



FLORIDA ASSOCIATION OF COURT CLERKS AND COMPTROLLERS
COMPREHENSIVE CASE INFORMATION SYSTEM
USER SECURITY AGREEMENT FOR REGISTERED USERS & ATTORNEYS

As a user of the web-based Comprehensive Case Information System (CCIS), you acknowledge that you will have access to statewide court records. You understand that under Florida law some records are considered sensitive, confidential, and/or exempt from public disclosure, and may be deemed so at any time by Florida or Federal law, court rule, or court order. By signing this agreement, you further acknowledge:

1. GOVERNANCE & PENALTIES

- a. Electronic access to Florida court records is governed by the Supreme Court of Florida Access Security Matrix in the most current [Administrative Order governing Electronic Access to Court Records](#). Access to court records in CCIS may be more restrictive based on the local Clerks ability to provide the records online. Your access to CCIS records is limited to the corresponding Matrix security group for your role or the [CCIS Court Records Access Policy](#).
- b. Use of CCIS is subject to the Florida Computer Crimes Act ([Florida Statute 815](#)) which provides penalties for unauthorized use of information resources for all systems protected by the Act.
- c. CCIS User accounts may be inactivated when there is no activity within any consecutive 60-day period.
- d. The Florida Court Clerks & Comptrollers Association (FCCC) reserves the right to audit usage of the CCIS system on a periodic basis to ensure compliance with this agreement. For security and analytic purposes, information about searches conducted on this site will be logged. Such logs will be used to maintain and improve this service.

2. USER RESPONSIBILITY

- a. User will access records from CCIS only to the extent authorized and necessary.
- b. User agrees to not utilize any automated system or software to extract data (e.g., "screen scraping") from CCIS.
- c. User will safeguard user's login or password (credentials) and not permit them to be used by other individuals, either deliberately or through failure to secure the credentials.
- d. User will maintain the confidentiality and prevent the unauthorized disclosure of any records or information available to the user and accessed or obtained from CCIS that is confidential or exempt from public disclosure under Florida or Federal law, court rule, or court order.
- e. Users will promptly report to FCCC known or suspected theft, loss or unauthorized disclosure of confidential or exempt information, to include user credentials. Refer to the user guide for contact information.
- f. User affirms that the User information provided below is correct.

3. LIMITS OF LIABILITY

- a. Users release FCCC and FCCC's employees and agents from any liability and any damages resulting from or related to (a) interrupted service of any kind; (b) User's equipment; (c) use or viewing of electronic court records.
- b. This Agreement, regardless of where actually accepted or delivered, is deemed to have been accepted and delivered by the parties in the State of Florida and any dispute arising from it will be governed by Florida law. Any suit for any claim, breach, or dispute arising out of this Agreement will be maintained in Leon County, Florida.

4. DISCLAIMER: This information is provided as a public service and is NOT an authoritative public record. There is no warranty or guaranty on the accuracy of data on this system; for the official

record, please contact the applicable County Clerk's office.

5. TERMINATION AND OTHER REMEDIES

- a. If User breaches the provisions in this Agreement or otherwise uses data or information improperly, the FCCC has the right to terminate this Agreement immediately and pursue any other remedy available at law or in equity.
- b. This Agreement will be terminated immediately if funding of CCIS is withdrawn for any reason. User acknowledges that FCCC has no control over appropriations that may be provided by any governmental entity for the continuation of the services under this Agreement.

6. If any part of this Agreement is found to be invalid, then it will have no effect, but the remaining provisions will continue in full force and effect.

USER INFORMATION

Completed, notarized forms must be submitted to your County Clerk's office for verification and account activation.

*(Please print/type all information. Items marked with an * are required.)*

*Name (User)			
		First	Last
*Email Address			
*Phone(s)		(w/h)	(c)
Employing Agency/Business			
Job Title/Role			
*Mailing Address			
*City, State ZIP			
*Matrix Role	Certified Law Enforcement Officer (Role 8) ¹		
	Attorney of Record (Role 3)/Includes Registered User ²		Bar No.:
User Signature:		Date:	

NOTARY:

County: _____ State: _____

_____ By Physical Presence _____ By Online Notarization

_____ Personally Known _____ Produced Identification _____

Sworn to by the user named above, and subscribed before me on: _____

Notary Public Signature _____ (Seal)

Notary Public Printed Name _____

If this Agreement is for access by a government agency employee or gatekeeper, please use the CCIS Gatekeeper Security Agreement Form.

Approved by CCIS Administrator:		(CCIS use only)
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¹ No Notarization required

² Signature must be notarized