

LOCAL CRIMINAL COURT RECORDS CHECK

- Q. Where do I conduct a Local Criminal Court Records Check as of July 1, 2017?**
A. In the county courts where the subject has resided in the last five years, including town and/or city courts where applicable. Many are available online, but some may need to be located by contacting the court directly.

WITHIN INDIANA

As outlined in the [administrative letter](#) effective July 1, 2017, a local check will be defined as a Local Criminal Court Records Check. Within Indiana, this will often be limited to a search at the county court in the county that the subject has resided in the past five years. There are locations in Indiana in which a town or city court also has local criminal court records. If the subject has resided in that location within the past five years, these town and/or city courts must also be search for records. It is scheduled that by the end of 2021 all Indiana county courts are included in the mycase.in.gov. If available, you should use the mycase.in.gov system to complete the Local Criminal Court Record searches. Be aware that if the city/town courts are included in mycase.in.gov, as well as the date that the county court records became available online to ensure the records are available for the past five years. This includes the smaller city/town courts that are available online as well. Please view the webpage below to determine the date that each court became available through mycase.in.gov.

[List of Courts with online records](#)

[List of Courts with contact information on how to find records](#)

OUTSIDE OF INDIANA

Local Criminal Court Record checks for outside of Indiana may also be located at the town/city/county or state level. This will need to be determined on a state by state basis to complete these checks when the subject has resided outside of Indiana in the past five years.

WHEN TO USE DOXPOP FOR LOCAL CRIMINAL COURT RECORDS

If the court you are required to search is not yet available through mycase.in.gov website, the Local Criminal Court Record Search may need to be completed in person, by mail, or via fax. The search may also be completed by using Doxpop at <https://www.doxpop.com/prod/in/common/Login>.

[Doxpop search website should not be used as a replacement for mycase.in.gov when the court location is available. Doxpop may be used to cross reference mycase.in.gov searches and for clarification purposes](#)

DCS is not responsible for any cost associated with the completion of the Local Criminal Court Record searches within Indiana or for out of state, nor is DCS responsible for the cost of obtaining arresting officer's report as needed during the background check process.

- Q. Do I need to have the subject complete the Application for Criminal History form?**
A. Yes. This document once completed should be filed in the applicants.

CONDUCTING LOCAL CRIMINAL COURT RECORDS

ACCESSING MYCASE.IN.GOV

*A useful guide can be found online at <https://www.in.gov/courts/help/mycase/>

We have attempted to provide guidance in completing these searches and using this website in the below instructions. Neither the Department of Child Services nor the Central Office Background Check Unit is associated with this website in any manner, and we are providing this information as guidance and a tool only that you may find useful.

MYCASE Website: <https://public.courts.in.gov/mycase/#/vw/Search>

Search by Party:

1. Enter the subject's Last Name & First Name only – **DO NOT NARROW THE SEARCH** by entering a middle name, date of birth, or any other information that may cause records to be excluded in error.
2. Place a check mark in the box next to the “*Enable sounds-like...*” to expand the search to include names similar to the subject of the check;

Examples

- Searching the last name "Shepherd" may return case results for names “Shepard”, “Shephard”, “Shepherd”, “Sheppard” as well as “Syfert”, “Seifert” and “Seibert”.
 - Searching by last name "Sheppard" with a first initial of the first name beginning with the letter "J." will produce results that include "John Sheppard," "Johnny Sheppard," and "James Sheppard."
 - You may use a wild card in either the first or last name, but you may not replace the entire first or last name with a wild card.
 - Sounds-Like search will not work on any name that includes a wild card.
3. Court: The location drop down will default to “All Odyssey Courts”. **Do not narrow** to specific locations.
 4. Limit Search to: Add a checkmark beside Criminal & Citation
 5. **Do not search using advanced search options** such as status or file date.
 6. Click Search

NOTE: If the search results return more than 100 hits, please see the sections later in this document concerning filtering the results.

CONDUCTING LOCAL CRIMINAL COURT RECORDS

Only enter information as below:

Case Search

Search for non-confidential cases in Indiana courts that use the Odyssey case management system. This site replaces the original version previously available at mycase.in.gov.

Search by: **Case** Name Attorney

Person
Last: DOE First: JOHN Middle: middle name / initial
Birth Date: mm/dd/yyyy

-or-
Business: business / organization name

Sounds-like: Enable sounds-like searching for last, first and/or middle name

Court: All Odyssey Courts

Limit search to: Criminal & Citation
 Civil
 Family
 Probate
 Appellate
 Commercial

Advanced Search Options

Search

Only enter the Last Name & First Name.
Then, check the Sounds-like & Criminal & Citation only

Results

Once you click Search, the results will return as a list. Please change the view of the results from List to Table format. This can be done by clicking “View” near the top left hand side of the screen, immediately under the search criteria used but before the list of returned results.

(List format)

mycase.IN.gov

Go to courts.in.gov/covid to learn about how courts around the state are responding to COVID-19, adjusting operations, and preparing courthouses for public access.

Important Eviction Information: Open

Search Results

Party Search
First: John
Last: Doe
Sounds-like: Yes
Limit To: Criminal & Citation

1 to 20 of 1000
by File Date, Descending

View

Search resulted in too many matches. Try refining your search by entering more precise criteria.

Case	Details	Filed
State of Indiana v. Michael W. French	Pike Circuit Court CM - Criminal Misdemeanor 03/10/2021 03/10/2021, Pending 35-43-5-18/MB: Possession of a Device or Substance Used to Interfere with a Drug or Alcohol Screenin State of Indiana, Pike County Probation Department, Pike County Sheriff's Department, French McDonald	Filed 03/10/2021
State of Indiana v. Michael W. French	Pike Circuit Court CM - Criminal Misdemeanor 03/10/2021 03/10/2021, Pending 35-43-2-2(B)(1)(MA): Criminal Trespass Def., not having contractual interest in property, knowingly State of Indiana, Pike County Probation Department, Pike County Sheriff's Department, French McDonald	Filed 03/10/2021
State of Indiana v. John Doe		Filed 03/04/2021

CONDUCTING LOCAL CRIMINAL COURT RECORDS

(Table format) – **This is the proper format to use.**

mycase.IN.gov

Go to courts.in.gov/covid to learn about how courts around the state are responding to COVID-19, adjusting operations, and preparing courthouses for public access.

Important Eviction Information: [Open](#)

MyCase will be intermittently offline on Saturday between 5:00am and 10:00pm EST while we perform scheduled maintenance.

Search Results

Party Search
First: John
Last: Doe
Sounds-like: Yes
Limit To: Criminal & Citation

1 to 20 of 1000
by File Date, Descending

< Back New Search Refine Search Sort View >

Search resulted in too many matches. Please narrow the search by entering more precise criteria.

Case Number	Style	Court	Type	Filed	Status
10C02-2105-MC-000948	State of Indiana v Jane Doe	Clark Circuit Court 2	MC - Miscellaneous Criminal	05/17/2021	05/17/2021, Pending
45D07-2104-IF-006221	State of Indiana v. JOHN DAPOLI	Lake Superior Court, County Division 1	IF - Infraction	04/12/2021	04/12/2021, Pending
29H03-2103-OV-000881	City of Fishers v. JAIME L DE CASTRO-BENTOLILA	Fishers City Court	OV - Local Ordinance Violation	03/29/2021	04/05/2021, Decided
26C01-2103-F3-000212	State of Indiana v. Jacqueline S. Lloyd	Gibson Circuit Court	F3 - Felony 3	03/24/2021	03/24/2021, Pending
26C01-2103-MC-000204	State of Indiana v. John Doe	Gibson Circuit Court	MC - Miscellaneous Criminal	03/23/2021	03/23/2021, Pending
26D01-2103-MC-000196	State of Indiana v. Kurt V. Bredemeier	Gibson Superior Court	MC - Miscellaneous Criminal	03/22/2021	03/22/2021, Decided
63C01-2103-CM-000047	State of Indiana v. Michael W. French	Pike Circuit Court	CM - Criminal Misdemeanor	03/10/2021	03/10/2021, Pending
63C01-2103-CM-000051	State of Indiana v. Michael W French	Pike Circuit Court	CM - Criminal Misdemeanor	03/10/2021	03/10/2021, Pending

NOTE - The Orange “W” below the Case Number indicates there is an active warrant outstanding on a party associated with the case. To determine the party with the active warrant open the case for details and the Orange “W” will appear by the name of the subject who has the warrant.

A subject with an active warrant cannot have Qualified Fingerprint results.

If the fingerprint based status letter returned as qualified, immediately contact the Central Office Background Check Unit (COBCU) consultant listed on the fingerprint based status letter by phone or email at cobcuinquiry@dcs.in.gov. Provide the subject’s name and the documentation regarding the subject that has an active warrant and whose fingerprint based status letter was qualified. COBCU will investigate further and may re-issue a new fingerprint based status letter.

You are only interested in Criminal Misdemeanor and Criminal Felony cases. Disregard any case types that are OV – Local Ordinance Violations and/or IF – Infractions. Put a slash line through these cases. The remaining results that are matches to the subject should be indicated by writing “Match”. If the record is not a match, indicate by writing “No Match.”

For the uniform case numbering system set forth for all trial courts in the State of Indiana, please review Rule 8 Uniform Case Numbering System at http://www.in.gov/judiciary/rules/admin/index.html#_Toc404259715

CONDUCTING LOCAL CRIMINAL COURT RECORDS

DO YOU NEED TO REFINE THE RESULTS BECAUSE TOO MANY RECORDS RETURNED?

NOTE - If the court location must be filtered, ensure each county/city/town court is searched in which the subject has resided in the past five years and every name/aliases/combination of names is searched for each location. This is done by choosing a location from the drop down box under “Court”.

- If you will be searching in Grant County, you will need to complete your search by selecting each of the courts: 1) Grant County; 2) Grant County-Gas City City Court; and 3) Grant County-Marion City Court.

If your search has produced too many matches to review (more than 100 results), you will need to refine the results. Before refining the search, print the first page only of this search, circle the number of results returned, sign with your full signature, and date the page with the date the search was completed.

mycase.IN.gov

Go to [courts.in.gov/covid](#) to learn about how courts around the state are responding to COVID-19, adjusting operations, and preparing courthouses for public access.

Important Eviction Information: [Open](#)

Search Results

Party Search
First: JOHN
Last: DOE
Sounds-like: Yes
Limit To: Criminal & Citation

Jane Smith
4/30/2021

1 to 20 of 1000
File Date, Descending

< Back New Search Refine Search Sort View

Search resulted in too many matches. Please narrow the search by entering more precise criteria.

Case Number	Style	Court	Type	Filed	Status
45D07-2104-IF-006221 <small>Citation(s) 000150762908</small>	State of Indiana v. JOHN DAPOLI	Lake Superior Court, County Division 1	IF - Infraction	04/12/2021	04/12/2021, Pending
29H03-2103-OV-000881 <small>Citation(s) 000151360093</small>	City of Fishers v. JAIME L DE CASTRO-BENTOLILA	Fishers City Court	DV - Local Ordinance Violation	03/29/2021	04/05/2021, Decided
26C01-2103-F3-000212	State of Indiana v. Jacqueline S. Lloyd	Gibson Circuit Court	F3 - Felony 3	03/24/2021	03/24/2021, Pending
26C01-2103-MC-000204	State of Indiana v. John Doe	Gibson Circuit Court	MC - Miscellaneous Criminal	03/23/2021	03/23/2021, Pending
26D01-2103-MC-000196	State of Indiana v. Kurt V. Bredemeier	Gibson Superior Court	MC - Miscellaneous Criminal	03/22/2021	03/22/2021, Decided
63C01-2103-CM-000047	State of Indiana v. Michael W. French	Pike Circuit Court	CM - Criminal Misdemeanor	03/10/2021	03/10/2021, Pending
63C01-2103-CM-000051	State of Indiana v. Michael W. French	Pike Circuit Court	CM - Criminal Misdemeanor	03/10/2021	03/10/2021, Pending
71D05-2103-CM-000583	State of Indiana v. David Schrock aka John Doe	St. Joseph Superior Court 5	CM - Criminal Misdemeanor	03/04/2021	03/04/2021, Pending
26C01-2102-MC-000126	State of Indiana v. John Doe	Gibson Circuit Court	MC - Miscellaneous Criminal	02/25/2021	02/25/2021, Pending
26D01-2102-MC-000106	State of Indiana v. John Doe	Gibson Superior Court	MC - Miscellaneous Criminal	02/19/2021	02/19/2021, Decided

HOW TO NARROW YOUR SEARCH

This can be done by clicking “Refine Search” near the top left hand side of the screen, immediately under the search criteria used but before the list of returned results. Follow the previous steps for completing the search by clicking Refine Search. **This time you will narrow your search by removing the checkmark from the “Sounds Like” box.**

If you still return more than 100 results move to the next step below in narrowing the search.

CONDUCTING LOCAL CRIMINAL COURT RECORDS

The screenshot shows the 'Case Search' page. At the top, a blue banner reads: 'MyCase will be intermittently offline on Saturday between 5:00am and 10:00pm EST while we perform scheduled maintenance.' Below this, the 'Case Search' title is followed by a subtitle: 'Search for non-confidential cases in Indiana courts that use the Odyssey case management system. This site replaces the original version previously available at mycase.in.gov. Tell us what you think of the new site.' There are three tabs: 'Case', 'Name', and 'Attorney', with 'Case' selected. The search criteria are: Person (Last: Doe, First: John, Middle: middle name / initial, Birth Date: mm/dd/yyyy), Business (business / organization name), Sounds-like (checkbox 'Enable sounds-like searching for last, first and/or middle name' is checked), Court (dropdown menu set to 'All Odyssey Courts'), and Limit search to (checkbox 'Criminal & Citation' is checked, along with 'Civil', 'Family', 'Probate', 'Appellate', and 'Commercial'). A callout box with a blue arrow pointing to the 'Sounds-like' checkbox contains the text: 'Remove the check from Sounds-Like box to limit the results that are returned and click Search'. At the bottom left is a 'Search' button and 'Advanced Search Options' link. The bottom right shows a zoom level of 110%.

FURTHER REFINING YOUR SEARCH after removing Sound-Like

Since more than 100 results returned again, you will further refine the search searching specific county courts. Remember to print the first page only of the search again, circle the number of results returned, sign with your full signature, and date the page with the date the search was completed.

Click Refine Search again.

This will return you to the Case Search page once again. This time, you are going to further narrow the search selecting specific court(s). In the Court drop down box, choose the individual county/city/town court to be searched in which the subject has resided in the past five years, ensuring you repeat with each location and name combination that could exist.

CONDUCTING LOCAL CRIMINAL COURT RECORDS

NOTE – Although you are only checking the locations that the subject has resided in the past five years, you are to record and consider all criminal cases that return, regardless of when the case occurred and even if it was before the five years outlined in the locations to be searched.

Even if more than 100 results return at this point, you must review all results.

Print Search Results List Returned: Now that you have searched your results and returned less than 100 results or if necessary refined as much as allowed above you will need to print the search result list. Depending on your individual computer and printer settings you may need to change the “Page Layout” on the printer to landscape setting – taking care to include the search parameters at the top of the list.

You will print by going to “File” on your web browser tool bar and clicking on “Print”. This will result in only the current page on your computer screen being printed. You will need to go to the next page on your web browserpage and repeat to print each of the pages that have returned.

CONDUCTING LOCAL CRIMINAL COURT RECORDS

The screenshot shows a web browser window with the URL <https://public.courts.in.gov/mycase/#/vw/SearchResults/eyJ2p7Rk1vZGUiOj1CeV8>. The page title is "Results - MyCase". The search criteria are: Party Search, First: JOHN, Last: DOE, Court: Bartholomew County, Limit To: Criminal & Citation. The search results are for "Jane Smith" on "4/30/2021". A red text overlay says "Further Refined Search". The table below shows three results:

Case Number	Style	Court	Type	Filed	Status
03002-1906-CM-003360	State of Indiana v. Robert G. Wise	Bartholomew Superior Court 2	CM - Criminal Misdemeanor	06/12/2019	06/12/2019, Pending
03001-0108-MC-001038	State Vs John Doe	Bartholomew Superior Court 1	MC - Miscellaneous Criminal	08/20/2001	08/21/2001, Decided
83F00068	State V John Doe	Bartholomew Circuit Court	CF - Criminal Felony	08/25/1983	05/25/1984, Decided

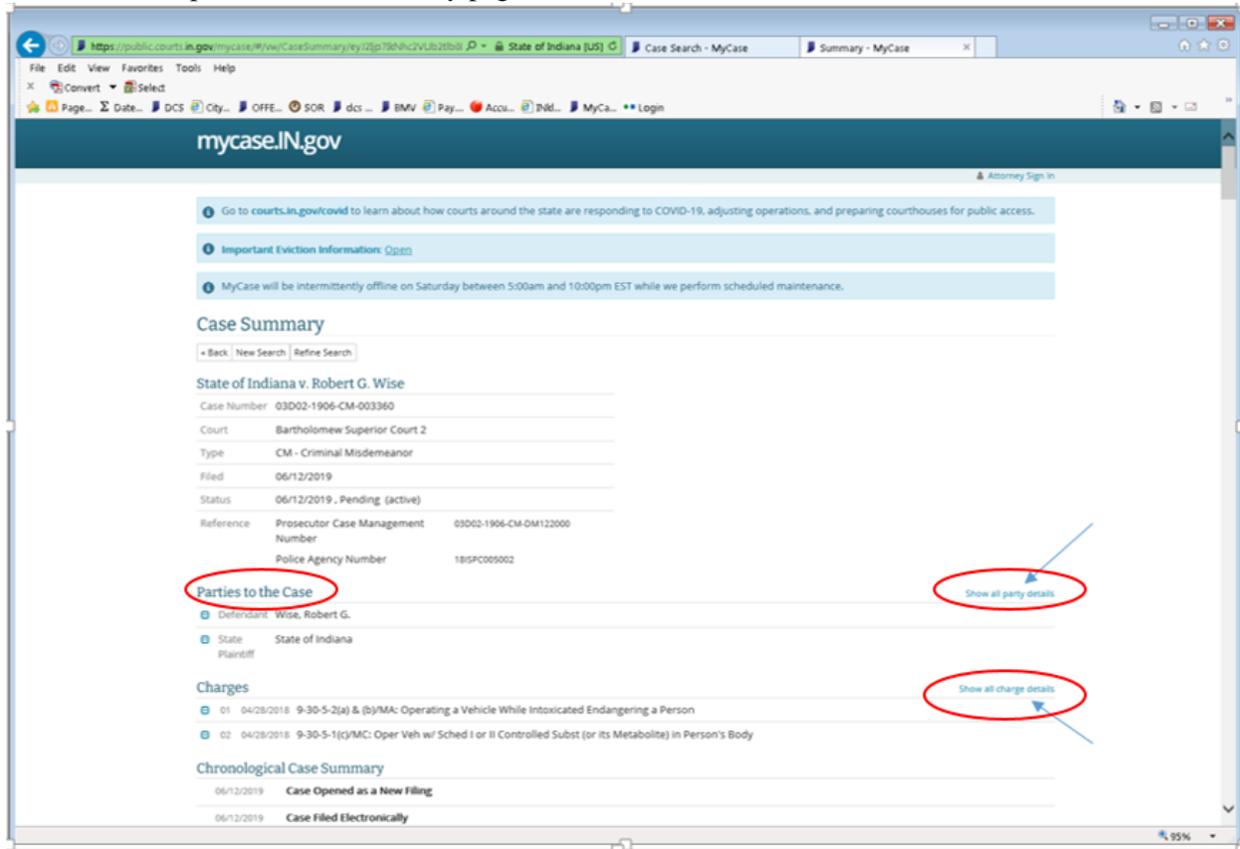
Using the hard copy that you printed, you will make notes on the hardcopy and investigate each case returned through your web browser by selecting the case number to open. You will can research the details to determine if this case is a match to the subject.

The screenshot shows the same search results page as above, but with a blue arrow pointing to the case number "03D02-1906-CM-003360" in the first row of the table. A text overlay says "Click the case number to open case summary". The search criteria are: Party Search, First: John, Last: Doe, Court: Bartholomew County, Limit To: Criminal & Citation. The search results are for "John Doe" on "4/30/2021". The table below shows three results:

Case Number	Style	Court	Type	Filed	Status
03D02-1906-CM-003360	State of Indiana v. Robert G. Wise	Bartholomew Superior Court 2	CM - Criminal Misdemeanor	06/12/2019	06/12/2019, Pending
03D01-0108-MC-001038	State Vs John Doe	Bartholomew Superior Court 1	MC - Miscellaneous Criminal	08/20/2001	08/21/2001, Decided
83F00068	State V John Doe	Bartholomew Circuit Court	CF - Criminal Felony	08/25/1983	05/25/1984, Decided

CONDUCTING LOCAL CRIMINAL COURT RECORDS

This is an example of a Case Summary page



On the Case Summary page, go to the “Parties to the Case” section. Near the far right hand side of the screen, click on the blue text labeled “Show all party details.”

This will open the defendant details including a description and address.

Determine if this is a match to your subject. Use critical thinking skills to review results returned to include or exclude cases for the subject of the check.

- Things to consider includes but not limited to items below:
 - Subject’s middle name
 - Subject’s race
 - Subject’s residence at the time (this may help in excluding the subject, but if you believe the case to include the subject of the check, include in the final results)

If this subject is not a match to the subject you are searching, write the words “no match” beside the case number on your hardcopy “search results” page you have previously printed. Then move to next case number.

On the Case Summary page, go to the “Charges” section. Near the far right hand side of the screen, click on the blue text labeled “Show all charge details”. Also read through the “Chronological Case Summary” section.

CONDUCTING LOCAL CRIMINAL COURT RECORDS

If this subject is a match to the subject you are searching, print the “Case Summary” results for your records ensuring that the “Party Details” and “Charge Details” are open and the chronological case summary is included when printing.

Beside the case number on your hard copy search results page you will write if the case resulted in a felony or misdemeanor conviction, if the case is still pending, or if the charges were dismissed as below:

- Match - felony
- Match - Misdemeanor
- Match - Pending Misdemeanor or Felony
- Match – Dismissed

Repeat this process checking all returned results, ensuring that any and all names or combinations of names for each subject 18 years or older may have ever used in their lifetime.

CONCLUSION

Upon finishing the above steps, complete as outlined below:

1. Place the Search Results page on top
 - A. If you have refined the results when more than 100 were returned, print only the first page of that search, and then the Refined Results page(s) as well.
2. Place each matching Case Summary that you printed behind the corresponding Search Results page in the same order that the case(s) are listed.
 - A. If your search resulted in multiple pages, place the Case Summary behind each corresponding Search Results page.
3. On each page of the Search Results (for each known alias name), the person completing the search will sign their FULL name (no initials only) and date the document. If there were no matches on that page, write NO MATCH.
 - A. Search results will often be two pages. Each page must be signed and dated as above, even if there is only one result returned on the second page.
4. If the fingerprint based criminal history check resulted in a Qualified results letter and the subject returned convictions that are Pending, Felony, multiple Misdemeanor, or a conviction Related to the Health & Safety of a Child:
 - A. Immediately contact the COBCU consultant listed on the fingerprint based status letter by email at cobcuinquiry@dcs.in.gov.
 - B. Provide the subject’s name, date of birth and last 4 numbers of the SS# along with the documentation relating to one of the above situations.
 - C. COBCU will investigate further and may re-issue a new fingerprint based status letter.
5. File the results in the appropriate place for future auditing and verification purposes. If you will need to request a waiver, then you will provide a copy of the results as part of the waiver packet.

** If you have questions on any of the above instructions, please feel free to reach out via email to cobcuinquiry@dcs.in.gov.