



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 Criminal 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.

Available Information

Public records include information about:

- Class A and B misdemeanor cases filed in the Harris County Criminal Courts at Law,
- Felonies filed in the Harris County Criminal District Courts,
- Ancillary cases, such as bond forfeitures, arising from these cases.

The following information is available about these cases:

- Persons Connected with the Case
- Court Setting Records
- Case Transactions (District Clerk records of all documents filed in a case)

Also, the following information is available about the people connected with these cases:

- Case Summary Information
- Bonding Information (if the person is currently booked in a Harris County jail)

The public access system does **not** provide information about class C misdemeanor cases or cases in any other jurisdiction besides Harris County. It does not provide booking history, warrant history, hold history, or historical person master records (such as address and employment history). Also, the public access system cannot be used to file charges or to access any other criminal justice database such as the Southeast Texas Crime Information Center (SETCIC).

This Packet Includes:

- Administrative Guidelines (save for future reference)
- Agency Information Sheet (fill out and return)
- Request for Access to Harris County Criminal Web Site (fill out and return)
- JIMS Log-on ID Request (fill out and return)
- Overview of the Harris County JIMS Criminal System Website (distribute to authorized personnel)

To Become a Criminal Web Site User:

1. Complete and submit the “Agency Information Sheet” and the “Request for Access” form enclosed.
2. Complete and submit the “Request for Log-on IDs for Criminal 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 Criminal Web Site Access

1. This packet is for government agencies that are requesting clearance for the Harris County Criminal 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 Criminal 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 Criminal Web Site

This form is required for any addition or deletion of a JIMS log-on ID used to access the JIMS criminal 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 Criminal 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)

Overview of the Harris County JIMS Criminal System Website

Address

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

For best results, use Microsoft Internet Explorer browser software, version 4.0 or higher.

Available Information

The Web site provides access to the **public records** in the Harris County Criminal System. The public records pertain to:

- Class A and B misdemeanor cases filed in the Harris County Criminal Courts at Law
- Felonies filed in the Harris County Criminal District Courts
- Ancillary cases, such as bond forfeitures, arising from these cases.

The system does **not** provide information about class C misdemeanor cases or cases in any other jurisdiction besides Harris County.

Inquiries

To locate records about a person, you may inquire with any of the following identifiers:

- A name (race, sex and date of birth are optional)
- A SPN (an eight-digit, Harris County system person number)
- A driver's license number
- A Social Security number

Defendant and Non-defendant Records

The following information is available about people connected with Harris County criminal cases:

- Harris County Criminal Case Summary Information
- Bonding Information (if the person is currently booked in a Harris County jail)

Case Records

The following information is available about Harris County criminal cases:

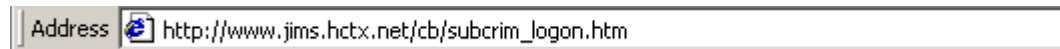
- Persons Connected with the Case
- Court Setting Dates
- Case Transactions (District Clerk records of all documents filed in a case)

Internet Instructions

Accessing a Web site is as easy as typing the URL (web site address) in the Address window and pressing the enter key. If you would like to return to a site quickly and easily in the future, add that site to your list of favorites. For example, through Internet Explorer's Favorites menu, you can bookmark the Criminal System Web site.

Accessing the Site

1. Open Internet Explorer.
2. Move your cursor to the Address field and click your left mouse button.
3. When the current address is highlighted, press delete.
4. Type the address of the site you wish to view and press Enter.



Alternative method: Instead of the procedures above, you can click on the File menu, select Open, then type the web address and press Enter.

Adding to Favorites

When the JIMS Web Services screen is displayed, click on Favorites, then click on Add To Favorites.



Once you have bookmarked a site, you can access it by clicking on Favorites, then clicking on the listing for the site.

Help and FAQs

Please read the sections titled Help and FAQs (frequently asked questions). These sections explain the system in detail.

Notes

The web site provides the same Harris County records that are available to the general public on a walk-in basis.

The records are immediately retrievable via the Web site. This means that as soon as a record is entered by Harris County, that record can be viewed by any authorized user.

No images of original documents are available at this time.

If a government agency needs access to non-public records, that agency must execute a non-disclosure agreement with JIMS and send its personnel to JIMS training classes.