



- **Searches Federal District Civil Courts**
- **Searches a national index for civil cases heard by a federal court**
- **Identifies civil records where the applicant is a named plaintiff or defendant**

Why Conduct Federal Civil Searches

This search provides employers with information that is not available with civil searches conducted at the county or state level. Civil cases heard in federal court are initiated by the federal government in coordination with a law enforcement agency and acceptance by the grand jury. For a civil case to be heard in federal district court, it must involve diversity of citizenship (the parties are citizens of different states or countries). It must involve potential damages of more than \$75,000, or there must be a constitutional or federal law violation. An example of a civil case in federal court is a class action suit involving many individuals in different states.

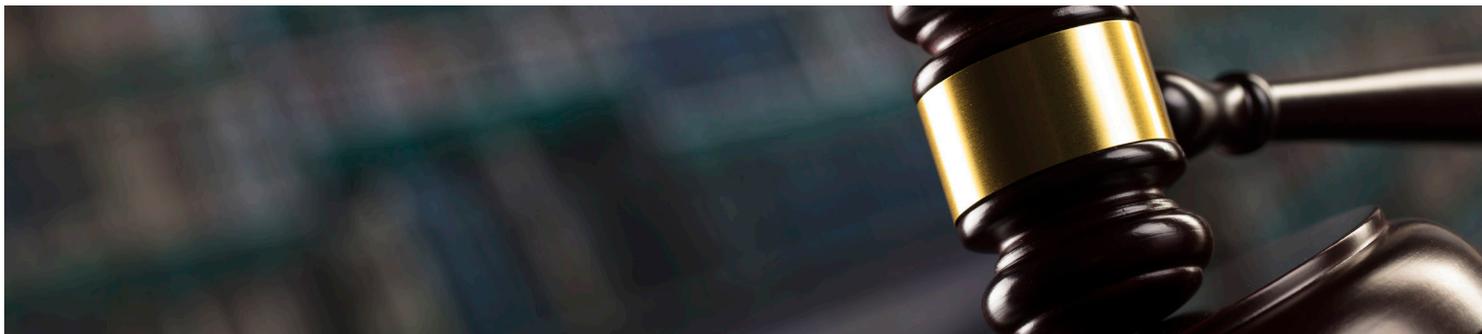
HireRight's Federal Civil Record Search

The HireRight Federal Civil search is processed by searching the Public Access to Court Electronic Records (PACER) federal index using the applicant's name. Customers can be set up to request Federal Civil searches in one of two ways:

1. Individual federal district courts based on applicant's address history
2. All federal district courts for each state based on applicant's address history

HireRight requires an applicant's first name, middle name or initial, and last name to run a Federal Civil Record search. This product can be set up to search courts based on the applicant's provided address history, or the applicant's provided address history and other searches enabled on the screening account including, employment history, education history, additional addresses as located within an applicant's social security number trace, applicant self-reported information and alias/maiden names.

Additional identifiers such as previous employment and past addresses are helpful in confirming or eliminating records as federal records historically have limited identifiers within their case details. Case files associated with search results are reviewed to find as many identifiers as possible, which HireRight then uses to determine if a case is a match to the applicant prior to reporting.



Federal Civil Records Search

Information reported typically includes the following:

- Name of the individual identified on the civil case
- Case number
- Court information
- Counts, status, and associated dates

Global Company, Local Solutions

HireRight's Federal Civil Records Search offers nationwide access to records of federally adjudicated civil cases from all U.S. federal district courts reporting according to the client's guidelines. While this search is a U.S. based civil solution, HireRight provides other global civil background services that search countrywide and localized courts in other countries.

How it Works

Federal civil searches are 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 and additional federal civil district searches are spun based on the applicant's address history. Address collection is done either via an integration, recruiter flow, or applicant invite via HireRight's mobile-enabled Applicant Center. If a potential record is located, the HireRight Public Records team will use all available identifiers and research case details at the source to determine if the record belongs to the applicant. The HireRight Public Records Team will also determine reportability according to search guidelines, and FCRA and state laws.

Complementary products:

- Federal Bankruptcy Search
- Federal Criminal Search - National
- Civil Upper and Lower County Search

Getting Started

For more information about HireRight's Federal Civil 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/>