UNITED STATES DISTRICT COURT

CENTRAL DISTRICT OF CALIFORNIA

IN THE MATTER OF INFORMATION TECHNOLOGY POLICY FOR THE U.S. DISTRICT COURT, CENTRAL DISTRICT OF CALIFORNIA	GENERAL ORDER NO. 11-09 (SUPERSEDES GENERAL ORDER NO. 96-08)

This General Order shall supersede General Order 96-08.

The Information Technology Committee shall oversee the development and application of information technology policy for the United States District Court for the Central District of California. The purpose of this policy is to ensure an equitable distribution of computer hardware and software in the Court, to ensure compliance with all laws, regulations and policies, to maintain the highest level of security throughout the Court, and to ensure efficient management of information technology. This policy applies to judges, chambers staff (including externs), and Clerk's Office employees.

IT IS HEREBY ORDERED that the following information technology policy shall be adopted by the Central District of California:

1. HARDWARE

Each District Judge shall be provided with the following computer

equipment:

- four personal computers (PCs) for use by the district judge, judicial assistant and two law clerks,
- three laser printers,
- two personal computers (PCs) for use by extern law clerks when excess equipment is available in the Information Technology ("IT") Department's inventory,
- one laptop or notebook computer,
- one communications device (e.g., cell phone, Blackberry),
- one computer for use on the bench in the courtroom, and
- access to the federal judiciary email network (Lotus Notes) and the Data Communications Network for the Judiciary (DCN), from chambers, the bench, and supported remote access devices.

Each Magistrate Judge shall be provided with the following computer equipment:

- three personal computers (PCs) for use by the magistrate judge, judicial assistant and one law clerk,
- three laser printers,
- one personal computer (PC) for use by an extern law clerk when excess equipment is available in the IT Department's inventory,
- one laptop or notebook computer,
- one communications device (e.g., cell phone, Blackberry),
- one personal computer and one laser printer for each pro se staff attorney,
- one computer for use on the bench in the courtroom, and
- access to the federal judiciary email network (Lotus Notes) and the Data Communications Network for the Judiciary (DCN), from chambers, the bench, and supported remote access devices.

New or upgraded equipment shall be distributed equitably throughout the Court in accordance with the Administrative Office ("AO") Cyclical Replacement Program and as the budget permits.

The IT Department shall maintain an updated equipment assignment inventory list. This list shall be provided to the district and magistrate judges upon request.

Each piece of equipment shall be tagged and its location logged by the IT Department. Requests for equipment moves shall be directed to the IT Department with a minimum of two working days advance notice. Any relocation of equipment by judicial or Clerk's Office staff shall be coordinated through the IT Department.

Requests for equipment exchanges and upgrades shall be directed to the Information Technology Committee for approval.

2. SOFTWARE

All software must be approved, purchased and installed by the IT Department.

All copyright laws, regulations and policies shall be strictly enforced; no outside software shall be loaded without the prior authorization of the IT Department.

All standard computer configurations shall be in compliance with AO guidelines. Requests to modify the standard configurations due to unique needs shall be directed to the IT Department. Any modifications to the standard configurations shall be made only by the IT Department.

The IT Department shall maintain an updated list of all software currently under license for the Court. This list shall be provided to the district and magistrate judges upon request.

3. INTERNET ACCESS

All internet access shall be in compliance with the internet access policies

of the AO and the Judicial Conference of the United States.

All staff shall complete an Internet Access Agreement.

4. SECURITY

To ensure the highest level of security, the following procedures are recommended to all judicial, chambers and Clerk's Office users:

- copy all sensitive data files,
- lock-away mobile data storage devices that contain sensitive or confidential information,
- create passwords that are not obvious, such as names of relatives, and
- do not write down or share passwords at any time.

The IT Department shall ensure that passwords are changed at regular intervals, set in compliance with AO guidelines.

To ensure adequate security and confidentiality of the data files on hard drives, all hardware repair shall be coordinated and managed by the IT Department.

Any computer equipment removed from the district court for use off-site such as laptop or notebook computers shall be properly secured at all times by the user. Computer equipment that is lost or stolen while off-site shall be replaced only if excess equipment is available in the IT Department's inventory. Lost or stolen equipment shall be immediately reported to the IT Department and the form for reporting lost or stolen equipment, required be the AO, shall be completed.

5. USE OF COMPUTER EQUIPMENT

Use of computer hardware and software, including access to Lotus Notes by judicial, chambers, and Clerk's Office staff for personal gain or pleasure shall not be permitted.

All staff shall complete the IT Security Agreement and shall be made aware of the Court's social media and code of conduct rules.

6. MAINTENANCE

All hardware repair and DCN software support and upgrade shall be coordinated and managed by the IT Department.

7. SUPPORT AND TRAINING

The IT Department shall provide support and user training for all applications currently under license for the Court.

All judicial, chambers and Clerk's Office users are strongly encouraged to back up important data files on computer mobile data storage devices in the event of network failure.

8. USER ASSESSMENT AND SATISFACTION

To ensure adequate preventive maintenance and to assess user satisfaction and unique user needs, the IT Department shall visit all judicial and Clerk's Office users, including divisional offices, on a regular basis.

9. EFFECTIVE DATE

This General Order shall become effective upon filing by the Clerk of this Court.

IT IS SO ORDERED.

Audrey B. Collins

CHIEF UNITED STATES DISTRICT JUDGE

Date of Approval by the Court: August 12, 2011

Date of Filing by the Clerk: August 15, 2011