APPLICATION FOR ATTORNEY KEYCARD
ATTORNEY SECURITY ACCESS AGREEMENT

The undersigned is an attorney member of the Butler County Bar Association. The undersigned attorney agrees to abide by the terms of this agreement in consideration of the Butler County Bar Association and Butler County Common Pleas Court, General Division and Domestic Relations Division issuing certain security access at the Government Services Center in Hamilton via a keycard. The attorney agrees to the following terms of this agreement:

1. The attorney will pay a bi-annual application fee of $50.00, payable to the "Butler County Bar Association." As long as the attorney is a continuing member of the Butler County Bar Association in good standing and in compliance with the terms of this agreement. A fee may be charged for a replacement card for a lost or damaged card. By-Pass Access cards will only be valid for a period of two years. The period will be set by the General Division/Domestic Relations Division and the two year term may not start from the date the card was issued.

2. The attorney understands the By-pass card shall only provide access only those doors and areas at the Government Services Center designated as "Attorney Access Level" doors.

3. The attorney with By-Pass access cards must still pass through the security checkpoint at the entrance to the Butler County Common Pleas Court. These attorneys are not required to remove shoes, boots, articles of clothing and/or jewelry. Cardholders are still subject to having their personal belongings screened. Cardholders must have their court authorized/issued card visible to court security. If cardholder does not have their court authorized/issued card, then the cardholder shall be subject to regular security screening.

4. The use of By-Pass Access Card is NOT permitted if the cardholder is in the building for any non-attorney work and/or personal matters.

5. The attorney may not under any circumstances loan his or her keycard to staff members such as runners, other attorneys, or any other persons.

6. The attorney must immediately report a lost keycard to the Manager of Court Administration for the General Division and/or the Court Administrator for the Domestic Relations Division The card shall then be deactivated. A replacement card shall not be reissued without the attorney filling out a new application that is to be processed by the BCBA. A $25.00 fee will apply to the reapplication. Failure to immediately report the lost card may result in the permanent loss of keycard privileges. The loss of two or more cards may result in permanent loss of keycard privileges.

7. By-Pass Access card privileges shall be revoked without notice by the Butler County Bar Association upon the attorney's failure to maintain his or her membership. If the BCBA is made aware of an attorney who has Attorney Level Access has been disciplined, they shall notify Court Administration by emailing the attorney's name to courtadmincal@bcohio.gov

8. The attorney's keycard privileges may be revoked without notice by the Butler County Common Pleas Court General Division and Domestic Relations Division Judges.

9. By-Pass Card privileges shall be revoked upon notice and information of any attorney with said access who has been disciplined or suspended from the practice of law.

10. The Butler County Common Pleas General Division and Domestic Relations Division Judges reserve the right to change security access policies and procedures at any time.

The undersigned attorney hereby agrees to abide by the terms of the Attorney Security Access Agreement as acknowledged by his or her signature below.

_____ _____
Attorney Signature Date Signed

_____ _____
Attorney Name (print) Business Phone

_____
Business Address

_____ _____
E-mail Cell Phone

_____
Attorney Reg. No.

RETURN THIS FORM WITH $50.00 TO THE BUTLER COUNTY BAR ASSOCIATION, 1501 FIRST AVENUE, MIDDLETOWN, OH 45044.

Following submission of this form and fee, you may make inquiries at the security checkpoint on the second floor of the Government Services Center to obtain your security clearance and keycard access. Please expect about ten days for processing your application.

BCBA USE ONLY

Application form and payment received date of: _____Initial_____

Application reviewed and accepted date of: _____Initial_____

(Notify applicant of acceptance or rejection of application)

Application form emailed to Manager, Court Administration, courtadmincal@bcohio.gov: _____Initial_____

COURT ADMINISTRATION USE ONLY

Application received by Court Administration of the General Division on the date of:

_____Initial_____

Application received by Court Administration of the Domestic Relations Division on the date of:

_____Initial_____

Application forwarded to Court Security on the date of: _____Initial_____