

Instructions for Completing JIS CCL/CNI Authorization Request

To add or modify access for users to view non-public records in other courts on your AS/400, please complete the JIS CCL/CNI Authorization Request form. Approval is required from the Administrator or Chief Judge of the other courts.

Fax the completed request to JIS: 517-373-7451. Contact the Help Desk if you need assistance.

Please list each user that needs access to non-public records for each applicable court.

User ID	This is the user's AS/400 user ID or application ID. Example: John Alexander Doe in the 57th District Court: D5700JAD; Allegan County Circuit Court C4803JAD; Allegan County Probate Court P03JAD.
Name	User's first and last name.
CCL	Insert a Y if authority applies to Central Calendar options.
CNI	Insert a Y if authority applies to Central Name Index
Court Type	Court types include: D =District, C =Circuit, P =Probate, J =Juvenile. Indicate which court types apply. When authority is different between court types, complete a separate line for each court type.
Court ID	Identify Circuit, Probate and Juvenile Courts by their two-digit county number; District by their four-digit ID. Example: Allegan County: Circuit and Probate (03); District (5700)
Criminal NP (Non-Public) Civil NP Probate NP Juvenile NP Adoption (Only available for CCL)	Insert a Y for each category that applies to the user identified.

User ID	Name	CCL	CNI	Court Type	Court ID	Criminal NP	Civil NP	Probate NP	Juvenile NP	Adoption CCL only
D5700JAD	John Alexander Doe	Y	Y	D C	5700 03	Y Y	Y			

Example of request for John Doe to view non-public CCL and CNI criminal records in D57 and C03, and civil non-public/sealed in D57 only

Important: Be sure to list your court ID and authority, as this overrides your court application authority.

