

INSTRUCTIONS FOR PROFESSIONAL BONDSMEN, SURETY BONDSMEN, AND RUNNERS REQUESTING ACCESS TO NCAOC'S CRIMINAL DATA

(Pursuant to G.S. 58-71-200)

Initial Steps

Those requesting access to the North Carolina Administrative Office of the Courts' (NCAOC) Automated Criminal/Infractions System (ACIS) pursuant to G.S. 58-71-200 should follow the steps laid out below. (Note that each professional bondsman, surety bondsman, and runner will need his or her own user ID for the free criminal searches, and the setup fee for each ID is \$200. There is no sharing of these IDs. Pursuant to G.S. 58-71-200(h), "allow[ing] any other person, directly or indirectly, to make use of access granted to the bondsman or runner pursuant to subsection (a)" of G.S. 58-71-200 is a Class H felony.)

1. Access the AOC-A-156 security approval/agreement form from NCAOC's website at <http://www.nccourts.org/Forms/Documents/1271.pdf>.
2. Either completely fill out the form online, using Adobe Reader, then print it, OR print the form and completely fill it out. Sign and date the form at the bottom of Side One.
3. Obtain a certified check for \$200, made out to the "NC Administrative Office of the Courts."
4. Mail the completed and signed AOC-A-156 form and the certified check to the following:

NC Administrative Office of the Courts
Financial Services Division – BB
P.O. Box 2448
Raleigh, NC 27602
5. Purchase SSL-enabled TN3270 client software from an outside vendor to install on your workstation. (See the connectivity information on the following page.)
6. Ensure that your workstation is connected to the Internet.

Information from NCAOC

Once a user's user ID is set up by NCAOC, the user will receive an email notification from the NCAOC with the following information:

1. The user ID and initial password
2. NCAOC's "Policy for Access to NCAOC's Automated Criminal/Infractions System by Professional Bondsmen, Surety Bondsmen, and Runners"
3. Written instructions on the use of ACIS

With the TN3270 software installed on the user's workstation, per the connectivity information provided, the user can enter the user ID and password to reach the NCAOC's "green screen" and gain access to ACIS.

All questions about these instructions should be directed to NCAOC's Security Administration team at 919-890-2221 or security@nccourts.org.

SSL-Enabled TN3270 Specifications

The NCAOC provides the public with access to its enterprise server via individual workstations using an SSL-enabled TN3270 client (desktop application). "SSL" is short for "Secure Sockets Layer." It is a protocol developed by Netscape for transmitting private documents via the Internet. SSL works by using a public key to encrypt data that is transferred over the SSL connection. It employs various protocols and algorithms to provide a high level of security. This protocol has been approved by the Internet Engineering Task Force (IETF) as a standard.

Requirements:

- Users must have their own Internet connection. There are numerous Internet Service Providers through which to obtain this connection. Prices will vary.
- Users must purchase an SSL-enabled TN3270 client for each workstation requiring access. Many vendors sell these clients at a relatively low cost (generally under \$50 per workstation). To find a vendor, users can Google "SSL TN3270 terminal emulation software." Many vendors also offer free 30-day trials.

Configuration Specifications:

- The **Host Name** should be set to **ssl3270.nccourts.org**.
- The **TCP port number** should be set to **2023**.
- The TN3270 client must support **128-bit encryption**.

The NCAOC does not provide installation, support services, or technical consulting. The NCAOC will provide the minimum technical reference information required for successful connectivity. Users without sufficient technical resources are encouraged to obtain the assistance of a vendor or consulting company.

Glossary of Acronyms & Definitions

IETF

The Internet Engineering Task Force (IETF) is a large, open international community of network designers, operators, vendors, and researchers whose purpose is to coordinate the operation, management, and evolution of the Internet and to resolve short- and mid-range protocol and architectural issues. It is a major source of proposals for protocol standards, which are submitted to the Internet Architecture Board (IAB) for final approval. The IETF meets three times a year, and extensive minutes are included in the IETF Proceedings.

Internet

A worldwide network of computer networks. It is an interconnection of large and small networks around the globe. The Internet began in 1962 as a resilient computer network for the US military and over time has grown into a global communication tool of more than 12,000 computer networks that share a common addressing scheme.

Internet Service Provider (ISP)

A business or organization that offers users access to the Internet and related services. Most telecommunications operators are ISPs. They provide services such as Internet transit, domain name registration and hosting, dial-up access, and leased line access.

SSL

Short for "Secure Sockets Layer," a protocol developed by Netscape for transmitting private documents via the Internet. SSL uses a cryptographic system that uses two keys to encrypt data – a public key known to everyone and a private or secret key known only to the recipient of the message.

TN3270

TN3270 is the remote-login protocol used by software that emulates the IBM 3270 model of mainframe computer terminal.

