

## User Acknowledgment Form

The Organization identified below that I work for has contracted with the Office of State Court Administration (the “Court”) for the access and use of the Court’s Records and Documents. Under that contract, the Organization is required to have employees sign the written acknowledgment below before they are permitted access.

I, \_\_\_\_\_, as an employee of  
\_\_\_\_\_  
\_\_\_\_\_ (“the Organization”), state the following:

1. I have read and understand the requirements and restrictions in the Master Subscriber Agreement for Minnesota Court Data Services for Civil Legal Services Organizations between the Organization and the Court.
2. I understand that I am not to share my login and password information.
3. I shall access and use the Court Records and Court Documents provided for only “legitimate business needs.” I understand a “legitimate business need” is limited to a requirement, duty or obligation for the efficient performance of tasks or responsibilities that is required or authorized for the sole purpose of providing civil legal representation to the qualifying clients of the organization.
4. I shall not access or use Court Records or Court Documents for personal use or any use that is not a legitimate business need as defined in paragraph 3, above.
5. I will not share Court Records or Court Documents with third parties other than as needed to further legitimate business needs as defined in paragraph 3, above.
6. I understand that the Court is not liable for any Court Records or Court Documents not available due to computer or network malfunction, mistake or user error. The Court makes no warranties as to the completeness or accuracy of the Court Records and Court Documents provided.
7. I agree to notify the Court when I no longer work for the Organization or no longer have a legitimate business need for Court Records and Court Documents. I agree to stop accessing court records and documents when this occurs.
8. I understand that should I violate paragraphs 2-5., it would result in the suspension or termination of my access to Court Records and Documents, and may result in the suspension or termination of the access to Court Records and Documents by the Organization, and other civil and criminal liability.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Employee for Organization