

# IT Services Request/Change/Disable Form

## Requestor Information

Requestor Name  Department  Date Submitted

## Employee Information

Full User Name  Department  Start Date

Position Title  Current Office/Cube #  New Office/Cube #

Replacement  New Position  
 Activate  Deactivate  Modify

## NV Courts Email Requested

Yes  No

## Applications

CourtView  
 Crystal Report Server  
 Citrix  Existing Citrix Desk Name  Need new Citrix Desk Name

## Additional Trial Court Information Needed (CourtView Users Only)

Court  Court Type

New User's Email Address  New User's Telephone/Extension

Security Level (enter name the account is to mirror)  Requested Case Type Access

Cashier Drawer  Yes  No Cashier Drawer Balance

## Additional Comments

Comments

## Disable Information

Termination Date  Legal Hold  Yes  No Deactivate Citrix Desk Name  Yes  No

## Authorization

Supervising Manager Approval  Date

Service Manager Approval (if necessary)  Date

Submit to the Trial Court Service Desk - [trialcourtservicedesk@nvcourts.nv.gov](mailto:trialcourtservicedesk@nvcourts.nv.gov)