



## NY OCA Updates

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### **Felony-Only County Searches Available**

Of the 13 counties affected by the recent OCA changes, courts in Erie, Orange, Putnam, Rockland, Suffolk or Westchester counties are providing felony-only searches as an alternative to the all-inclusive OCA statewide search. Clients can order these searches via software following normal ordering steps.

### **Ordering New OCA Statewide Search:**

HireCheck software does not support ordering the newly offered OCA statewide search per our communication of July 8, 2003. To order the newly offered OCA statewide search via software, you must have the "Muni" 3.5 version of HireCheck's software, which gives you the ability to add unlisted courts when choosing county courts. If you do not have this option in your software version, you will need to contact Client Services to upgrade to the 3.5 version or later.

For clients with the Muni 3.5 version software, please follow these directions to order this new OCA search:

1. Select County Criminal search
2. Select the State of NY and the County of Bronx
3. Do not select a court from the list, instead enter the following text into the "Add unlisted" box: NY OCA UNIFIED COURT SYSTEM
4. Complete order as usual.

Should you select an OCA court for one of the 13 counties not available, the search will be immediately cancelled and we will send a notice to your software that you may order the OCA Statewide search or a felony-only search in Erie, Orange, Putnam, Rockland, Suffolk or Westchester.

We will be updating the HireCheck software to fix these changes in the near future and apologize for any inconvenience this may cause.

*If you have any questions regarding this message, please contact your account executive or Client Services at 800.321.4473, ext. 8 -- we'll be happy to assist. Thanks for your business!*