



# Superior Court of Arizona

Pinal County

## Employee Access Request Form

**To obtain employee access you must provide this completed form to Court Administration**

### This Section to be completed by Requester

Requester Name:

LAST NAME

FIRST NAME

MIDDLE INITIAL

Requester Title:

Email Address:

ID Badge Number:

Department/Agency Name:

Contact Number:

Assigned Case Types:

Supervisor Name:

Contact Number:

I acknowledge the following:

1. I am requesting access to the employee entrance of the Superior Court in Pinal County.
2. I understand that I am required to display my ID card at all times and that it is to be used to identify me and allow access to the employee entrance of the Superior Court.
3. I understand my access is at the discretion of Court Administration/Presiding Judge and may be revoked at any time without prior notification.
4. I further understand and agree I will be responsible for paying a \$10.00 fee for a replacement; if this card is lost, stolen, or damaged/broken I must report it to the Information Technology (IT) Department immediately.
5. If the card becomes unserviceable through fair wear and tear (i.e. fading, outdated, etc.), it will be replaced at no charge, at the discretion of Information Technology (IT).
6. I understand I am responsible for letting Court Administration know of any changes to my status that may impact my need to access the employee entrance of the Superior Court.

Requester Signature:

Date:

Appointing Authority or Designee Signature:

Date:

**[Badge will not be issued without Court Administration Approval]**

Authorized/Approved (Court Administration ONLY):

### THIS SECTION FOR OFFICIAL USE ONLY

*Must be completed by and returned to IT – for Superior Court Employee access only*

IT Work Order Number:

ID Badge Number:

Access Complete On:

IT Signature:

Date: