

# Judiciary Policy on Access to Data Communications Networks

Directive 6-98  
Issued by:

November 16, 1998  
James J. Ciancia

I have approved the following policy governing remote network access in the State of New Jersey Judiciary. This policy applies to all Judges and judiciary employees performing Judicial Branch functions, including temporary employees. Examples offered are not intended to be exhaustive but merely illustrative of conditions and conduct that would conform to or violate policy. When in doubt, an employee or Judge should direct all questions to the Administrative Office of the Courts= Information Technology Office.

## Policy

It is the policy of the Judiciary that Judges and judiciary employees desiring access to judiciary data communications networks from a remote location, including Local Area Networks, shall submit a written request to the Administrative Office of the Courts= Information Technology Office(AOC/ITO). Data communications networks are defined as telephone lines that carry computer-to-computer communications (as opposed to voice communications) such as court record data and electronic mail.

Only approved individuals receiving written permission may access Judiciary networks. All such access shall be through AOC/ITO approved security systems. Users may not use software products, such as PCAnywhere, Reach Out, and Carbon Copy, to access networks or PCS in the Judiciary unless authorized to do so in writing, and unless access is through approved AOC/ITO security systems. Judges and judiciary employees shall not assist other personnel or outside individuals in bypassing ITO security measures.

Additionally, it is the policy of the Judiciary that a modem may not be connected to a telephone line while the modem is simultaneously connected to a personal computer that is connected to the judiciary's network, unless specific written authorization to do so is granted.

The Judiciary prohibits any conduct by Judges or employees that constitutes noncompliance with this policy.

## EDITOR'S NOTE

The directive has been changed to reflect the change in the name of the Information Systems Division (ISD) to the Information Technology Office (ITO).