

Tip: *This is a Microsoft Word document. To complete this form electronically: 1) save to your computer, 2) press Tab to fill out the form fields, 3) save and attach to e-mail submission.*

2. Applicant Information (ALL FIELDS ARE REQUIRED)

Today's Date:	**County/City/State Agency:** **NOTE:** Identify your agency name as it is written on the front page of the Master Subscriber Agreement attached to this request.	**Mailing Address:** **County (if Statewide Agency, enter "State"):**

Agency Account Manager	**Agency Director/Manager Authorizing Request** (if different than Agency Account Manager)
Name:	Name:
Position/Title:	Position/Title:
Phone:	Phone:
E-mail:	E-mail:

3. . MGA User Information (Add/Remove Individual Users) (REQUIRED)

Individual users (authorized employees, contractors, student attorneys) have individual logins and passwords for MGA**. If you are requesting that a new, authorized user from your agency have an MGA log-in account, that user must register for an MGA user account before this request is submitted**. No action is required from the agency to remove a user login account prior to submitting this form.

- Attach a completed Court Administrative Tool (CAT) that lists all user information to this request.

Please indicate if you are:

☐ Adding New Individual Users
☐ Removing Individual Users

NOTE: The signed, attached Master Subscriber Agreement requires that you keep a record of everyone who will be given access to this account and who is removed from the account.

4. Individual User Acknowledgment Forms

All new, authorized individual users in your agency who will be using MGA must complete an Individual User Acknowledgment Form before this request is submitted.

- Please provide a copy of all signed Individual User Acknowledgement Forms with this request.

NOTE: The signed, attached Master Subscriber Agreement requires that all individual users sign the User Acknowledgment Forms prior to using MGA and that you keep a record of all User Acknowledgment Forms.

5. Signatures

This Change Request Form is submitted in connection with and made part of the most recent Master Subscriber Agreement executed by the Applicant and the State. An individual authorized to sign on behalf of and bind the government agency in written agreements signs under the Applicant signature block below.

APPLICANT		THE STATE	
By:		**By:**	
	(signature)		(signature)
Date:		**Date:**	
Name:		**Name:**	
	(typed)		(typed)
Title:		**Title:**	
Office:		**Office:**	

6. Submission

This Change Request Form and all required attachments should be emailed to GSAreceiving@sp.courts.state.mn.us.