



**New South Wales
JusticeLink**



JusticeLink eServices
eOrganisation Agreement to Use JusticeLink eServices



Information - eOrganisation

What is an eOrganisation?

An eOrganisation enables organisations to manage their staff members' and other representatives' electronic access to JusticeLink.

Who can be an eOrganisation?

Two types of organisations can become eOrganisations:

- A legal practitioner organisation (or a part of that organisation) and
- Companies and other business entities (or parts of those organisations).

For example an eOrganisation can be:

- a practice within a law firm
- a sole legal practitioner with one staff member
- a collections branch of a bank
- a mercantile or commercial agent or
- a debt recovery section of a large company.

An eOrganisation is not available for litigants in person.

Why should an organisation become an eOrganisation?

An eOrganisation status allows legal practitioners to delegate tasks to support staff within their organisation. Once approved, a paralegal can, for example, electronically file documents in the court for a legal practitioner. Tasks can only be delegated to staff members who are part of the same eOrganisation.

How do you become an eOrganisation?

Organisations must register to become eOrganisations. eOrganisations are required to enter into an *eOrganisation agreement to use JusticeLink eServices* with NSW courts.

Please print and complete the eOrganisation Agreement to use JusticeLink eServices to the attention of:

Operational Manager
JusticeLink Support Group
Department of Justice and Attorney General

Please fax to (02) 9377 5233

Alternatively, scan and email to:

justicelinksupport@agd.nsw.gov.au with "eOrganisation Agreement" in the subject header.



Preparing for eOrganisation status

Prior to entering the *eOrganisation agreement to use JusticeLink eServices*, the organisation should:

- Ensure all appropriate staff have a JusticeLink user ID and password
- Identify a staff member who will be the JusticeLink Authorised Officer (this can be a Commercial Agent filing on your behalf)
- Identify a staff member who will be the JusticeLink eAdministrator.

Once eOrganisation status is approved, the JusticeLink eAdministrator will:

- Add registered staff members or representatives to the eOrganisation
- Remove users from the eOrganisation when they leave
- Assign permissions for staff in their eOrganisation, including their own permissions.

A legal practitioner or Authorised officer:

- Can add a staff member as a delegate and assign that staff member certain permissions such as the ability to file documents electronically or access the case file.

Further information on JusticeLink eServices is available at:

http://infolink/lawlink/eservices/ll_eservices.nsf/pages/courtlink_legal_eservices



eOrganisation Agreement to Use JusticeLink eServices

(This should be read in conjunction with the Information sheet.)

NSW courts recognise that organisations need to be able to control how their JusticeLink cases are accessed and managed by their staff. JusticeLink eOrganisation status gives organisations this control and this agreement sets the rules for eOrganisation status.

This agreement is between the organisation (as set out in the table below) and NSW courts (the Supreme Court of NSW, the District Court of NSW and the Local Court of NSW).

Organisation name	
Organisation ACN	
Organisation ABN	
Signatory name (the agreement signatory accepts responsibility for all eOrganisation & staff activities)	
Agreement signatory title	
Agreement signatory email address	
Agreement signatory telephone number	
Agreement signatory address	

Obligations of an eOrganisation:

The eOrganisation agrees to:

1. ensure that all staff who need access to JusticeLink obtain a JusticeLink login and password
2. ensure that only current staff members have access to its JusticeLink cases. Clients may not be given access to JusticeLink through the eOrganisation
3. ensure its staff keep their JusticeLink login and password secure (this includes not sharing or divulging JusticeLink passwords with colleagues or clients who do not have a JusticeLink log-in and password)
4. ensure that all staff with access privileges are kept up-to-date with any policy and procedural changes governing access to, and use of, JusticeLink
5. ensure that there is always at least one eAdministrator in the eOrganisation
6. ensure that JusticeLink is informed (through Justicelinksupport@agd.nsw.gov.au) if the eOrganisation's contact details change
7. ensure its staff use information obtained from JusticeLink only for the eOrganisation's business purposes, including that any JusticeLink information obtained from a particular case is used only for that case and that staff safeguard sensitive court information obtained from JusticeLink
8. ensure that the eOrganisation's frequent user identification code (FUI) is used on all filed documents and
9. advise JusticeLink (through Justicelinksupport@agd.nsw.gov.au) at the earliest opportunity of any breach or potential breach of this agreement or any policy governing access to, and use of, court information.



NSW courts reserve the right to:

1. change the policies and procedures governing access to, and use of, JusticeLink (including this agreement) without notice
2. change the amount of information accessible by eOrganisation users
3. not provide information about suppressed cases
4. immediately terminate a registered user's JusticeLink access for a breach of this agreement
5. terminate the eOrganisation's JusticeLink access by a notice in writing if the organisation or one of its staff members has been responsible for a breach of this agreement
6. refuse or cancel registration if any information provided in this application (or subsequently) is false or misleading
7. record, monitor and audit all JusticeLink use by the eOrganisation and its registered users.

NSW Courts Delegate

Applicant eOrganisation

Name _____

Name _____

Signature _____

Signature _____

On behalf of NSW courts:
Operational Manager

Title JusticeLink Support Group

Title _____

Date _____

Date _____