

**Jon A. Gegenheimer**  
**JEFFERSON PARISH CLERK OF COURT**



**Office Information Systems Department**

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*www.jpclerkofcourt.us*

***JeffNet Subscriber Agreement***

JeffNet is an Internet service sponsored and provided by the Jefferson Parish Clerk of Court that allows access to certain property, civil, criminal and other public records maintained by the Clerk's Office. The service will be available around the clock, seven days a week, except for periodic web-site maintenance.

JeffNet Internet service is offered by subscription only, and the sole means of payment is by major credit card. For security, the Subscriber will provide his credit card number only to the Clerk's fiscal intermediary. The Clerk's Office will have no access to it.

The Subscriber may have one or more user IDs. The Clerk's Office will assign each user ID a starting password. Before gaining access to the Clerk's records, the Subscriber must change the starting password to one of his own choosing.

**Hardware and Software Requirements**

JeffNet requires a personal computer running Windows 98 / ME / NT / 2000 or XP, Internet Explorer version 5.0 or higher, an Internet service provider, and an e-mail address for notification purposes. System performance is best with newer PCs, later versions of Windows, and broadband Internet access.

**Schedule of Fees (Access Charges & Copy Fees)**

Set-up Fee New Subscribers (for monthly service) .....	\$100 one-time
JeffNet Subscriber Fee .....	\$50 per month per user ID
JeffNet 24-Hour access.....	\$20 for 24 hours for one ID
Credit card transaction fees .....	included

Copy Charges.....\$0.75 cents per printed page (+\$5.00 per document if certified)

### **Billing for Service**

Each subscriber will be assigned an advance-deposit amount based on anticipated monthly charges. The amount will be \$100 for most subscribers. The \$50 base-monthly fee will be charged on the first day of each month. When a subscriber's account balance falls below twenty (20) percent of his advance deposit amount, a new advance deposit amount will be charged to his credit card, and that amount will be added to his JeffNet account balance.

At the end of each month, a summary of charges and credit card transactions will be e-mailed to each subscriber. JeffNet will provide a feature to allow a subscriber to view the details of these charges and the option to print them free of charge.

### **Billing for Additional Services**

Subscribers agree and acknowledge that the clerk of court will charge to user's JeffNet account any and all additional fees incurred for services rendered, including but not limited to civil and criminal case activity

### **Other Subscriber Contact**

E-mail will be the Clerk's primary method of communicating other important information. The Subscriber provides his e-mail address on this application and is responsible for notifying the Clerk of any changes. Subscribers may communicate with the Clerk's Office using the "contact us" section of the JeffNet web site.

### **Connect Time**

The Clerk's Office does not charge for connect time. To preserve security, users will be logged off JeffNet after extended periods of inactivity. A user who is logged off may log on again.

### **Additional Terms and Conditions**

The Subscriber assumes the responsibility for insuring that the Clerk's data that is viewed or printed is used for legal and legitimate purposes and that the security and privacy of the parties included therein is not compromised.

The Subscriber accepts the Clerk's fee schedule for printed copies of documents and reports. Any Subscriber action that circumvents the printing fees, depriving the Clerk of revenue to which the Clerk is entitled, is cause for cancellation of the Subscriber's JeffNet service and



may result in action by the Clerk to recover these revenues.

The Subscriber is responsible for keeping his credit card information current with the Clerk's fiscal intermediary. JeffNet service will be suspended if your credit card charges are rejected. There will be a \$25 charge to reinstate your service.

Password security is the sole responsibility of the Subscriber. Any charges resulting from unauthorized use of a password are the responsibility of the Subscriber, who agrees to hold the Clerk's office harmless for any and all charges and/or damages and costs which may result from such unauthorized use.

JeffNet is a month-to-month service. It may be discontinued by either party at any time. E-mail notice to the Clerk's office may be made through the "Contact Us" section of the Clerk's website, [www.jpclerkofcourt.us](http://www.jpclerkofcourt.us).

The data available by JeffNet are public record whose preservation and maintenance is the responsibility of the Clerk of Court, and is made available solely to the Subscriber in this format as a convenience. All data available on JeffNet are provided to the Subscriber for his sole and exclusive personal use and may not be disseminated, reproduced, or used in whole or in part, beyond that personal use.

### **Subscriber Information to Be Supplied**

**Subscriber Name** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Contact** \_\_\_\_\_

**Area Code / Phone** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

### **User ID Information**

Each Subscriber is assigned a user code that is exactly six (6) lower case alphabetic characters in length. User IDs consist of this user code plus a two (2) digit number for each user ID requested. For example, XYZ Incorporated might request a user code of "xyzinc" and two user IDs, allowing two of their employees to access JeffNet at the same time. The two assigned user IDs will be "xyzinc01" and "xyzinc02". Please enter your requested user code and number of IDs below:

**Six character user code** \_\_\_\_\_ **Number of IDs** \_\_\_\_\_



**Completing the Application**

If you are a new Subscriber, i.e., not a user of the current dial-up service, your credit card will be charged \$100 one-time set-up fee.

The undersigned hereby accepts the provisions of this application for JeffNet Internet service.

By: \_\_\_\_\_ Date: \_\_\_\_\_, 20 \_\_\_\_\_  
Subscriber

By: \_\_\_\_\_ Date: \_\_\_\_\_, 20 \_\_\_\_\_  
JP Clerk of Court's Office

