Division of Technology and Court Research
New York State Criminal Inquiry System
User Guide

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NYS CIS User Guide
Version 1.1

Overview

The New York State Criminal Inquiry System (NYS CIS) allows users to search for docketed criminal court cases in local, district, supreme and county courts. If an arrest has not been docketed by the court, no information will be available in NYS CIS.

NYS CIS is available for qualified agency users that exist outside of the Unified Court System (UCS). These qualified agencies have legal agreements on file with the UCS. Each agency must submit an application for approval by the Office of Court Administration's Data Review Committee, in order to be granted access rights to use the NYS CIS application.

The NYS CIS application can be accessed by clicking on the following link:
NYS CIS Organization Application - NY Courts Forms

Document Purpose

The purpose of this user guide is to provide a user with a description and definition of each data element that is present in the NYS CIS application.
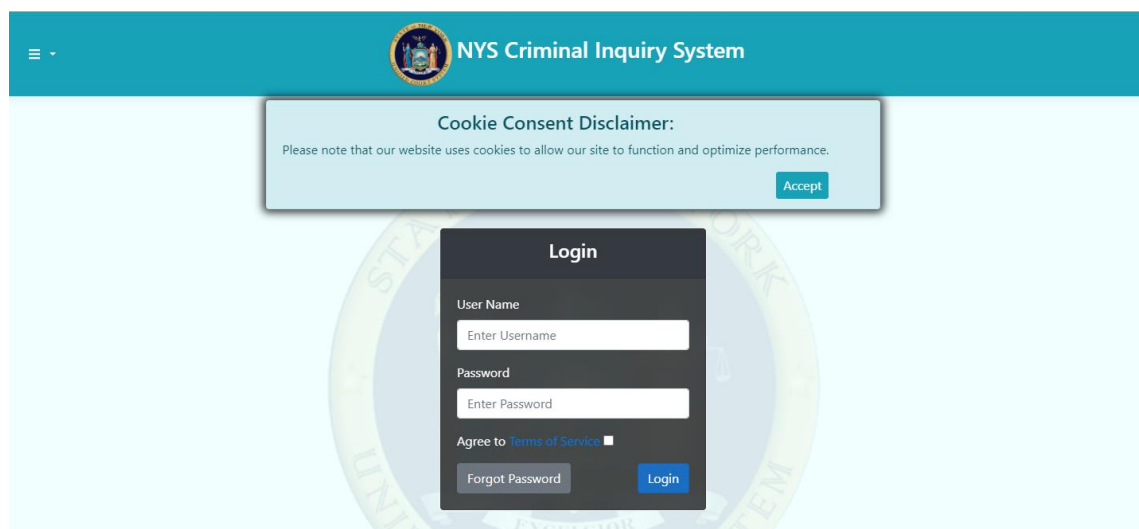
Application and Approval Process

Access is granted to qualified agencies upon submission of a signed legal agreement to DoTCR. Upon review and approval by the Data Review Committee, NYS CIS accounts and associated permissions will be granted to each requested individual.

In order for an individual to obtain credentials to use the NYS CIS application, an account must be requested on behalf of the users by the qualified agency liaison (POC – point of contact).

An application may be submitted for a user by the qualified agency POC, as outlined in the legal agreement process. New individual user accounts for the NYS CIS application may be requested using the following link: NYS CIS New Individual User Account Requests - NY Courts Forms

NYS CIS Access Page

Login Information

Cookie Consent Disclaimer: NYS CIS stores cookies to achieve maximum site performance. Clicking on the Accept button means a user consents to the use of cookies. Cookies do not need to be accepted in order to access the NYS CIS application; however this may result in performance issues.

User Name: The user name is the email address provided by the user during the application process for NYS CIS credentials.
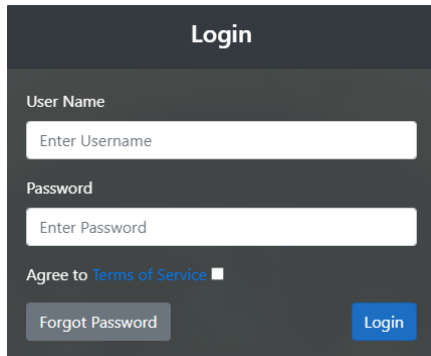
Password: String of characters used to verify the identity of a user during the authentication process for accessing the NYS CIS application. Requirements:

> *Passwords must be a minimum of 10 characters in length and include at least 1 character from 3 of the following 4 categories: upper-case letters, lower-case letters, numbers and the special characters: (~ ! @ # $ % ^ & * _ - + = ` / \ ( ) { } [ ] : ; " ' < > , . ? /). In addition, your password should not include your name or user id. NOTE: Next to the password input box, there is a strength indicator. This will display the word Invalid until the password you are entering is valid. Once your password is valid, it will then switch to either medium or strong to indicate the strength of the password.*

Agree to Terms of Service: Agreeing to the Terms of Service is a legal agreement between DoTCR and the individual user. By selecting the Terms of Service check-box, the user is agreeing to the terms of use for the NYS CIS application. Terms of service acceptance is required each time a user logs onto NYS CIS.

To view the NYS CIS application Terms of Service, please use the following link: NYS Criminal Inquiry System (nycourts.gov).

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Login Information

 If a user has forgotten their password, selecting the forgot password function will navigate the user to the UCS security window and will allow the user to reset their password.


UCS Account Username: Username for the NYS CIS application as provided by DoTCR at the time of account creation.

UCS Account Email Address: Use the UCS Account Username only for password reset. Please do not use UCS Account Email Address.

** *Please Note*: an incorrect password entry will result in a user's account being locked after five unsuccessful attempts. To unlock the account, please contact the Office of Court Administration (OCA) Helpdesk by email at: helpcenter@nycourts.gov or call: 1-800-622-2522.**

Collapsible menu icon provides quick navigation to:
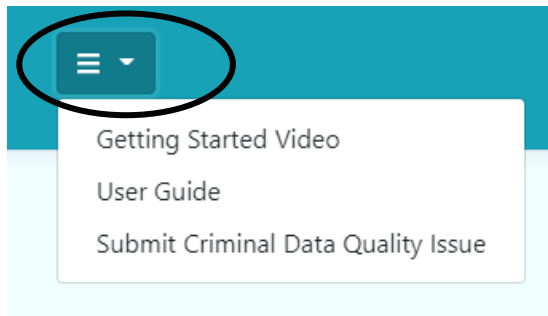
Getting Started Video: Recorded NYS CIS application training

User Guide: NYS CIS User Manual, PDF version

Submit Criminal Data Quality Issue: Form to submit a Criminal Data Quality Issue to OCA

Docket/Case Search

Docket/Case #: Unique number that is assigned to a docket/case by the court.

County Name: Specific county in New York State on which a search can be performed

or NYC Regional Searching all Boroughs (Bronx, Kings, New York, Richmond, Queens).

Name Type:

- Individual – Selectable radio button to identify a search being conducted on an individual.
- Corporation Name – Selectable radio button to identify a search being conducted on a corporation.
  *** Please Note** - Search requirements will change when the name type changes from Name to Corporation***

First Name: This is the first name of the individual being searched. At least one character is required.

Last Name: This is the last name of the individual being searched. At least two characters are required.

Docket/Case Search

Birth Date from: This is the earliest date of birth on file for the individual. ***Please Note –*** *Dates of births cannot be before 01/01/1900****

Birth Date to: This is the latest date of birth on file for the individual. ***Please Note** – Dates of births cannot be after current date****

NYSID: This is the New York State Identification Number; a unique identifying number assigned by the New York State Division of Criminal Justice Services (DCJS) for an individual.

CJTN: This is the Criminal Justice Tracking Number; a unique number assigned by DCJS associated with an individual arrest event.

Arrest Date from: This is the earliest date the individual was arrested.

Arrest Date to: This is the latest date the individual was arrested.

Arrest Number: This is the number that is assigned by the arresting agency to an arrest of an individual.

Summons/Complaint #: This is a number used by the court to identify a summons/complaint issued by a law enforcement agency.

Ticket #: This is the number that is assigned by the New York State Department of Motor Vehicles to identify a simplified traffic information.
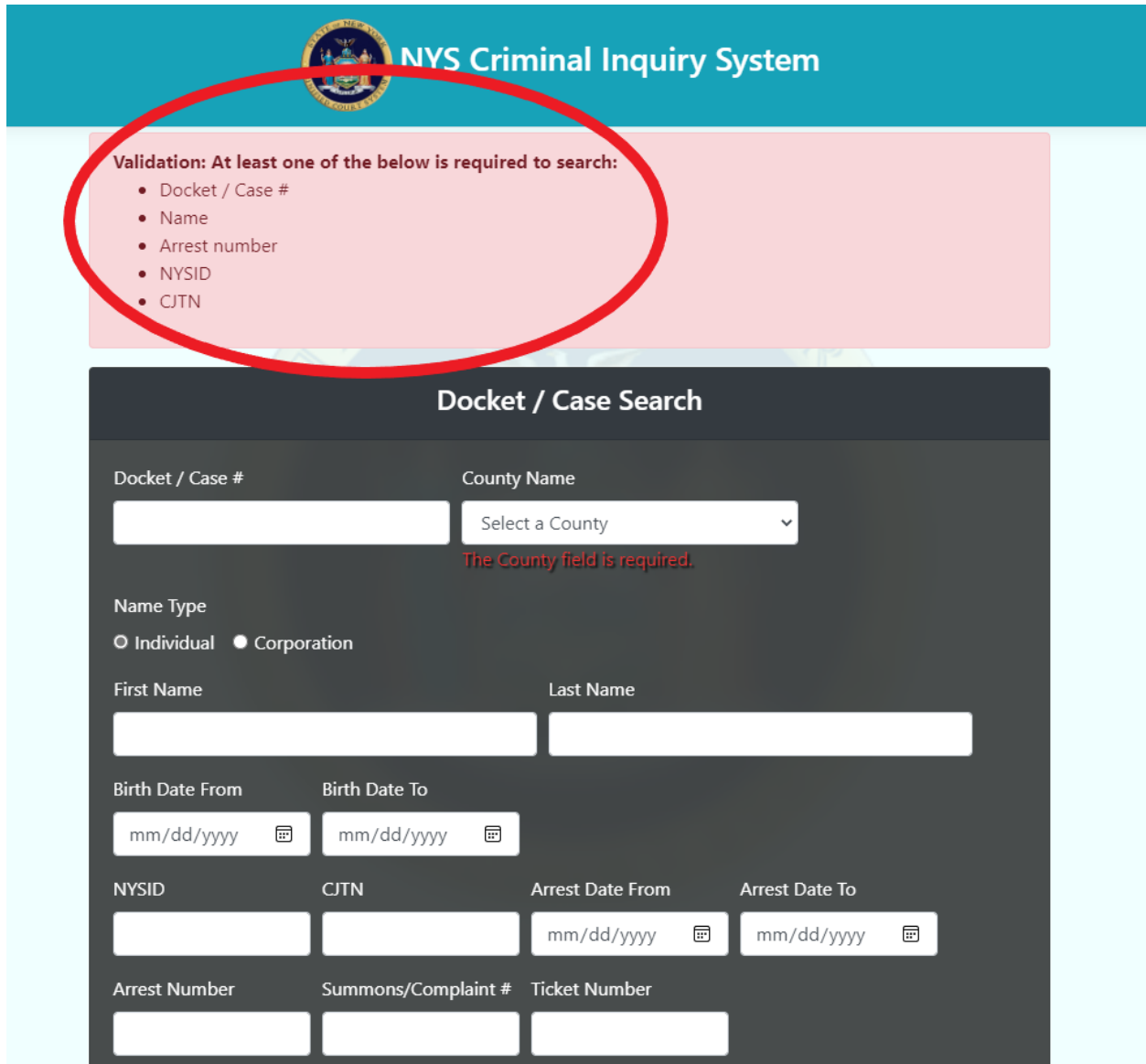
Search — This will initiate a search action to retrieve related information from the NYS CIS application based on the search criteria entered.

Clear — This will remove search criteria previously entered.

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Allowable Search Combinations

If a search is attempted without a selected county, or there is not enough information provided for the search, a validation message will appear on the screen as shown above. This message displays the minimum required information in order to complete a search using the NYS CIS application.

Search Results

If a search is attempted using valid information in the search criteria, but the docket/case is either unretrievable or not found, the above message will display.

Please note** – if your agency permissions do not allow for viewing certain dockets/cases or if the arrest has not been docketed by the court, no information will be available in NYS CIS. Additionally, The NYS CIS application has role-based security, and the role determines what case data can be viewed.

 Redirects back to the main search page with no search criteria pre-filled.
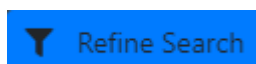
 Redirects back to the main search page with previously entered search criteria.

NYS CIS Search Results

Search Results

The NYS CIS search results page displays information based on the search criteria entered. The results page has the following display criteria:

- Default is a maximum of 25 dockets/cases per page – up to four pages retrieved
- Limit of 100 dockets/cases total
- Columns are sortable by viewing area

** *Please Note - Town and Village (Justice Court) data is only current through November 2022. Later in 2023 this data will be updated regularly, and users will be notified of this change via the release notes.***

Search Field: This is a search field that may be used to navigate to a particular field of data that exists on the results page.

Click the docket number to display the docket/case details. ***Please Note** – only one docket/case may be selected for viewing. ***

Jump To Function

This feature allows the user to easily navigate to sections of the Docket Information.
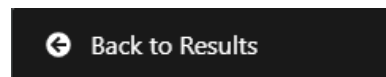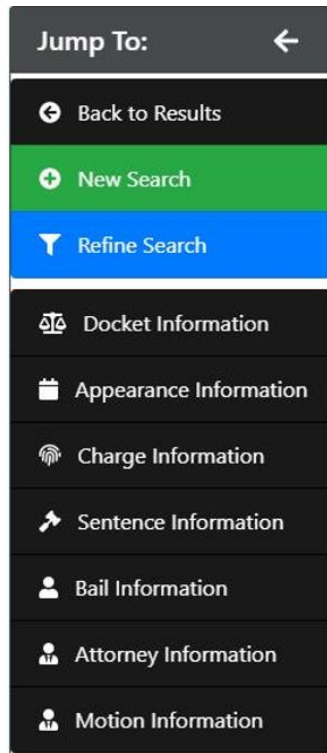
   This function is used to return to the search results page.

Docket Information: Jump to the Docket Information section.

Appearance Information: Jump to the Appearance Information section.

Charge Information: Jump to the Charge Information section.

Sentence Information: Jump to the Sentence Information section.

Bail Information: Jump to the Bail Information section.

Attorney Information: Jump to the Attorney Information section.

Motion Information: Jump to the Motion Information section.

Docket/Case Details

Docket Information: If applicable, active warrant and seal case message will display in red text.

    Sealed Case: example of sealed case message displayed:

    Active Warrant: example of an active warrant message displayed:

Docket Number: Unique number that is assigned to a docket/case by the court.

Please note: a docket number beginning with CRH is an OCA internal docket number generated by a conversion process. The CRH number only exists in the NYS CIS application. The legacy docket number displayed is the docket/case number of record with the court.

Legacy Docket Number: Historical docket/case number used for reporting dockets converted from the legacy case management system.

Court: Court where docket/case is docketed.

Defendant Name: First, middle and last name of the defendant.

Interpreter Language: Language identified as the defendant's primary language.

Date of Birth: Month, day and year the defendant was born.

Sex: Gender of the defendant.

AKA: Abbreviation of the term "also known as", which includes other names and nicknames used by the defendant.

County: County where the court of jurisdiction is located.

Last Disposition Date: Date of the most recent docket disposition.

Docket Disposition: Final docket disposition recorded.

First Arraignment Date: Earliest arraignment date recorded.

Next Appearance Date: Next scheduled date of appearance on the court calendar.

Next Appearance Part: Court part of the next scheduled court appearance.

Expected Attendance Method: Indicates whether the defendant is expected in-person or virtual for the court appearance.

Address: Defendant's recorded address on this docket/case.

Active TOP: Indicates if there is a temporary order of protection has been issued on this docket/case.

Active Warrant: Indicates if a bench warrant has been issued by the court for this docket/case.

Sealed Case Message: Displays the seal section on the docket/case as reported by the court.

Please note: Cases sealed CPL 160.55 will display in NYS CIS as these are public court records. The ability to see records sealed anything other than CPL 160.55 will be based on user permission levels.

Appearance Information

Appearance Date:	02/18/2021	**Warrant Return Part:**	
Judge:	TBD Judge	**Appearance Disposition:**	Adjourned
Part:	DOC	**Conviction Charges:**	
Purpose:	Conversion	**Tolling Event(s):**	Participation in a Court Ordered Treatment Program, Blood/DNA Test, Warrant, Psychiatric
Court Reporter:	CLRK,OFFC		Examination & Report [CPL 730]

Appearance Date: Court appearance date.

Judge: Name of appearance judge.

Purpose: Reason for court appearance.

Court Reporter: Name of court reporter.

Warrant Return Part: Court part where the defendant will appear upon return of the warrant.

Appearance Disposition: Docket disposition recorded on the appearance.

Conviction Charges: Conviction charge(s) on the appearance (if there are any).

Tolling Event(s): Tolling events are used in the calculation of the Standards and Goals (S&G) time period which reflects the number of days the case was in the court's control. Interim dispositions are events that temporarily toll the S&G guidelines period prior to final disposition. When calculating the age of the case, the Unified Court System excludes any time that the interim dispositions were in effect as the case was not under court control (e.g. out on warrant).

Charge Information

Charge	Counts	CJTN	Count #	Latest Charge Outcome	Incident Date	Ticket #
PL 220.03 AM Crim Poss Contrl Subst-7th	1	64589031Z	1	Covered by (Count #2)	01/01/2011	
PL 240.20 V Disorderly Conduct	1	64589031Z	2	Pled Guilty	01/01/2011	

Charge: This is the classification of the offense.

- V – Violation
- UM - Unclassified Misdemeanor
- BM – Class B Misdemeanor
- AM – Class A Misdemeanor
- EF – Class E Felony

- DF – Class D Felony
- CF – Class C Felony
- BF – Class B Felony
- AF – Class A Felony

Counts: Number of times the defendant was charged with a specified offense.

Count #: This is the number for each charge this is included on paperwork received by the court.

Latest Charge Outcome: Most recent disposition that exists on a specific charge (if there are any).

Incident Date: Date that the incident/crime took place.

Sentence Information

Charge	Fine Paid	Surcharge Paid	CVA Paid	DNA Paid	SOR Paid	SSO Paid	Other Paid
VTL 1192 03 EF DWI-Prev Conviction In 10 Yrs	$0.00	$155.00	$0.00	$0.00	$0.00	$0.00	$0.00

Sentence Type	Sentence Detail
Fine	Fine ($1000.00 - due 09/17/1997, Other Agency to Collect)
License - Revoked	Lic Rev (No Duration)
Probation	Prob (5y, Erie County Probation Department)
Surcharge	Surcharge (MS ($155.00) - due 09/17/1997)

Fine Paid: Amount paid toward the imposed fine listed in the sentence detail.

Surcharge Paid: Amount paid toward the imposed surcharge listed in the sentence detail.

CVA Paid: Amount paid toward the imposed crime victim assistance fee listed as part of the surcharge in the sentence detail.

DNA Paid: Amount paid toward the imposed DNA fee listed as part of the fees in the sentence detail.

SOR Paid: Amount paid toward the imposed Sex Offender Registration fee listed as part of the fees in the sentence detail.

SSO Paid: Amount paid toward the imposed Supplemental Sex Offender Registration fee listed as part of the fees in the sentence detail.

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Other Paid: Amount paid toward any other fees imposed as part of the sentence detail.

Sentence Type: Type of sentence imposed by the court for a charge.

Sentence Detail: Details related to a specific sentence type, which include durations, terms, amounts, and conditions imposed by the court for a charge.

Bail/Non-Monetary Release Conditions Information

Action Date:	10/17/2015		
Action:	Posted		
Posted At Jail:	Yes		
Posted By Defendant:	No		
Bail Made:	Cash		

Action Date:	03/16/2020	Non Monetary Release Condition:	Released With Non-Monetary Condition - Other Conditions
Action:	Released With Non-Monetary Conditions	Agency:	
Posted At Jail:	No	Details:	Released to Supervision of Pobation
Posted By Defendant:	No		
Bail Made:			

Action Date:	07/04/2015	Bail Cash:	$5,000.00
Action:	Set	Secured Surety Bond:	$5,000.00
Posted At Jail:	No		
Posted By Defendant:	No		
Bail Made:			

Action Date: Date of the pre-trial release decision.

Action: Pre-trial release status of the defendant.

Posted At Jail: Indicates if the bail was posted at the jail.

Posted By Defendant: Indicates if the bail was posted by the defendant.

Bail Made: type of bail posted.

Non-Monetary Release Condition: Non-monetary pre-trial release condition(s) set by the court.

Agency: Agency monitoring the defendant's non-monetary release condition(s).

Details: Additional information or restrictions set by the court related to the non-monetary release condition(s).

Bail Cash: Amount of cash bail set by the court.

Insurance Company Bail Bond: Amount of insurance company bond set by the court.

Attorney Information

Attorney/Firm Name: Attorney(s) or firm(s) that represent or represented the defendant.

Attorney Type: Type of attorney that represents or represented the defendant.

Firm Name: Indicates if the attorney/firm name displayed is the firm name.

Phone Number: Phone number of the attorney or law firm that represents or represented the defendant.

Date Assigned: Date the attorney or law firm began representing the defendant.

Address: Address of the attorney or law firm that represents or represented the defendant.

Motion Information

Motion Date: Motion file date.

Part: Court part where the motion was filed/heard.

Type: Motion type.

Disposition: Whether motion was granted or denied.

Motion Description: Description of the motion.

Please Note: motion information is only available for supreme and county court cases.****

Additional Resources

To view a recorded NYS CIS application training, please click on the following link:
https://iappscontent.courts.state.ny.us/nyscisdocs/video/nys_cis.html

For assistance with the NYS CIS application and to report technical issues encountered with the NYS CIS application, please e-mail the OCA Helpdesk helpcenter@nycourts.gov or call 1-800-622-2522.

For assistance with questions or to report concerns related to the data displayed in the NYS CIS application, please contact the OCA Criminal Disposition Unit CDR@nycourts.gov.