

District of Montana

IT Security Policy for Court Reporters

Revision Date: 2/3/2020

Contents

Revision Log	3
Purpose.....	4
Basic Security	4
• Encryption:	4
• Antivirus:.....	4
• Operating system patches:.....	4
• Firewall products:	4
• Firmware updates:.....	4
• Third-party patches:.....	4
Sealed Materials and Transmission	5
Clerical Assistance	5
Disaster Recovery	5
IT Security Training	5
District of Montana Individuals	6
Policy Review.....	6
Exceptions.....	6
Policy Authorization.....	7
IT Security Policy for Court Reporters Agreement-Official Reporters.....	8
IT Security Policy for Court Reporters Agreement-Contract Reporters	9
Oath of Scopist, Proofreader, Third-Party Clerical Service	10

Revision Log

Date	Description	Editor
02-03-2020	Initial policy	JoAnn Corson Beth Conley

Purpose

The United States District Court for the District of Montana is committed to protecting the integrity of the court's official record and preventing the unauthorized dissemination of materials. The purpose of this policy is to provide court reporters with the appropriate protocols and procedures to safeguard court transcripts and other work product from loss, theft, or destruction.

All reporters, official or contract, whether currently employed, retired and/or separated from service, are subject to these procedures unless prior permission is obtained from the court reporter supervisor.

Basic Security

Court reporters must secure their personal laptops and electronic devices on which court work product is stored. The IT department shall assist with security installation/configuration and confirm security both initially and on a yearly basis through annual inspection.

The following products must be installed and configured on court reporter's systems that are used to store judiciary information:

- **Encryption:** Court reporters must enable full-disk encryption on laptop(s) to ensure hard drive is secure in case of loss or theft.
- **Antivirus:** Court reporters must install, update, and utilize antivirus software on laptop(s); i.e., Trend Micro, McAfee Bitdefender, Norton Security Standard.
- **Operating system patches:** Court reporters must ensure operating system patches are up to date at all times.
- **Firewall products:** Court reporters are encouraged to install, update and utilize a firewall.
- **Firmware updates:** Court reporters are required to install firmware updates as they become available.
- **Third-party patches:** Court reporters are required to patch all third-party software as patches become available.

Court reporters must use strong passwords to protect access to all IT assets containing judiciary information.

Sealed Materials and Transmission

Court reporters may use personal email accounts when emailing sealed text but must include the following verbiage at the end of the email:

WARNING

The attached documents are SEALED pursuant to court order and should not be viewed by unauthorized persons.

This email is for OFFICIAL USE ONLY. If you are not the intended recipient, please be aware that any disclosure, copying, distribution or use of this electronic mail and its attachments is prohibited and may subject you to sanctions, including, but not limited to, a citation for contempt of court. If you have received this electronic mail in error, please delete it immediately. Call (PHONE NUMBER) for assistance. Thank you.

Clerical Assistance

Scopists, proofreaders, or other third-party services must take and sign the oath below. Court reporters must maintain copies of signed oaths.

Additionally, scopists, proofreaders, or other third-party services will not be utilized to prepare transcripts containing sealed proceedings unless prior permission is obtained from the court reporter supervisor.

Disaster Recovery

Court reporters must notify the court immediately upon the identification of a suspected compromise to judiciary information.

IT Security Training

All new court reporters shall receive initial security awareness training from IT personnel during orientation. Upon completion of security awareness training, the recipient reviews and acknowledges acceptance (by signature) of the IT Security Policy for Court Reporters.

Refresher security awareness training material is provided by the IT staff. Refresher role-based security training is delivered as-needed or within 60 days of the anniversary of any previous role-based security training. Upon completion of annual role-based security training, the IT Supervisor will maintain a roster of attendees to document completion of the training.

District of Montana Individuals

Role	Individual
Clerk of Court	Tyler Gilman 201 E. Broadway, Missoula, MT 59807 406-542-7264 406-531-0642 (cell) Tyler_Gilman@mtd.uscourts.gov
Chief Deputy of Administration	Beth Conley 201 E. Broadway, Missoula, MT 59807 406-542-7261 307-631-1732 (cell) Beth_Conley@mtd.uscourts.gov
IT Supervisor	Bob Mund – IT Security Officer (ISO)/IT Supervisor 201 E. Broadway, Missoula, MT 59807 406-542-7274 406-370-2070 (cell) bob_mund@MTD.uscourts.gov

Policy Review

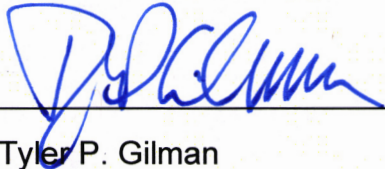
The clerk of court, chief deputy of administration, and IT supervisor will review this policy annually or upon events that warrant an earlier review.

Exceptions

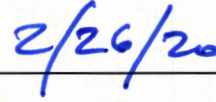
All Exceptions to this policy will be documented as a component of the District of Montana Information Technology Security Exceptions Policy.

Policy Authorization

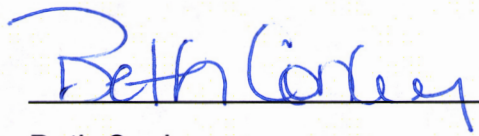
This IT Security Policy for Court Reporters was reviewed and approved by the clerk of court, IT supervisor and chief deputy of administration.



Tyler P. Gilman
Clerk of Court



Date



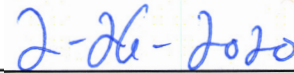
Beth Conley
Chief Deputy of Administration



Date



Bob Mund
IT Supervisor



Date

IT Security Policy for Court Reporters Agreement-Official Reporters

I, _____, have read and understand the IT Security Policy for Court Reporters of the United States District Court for the District of Montana. I agree to abide by that policy during my employment with the court. I understand that violation of this policy may subject me to disciplinary action.

Signature

Date

IT Security Policy for Court Reporters Agreement-Contract Reporters

I, _____, have read and understand the IT Security Policy for Court Reporters of the United States District Court for the District of Montana. I agree to abide by that policy while contracting with the court. I understand that violation of this policy may result in termination of my work with the Court.

Signature

Date

Oath of Scopist, Proofreader, Third-Party Clerical Service

I, _____, do solemnly swear that I will keep the information I receive from the court reporter confidential and that, absent prior written authorization from the court reporter supervisor, I will not disclose, publish, or otherwise reveal any of this information to any person who is not involved in completing the work assigned.

Signature

Date