

Applying for Access to the Criminal Courts Automated Information Network (CCAIN)

1. Email ccainaccess@gov.mb.ca requesting access to CCAIN (Criminal Courts Automated Information Network). You will be asked to enter into an agreement with Manitoba, which sets out the terms of your access to CCAIN ("Access Agreement"). Please ensure you include the following in your written request:
 - a. the full legal name of the firm;
 - b. the name of the persons (one must be a lawyer) with authority to sign the Access Agreement;
 - c. the address of the firm;
 - d. the name of the primary contact person for contract notices and administration purposes;
 - e. the phone number of the primary contact person; and
 - f. the email of the primary contact person.

Please note that the primary contact may be different than the signatory.

2. Upon completion of the review of your request, you will receive a response with a copy of the Access Agreement. The firm is required to enter into this agreement prior to CCAIN access being granted.
3. Sign the Access Agreement and return a copy to ccainaccess@gov.mb.ca along with a list of the employees your firm will be requesting access for ("Authorized Employees").
4. Once all parties have signed the Access Agreement, you will be provided with a fully signed copy, as well as a blank CCAIN Application to be completed by each Authorized Employee. Your firm will also be set up for billing at this time.
5. The firm must ensure that each employee completing a CCAIN Application form has been made aware of their responsibilities and obligations including, the authorized purpose for access and use of the CCAIN information. The completed form will need to be signed by their manager/supervisor and then emailed to ccainaccess@gov.mb.ca.
6. Once the Authorized Employees' applications have been processed, a VPN hard token for each Authorized Employee will be mailed out, and instructions on accessing CCAIN will be emailed along with each Authorized Employee's unique username and password.
7. Should an Authorized Employee no longer require access to CCAIN, it is the firm's responsibility to notify ccainaccess@gov.mb.ca to revoke the access.