



**COURT OF COMMON PLEAS
JUVENILE COURT DIVISION**

COUNTY OF CUYAHOGA
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KRISTIN W. SWEENEY
ADMINISTRATIVE JUDGE

TEREASE Z. NEFF
COURT ADMINISTRATOR

JUDGES

PATRICK F. CORRIGAN
ALISON L. FLOYD
THOMAS F. O'MALLEY
MICHAEL J. RYAN
DENISE N. RINI

January 13, 2017

Guardians ad litem and Assigned Counsel

Re: *iCase* Access

Dear Attorneys:

We are pleased to announce the court will soon begin providing *iCase* access to Guardians ad litem and assigned counsel through their own computers.

Access will be given via a Virtual Private Network (VPN). The attorneys will have the same access to *iCase* they presently have in the attorney work room contiguous to the Clerk's Office. The attorneys will be asked to complete an information form and a confidentiality agreement before being granted access.

Significantly increasing the number of case information system users may adversely *iCase*'s processing speed. Additionally, new users may have many questions leading to increased interaction with Juvenile Court *iCase* Help Desk staff. Because of these concerns, access will be established by assigning VPNs to a pilot group of thirty Guardians ad litem and assigned counsel. The first thirty attorneys who complete their forms and return them to the *iCase* Help Desk will be the first group of users. After thirty days, the project will be assessed and if no substantial problems are identified, VPN access will be offered to an additional group of Guardians ad litem and assigned counsel.

An interested Guardian ad litem or assigned counsel should contact the *iCase* Help desk at ICASEHELPDESK@cuyahogacounty.us and indicate he or she is a Guardian ad litem or assigned counsel requesting VPN access. *iCase* Help Desk staff will send the forms to be completed to the attorney making the request. Documents returned to the *iCase* Help Desk will be reviewed. If the requester is accepted into the pilot group, a user name and password, along with instructions for using the VPN, will be sent to the attorney. The instructions will include information detailing how to contact the court's IT staff for assistance.

If you have questions, please contact me at dchavers@cuyahogacounty.us or 216.443.3370.

Very truly yours,


Dana C. Chavers