



- **Ideal for clients hiring individuals with potential access to company records or finances, or who are involved in financial transactions or decisions**
- **Facilitates informed hiring decisions**
- **Spins searches from address history**

Why Conduct Civil Upper and Lower County Searches

The Civil Upper and Lower County Search reveals lawsuits of a non-criminal nature that an individual may be involved in as defendant or plaintiff. These cases can include bankruptcy, auto accidents, real estate disputes, and workers' compensation mediation and arbitration. This search is a recommended best practice search for employees who will have access to company records and/or finances.

HireRight's Civil Upper and Lower County Search

A Civil Upper and Lower County search will identify suits filed against individuals and look for reportable adverse information within the county court general civil index. The results can include case types such as suits, liens, and judgments (excluding divorce) that are found on the county courts general civil index.



HireRight requires an applicant's first name, middle name or initial (as applicable), and last name to perform a Civil Upper and Lower County search. This product can be set up to search counties based on current and past address history, employment or education history, additional addresses as located within an applicant's Social Security Number Trace/Credit Check, applicant self-reported information, and alias/maiden names.

Civil records routinely have limited identifiers within the case information, so it can be difficult to determine if a civil record is an exact match. Per HireRight reporting policy, records are only reported if enough identifiers are located that reasonably identify the record as belonging to the applicant.

Information reported typically includes the following:

- Full name of the individual on the civil case
- File date and status date
- Case number
- Case type, assessed fines and fees, defendant, plaintiff, and status

As a general rule, civil suits or civil judgments that from the date of entry predate the report by more than 7 years will not be reported.

Civil Upper and Lower County Search

Global Company, Local Solutions

HireRight has assembled an extensive nationwide network of independent court research professionals and skilled HireRight online researchers to review court record filings at more than 3,800 courthouses, in person or online where available. In many jurisdictions, particularly larger metropolitan areas, HireRight maintains multiple agents capable of providing rapid and accurate response according to HireRight's quality control standards. These agents are licensed investigators, paralegals, attorney services, or individuals specially trained to review court records for employment purposes. While Civil Upper and Lower County search is a U.S. based search solution, HireRight provides background solutions for civil searches for specific global regions.

How it Works

A Civil Upper and Lower County search is created when specifically ordered by the client or are initiated from one of HireRight's pointer products, such as Social Security Number Trace. Based on your client and package guidelines for address collection, current and previous addresses are collected for the applicant. Address collection is done either via an integration, recruiter flow, or applicant invite via HireRight's mobile-enabled Applicant Center. Based on the addresses returned, a Civil Upper and Lower search will be ordered for each county returned. Each Civil Upper and Lower County search is processed directly at a county court level via online access or by an independent court research professional. If a record is returned, the HireRight Public Records team will use all available identifiers to determine if the record belongs to the applicant.

Complementary products:

- Federal Civil Search
- Federal Bankruptcy Search
- State and Federal tax liens
- Recorded Judgment Search
- Employee Credit Report

Getting Started

For more information about HireRight's Civil Upper and Lower County Search, visit us at www.hireright.com.

These materials are provided for general informational purposes. They are not intended to be comprehensive and should not be construed as legal advice. HireRight does not warrant any statements in these materials. HireRight's products and services are provided under the terms and conditions of HireRight's screening services agreement and any applicable product-specific addenda, and pursuant to HireRight policies, guidelines and procedures. Please contact HireRight for more information. HireRight's private investigation licenses can be found at: <https://www.hireright.com/legal/license-information/>