

NYS Unified Court System

# Registry Task User Guide Supreme Matrimonial

Custody and Visitation Records Checking

January 2009

## **Table of Contents**

### **Overview**

Introduction.....	3
Frequently Asked Questions.....	4

### **Appendices**

1. Family Court Case Types at a Glance.....	7
2. Access to Family Court Records and Confidentiality.....	8
3. Family Court Case Types and their Respective Authority.....	9

### **Training Manual**

#### **Using the Registry Task**

1. How to Submit a Registry Check Request.....	11
2. How to View the Registry Check Results.....	13

## **Introduction**

In NYS, new legislation (A11657) affecting the Family, Supreme Courts and Integrated Domestic Violence Courts was recently passed that will take effect on January 23, 2009. The new legislation, or the “Records Checking Bill”, requires Family and Supreme Courts to perform multiple records checks in all Custody/Visitation (V) matters before a (temporary or final) custody/visitation order can be issued.

The intent of this legislation is to provide the court with background information on individuals seeking custody to help ensure the safety and well-being of the children who may be in their care.

Several of these required checks can be completed through a search of the UCMS-FC database. These checks include:

- Orders of Protection history
- Open Family Court Warrants
- Article 10 history: Child Abuse (NA) and Neglect Cases (NN)

In an effort to help ease the burden on the courts, enhancements in the form of the new Registry Checks Task will be made to UCMS-FC to assist users to comply with this legislation. This guide will explain the proper usage of the new functionality.

There is one additional check which must be completed outside of the UCMS-FC system. This involves using the NYS Sex Offender Registry hosted by the Division of Criminal Justice Services (eJustice NY).

Access to eJustice NY and the Sex Offender Registry and instructions for its proper use will be provided to the courts in a separate training guide. This training guide pertains only to the use of the new Registry Checks Task in UCMS-FC.

## Frequently Asked Questions

### **What is a “Registry Check”?**

A registry check is a search performed in the statewide UCMS-FC database on the name of a party or child in a court case to look for possible “hits.” A “hit” would constitute one or more of the following:

- Order of Protection history (statewide Domestic Violence Registry)
- Active Family Court Warrant
- Article 10 History (Prior or pending role on an NA or NN docket)

### **What enhancements to UCMS-FC will be made to aid the court in performing the searches within UCMS-FC?**

A new task called **Registry Checks** has been added to UCMS-FC. This task is equipped with both automated and manual search functions, which help ease the burden on the courts to complete the required checks **within UCMS-FC**.

### **What Courts will be required to use the Registry Check Module?**

- Family
- Supreme IDV
- Supreme Matrimonial

\*Supreme Courts who are not yet using UCMS-FC for their IDV parts will be receiving UCMS-FC in order to be able to do these searches.

### **Will there be any Security Permissions in UCMS-FC needed to access the records checks using the new Registry Check Task?**

Yes.

#### Registry Check Task Button

This new task button will be enabled for staff in Family Court, Supreme IDV, and Supreme Matrimonial parts.

If the task button needs to be added to a user, the permission is Registry Check\*\*\*Task\*\*\*

## Court Specific Permissions:

### Family Court Users

The initial permission will be assigned to the Chief Clerk group per usual procedure. The Chief Clerks will then assign the correct permission to their staff. The permission that needs to be assigned is *Registry Check- Family*.

### Supreme IDV Users

These users will be assigned permission for the Registry Check Task Button as well as an additional security permission. This permission will allow the user the additional option to search on Matrimonial cases.

### Supreme Matrimonial Users

These users will be assigned permission for the Registry Check Task Button as well as an additional security permission. This permission will allow these users to search by name only on the Registry Check Request tab.

## **How does the search in UCMS-FC actually work?**

Searches are based on the individual's name and date of birth (if known).

The search will incorporate the use of what is referred to as "Fuzzy Search" logic in order to provide comprehensive results.

This means a search on a name **will return for review all possible matches** found in the database where a "hit" result matched the search criteria.

Another court may have data entered on the same person but with a slightly different spelling of the name or a different DOB or perhaps where no DOB was available.

To help you determine if the result was for the same person you searched on, each name returned will receive a "Score" based on how much information is "matched." Only results with a minimum score of **90%** will be returned.

This will give you an idea of how high the probability is that this is the same person you searched on. A manual review via the **Inquiry task** may be required in order to confirm.

For example

Search Name: Robert Smith (01/01/1972)

Name Results Returned:	Robert Smith (01/01/1972)	Score: 100%
	Robert Smyth (01/01/1972)	Score: 98%
	Rob Smithe (01/23/1972)	Score: 90%

**How long will the results of each search be kept in UCMS-FC?**

Users will be able to view and print results for 30 days from the time the search is done.

This information can be found in the Registry Check Task by viewing the Registry Check Result tab.

There is the ability to print results for one or more individuals, as well as if no results were found.

**How often do Registry Checks need to be performed?**

The law requires that a Registry Check be completed each time a temporary or final order of custody is older than thirty days.

In Family Courts, UCMS-FC will run an automated function on an overnight job that will be completed each time a custody/visitation case is found on the calendar to help ensure updated results without the court having to determine if the thirty days has lapsed.

## **Appendix 1: Access to Family Court Records and Confidentiality**

Access to court records in the Family Court is governed by Section 166 of the Family Court Act, which provides that the records of any proceeding in Family Court are not open to indiscriminate public inspection. It is solely within the discretion of the Court whether to permit the inspection of such records. Certain individuals, such as the parties and their representatives, are permitted access to Family Court records without application to the Court. FCR §205.5.

According to FCR §205.5, subject to limitations and procedures set by statute and case law, the following shall be permitted access to legal papers filed in a proceeding:

- a) the petitioner, presentment agency and adult respondent in the Family Court proceeding and their attorneys;
- b) when a child is either party to, or the child's custody may be affected by the proceeding:
  1. the parents or persons legally responsible for the care of the child and their attorneys;
  2. the guardian, guardian ad litem and law guardian or attorney for that child;
  3. an authorized representative of the child protective agency involved in the proceeding or the probation service;
  4. an agency to which custody has been granted by an order of the Family Court and its attorney; and
  5. an authorized employee or volunteer of a Court Appointed Special Advocate program appointed by the Family Court to assist in the child's case in accordance with Part 44 of the Rules of the Chief Judge.
- c) a representative of the State Commission on Judicial Conduct
- d) in proceeding under Articles 4, 5, 6 and 8 of the Family Court Act in which temporary or final orders of protection have been issued:
  1. where a related criminal action may, but has not yet been commenced, a prosecutor upon affirmation that such records are necessary to conduct an investigation or prosecution;
  2. where a related criminal action has been commenced, a prosecutor or defense attorney in accordance with procedures in CPL, may request transcripts of Family Court proceeding in accordance with section 815 of the Family Court Act, and any records disclosed must be retained as confidential and may not be re-disclosed except as needed for such investigation or use in the criminal action.
- e) another court when necessary for a pending proceeding involving one or more parties or children who are or were the parties in, or subjects of, a proceeding in the Family Court pursuant to Article 4, 5, 6, 8 or 10 of the Family Court Act.

Any record disclosed pursuant to section 154-b(2) of the Family Court Act shall have address of parties or children redacted or otherwise safeguarded.

## Appendix 2: Family Court Case Types At A Glance

A	-	Adoption
AC	-	Adoption Certification
AS	-	Adoption Surrender
B	-	Termination of Parental Rights
C	-	Conciliation
D	-	Juvenile Delinquency
E	-	Designated Felony
F	-	Support
G	-	Guardianship
K	-	Foster Care Review (no longer used per 2005 statute)
L	-	Foster Care Placement
M	-	Consent To Marry
NA	-	Abuse
NN	-	Neglect
O	-	Family Offense
P	-	Paternity
S	-	Person in Need of Supervision (PINS)
U	-	UISFA (Uniform Interstate Family Support Act)
V	-	Custody / Visitation
W	-	Material Witness
Z	-	Miscellaneous (may also be matrimonial or criminal cases in IDV)

**Appendix 3:**

**Family Court Case Types and Their Respective Authority**

**A – ADOPTION**

**ARTICLE 6, PART 2 FAMILY COURT ACT (FCA); ARTICLE VII - DOMESTIC RELATIONS LAW (DRL) - ADOPTION - "A"**

**AC – ADOPTION CERTIFICATION**

**ARTICLE VII - DOMESTIC RELATIONS LAW (DRL) - CERTIFICATION AS QUALIFIED ADOPTIVE PARENT(S) - "AC"**

**AS – SURRENDER OF CHILD**

**SECTION 383-c - SOCIAL SERVICES LAW (SSL) APPROVAL OF A SURRENDER INSTRUMENT – "AS"**

**B – COMMITMENT OF GUARDIANSHIP AND CUSTODY (TERMINATION OF PARENTAL RIGHTS)**

**ARTICLE 6 - FAMILY COURT ACT SECTION 384 SOCIAL SERVICES LAW (SSL) GUARDIANSHIP AND CUSTODY OF CHILDREN IN FOSTER CARE SECTION 384-b SOCIAL SERVICES LAW (SSL) GUARDIANSHIP AND CUSTODY OF DESTITUTE OR DEPENDENT CHILDREN; COMMITMENT BY COURT ORDER - "B"**

**C – CONCILIATION**

**ARTICLE 9 - FAMILY COURT ACT (FCA) - CONCILIATION - "C"**

**D – JUVENILE DELINQUENCY**

**ARTICLE 3 - FAMILY COURT ACT - JUVENILE DELINQUENCY - "D" AND DESIGNATED FELONY - "E"**

**SECTION 1801-1806 - UNCONSOLIDATED LAWS - ARTICLE 1, SECTION 115(c) - FAMILY COURT ACT INTERSTATE COMPACT ON JUVENILES - "D" - "S"**

**E – DESIGNATED FELONY**

**ARTICLE 3 - FAMILY COURT ACT - JUVENILE DELINQUENCY - "D" AND DESIGNATED FELONY - "E"**

**SECTION 1801-1806 - UNCONSOLIDATED LAWS - ARTICLE 1, SECTION 115(c) - FAMILY COURT ACT INTERSTATE COMPACT ON JUVENILES - "D" - "S"**

**F – SUPPORT**

**ARTICLE 4 - FAMILY COURT ACT - SUPPORT - "F"**

**G – GUARDIANSHIP**

**ARTICLE 6 - FAMILY COURT ACT and ARTICLE 17 - SURROGATE COURT PROCEDURES ACT GUARDIANSHIP - "G"**

**H – HANDICAPPED ( NOW HANDLED BY EDUCATION DEPARTMENT)  
ARTICLE 2 - FAMILY COURT ACT - PUBLIC HEALTH - "H"**

**K – FOSTER CARE REVIEW**

**SECTIONS Repealed. No longer in use per 2005 statute which mandates the use of permanency planning hearings in “L” cases.**

**L – FOSTER CARE PLACEMENT**

**SECTIONS 358-a, SECTION 392 - SOCIAL SERVICES LAW (SSL) FOSTER CARE REVIEW - "K"**

**M – CONSENT TO MARRY**

**SECTION 15(3) - DOMESTIC RELATIONS LAW (DRL) - CONSENT TO MARRY - "M"**

**N – ABUSE (NA) AND NEGLECT (NN)**

**ARTICLE 10 - FAMILY COURT ACT (FCA) - NEGLECTED OR CHILD ABUSE (CHILD PROTECTIVE PROCEEDING) - "N"**

**O – FAMILY OFFENSE**

**ARTICLE 8 - FAMILY COURT ACT (FCA) - FAMILY OFFENSES - "O"**

**P – PATERNITY**

**ARTICLE 5 - FAMILY COURT ACT - PATERNITY - "P"**

**S – PINS**

**ARTICLE 7 - FAMILY COURT ACT (FCA) - PERSON IN NEED OF SUPERVISION (PINS) - "S"**

**U – UIFSA**

**ARTICLE 5-B - FAMILY COURT ACT (FCA)-UNIFORM INTERSTATE FAMILY SUPPORT ACT - "U"**

**V – CUSTODY**

**ARTICLE 5-A - DOMESTIC RELATIONS LAW UNIFORM CHILD CUSTODY AND JURISDICTION ACT (UCCJA) - “V”**

**ARTICLE 5-A - DOMESTIC RELATIONS LAW UNIFORM CHILD CUSTODY JURISDICTION SECTION 75-P FILING AND ENFORCEMENT OF CUSTODY DECREE OF ANOTHER STATE - “V”**

**ARTICLE 6 - FAMILY COURT ACT - CUSTODY AND VISITATION - “V”**

**ARTICLE 6 - FAMILY COURT ACT - REFERRALS FROM SUPREME COURT - “V”**

**W – MATERIAL WITNESS**

**ARTICLE 1 - FAMILY COURT ACT - MATERIAL WITNESS - “W”**

**Z - MISCELLANEOUS**

## Using the Registry Task

### How to Submit a Registry Check:

**Step 1:** Click the **Registry Check** task button.  
The **Registry Check Request** tab will display.

**Step 2:** Complete as many of the fields as possible for all parties,  
including children.

**Name:** First, Middle, Last, Seniority

**DOB:** If known

**Gender:** If known

**Case #:** Supreme Court Case (required)

**Title:** Title of the action (required)

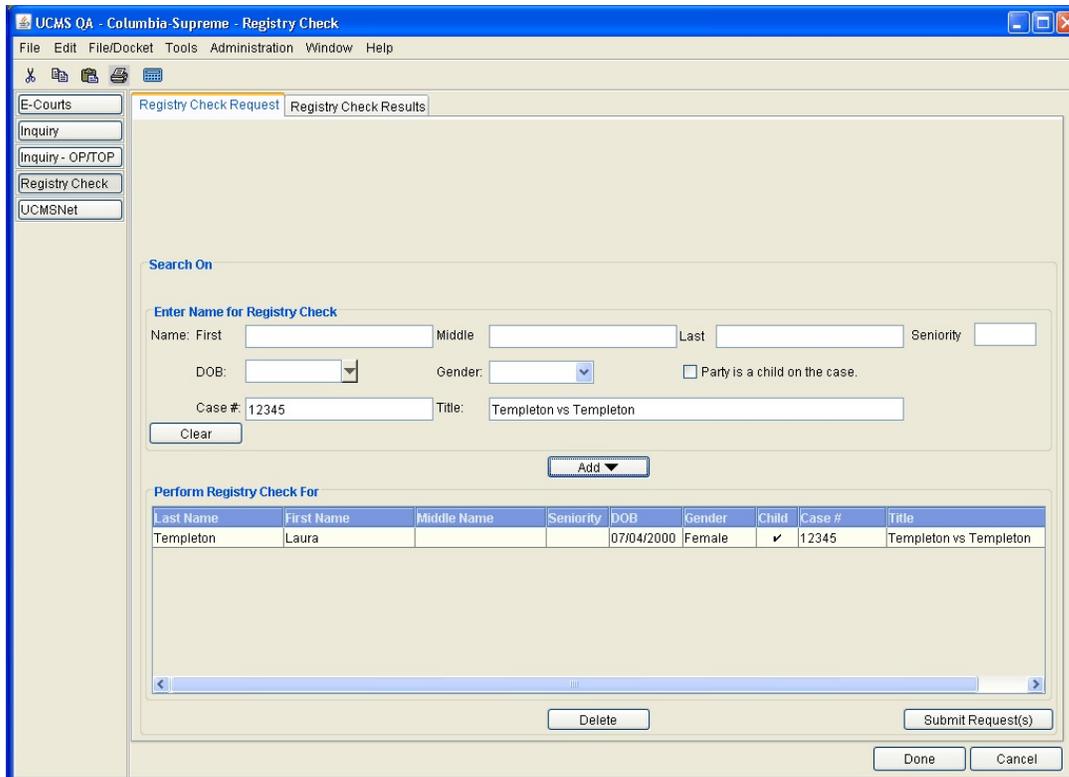
**Party is a Child on the Case:**

If the individual is a child then select the child check box. If this is not checked the Article 10 case types will be searched as if the individual were an adult.

The screenshot shows the 'UCMS QA - Columbia-Supreme - Registry Check' application window. The interface includes a menu bar (File, Edit, File/Docket, Tools, Administration, Window, Help) and a toolbar. On the left, there is a sidebar with buttons for 'E-Courts', 'Inquiry', 'Inquiry - OP/TOP', 'Registry Check', and 'UCMSNet'. The main area is titled 'Registry Check Request' and contains a search form. The search form has the following fields: 'Name: First' (text box with 'Laura'), 'Middle' (text box), 'Last' (text box with 'Templeton'), 'Seniority' (text box), 'DOB:' (dropdown menu with '07/04/2000'), 'Gender:' (dropdown menu with 'Female'), and a checked checkbox for 'Party is a child on the case.'. Below these are 'Case #' (text box with '12345') and 'Title:' (text box with 'Templeton vs Templeton'). There are 'Clear' and 'Add' buttons. Below the search form is a table titled 'Perform Registry Check For' with columns: 'Last Name', 'First Name', 'Middle Name', 'Seniority', 'DOB', 'Gender', 'Child', 'Case #', and 'Title'. The table is currently empty. At the bottom of the window are 'Delete', 'Submit Request(s)', 'Done', and 'Cancel' buttons.

**Note:** **Case#** and **Title** information will remain in the text fields until the **Clear** button is selected. This eliminates having to re-entering the data again for each party on the case.

**Step 3:** Click the “Add” button to add the name to the **Perform Registry Check for** table.



**Step 4:** **Submit Request**

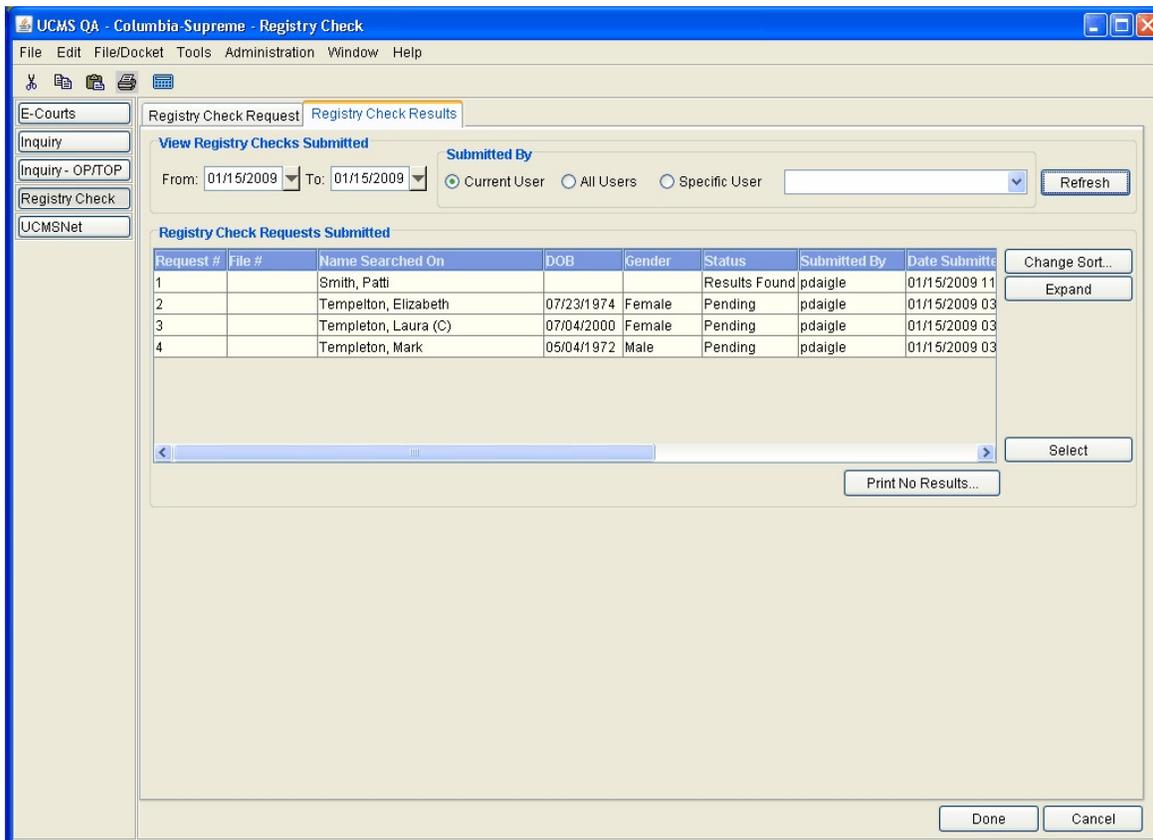
When all the parties have been added to the **Perform Registry Check for** table, Click the **Submit Request(s)** button. A message that the Registry Checks have been submitted displays.

**Note:** It is not necessary to highlight the selections. All individuals in the table will be submitted for the Registry Check.



## How to View the Registry Check Results

The **Registry Check Results** tab displays the requests that were submitted. By default the requests made by the current user for the current day will display. Other requests can be viewed by changing the date range, and radio buttons and provided.



### View Registry Check Submitted:

**Date Range:** **From** and **To** default to the current date. The date range can include requests made within the last 30 days.

**Submitted by:** **Current User:** Displays all requests for this user only.

**All Users:** Includes requests submitted for all users within the users court, including registry checks performed by the system's nightly batch process.

**Specific User:** This populates a drop down list box. A user name for that court can be selected and the "**Registry Check Submitted**" table will display requests submitted by that user only.

**Show/Refresh:** For the status of "Pending", click the **Refresh** button periodically to see if the Registry Checks were completed.

**Registry Check Requests Submitted** table

Provides a synopsis of the request submitted for each individual, as well as the status of the request's results. The date the system completed the search also appears.

**Request #:** A unique number that is assigned to each request that appears in table. The **Request#** is used to sort the rows that appear in the **Registry Check Results** table to its corresponding request.

**Submitted by:** Indicates who initiated the request. "UCMS" in this column states that the registry check was requested by the automated nightly process.

**Status:** This is the status of the registry check request and its results\*\*.

Pending: The request is in the system's queue for processing and has not completed\*\*.

Results Found: Completed and results found. Results can be viewed by highlighting the row(s) and clicking the "Select" button. Results will be displayed in the **Registry Check Results** table.

No Results: Completed and NO results found.

**\*\*Note:** If the **Status** is "Pending" click the **Refresh** button in order for the **Status** to be updated, verifying that the registry check completed.

**Change Sort :** Standard Change Sort button. Allows customization of sort.

**Expand/Shrink:** Expand the view of table or return to the previous view.

**Print NO Results:** Select rows with this status, and click the **Print No Results** button to print a report for the file that verifies that the registry was run but no results were found.

## Registry Check Results

**Step 1:** Select a row or multiple rows from the **Registry Check Requests Submitted** table that have a status of “Results Found”. Click **Select**

The screenshot shows the 'Registry Check Results' section of the application. The table below displays the detailed results for each individual request selected with a status of 'Results Found'.

Request #	Court	File #	Name Found	DOB	Gender	Score	OP/TOP History	Open Warrant	Article 1 History
1	Erwin-Town	DV Registry	Smith, Patt A	03/09/19...	Female	98%	✓		
1	Wayne-Family	3122	Smith, Patty	09/16/19...	Female	98% (AKA)			✓
1	Wayne-Family	4090	Smith, Patty	11/22/19...	Female	98% (AKA)			✓
1	Wayne-Family	7263	Smith, Patty	11/22/19...	Female	98% (AKA)			✓
1	Auburn-City	DV Registry	Smith, Patrick	09/04/19...	Male	97%	✓		
1	Auburn-City	DV Registry	Smith, Patrick	09/04/19...	Male	97%	✓		
1	Bronx-Family	58888	Smith, Patricia	04/03/19...	Female	97%	✓		
1	Bronx-Family	80136	Smith, Patrick	02/24/19...	Male	97%	✓		

## Registry Check Results table

This table displays a detailed level of results for each individual request selected with a status of **Results Found**.

**Note:** A manual review via the **Inquiry task is required** in order to confirm a “match” as well as retrieve additional information on this individual.

## Registry Check Results table

- Request # :** This # correlates to the # selected in the Registry Check Requests Submitted table.
- Score:** Each result found will receive a score based on the how closely the name, date of birth and gender match the name searched. Only results with a score of 90% or higher will be returned.
- If the name searched was found as an alias, (AKA) will appear next to the score. See below:
- OP/TOP History:** A check mark will indicate this individual was involved in an Order of Protection found in the statewide Domestic Violence Registry (Temporary or Final).
- Note:** If the order was part of a conversion case the information cannot be retrieved.
- Open Warrant:** A check mark will indicate that the individual is the subject of an open Family Court warrant.
- Article 10 History:** A check mark will indicate that the individual is either a Petitioner, Respondent or Child on a NA, NN , B, AS docket(s).
- Expand/Shrink:** Selection will allow for a larger (expanded) view of the Registry Check Results table and the ability to return to the original view.
- View Results:** Displays a detailed report of the results with the ability to view, print or save a pdf version.
- Print Results:** Automatically prints the detailed report.
- Note:** If multiple rows are selected, the report will print for all selected individuals by File Number. If a single row is selected the results will print for that individual only.

# Sample Report from Registry Results Tab

Custody/Visitation Registry Check Results Report

Custody/Visitation Registry Check Search Results  
Columbia County Supreme Court (M-B) Printed:01/16/2009

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Case: 12345 Title: Templeton vs Templeton

**Name(s) Searched:** Templeton, Mark (05/04/1972) **Registry Check Status - Results:** Completed - Results Found (01/15/2009)

**Results**  
**Court:** Ulster-Family

File#	Name	Score	Registry Results
22076	Templeton, Mark (05/04/1972)	100%(AKA)	TOP/OP:2008-001033 (Issue: 12/03/2008; Exp: 01/19/2009)

**Court:** Rensselaer-Family

File#	Name	Score	Registry Results
25613	Templeton, Laura Ann (07/03/2000)	94%	Article 10 History Found
	Templeton, Mark (05/14/1972)	95%	Article 10 History Found

Page 1 / 1

◀ Previous Document    ▶ Next Document    Document 1 of 1    Print    Save as PDF..    Close