



JIMS Justice Information Management System

406 CAROLINE, 2ND FLOOR, HOUSTON, TEXAS 77002
Phone: (713) 755-6929 • Fax: (713) 755-8895

Michael J. Shannon - Director

To: Government Agency Representative

From: Mike Shannon
JIMS Managing Director

Regarding: Public Access to JIMS

Thank you for inquiring about access to the Harris County Justice Information Management System (JIMS). This packet of information is for government agencies that are requesting access to the records available from the JIMS Civil System public access web site. Harris County does not charge government agencies for using this site.

Non-governmental entities, including non-profit organizations, may sign up for the Subscriber Access program. For more information access:
http://www.hcdistrictclerk.com/e-services/pros_subscriber.aspx.

This Packet Includes:

- Administrative Guidelines (save for future reference)
- Agency Information Sheet (fill out and return)
- Request for Access to Harris County Civil Web Site (fill out and return)
- JIMS Log-on ID Request (fill out and return)

To Become a Civil Web Site User:

1. Complete and submit the "Request for Access" form enclosed.
2. Complete and submit the "Request for Log-on IDs for Civil Web Site" form enclosed.
3. After your agreement has been approved, JIMS will contact you.
4. JIMS will provide one user ID and password for each device that your agency will use to access the site.

Return completed forms to:

**Harris County JIMS
Rayla Jordan
406 Caroline 2nd floor
Houston, Texas 77002**

If you have any questions, please call JIMS, at (713) 755-6979.

To Make the Connection

To connect to the site, an agency must have a PC (personal computer), a modem, a phone line and an account with an Internet service provider (ISP). For the best results, the agency should use Microsoft Internet Explorer 4.0 browser software (or any later version that is released).

The agency will not need to purchase any special software. The only bill that your agency will receive will be from your agency's Internet service provider.

The web address is:

<http://www.jims.hctx.net/>

Administrative Guidelines for Civil Web Site Access

1. This packet is for government agencies that are requesting clearance for the Harris County Civil Web Site only.
2. The request forms must be completed in full.
3. The requests are submitted to the JIMS Management Committee for approval.
4. Each agency shall obtain and use equipment and software that is compatible with or required by Harris County.
5. Each agency is responsible for providing and maintaining its own equipment used to access the requested data.
6. The agency's personnel will not be required to attend JIMS training before using the Public Access System.
7. JIMS will issue one log-on ID and password for each device that the agency will use to access the system.
8. When access is no longer needed, the agency must promptly notify JIMS so that the log-on ID and password can be canceled.
9. Technical requirements are prescribed by the Harris County Information Technology Center (ITC).
10. To obtain access to non-public records, the government agency's chief officer must execute a standard agreement with JIMS, obtain the approval of the JIMS Management Committee, and send its personnel to a JIMS training class. Classes are held in a county building in downtown Houston and are free of charge for government agencies.



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Agency Information Sheet

Date: _____

Agency: _____

Physical Address: _____

City: _____ County: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ County: _____ State: _____ Zip: _____

ORI (if applicable): TX _____

Agency Contact:

Agency or Department Head: _____

JIMS Liaison 1:* _____

Title: _____

Phone: _____ Fax: _____

E-mail: _____

JIMS Liaison 2:* _____

Title: _____

Phone: _____ Fax: _____

E-mail: _____

JIMS Users:

Approximate number of employees who need access to JIMS: _____

Terminal Information:

Approximate number of terminals to be connected to JIMS: _____

* JIMS liaison are authorized to request security code additions, changes and deletions. They also schedule personnel for JIMS training classes.

JIMS Use Only

Date Received: _____ MC Approval Date: _____ Dept Code: _____ Org Code: _____

**Government Agency
Request for Access to
Harris County Civil Web Site**

1. AGENCY NAME: _____

ADDRESS: _____

CITY STATE ZIP

CONTACT: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL: _____

2. SIGNATURE: _____

(Agency liaison)

TITLE: _____

(Print Name and Title)

DATE: _____

HARRIS COUNTY USE ONLY

JIMS MANAGEMENT COMMITTEE APPROVAL DATE: _____

JIMS MANAGEMENT COMMITTEE CHAIR: _____

DEPARTMENT CODE: _____ **ORGANIZATION CODE:** _____

Request for Log-On IDs for Civil Web Site

This form is required for any addition or deletion of a JIMS log-on ID used to access the JIMS civil web site and must be signed by the agency's designated liaison. Send completed request forms to:

Rayla Jordan, JIMS, 406 Caroline, 2nd Floor, Houston, TX 77002

DATE: _____

TO: Justice Information Management System - Training Section

FROM: _____
(Name of Agency)

TYPE OF REQUEST: (Circle One)

ADDITION Provide JIMS log-on IDs for the following individuals or workstations. I understand that the log-on IDs may only be used by personnel in my agency and that the log-on IDs will only provide access the JIMS Civil Web Site.

DELETION Delete the following JIMS log-on IDs.

NAMES AND WORK PHONE NUMBERS OF INDIVIDUALS
OR IDENTIFIERS AND PHYSICAL ADDRESSES OF COMPUTERS TO BE USED TO
ACCESS JIMS*

1. _____

2. _____

3. _____

4. _____

5. _____

*Provide a terminal ID, username, IP address or other identifier that your agency uses to track devices in your inventory. Also provide the address of the building where the workstation is located.

AGENCY LIAISON: _____
(Signature)

(Title, Phone Number)