

12-16-2008

Dear Property Manager:

Many of you are contacting the Bismarck Police Department records section to have background checks done on prospective tenants. Those background checks will only show arrests/contacts involving the Bismarck Police Department. It won't show if the person was arrested outside of Bismarck, such as Mandan, Fargo, Burleigh, Morton, etc. For that reason, if you are relying on the background check from the Bismarck Police Department you may not be getting the whole story.

You have several options to give you a more complete background check.

- A complete Criminal History including conviction information for crimes committed anywhere in North Dakota can be obtained for a cost of \$15 (check or money order) through the ND Bureau of Criminal Investigation. Requests for Criminal History forms can be obtained from: ND BCI, Box 1054, Bismarck, ND 58502-1054. Forms are also available online at <http://www.ag.nd.gov/BCI/CHR/RequestCHR.html>
- Go to District Court, 514 E. Thayer. On the third floor there is a District Court Public Terminal. On this terminal, you will be able to view conviction records yourself. This will give you conviction information statewide. It will also give you contract/collection, small claims, divorce and child support judgments. **This service is free.**
- **You can now look this information up yourself if you have internet access.** You'll get the same website as you'd get if you went to the District Court Public Terminal in person. Go to <http://www.ndcourts.gov/publicsearch/contactsearch.aspx>. Enter the name and click on "search."
- **Sex Offenders**—To view a list of the high-risk offenders and lifetime offenders go online to <http://www.sexoffender.nd.gov/>

If you have questions about the landlord program or background checks please call me at 355-1874.

Sincerely,

Sgt. Mark Buschena

North Dakota Supreme Court

This information is online at:

<http://www.ndcourts.gov/publicsearch/faq.aspx>. Please visit that website for the most current information.

This page contains answers to several of the most commonly asked questions related to the North Dakota Courts public search site.

Is your website considered real time or is it updated daily or weekly?

It is updated throughout the courts working day (weekends and holidays excluded).

Is your website accessible 24 hours a day?

Yes, except during system maintenance or unforeseen circumstances (Power outage, network issues, etc.).

If the website is having technical issues or is down, will there be a message indicating so, or will we get an error message when we try to search a name?

You will see a generic page not found if the server is down. When maintenance is scheduled we will post a message on the site 24 hours before the scheduled maintenance window.

Does your website have active warrants or warrant information?

Yes. It would show as an item in the case events list on the site.

Does your website have dismissed cases?

Yes. Cases that are deferred and dismissed are not shown due to state law.

Does your website list Violation of Probation on your cases?

Yes. It is listed on the case events list on the site.

Are both Original and Amended charges listed?

Yes, the plead to field on the case will indicate if the charge has changed.

Does the website recognize hyphenated last names or should we be searching the last names separately?

Yes

Does the website recognize last names with apostrophes or spaces in them?

Yes

Does the website recognize wild cards such as (%) or (*)?

Yes. The wildcard accepted are “_” and “%”. The first and last name fields are designed to automatically add the “%” wildcard at the end of the first and last name fields when performing a search.

Does your website list suffixes on names such as Sr. Jr. III?

Yes.

Do you know if I will get the same case information on your website that I would if I went directly to the court house to do a search?

If you are talking to a clerk, you may get more details than the website provides. However the public search terminals in all county courthouses have been or are being switched over to the same search site that is available on the web.

Does the website list Restricted Cases?

Restricted cases are shown only for calendaring purposes. All identifiable information contained in a restricted case has been removed per state law.

Who should I contact if there is a case that shouldn't be available showing on the website, or it contains incorrect information.

You should contact the clerk of court for the county in which the case originated.

You can find the originating county [here](#) if you don't know it already. You can find the clerk information [here](#).

What types of cases are listed on the search site?

Criminal, Civil, Small Claims, and Traffic. Any case that is not classified as Restricted should appear on the site.

How long do my case(s) remain available on the site?**How far back does the site list cases?**

This varies by county. For a list of when counties began using the current case management system click [here](#).

Is there any way to remove my case from the site?

Contact the clerk of court for the county the case originated in. You can find the county [here](#) and the clerk of court [here](#).

If you have a question relating to a case please contact the [clerk of court](#) for the county the case is from. The list of searchable counties is located [here](#). The information provided on and obtained from this site does not constitute the official record of the Court. This information is provided as a service to the general public. Any user of this information is hereby advised that it is being provided "as is". The information provided may be subject to errors or omissions. Visitors to this site agree that the Court is not liable for errors or omissions of any of the information provided.

This information is online at:

<http://www.ndcourts.gov/publicsearch/faq.aspx>. Please visit that website for the most current information.