MINNESOTA JUDICIAL BRANCH

Request Form for Minnesota Government Access (MGA) Login Account

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1. Instructions to Applicant

Minnesota Government Access ("MGA") provides electronic access to appropriate court records and documents for a government agency through login accounts for the individual agency users. MGA is an Internet browser-based application that requires no installation.

This Request Form is intended for an entire government agency, not an individual user. Use this form to make the initial request for the new user accounts for the agency; not to make changes to an existing account. Only one agency may apply per form.

Complete this entire form. You may clearly print, type, or complete electronically. ***Tip:*** *This is a Microsoft Word document. To complete this form electronically: 1) save to your computer, 2) press Tab to fill out the form fields, 3) save and attach to e-mail submission.*

2. Applicant Information (ALL FIELDS ARE REQUIRED)

Today's Date:	**County/City/State Agency:** **NOTE:** Identify your agency name as it is written on the front page of the Master Subscriber Agreement attached to this request. If you are creating a new agreement, identify your agency name at its highest level, such as Anoka County Attorney's Office, City of Willmar, or Minnesota Department of Public Safety.	**Mailing Address:** **County (if Statewide Agency, enter "State"):**

Agency Account Manager (Agency Contact)	**Agency Director/Manager Authorizing Request** (if different than Agency Account Manager)
Name:	Name:
Position/Title:	Position/Title:
Phone:	Phone:
E-mail:	E-mail:

3. Individual User Account Information

Individual users (authorized employees, contractors, student attorneys) will have individual logins and passwords for MGA. **All authorized individual users in your agency who will be using MGA must register for an MGA user account before this request is submitted**.

- Attach a completed Court Administrative Tool (CAT) that lists all user information to this request.

NOTE: The signed, attached Master Subscriber Agreement requires that you keep a record of everyone who will be given access to an MGA account.

4. Individual User Acknowledgment Forms

All authorized individual users in your agency who will be using MGA must complete an Individual User Acknowledgment Form before this request is submitted. Please provide a copy of all signed Individual User Acknowledgement Forms with this request.

NOTE: The signed, attached Master Subscriber Agreement requires that all individual users sign the User Acknowledgment Forms prior to using MGA and that you keep a record of all User Acknowledgment Forms.

5. Signatures

This Request Form is submitted in connection with and made part of the most recent Master Subscriber Agreement executed by the Applicant and the State. An individual authorized to sign on behalf of and bind the government agency in written agreements signs under the Applicant signature block below.

APPLICANT		THE STATE	
By:		**By:**	
	(signature)		(signature)
Date:		**Date:**	
Name:		**Name:**	
	(typed)		(typed)
Title:		**Title:**	
Office:		**Office:**	

6. Submission

This Request Form and all required attachments should be emailed to GSAreceiving@sp.courts.state.mn.us.