Process for Granting Offshore Access to JCC Assets

1. For every Offshore Phoenix project Vendor resource, the following forms must be completed at least 10 business days in advance of access:
a. Foreign Country Access Request Form
b. CCTC VPN Remote User Request Form
c. Attestation of successful background checks
d. Attestation from vendor that offshore resource has reviewed the terms and conditions of the contract with the offshore resource and that all conditions are understood and complied with.
e. Vendor Access Agreement
2. JCC Security team, Operations Team and CIO / CSO must approve all VPN access and Foreign Access requests prior to access.
3. Vendor PM and JCC PM are responsible for documenting the following items in the Foreign Access Method of Procedure:
a. Who needs access
b. What they need access to
c. Where do they need to access (CCTC, Azure, etc.)
d. When they need access (timeline) and when access will be removed
e. How they will obtain access (e.g. VPN)
f. Additional sheets should be added as needed to provide specific steps and timelines
4. Any changes for the types of access requested will require that the Method of Procedure to be updated.
5. Access will be granted to JCC Assets only for the period of time that they are required.
6. Vendor Access to Phoenix Production Systems is not allowed.
7. Any personnel changes are subject to the terms of the Contract and to steps 1 – 4 above.
8. Offshore resources shall provide a daily log of access-related activity that involves JCC Assets (5-min exercise).

Foreign Country Access to JCC Applications

<table>
<tr>
<td>Procedure</td>
<td>
1. Please open a ServiceNow ticket, fill out this form and attach it to the ticket.
2. The ticket will be opened in Sys. Admin's name directed towards the Net Ops Team.
3. Please do not mention the Judge's name on this form (for security reasons).
4. The Security Supervisor will review the request for approval/denial.
5. If approved, the Network Team will implement the request and notify the Admin.
6. If denied, the Network Team will notify the reason for denial to the Admin.
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<tr>
<td>Requester's Information</td>
<td>
Personal Information:
Systems Admin   Date: _____

Last Name: _____   First Name: _____

TITLE: _____   Phone: _____   DCA: _____

EMAIL: _____
</td>
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<tr>
<td>Foreign Country Access Request Detail</td>
<td>
Foreign Country Name: _____

Requested Start Date: _____   Projected End Date: _____

What specific application does the requestor intent to access from the above Foreign country?

Please specify the reason for this request?

Migrate SAP Phoenix from CCTC to Azure

Individual(s) responsible for managing security and patches on the Requestor's Laptop? (Name & Phone Number)

Supervisor/Managers Approval: (please attach the approval email from your Supervisor/Manager)

Requester's Signature: _____   Date: _____

Security Manager Approval: _____   Date: _____
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CCTC VPN Remote User Request Form

REMOTE USER LOCATION AND CONTACT INFORMATION	
☐ Court	Court Name:
X Vendor	Vendor Company:
☐ JCC ☐ SAIC	
(This Service is for)User Name:	
Phone:	
Email:	
Manager Name:	Manager Phone:

VPN REMOTE USER SERVICE REQUIREMENT
Which environment(s) are the users required to access? (Select all that apply) ☐ Production   ☐ Stage   ☐ ETE/Development

WHICH VPN PROFILE ARE YOU REQUESTING?
☐ CCTC-CourtUser : General Court User access to CCTC ☐ CCTC-Court-SU : Same as Court User but with additional access for Database support ☐ Vendor : Specialized access for vendor support. Please fill out additional info in box below ☐ JCC-Support : General Judicial Council support access to CCTC   SAIC-AdminSupport : SAIC Administrator support ☐ SAIC-MW-DBA : SAIC Middleware and Database support ☐ SAIC-NETSEC : SAIC Network and Security support ☐ SAIC-ServiceDesk : SAIC Service Desk support

IF THIS REQUEST IS FOR VENDOR ACCESS PLEASE DESCRIBE WHAT IS NEEDED:
Please add

VPN USER ACCEPTANCE POLICY ACKNOWLEDGEMENT
Please review the VPN User Acceptable Use Policy on the following pages   ☐ I have Read and Agree with the Policy   ☐ I do not Agree with the Policy