

GENERAL ORDER 10-12

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF TEXAS**

**GENERAL ORDER AMENDING AUTOMATION SYSTEMS AND SERVICES
ACCEPTABLE USE AND SOCIAL MEDIA POLICY**

The first paragraph of the section entitled "Security" in the Court's Automation Systems and Services Acceptable Use and Social Media Policy is AMENDED as follows:¹

Security

Access to automation systems and services is controlled by account credentials (*i.e.*, user ID, password, pin number, etc.) supplied by the district court. Each employee is required to read and sign this policy before receiving credentials to access any of the automation systems and services. Users may not share account or password information with another person except with the approval of the employee's judge or supervisor. Automation systems and services accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password without the approval of the employee's judge or supervisor is strictly prohibited. A user must contact the IT department to obtain a password reset if he or she has reason to believe that any unauthorized person has learned his or her password.

Signed this 6 day of December, 2010.

FOR THE COURT:



DAVID FOLSOM
Chief Judge

¹New language appears in redline text.