INSTRUCTIONS FOR PROFESSIONAL BONDSMEN, SURETY BONDSMEN, AND RUNNERS REQUESTING ACCESS TO NCAOC'S CRIMINAL AND CIVIL DATA

(Pursuant to G.S. 58-71-200, as revised, effective August 5, 2015)

Professional bondsmen, surety bondsmen, and runners (hereinafter, "bondsmen") may request access to the North Carolina Administrative Office of the Courts' (NCAOC) criminal and civil systems with no charge for ongoing transactions, pursuant to G.S. 58-71-200. Following are two sets of instructions: 1) one for bondsmen who are requesting this access to NCAOC's criminal and civil systems for the first time, and 2) one for bondsmen who already have this access to the criminal system and who now want access to the civil system, pursuant to the revised statute.

I. Bondsmen Requesting Access to NCAOC's Criminal and Civil Systems for the First Time

A. Initial Steps

Those requesting access to NCAOC's Automated Criminal/Infractions System (ACIS) and the Civil Case Processing System (VCAP) pursuant to G.S. 58-71-200 should follow the steps laid out below. (Note that each professional bondsman, surety bondsman, and runner will need his or her own user ID for the searches of ACIS and VCAP, and the setup fee for each ID is $200. There is no sharing of these IDs. Pursuant to G.S. 58-71-200(h), "allow[ing] any other person, directly or indirectly, to make use of access granted to the bondsman or runner pursuant to subsection (a)" of G.S. 58-71-200 is a Class H felony.)

1. Access the AOC-A-156 security approval/agreement form from NCAOC's website at http://www.nccourts.org/Forms/Documents/1271.pdf.

2. Either completely fill out the form online, using Adobe Reader, then print it, OR print the form and completely fill it out. Sign and date the form at the bottom of Side One.

3. Obtain a cashier's check for $200, made out to the "N.C. Administrative Office of the Courts."

4. Mail the completed and signed AOC-A-156 form and the cashier's check to the following:

   N.C. Administrative Office of the Courts
   Financial Services Division – BB
   P.O. Box 2448
   Raleigh, NC 27602

5. Purchase SSL-enabled TN3270 client software from an outside vendor to install on your workstation. (See the section below titled "SSL-Enabled TN3270 Specifications.")

6. Ensure that your workstation is connected to the Internet.

B. Information from NCAOC

Once a user's user ID is set up by NCAOC, the user will receive an email notification from the NCAOC with the following information:

1. The user ID and initial password

2. NCAOC's "Policy for Access to NCAOC's Automated Criminal/Infractions System and Civil Case Processing System by Professional Bondsmen, Surety Bondsmen, and Runners"

3. NCAOC's "Connectivity Information for Bondsmen and Runners"

4. A link to the online "ACIS Public Inquiry Reference Guide"

5. The VCAP users' manual

With the TN3270 software installed on the user's workstation, per the connectivity information provided, the user can enter the user ID and password to reach the NCAOC's "green screen" and gain access to ACIS and VCAP.

All questions about these instructions should be directed to NCAOC's Access Administration team at 919-890-2221 or security@nccourts.org.

II. Bondsmen with ACIS Access Already

A. Obtaining Access to VCAP

Bondsmen who already have access to ACIS pursuant to G.S. 58-71-200 do not need to pay a new fee to get access to VCAP. They will, however, need to complete a new "Security Approval/Agreement" form.

Bondsmen who wish to add VCAP access should follow the steps laid out below:

1. Access the AOC-A-156 security approval/agreement form from NCAOC's website at http://www.nccourts.org/Forms/Documents/1271.pdf.

2. Either completely fill out the form online, using Adobe Reader, then print it, OR print the form and completely fill it out. In the NCAOC User ID box in the "User Information" section, enter your user ID beginning with "BBM."

3. In the "System Access/Update Request" section, enter an "A" in the blank in front of "Civil Inquiry (VCAP)."

4. Sign and date the form at the bottom of Side One.

5. Mail the completed and signed AOC-A-156 form to the following:

> N.C. Administrative Office of the Courts
> Technology Services Division – Access Administration
> P.O. Box 2448
> Raleigh, NC 27602

B. Information from NCAOC

Once VCAP access has been added, the user will receive an email notification from the NCAOC with the following information:

1. A confirmation that Inquiry access to VCAP has been granted

2. An updated version of NCAOC's "Policy for Access to NCAOC's Automated Criminal/Infractions System and Civil Case Processing System by Professional Bondsmen, Surety Bondsmen, and Runners"

3. The VCAP user manual

With the TN3270 software already installed on the user's workstation, the user can enter the user ID and password previously assigned to reach the NCAOC's "green screen" and gain access to both ACIS and VCAP.

All questions about these instructions should be directed to NCAOC's Access Administration team at 919-890-2221 or security@nccourts.org.

SSL-Enabled TN3270 Specifications

The NCAOC provides the public with access to its enterprise server via individual workstations using an SSL-enabled TN3270 client (desktop application). "SSL" is short for "Secure Sockets Layer." It is a protocol developed by Netscape for transmitting private documents via the Internet. SSL works by using a public key to encrypt data that is transferred over the SSL connection. It employs various protocols and algorithms to provide a high level of security. This protocol has been approved by the Internet Engineering Task Force (IETF) as a standard.

Requirements:

- Users must have their own Internet connection. There are numerous Internet Service Providers through which to obtain this connection. Prices will vary.

- Users must purchase an SSL-enabled TN3270 client for each workstation requiring access. Many vendors sell these clients at a relatively low cost (generally under $50 per workstation). To find a vendor, users can Google "SSL TN3270 terminal emulation software." Many vendors also offer free 30-day trials.

Configuration Specifications:

- The **Host Name** should be set to **ssl3270.nccourts.org**.
- The **TCP port number** should be set to **2023**.
- The TN3270 client <u>must</u> support **128-bit encryption**.
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The NCAOC does not provide installation, support services, or technical consulting. The NCAOC will provide the minimum technical reference information required for successful connectivity. Users without sufficient technical resources are encouraged to obtain the assistance of a vendor or consulting company.

Glossary of Acronyms & Definitions

IETF

The Internet Engineering Task Force (IETF) is a large, open international community of network designers, operators, vendors, and researchers whose purpose is to coordinate the operation, management, and evolution of the Internet and to resolve short- and mid-range protocol and architectural issues. It is a major source of proposals for protocol standards, which are submitted to the Internet Architecture Board (IAB) for final approval. The IETF meets three times a year, and extensive minutes are included in the IETF Proceedings.

Internet

A worldwide network of computer networks. It is an interconnection of large and small networks around the globe. The Internet began in 1962 as a resilient computer network for the US military and over time has grown into a global communication tool of more than 12,000 computer networks that share a common addressing scheme.

Internet Service Provider (ISP)

A business or organization that offers users access to the Internet and related services. Most telecommunications operators are ISPs. They provide services such as Internet transit, domain name registration and hosting, dial-up access, and leased line access.

SSL

Short for "Secure Sockets Layer," a protocol developed by Netscape for transmitting private documents via the Internet. SSL uses a cryptographic system that uses two keys to encrypt data − a public key known to everyone and a private or secret key known only to the recipient of the message.

TN3270

TN3270 is the remote-login protocol used by software that emulates the IBM 3270 model of mainframe computer terminal.