

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

JAMES C. DUFF Director

WASHINGTON, D.C. 20544

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MEMORANDUM

To: All United States Judges

Circuit Executives

Federal Public/Community Defenders

District Court Executives Clerks, United States Courts Chief Probation Officers

Chief Pretrial Services Officers

Senior Staff Attorneys

Chief Preargument/Conference Attorneys

Bankruptcy Administrators

Circuit Librarians

Emergency Preparedness Coordinators

From: James C. Duff

RE:

EMERGENCY COMMUNICATIONS USING INFOWEB AND

BLACKBERRY DEVICES (INFORMATION)

This memorandum explains an innovation in emergency, remote communications that is available on InfoWeb for use with BlackBerry devices. The "Emergency Response Administration tool" on InfoWeb allows key contact data to be stored, protected and managed on a secure national application, yet remain accessible in multiple formats to judges and essential court staff even when the courts' network is unavailable. Courts using BlackBerry devices as part of a COOP plan can enable a "COOP icon" on the court's BlackBerry devices to load or update COOP data automatically from the "People Finder" database directly into the BlackBerry address book. System details and instructions are available on InfoWeb at:

https://infoweb.ao.dcn/coophelp.htm#https://infoweb.ao.dcn/coophelp.htm

Through InfoWeb, information can be added or updated with access controlled by

the court through security rights. Simply clicking on the BlackBerry COOP icon enables users to ensure that they have up-to-the-minute contact information. Some of the advantages of keeping such key contact information include:

- Accurate contact information (BlackBerry, home, personal cell, etc.) is available for all essential contacts, current with the click of a button. This information is automatically added to the BlackBerry address book for offline viewing and access.
- BlackBerry, PIN, and contact information is available to allow confidential and potentially more reliable means of communication when cell lines aren't working.
- InfoWeb reporting capabilities allow downloading and printing, as well as sharing with key outside personnel (e.g., the U.S. Marshal and essential personnel in other agencies).
- Auxiliary entries to COOP contacts (e.g., AO emergency contacts, GSA and building personnel, media, other courts and emergency agencies) may be added.

For additional information about this initiative please contact <u>William Lehman</u>, Chief, Judiciary Emergency Preparedness Office, at (202) 502-1200. For technical issues, please contact <u>Richard Seidel</u>, AO Information and Technology Services Division, at (202) 502-2104.

cc: Assistant Circuit Executives for Automation Automation Support Managers