Missouri Office of State Courts Administrator
PROSECUTOR USER AGREEMENT
MANAGE MY CASE

PRINT or **TYPE** all information and **SIGN** below. Incomplete forms will be returned.

In my official capacity as prosecutor for the municipality/county listed in the form below, I have the authority to elect to participate in MANAGE MY CASE for the prosecutor's office or I delegate this authority to the prosecutor named below.

I currently have access to SMC PA Portal: ☐ yes   ☐ no

(Note: If you selected no on the question above, you must first request this access on the SHOW ME COURTS PROSECUTOR PORTAL USER AGREEMENT)

Manage My Case Security Point of Contact
Please provide the following information for the **one** designated security point of contact for your office that has the authority to elect to participate in MANAGE MY CASE. The person listed below has the authority to turn on or off the MANAGE MY CASE for my office within the Show Me Court Prosecutor Portal.

LAST NAME	FIRST NAME	NICKNAME	MI
EMAIL ADDRESS - **REQUIRED**		EFFECTIVE DATE	
MUNICIPALITY/COUNTY NAME			
WORK ADDRESS			

Diversion Services
Diversion Services is a term for local community services that can be requested by a defendant in lieu of payment of court costs and fines or as a prefiling prosecutor diversion. You have the ability to set up the diversion services that your office will accept within PA Portal Please list the names of all PA Portal Users who will have the authority to add, update or remove services displayed to users in Manage My Case.

Name	Title/Position

TO BE COMPLETED BY AGENCY APPOINTING AUTHORITY OR SECURITY CONTACT:

I hereby authorize the above users designated for Manage My Case:

PROSECUTING ATTORNEY SIGNATURE - REQUIRED	DATE

RETURN signed forms to: **smsc@courts.mo.gov**

OSCA Systems Security
PO Box 104480
Jefferson City MO 65110

Voice (Help Desk): 888-541-4894 or Osca.Help.Desk@courts.mo.gov