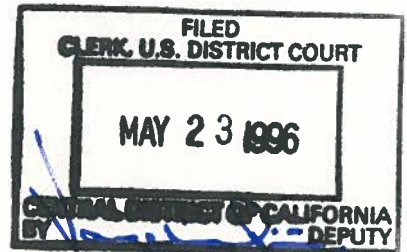


UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA



IN RE:)
)
AUTOMATION POLICY)
FOR THE CENTRAL DISTRICT)
COURT OF CALIFORNIA)
_____)

GENERAL ORDER NO. 96-8

WHEREAS, to ensure an equitable distribution of computer hardware and software among the Court, and

WHEREAS, to ensure compliance with all laws, regulations and policies, and

WHEREAS, to maintain the highest level of security throughout the Court,

and

WHEREAS, to ensure efficient automation management,

IT IS HEREBY ORDERED that the following automation policy shall be adopted by the Central District Court Of California:

1. HARDWARE

Each district judge shall be provided with the following computer equipment:

- four personal computers for use by the district judge, judicial secretary and two law clerks,
- three laser jet printers,
- two personal computers for use by extern law clerks when excess equipment is available in the Management Information System (MIS) department's inventory,
- one laptop or notebook computer upon approval of the Executive Officer/Clerk as inventory becomes available, and

- modem lines and access to cc:MAIL as provided by the Data Communication Network (DCN).

Each magistrate judge shall be provided with the following computer equipment:

- three personal computers for use by the magistrate judge, judicial secretary and one law clerk,
- three laser jet printers,
- one personal computer for use by an extern law clerk when excess equipment is available in the MIS department's inventory,
- one personal computer and one laser jet printer for each pro se staff attorney,
- one laptop or notebook computer upon approval of the Executive Officer/Clerk as inventory becomes available, and
- modem lines and access to cc:MAIL as provided by the Data Communication Network (DCN).

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

The MIS department shall maintain an updated equipment 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 MIS department. Requests for equipment moves shall be directed to the MIS department with a minimum of three (3) working days advance notice. Any relocation of equipment by judicial or clerk's office staff shall be coordinated through the MIS department.

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

2. SOFTWARE

All software must be approved, purchased and installed by the MIS department.

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

All standard computer configurations shall be in compliance with Administrative Office guidelines. Requests to modify the standard configurations due to unique needs shall be directed to the MIS department. Any modifications to the standard configurations shall be made only by the MIS department.

The MIS 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

In accordance with Administrative Office policy, Internet access through the DCN shall not be authorized under any circumstance until such time as all security concerns have been resolved and access has been cleared by the Administrative Office.

4. SECURITY

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

- copy all sensitive data files on computer diskettes or local hard drives in lieu of the network,
- lock-away disks that contain sensitive or confidential information,

- create passwords that are not obvious such as names of relatives,
- do not write down or share passwords at any time.

The MIS department shall ensure that passwords are changed at regular intervals, set in compliance with Administrative Office guidelines.

To ensure adequate security and confidentiality of the data files on hard drives, all hardware repair shall be coordinated and managed by the MIS 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 MIS department's inventory.

5. USE OF COMPUTER EQUIPMENT

Use of computer hardware and software including access to cc:MAIL by judicial and clerk's office staff for personal gain or pleasure shall not be permitted.

6. MAINTENANCE

All hardware repair and DCN software support and upgrade shall be coordinated and managed by the MIS department.

7. SUPPORT AND TRAINING

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

All judicial and clerk's office users are strongly encouraged to back-up important data files on computer diskettes 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 MIS department shall visit all judicial and clerk's office users, including divisional offices, on a regular basis.