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## *Court Employee Name/Initial Change*

**An Administrator, County Clerk, or Site Coordinator must complete the following steps to update a court employee's name or initials.**

### **1. Request a Modify RACF User ID from AOC:**

- Login to the [Inside Courts](#) website with RACF User ID and password.
- Click **Continue** to access the “Announcements” page of Inside Courts.
- Click **Court Resources** from the left-hand site navigation list.
- Click on **Court Management** from the list of available pages within Court Resources.
- Click the hyperlink [Manage JIS User IDs](#) located within the top bulleted section..
- Click on the hyperlink for the court level appropriate form.
- Click on the radio button for “**Modify an Existing User**”
  - Complete the form by entering both the RACF ID and name AOC has the person currently listed under in the **Identify the User** section and by entering the changes needed in the **Modify Name and/or RACF User ID**.
  - Also complete all sections of the form with an asterisk.
- Click Submit.
- AOC will email you a response via the eService Center when the update is complete or if there are any questions. When you receive an email notification that a response has been sent, please log into the “My Stuff” section of the eService Center to confirm the change has been completed.

NOTE: If the person has logged on for the day, it cannot be changed until the next morning before the person logs on.

### **2. Create an Official Record in JIS with the new name/initials**

- Log into JIS using an Administrator (AM) logon on the JIS Main Menu.
- Type the OFOA ([Official/Organization Add](#)) command and the appropriate user role in the Name Code (NmCd) field, and then press <ENTER>.
  - Or search your court's records for that Role to see if any other users have had the same initials in your court already by typing in the SND ([Search Name Duplicate](#)) command and the appropriate user role in the Name Code field, and then press <ENTER>.
  - From the SND screen you can press <F2> to access the OFOA screen.
- On the OFOA screen, enter the person's new **last name, first name, and middle initial**.
- Enter the **court name** in the **first address line**.
- Enter the **court's City, State and, Zip code** into the appropriate fields
- Under **Official Information**, type the two-digit [Official Type Code](#) (user role) for the user.
- Tab to **Off Initials** and type the person's initials.  
Reminder: There can only be one OFO record for the user role type and initials for your court. If the person's new initials have previously been used in your court for that role, you will have to select an alternate set of initials to use.

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- Tab to **Bgn Effective Date** and change today's date to **01 01 1800**, and then press <ENTER>.
  - If you receive "This person's name is duplicated on the system" press <ENTER> to bypass the message and continue saving the new OFO record.
- The JIS Main Menu (MAM) screen appears.
- Enter the ATHA ([Authorization Add](#)) command and press <ENTER>.
- Tab to **Like User** field and enter the user's previous role and user initials.
- Tab to the **RACF ID** field and enter the user's new RACF ID and then press <ENTER>.

**Result:** The previous record's profile is copied to the new record. A "Screen Echoed" message appears at the top of the screen.

- If the RACF ID did NOT change, you will need to remove the RACF ID from the person's old ATH record first ([see step 3](#)).
- If the person needs to have a receipt printer assigned to them, add the appropriate receipt printer domain name (Example: EDCR or EDCS) to the Receipt Printer field. [Courts of Limited Jurisdiction Only]
- Press <ENTER> again to accept the entries for this record.
- After a few seconds the JIS Main Menu (MAM) appears.
  - If any additional changes need to be made to specific security screens or utilities for the new record, proceed to the ATHX ([Authorization Overrides](#)) screen.

### 3. Remove the Official Record in JIS for the old name/initials

- Enter the OFO ([Official/Organization Person Record](#)) command and the court user's previous official record in the Name Code field, and then press <ENTER>.
  - Name Code = Official Type/Role, the person's old initials and the court id (Example: AC AMZ EDC).
- Tab to **End Effective Date**, enter in the current date, and then press <ENTER>.
- The JIS Main Menu (MAM) screen appears.
- Enter the ATH ([Authorization Modify](#)) screen for the same user record and press <ENTER>.
- Tab to the **RACF ID** and remove it, and then press <ENTER>.
  - This may have been done during the second main step if the RACFID was not changed ([see step 2](#)).
- The JIS Main Menu (MAM) screen appears.
- Enter the ATHD ([Authorization Delete](#)) command for the same user record and press <ENTER>.
- Press F9 to confirm the deletion.
- The JIS Main Menu (MAM) screen appears and the process is now complete.