



**Summary of available online search tools for New York State Court records
Overview of the procedure for obtaining a criminal records history search**

Court PC of Connecticut provides searches of New York Supreme Court civil/domestic and pending criminal cases using New York's eCourts WebCivil Supreme and WebCrims databases. Court PC does not conduct New York criminal records history searches. Directions for placing your own New York criminal records history search begin on p.3.

The following summaries have been compiled for the general use of Court PC of Connecticut clients needing info about conducting records searches in New York. These materials have been copied from the NYS Unified Court System's web pages and are subject to change. Please consult the eCourts website before using the attached information.

NYS eCourts website: <http://iapps.courts.state.ny.us/webcivil/ecourtsMain>

NYS eCourts WEBCIVIL SUPREME -- GENERAL SITE INFORMATION

Which courts are included in WebCivil Supreme?

WebCivil Supreme contains cases from the Civil Supreme Courts in all 62 counties of New York State (Albany, Allegany, Broome, Bronx, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Clinton, Columbia, Cortland, Delaware, Dutchess, Erie, Essex, Franklin, Fulton, Genesee, Greene, Hamilton, Herkimer, Jefferson, Kings, Lewis, Livingston, Madison, Monroe, Montgomery, Nassau, New York, Niagara, Oneida, Onondaga, Ontario, Orange, Orleans, Oswego, Otsego, Putnam, Queens, Rensselaer, Richmond, Rockland, St. Lawrence, Saratoga, Schenectady, Schoharie, Schuyler, Seneca, Steuben, Suffolk, Sullivan, Tioga, Tompkins, Ulster, Warren, Washington, Westchester, Wayne, Wyoming and Yates).

Are all cases displayed?

Information is available for all cases except for those filed under Article 81 of the Mental Hygiene law, or those which have been sealed.

How often is the data updated?

The following counties receive updates four times daily - Bronx, Dutchess, Erie, Kings, Nassau, New York, Orange, Putnam, Queens, Richmond, Rockland, Suffolk and Ulster. All others are updated once a day.

How far back in time does the data go?

This varies by county. Because each county added its entire active caseload when it began using the current case management system, there may be cases which began earlier than the following dates: Nassau (1979-1980), Westchester and Suffolk (1981), Dutchess, Orange, Putnam and Rockland (1983), Bronx, Kings, New York and Queens (1986), Erie and Richmond (1988). The remaining counties were added in 2002.

NYS eCourts WEBCRIMS -- GENERAL SITE INFORMATION

Which courts are included in WebCrims?

WebCrims provides online access to criminal cases with future appearance dates (i.e., pending cases) in all criminal courts in New York City and Nassau and Suffolk Counties, the County Courts in the Ninth Judicial District (which includes Westchester, Rockland, Orange, Putnam and Dutchess Counties), the County Court in Erie County, and the Buffalo City Court. WebCrims also displays universal summons case information for the five counties of New York City.

WebCrims does not provide access to information about closed criminal proceedings. To obtain a criminal records history for a given individual, you must use a New York Statewide criminal history record search (CHRS) provided by the New York State Office of Court Administration (OCA). The state's fee for a CHRS is \$55.00.

What case information appears on WebCrims?

Basic case information included in the search results includes Defendant's Name, Docket Number, next Appearance Date, County, Court and Part and the name of the Judge (for Supreme Court cases only). The Defendant Detail screen includes Year of Birth, Arrest / Crime Date / Time, Case Related Numbers and Arresting Officer Info. The Charge Detail screen includes Law Code and Code Section / Subsection, Charge Detail and Disposition. The Appearance Detail screen covers Appearance Information, Docket Information, Docket Sentence Information, Defense Attorney Information, Assistant District Attorney Information and Motion Information. If the Judge's name appears you may link to the Unified Court System's Judicial Directory for information about the judge.

How often is case information updated?

Case information is updated four times daily.

New York Statewide Criminal History Record Search

The New York State Office of Court Administration (OCA) provides a New York Statewide criminal history record search (CHRS) for a fee of \$55.00. The search criteria is strictly based on exact match of Name and DOB (variations of Name or DOB are not reported.) The search includes data from all 62 counties pertaining to convictions and open/pending cases originating from City & County courts. Town & Village criminal disposition data is limited (see FAQ).

This procedure is as follows: Complete the Criminal History Record Search (CHRS) Application Form. Indicate name, address, and phone number of the person or company submitting the form. Include the individual's full name and date of birth you want searched. Applications with unclear or omitted information will be rejected. Each alias and each date of birth is counted as an additional search. The results of this process are NOT certified and should not be confused with a "Certificate of Disposition" which can only be issued by a court.

PROGRAM FEE:

The fee is \$55.00 for Statewide search. Please make checks or money orders payable to the N.Y.S. Office of Court Administration. Cash will not be accepted. A \$20.00 returned check charge will be imposed on items returned by the bank.

FILING INSTRUCTIONS:

Applications may be mailed to, or filed in person weekdays 9:30 a.m. to 4:30 p.m., at:

*NYS Office of Court Administration
Office of Administrative Services
Criminal History Record Search
25 Beaver Street - Room 840 - Front Desk
New York, NY 10004*

Applications that are hand delivered by 11:30 a.m. in most cases are completed by 4:30 p.m. of the next business day.

Applications filed by mail must include a self-addressed postage paid envelope to receive the criminal history search results.

PICK-UP INSTRUCTIONS:

Hand delivered applications for subsequent pick up must include a self-addressed envelope indicating "Hold For Pick-Up." Blank application forms can be picked up at the same address listed above between the hours of 11:00 a.m. and 4:30 p.m.

CHRS RESULTS:

The results of the search can be picked up, mailed (include a self-addressed stamped envelope) or emailed (include an email address on the application form)

CHRS INQUIRIES:

Inquiries regarding criminal disposition data should be directed to OCA's Criminal History Record Search Unit at (212) 428-2943 between the hours of 10:00 a.m. and 4:00 p.m.

NAME / COMPANY: _____ STREET ADDRESS: _____ CITY, STATE, ZIP _____ TELE./FAX NUMBER: _____ CONTACT/ EMAIL ADD. _____	NY STATEWIDE SEARCH <hr/> PAGE : _____ OF _____ DATE: _____ E- MAIL MAIL PICKUP <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	OFFICIAL USE ONLY
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NO	LAST NAME (TYPE OR PRINT IN CAPITALS)	FIRST NAME (TYPE OR PRINT IN CAPITALS)	MI	SUFFIX	DOB MM/DD/YYYY	FOR YOUR USE
1						
2						
3						
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Email Address: Provide your email address if you like search results emailed to you

Statewide Search: The electronic statewide search includes all 62 counties of the State of New York

Inquiries regarding criminal disposition data should be directed to OCA's Criminal History Record Search Unit at (212)428-2943 between the hours of 10:00 and 4:00 pm. Requests for additional copies of the Criminal History Record Search application can be made to OCA's CHRS Intake Unit at (212) 428-2810 or you can download the form from the New York State Court's website:

www.nycourts.gov/apps/chrs