Frequently Asked Questions

Click on a question below to jump to its answer.

INTRODUCTORY QUESTIONS
1. What are "civil impacts of criminal convictions"?
2. What is the CIVICC database?
3. What can I accomplish by using CIVICC?
4. How complete is the CIVICC database?
5. How accurate is the information in CIVICC?
6. Is the database information up to date?

CONTENTS OF THE CIVICC DATABASE
7. What information is the CIVICC database designed to include?
8. What kinds of information are NOT in the CIVICC database?
9. How are Offenses defined in CIVICC?
10. How are Offenses classified in CIVICC?
11. How are Civil Impacts defined in CIVICC?
12. How are Civil Impacts classified in CIVICC?
13. Does the CIVICC database include background check, disclosure, and “good moral character” requirements?
14. Does the CIVICC database include civil impacts imposed by federal laws?

SEARCHING THE CIVICC WEBSITE
15. How do I conduct a search on the CIVICC website?
16. How does the "search by keyword" feature work?
17. What if I want to know the civil penalties attached to an offense, but I don’t know the exact name or section number of the offense?
18. How can I find civil impacts that can be triggered by any felony conviction?
19. How can I find civil impacts that can be triggered by a juvenile delinquency adjudication?

20. How can I find all the civil impacts that are mandatory?

21. I am preparing an application for a CAE or CQE. How can I find all the mandatory civil impacts that relate to licensing or employment?

22. How can I find all the civil impacts that are discretionary?

UNDERSTANDING THE SEARCH RESULTS

23. How can I narrow my search results to find the information that is most relevant for me?

24. Will my search reveal every legal side-effect that could result from a particular conviction?

25. Will every civil impact listed in my search results be certain to apply?

26. Will my search reveal everything I need to know about a particular offense or consequence?

27. What is the difference between a mandatory civil impact and a discretionary one?

28. Can Ohio civil impacts be based on convictions outside Ohio?

29. What case outcomes can trigger civil impacts?

30. What if the law has changed since the conviction?

31. What are the “Related Authorities” listed on the Sanction Detail and Offense detail pages?

32. Where can I find the original text of the relevant laws and regulations?

33. How can I save and/or print my search results?

MISCELLANEOUS QUESTIONS

34. Can you recommend attorneys that specialize in issues related to collateral consequences?

35. How do I get relief from a collateral consequence that applies to me?

36. If I move to another state, what consequences will apply to me?

37. What if I notice that an item of information is missing or incorrect?

38. What if I have more questions or comments about CIVICC?
INTRODUCTORY QUESTIONS

1. **What are "civil impacts of criminal convictions"?**

   Civil Impacts, as described in CIVICC, are legal restrictions that apply outside the criminal justice system to a person with a criminal record. They affect the person’s civil life in the community, sometimes long after any criminal sentence has been served. Civil impacts do not include incarceration, supervision, criminal fines, or an obligation to pay prosecution costs; instead they are laws that limit access to jobs, licenses, civic rights, housing, education, and other important aspects of community life.

   Some of these barriers may be imposed by a sentencing court. One example is the driver’s license suspension that follows conviction for driving under the influence of alcohol or drugs. Many others, however, are not even mentioned by the court at sentencing; instead they can remain hidden until a person tries to obtain a job, license or other opportunity and finds it barred by the past criminal record. The laws that create these impacts are not collected in the criminal code; they are scattered throughout the laws of Ohio, making them particularly hard for criminal lawyers and ordinary citizens to find and understand.

   The Civil Impacts in CIVICC include the many legal barriers commonly called “collateral consequences” of conviction. The term “collateral consequence” can be confusing, however, and has been defined in several different ways in different settings. CIVICC is not designed to adopt or support any particular view of what should or should not be called a “collateral consequence.” It is simply designed to provide useful information about Ohio law.

2. **What is the CIVICC database?**

   CIVICC reflects the first effort to collect in one place all the civil impacts of conviction that exist in Ohio statutes.

   For each civil impact in the database, CIVICC provides:
   - a description of the impact and the circumstances in which it applies;
   - a link to the actual text of the main statute or administrative rule, which appears in the “Lawriter” public database of Ohio statutes and rules (http://codes.ohio.gov/);
   - citations to related statutes and rules;
   - a list of offense types or “triggers” that may cause the civil impact to apply (such as “any felony,” “theft offense,” or a specified criminal statute); and
   - the types of case outcome that cause the civil impact to apply (such as “conviction including guilty plea;” “arrest or indictment,” or “adjudicated a delinquent child”).

   [Return to FAQs list]
For each listed “offense type” or “trigger”, users can see a list of the individual offenses that make up the triggering category.

For each individual offense CIVICC provides additional details, including a list of civil impacts that the offense may trigger.

CIVICC is intended for use by anyone, regardless of educational background or the purpose of the inquiry. For this reason CIVICC is available to all free of charge, and users are not required to register or create accounts. In the future, however, we hope to offer user accounts as a voluntary option, so that registered users can save searches.

3. What can I accomplish by using CIVICC?

Every search on CIVICC can show the user one of two things:
- For a particular area of civil life, what offenses are likely to trigger legal barriers; or
- For a particular offense or type of offense, what civil impacts are likely to follow conviction.

CIVICC searches can be used for a wide range of purposes, including:
- to identify a particular civil impact when applying for a Certificate of Achievement and Employability (“CAE”) or Certificate for Qualification for Employment (“CQE”);
- to identify all the civil impacts related to a particular occupation or field of study;
- to find the range of civil impacts that may result from a particular kind of criminal case outcome;
- to examine the scope and effects of particular legislative enactments; and
- to evaluate and compare the types of civil impacts affecting various segments of the community.

4. How complete is the CIVICC database?

Although it contains more than 930 civil impacts and more than 840 offenses (as of 7/6/2017), CIVICC continues to be a work in progress. Ongoing efforts include:
- analyzing and inputting additional civil impacts that are not yet in the database, including the civil impacts that deal with sex offender registration;
- planning and implementing further improvements to CIVIC’s search capabilities and the user website; and
- continually revising the database contents to reflect new legislation and administrative rules.
Even when the database appears complete, it will not be “finished.” Constant changes in Ohio’s laws and regulations will require vigilant oversight and frequent revision to keep the database content up-to-date. For users, this means that a search performed last week might produce different results if run again today. **Even if you have answered a particular question before, it is a good idea to run a fresh search before answering it again.**

As a general rule, you can check out the current state of the database on any given day by using a keyword search that will retrieve all the offenses or all the civil impacts in CIVICC.

- An **Offense Keyword** search will retrieve all or nearly all the offenses in CIVICC if you type the letter [n____] in the “Offense keyword” text box.
- An **Impact Keyword** search will retrieve all or nearly all the civil impacts in CIVICC if you type the letter [n____] in the “Impact keyword” text box.

**5. How accurate is the information in CIVICC?**

From the start of the project in March 2010, we have made every effort to be thorough and accurate in identifying and analyzing Ohio’s civil impact statutes. We have also been conscious that our task is to report the law, not to create or expand it; and this principle has guided our interpretation where statutory language is ambiguous.

This process is not cut and dried, however. Inevitably, it involves some interpretation and subjective judgment. In the process of sifting through thousands of statutes, we have doubtless missed some civil impacts and gotten others wrong. It is equally likely that on occasion, an agency or court may give a particular statute a different meaning than that which appears in CIVICC. For both reasons, please remember that **information in CIVICC is not legal advice.** Independent legal evaluation is necessary to determine what civil impacts may apply to a particular individual. In addition, **users should always read the full text of the relevant statute,** which can be done by using the links on every page of CIVICC results.

Because the law concerning civil impacts is complex and constantly changing, we welcome comments and suggestions from users about content that should be added or changed. If you have helpful information that will add to CIVICC’s thoroughness and accuracy, please inform the CIVICC team through the “**Contact Us**” link on this website.
6. *Is the database information up to date?*

Ohio laws change constantly. Numerous statutes in CIVICC have been amended, some several times, even in the short time they have been in the database. CIVICC has been updated repeatedly to incorporate many of these changes, but not all of them.

Right now, while CIVICC is still growing, we are striving to balance two urgent but competing needs: (1) the need to make the database complete, and (2) the need to make sure it reflects all the latest changes in applicable law. Progress inevitably falls short in both areas. Once the essential database content is “complete,” we will follow a systematic protocol for monitoring changes in the laws and updating CIVICC accordingly. At that stage we expect to be able to complete CIVICC updates within a short time after any relevant statute is amended.

Users can always tell whether a particular statute described in CIVICC is the current version. A “Last Amended Date” appears on every “Offense Detail” page and every “Impact Detail” page in CIVICC. Compare it to the latest amendment date shown with the text of the statute in Lawriter:

If the two dates are the same, then CIVICC is describing the latest version of the statute.

[Return to FAQs list]
CONTENTS OF THE CIVICC DATABASE

7. What information is the CIVICC database designed to include?

CIVICC is currently designed to provide information about

▪ civil impacts imposed by Ohio statutes,
  ▪ based on case outcomes in Ohio state courts,
  ▪ for criminal offenses under Ohio law.

The CIVICC database is still under construction. Right now, CIVICC contains more than 850 statutory civil impacts and a few dozen impacts created by administrative rules. In describing the statutory civil impacts, we often include information about related rules of state departments and agencies. Once we have input all the civil impacts created by Ohio statutes, we hope to add any additional distinct impacts that administrative rules impose.

Return to FAQs list

8. What kinds of information are NOT in the CIVICC database?

CIVICC does NOT include:

- Offenses created by local ordinances, federal law, or the laws of other states.

- Civil impacts imposed by local ordinances, federal law, or the laws of other states.

- Impacts related to immigration, which is governed entirely by federal law, unless an Ohio statute specifically adopts a federal immigration law.

- “Moral character” and general fitness standards that don’t mention a person’s criminal history.

- Civil impacts based simply on a “violation” of law, including a traffic violation, if the violation is not a criminal offense.

- Policies that may be applied by private employers and other non-public entities but are not specifically authorized or required by Ohio law.

- Enhanced sentencing and other impacts that may apply in a criminal case as the result of a person’s past criminal record.

- At present, many motor vehicle licensing impacts. We are currently working to add these impacts to the CIVICC database.

- At present, civil impacts related to sex offender registration and monitoring. This category of impacts is next on the priority list following motor vehicle impacts.

Return to FAQs list
9. How are Offenses defined in CIVICC?

CIVICC is designed primarily to show the civil impacts of a criminal conviction under Ohio law. Some impacts in CIVICC are triggered by criminal case outcomes short of conviction, such as participation in a diversion program or adjudication as a juvenile delinquent. For every impact, however, the triggering violation of law is one that is a “criminal offense” in Ohio. According to Section 2901.03 of the Ohio Revised Code:

(A) No conduct constitutes a criminal offense against the state unless it is defined as an offense in the Revised Code.

(B) An offense is defined when one or more sections of the Revised Code state a positive prohibition or enjoin a specific duty, and provide a penalty for violation of such prohibition or failure to meet such duty.

Statutes that meet this definition of a “criminal offense” are the ones included as “Offenses” in CIVICC’s design. The CIVICC database does not yet include all the criminal offenses in the Ohio Revised Code; it contained 849 offenses in early July 2017, and expansion is ongoing.

Offense Names used in CIVICC are the names expressly assigned by statute when such names exist. When a statute creates an offense but does not give it a name, CIVICC assigns a name designed to provide succinct identifying information for the offense.

10. How are Offenses classified in CIVICC?

For each Offense in the database, an “Offense Detail” page in CIVICC provides several types of information:

- the Offense name and Ohio Revised Code section number;
- the highest and lowest possible levels of severity assigned to the offense, such as “Felony, 2nd degree” and “Misdemeanor, 3rd degree;”
- a link to the text of the statute in Ohio Lawriter, http://codes.ohio.gov;
- the “last amended date” of the offense statute; and
- a list of civil impacts that the offense may trigger.

“Offense Detail” also includes additional information for some offenses, including:

- the “first effective date” of the offense statute;
- one or more offense categories to which the offense belongs;
- one or more types of victim that are always involved in the offense and that may be relevant in determining which civil impacts apply;
- minimum sentencing requirements that always apply and may be a factor in determining civil impacts;
- one or more tag words associated with the offense, designed to make searches easier; and
In choosing the types of “Offense Detail” to include in CIVICC, we have been guided by the terms of Ohio’s civil impact statutes. For example, many civil impact statutes penalize anyone who has been convicted of “an offense involving dishonesty.” We had to identify which offenses amount to “offenses involving dishonesty,” in order to link them to the impacts they trigger.

To identify which offenses fall into a particular category, CIVICC follows two basic rules:

1. If the Ohio Revised Code provides a definition of the category, that is the definition we use. Theft offenses in CIVICC, for example, are those that are defined as “theft offenses” in ORC 2913.01(K).

2. When there is no controlling definition in the statute, an offense is assigned to a particular category only if it always belongs to that category. For example, someone who commits a drug trafficking offense might behave dishonestly in committing the offense; but the prosecution doesn’t have to prove dishonesty to obtain a conviction. Therefore drug trafficking does not always “involve dishonesty,” and CIVICC does not classify it as an offense of dishonesty.

Following are definitions of some key offense categories used in CIVICC:

<table>
<thead>
<tr>
<th>Dishonesty</th>
<th>Many Ohio statutes prescribe civil impacts to follow conviction for an offense involving “dishonesty,” but the Ohio Revised Code does not specify what constitutes an offense involving dishonesty. CIVICC classifies an offense as one involving dishonesty if one of six markers is present:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1) It is a theft offense, as defined in ORC 2013.01(K);</td>
</tr>
<tr>
<td></td>
<td>2) It is a fraud offense, as described below;</td>
</tr>
<tr>
<td></td>
<td>3) It is perjury under ORC 2921.11;</td>
</tr>
<tr>
<td></td>
<td>4) It is a “Falsification” offense under ORC 2921.13;</td>
</tr>
<tr>
<td></td>
<td>5) Its elements include knowingly making a false statement, e.g. ORC 2921.14; or</td>
</tr>
<tr>
<td></td>
<td>6) Its elements include knowingly omitting to make a disclosure required by law.</td>
</tr>
</tbody>
</table>

| Drug abuse | ORC 2925.01(G) defines “drug abuse offense” as the term is used in CIVICC.                                    |

<table>
<thead>
<tr>
<th>Fraud</th>
<th>Many Ohio statutes prescribe civil impacts to follow conviction for a “fraud offense,” but the Ohio Revised Code does not specify what constitutes a “fraud offense.” CIVICC classifies an offense in the fraud category if one of two markers is present:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1) The name of the offense contains some form of the word “fraud,” or</td>
</tr>
<tr>
<td></td>
<td>2) The elements of the offense include [a] an intent to induce reliance upon a misrepresentation or omission of material fact, and [b] another person’s detrimental reliance on that misrepresentation or omission. See ORC 2913.01(B).</td>
</tr>
</tbody>
</table>

| Moral Turpitude | Many Ohio statutes prescribe civil impacts to follow conviction for an offense of “moral turpitude.” Before 2012, however, the Ohio Revised Code provided no guidance regarding what constitutes an offense of moral turpitude. That changed somewhat in late 2011, when SB 337 took effect and defined “moral turpitude” for certain specified purposes under Ohio law. |
In CIVICC, 39 offenses are now classified as crimes of "moral turpitude per ORC" because they meet the special limited-purpose definition in SB 337. That definition is found in ORC 4776.10. The SB 337 definition only applies in specified circumstances, however. Most references to "moral turpitude" in the Ohio Revised Code remain undefined. In CIVICC, therefore, no offense is currently identified as involving "moral turpitude" generally. When the database is complete, an offense not listed in ORC 4776.10 will be classified as involving “moral turpitude” if and only if: (a) another Ohio statute has defined it as such, or (b) one or more applicable court decisions have so declared. Even then, users should note that the relevant statute or court ruling may be limited to a particular set of circumstances and may not classify the offense for all purposes.

<table>
<thead>
<tr>
<th>Theft</th>
<th>ORC 2913.01(K) defines “theft offense” as the term is used in CIVICC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic violation</td>
<td>Many Ohio laws describe or refer to “traffic violations,” but the Ohio Revised Code does not expressly define the term. Based on observed usage of the expression in the Revised Code, CIVICC defines a traffic offense as one that involves “driving,” as defined in ORC 4506.01(J). Driving that occurs away from a public street or highway, such as in a driveway or parking lot, can still result in a traffic offense.</td>
</tr>
<tr>
<td>Violence</td>
<td>ORC 2901.01(A)(9) defines “offense of violence” as the term is used in CIVICC.</td>
</tr>
</tbody>
</table>

**11. How are Civil Impacts defined in CIVICC?**

The Civil Impacts described in CIVICC are legal barriers that constrain a person’s civil life in the community because of the person’s past criminal record. Civil impacts do not include incarceration, supervision, criminal fines, or an obligation to pay prosecution costs; they do include laws that limit access to jobs, licenses, civic rights, housing, education, and other important aspects of community life for someone with a criminal record.

The Civil Impacts in CIVICC include the many legal barriers known as “collateral consequences” of conviction. They were not included here on the basis of a strict legal definition, however, but by considering the question “What will users want to know?” For example, the CIVICC database contains many Ohio laws that require someone applying for a job or license to submit to a criminal background check, even though some legal scholars might not define these background-check laws as “collateral consequences” of conviction. Likewise, the database includes some impacts that are not necessarily triggered by a conviction at all, but are based on another kind of encounter with the criminal justice system such as an arrest or a juvenile adjudication.

The name of each Civil Impact consists of two parts: “Context” and “Civil Impact Summary.” The “Context” of a particular impact refers to the general topic of the chapter or subchapter of the Ohio Revised Code where it appears. The “Civil Impact Summary” is a very condensed description of the impact’s main features.
12. How are Civil Impacts classified in CIVICC?

The question “What will users want to know?” has been the main guiding principle for deciding what categories of information to collect and organize about the civil impacts in Ohio law. CIVICC displays the essential features of each Civil Impact on a two-part Impact Detail page.

On each Impact Detail page, the top half displays key facts about the scope of this Civil Impact:

- ORC Section + “Impact Summary” – a short name
- Narrative describing how the impact works
- Link to the statute text in Lawriter
- Mandatory? discretionary? court-imposed? record check?
- How long does the impact last?
- Is there an exception in agency rules or another statute?
- Relevant definitions, key cases explaining the statute
- Is CIVICC describing the latest version of the statute?
- Impact type: What kind of right or privilege does it affect?

The bottom half displays a list of triggering events:

- What sort of justice system event will trigger this impact?
- What offenses or offense types?
CIVICC identifies each civil impact with one of 15 different “Impact Types.” The following list illustrates the scope of each Impact Type by providing examples of what each category does and does not include.

<table>
<thead>
<tr>
<th>Impact Type</th>
<th>Includes</th>
<th>Does not include</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(1) Benefit payments</strong></td>
<td>receiving accrued pension benefits; designating the beneficiary for pension and other benefits; receiving workers’ compensation, disability or unemployment benefits; and receiving public financial or nutrition assistance benefits.</td>
<td>Medicare or Medicaid, or pension-related health services. Civil impacts affecting these interests are classified under “Health Care Access.”</td>
</tr>
<tr>
<td><strong>(2) Civic and political participation</strong></td>
<td>voting; jury service; election to public office; appointment to public office (without full-time employment); assisting a political campaign (e.g. circulating petitions, serving as treasurer); appointment as an executor or trustee; and volunteer activities.</td>
<td>appointment to a public office involving full-time employment. Civil impacts affecting this interest are classified under “Employment.”</td>
</tr>
<tr>
<td><strong>(3) Education Access</strong></td>
<td>admission and attendance at public education facilities and programs; state-regulated financial aid grants; and state-regulated student loans.</td>
<td>federally-regulated scholarships, grants and loans, except to the extent that federal restrictions are explicitly incorporated into Ohio law or practice by Ohio statute, regulation, case law or formal agency policy. decisions by individual education programs and financing sources that are independent of government control.</td>
</tr>
</tbody>
</table>
(4) **Employment.**

**Includes:**
- public employment;
- appointment to a full-time public office;
- military service;
- private employment by a licensed business;
- private employment by a business that holds a government contract; and
- employment as a manager or officer of a regulated business.

**Does not include:**
- elective office;
- appointment to a part-time public board, commission or task force; or
- volunteer service.

Civil impacts affecting these interests are classified under “**Civic and political participation.**”

**Does not include:**
- private employer actions that are independent of government control.

(5) **Family**

**Includes:**
- parental rights (e.g., custody, visitation); and
- adoption

**Does not include:**
- approval to provide foster care.

Civil impacts affecting this interest are classified under “**License: business/professional.**”

(6) **Govt Contract Participation**

**Includes:**
- participation as a State-approved provider of government-funded services (e.g., Medicare, Medicaid, and Medicaid waiver programs, community charter schools, autism and developmental disability programs);
- lottery agency contract; and
- contract or subcontract to furnish goods or services to the state or a state-regulated entity.

**Does not include:**
- participation as a provider of *federally* funded services except to the extent that federal restrictions are explicitly incorporated into Ohio law or practice by Ohio statute, regulation, case law or formal agency policy.

**Does not include:**
- decisions by individual contractors or contracting agencies that are independent of government control.
(7) **Govt Grants/Loans**  
**Includes:** government-sponsored or -subsidized business loans; government-sponsored or -subsidized housing (mortgage) loans; government grants in support of community organizations and projects; and government loan guarantees.

**Does not include:** state-regulated educational grants and loans.  
Civil impacts affecting these grants and loans are classified under “**Education Access.**”

**Does not include:** federal grants, or federally-sponsored, -subsidized or -guaranteed loans, except to the extent that federal restrictions are explicitly incorporated into Ohio law or practice by Ohio statute, regulation, case law or formal agency policy.

(8) **Health Care Access**  
**Includes:** Drug treatment programs in general Medicaid eligibility admission to long-term care facilities

**Does not include:** agency-sponsored drug treatment program for license holders.  
Civil impacts affecting this interest are classified under “**License: business/professional.**”

(9) **Housing** –  
**Includes:** occupying public or subsidized housing, when governed by Ohio law; residence in a home licensed to provide day care or foster care; residence in a home with an adopted child; and residence restrictions for registered sex offenders.

**Does not include:** housing-related grants and/or loans.  
Civil impacts affecting these interests are classified under “**Government grants/loans.**”

**Does not include:** residency restrictions imposed by federal law or rule, except to the extent that federal restrictions are explicitly incorporated into Ohio law or practice by Ohio statute, regulation, case law or formal agency policy.

(10) **Immigration** is included as a category in CIVICC because immigration laws can greatly magnify the effect of a criminal conviction. Immigration consequences are virtually all created by federal law, however, and CIVICC includes only the civil impacts imposed by Ohio law.
Immigration consequences will appear in CIVICC only to the extent they are explicitly incorporated into Ohio law or practice by statute, regulation, case law or formal agency policy.

11. **License: Business/Professional**

   **Includes:** a license, permit, certificate or registration required for lawful operation of a business or lawful practice of an occupation.

   **E.g.:** liquor license; livestock, agriculture, aquaculture or wildlife license; commercial hunting or fishing-related license; lottery or gaming license; license to operate a care-giving or educational facility; license to engage in a specific industry; license to practice a specific profession or occupational specialty; and ownership or board membership of a licensed business.

   **Does not include:** commercial driver’s license; endorsement to operate a school bus or other multi-person vehicle; pilot’s or mariner’s license; or weapons-related license.

   Civil impacts affecting these licenses are classified under “License: Motor vehicle or other privilege.”

12. **License: Motor Vehicle or other privilege**

   **Includes:** all motor vehicle operator licenses and permits, personal and commercial all aircraft operation licenses and permits; all watercraft operation licenses and permits; recreational hunting and fishing licenses and permits; all weapons-related licenses and permits; and exclusion from state-regulated facilities (e.g. casinos).

13. **Notification, Registration, and Testing**

   **Includes:** registration and supervision requirements for sex offenders; and broad general requirements of notification and/or disclosure.

   **Does not include:** notification to licensing board about a licensee or applicant. Civil impacts of this type are classified under “License: Business/Prof.”

   **Does not include:** notification to an employer about an employee or applicant; or notification to an employer’s licensing board. Civil impacts of this type are classified under “Employment.”
(14) **Payment obligations**

*Includes* restitution; repayment of costs of incarceration; civil liability established by proof of the criminal case outcome; and attachment or garnishment to pay obligation arising from criminal case (*e.g.*, diversion of lottery winnings to pay child support).

*Does not include*: fines imposed as part of criminal sentence.

(15) **Property rights**

*Includes* forfeiture of property used in commission of a crime; inheritance and life insurance proceeds; and ownership or possession of specified types of property, *e.g.*, firearms or interest in a corporation.

Some civil impact statutes affect civil rights and/or privileges in more than one of these 15 categories. For those statutes, CIVICC usually identifies more than one distinct Civil Impact: one for each type of interest the statute affects. For example, CIVICC identifies two different impacts in O.R.C. 124.62, which terminates the job of a public employee (an employment impact), and also terminates the public position of an office holder (an impact affecting civic and political rights). [Similarly, CIVICC would also report two distinct impacts in a statute that disqualifies a person convicted of theft for seven years (duration: a period of years), but provides that a person convicted of murder or aggravated murder is banned for life (duration: permanent, absent pardon or reversal).]

13. **Does the CIVICC database include background check, disclosure, and good moral character requirements?**

Yes, up to a point.

Criminal background checks arguably are *not* “impacts of a criminal conviction” at all, because a law requiring background checks generally applies to *every* applicant for a particular job or license, not just to those who have a criminal record. The same is true of statutes that require applicants to have “good moral character” or the like.

Nonetheless, Ohio laws that require or authorize criminal records checks often lead to a true civil impact for someone who has a criminal record. The impact may be specified by law, or it may take the form of a discretionary rejection or exclusion by an agency that is charged with assessing an applicant’s “moral character” or “business reputation.” For this reason, the CIVICC database includes any statute that clearly provides for reporting of a criminal record, even if the statute does not specify what should be done with the results.
14. *Does the CIVICC database include civil impacts imposed by federal laws?*

No, CIVICC includes only the civil impacts imposed by Ohio law. A federal impact will appear in CIVICC results only if the federal impact has been incorporated explicitly into the state laws of Ohio.

Federal laws and regulations prescribe many civil impacts for people with criminal records, however. Some federal impact laws may impose heavier burdens on a particular individual than any imposed by Ohio law.

Two searchable websites currently provide information about the civil impacts imposed by federal law. Both function differently from CIVICC – they do not link impacts with specific offenses, for example – but either can be a useful tool for understanding all the civil impacts for an Ohioan with a particular criminal record.

1) The Council of State Governments Hosts the **National Inventory of Collateral Consequences of Conviction** (“NICCC”), online at [https://niccc.csgjusticecenter.org/](https://niccc.csgjusticecenter.org/). Once you enter the NICCC website you are invited to “Choose a Jurisdiction.” Select “FEDERAL” under the “Other Jurisdictions” heading and proceed from there.

![NICCC Website](https://niccc.csgjusticecenter.org/imap/)

2) The Collateral Consequences Resource Center has created a “**Compilation of Federal Collateral Consequences**,” at [http://federal.ccresourcecenter.org/consequence-search](http://federal.ccresourcecenter.org/consequence-search). The Compilation is searchable by category, keyword or citation.

![Compilation Website](http://federal.ccresourcecenter.org/consequence-search)
SEARCHING THE CIVICC WEBSITE

15. How do I conduct a search on the CIVICC website?

Find CIVICC on the web

Enter the CIVICC address in your web browser:
http://CIVICCohio.org/

Browser notes:
CIVICC has been tested successfully on laptop computers with
- Microsoft Internet Explorer,
- Mozilla Firefox, and
- Google Chrome
CIVICC has been tested successfully on I-Pad tablet computers and Android smart phones.

CIVICC Home

On the “Welcome to CIVICC” page,

click the Get Started button

Terms and Conditions

Read the “Terms and Conditions.”
(You will need to scroll down to read all the text.)

Then click on “Agree.”
Begin Search – Three tabs

The “Begin Search” page offers 2 ways to start:

1) You can begin by selecting the “Search by Offense” page. If you start here, your opening search will produce a list of Offenses.

OR

Begin Search – Offense search

2) You can click on the “Civil Impacts” tab and go to the “Search by Civil Impact” page. Starting on that page will produce a list of Civil Impacts.

Begin Search – Impact search

Each “Begin Search” page offers 2 search methods:

1) If you know the exact section number of the statute you are looking for, enter it in the upper box marked “Search by Code Section.” If you know just the ORC chapter number, enter that, followed by a period. *E.g., 2913.* or *5160.*

2) If you don’t know a precise section number, then enter all or part of a keyword in the lower box marked “Search by Keyword.” The simplest keyword may be the best; see the Keyword tips under *FAQ No. 16.*
Suppose you started on the Search by Civil Impact page. Here’s what your initial results would look like.

The bottom of the frame tells you how many results were retrieved. You may need to scroll down to see them all.

To focus on the impacts that interest you, try sorting the results by column. Just click the tiny arrows in the header of the column you want to sort.

In this picture, the results are sorted alphabetically by “Civil Impact Summary.”
Another option is to “search within results” using the “Search” box just above the results table.

CIVICC will filter your results down to the ones that display your search term. Here, the results dwindled from 128 to just seven.

For each civil impact in the results, you can click on the underlined section number, and read the full text of the statute in Lawriter at ohio.gov.
You can also click on “Impact Detail” to see key facts about a particular civil impact.

Impact Detail

Each “Impact Detail” screen has two parts:

- The top part shows a description of the selected civil impact and key facts about it.

- The bottom part is a list of the Case outcomes and Offense types that can trigger this impact.

For more information about a triggering Offense type, click the link for “Trigger Detail” on the right.
“Trigger Detail” displays a list of the offenses that make up the selected Offense type.
You may need to scroll down to see them all.

To focus quickly on a particular offense, you can sort the results by column. (Click the tiny arrows in the header of the column you want to sort.)

In this example, the list of offenses is sorted alphabetically by “Offense Name.”

You can also “search within results” using the “Search” box just above the table of offenses.

CIVICC will filter your results down to the ones that display your search term. Here, the search term “forg” narrowed the list of 53 theft offenses to the three offenses that are variations on forgery.
For each offense on the list, you can click on the underlined section number in the Offense Link column and read the full text of the statute in Lawriter at ohio.gov.

You can also click on "Offense Detail," in the far right column, to see key facts about a listed offense.
Each “Offense Detail” display has two parts:

- The top part shows key facts about the selected offense. For example, you can see that this offense is always a misdemeanor.

- In the bottom part you can find the civil impacts that may result from a conviction for this offense. You will usually need to scroll down to see the whole list.

Some offenses are always misdemeanors. Others are always felonies.

For both of these types of offense, the Offense Detail display is pretty simple:

- Facts about the offense at the top
- List of civil impacts at the bottom
But what if the offense is sometimes a misdemeanor, and sometimes a felony?

Offense level can make a huge difference in defining which civil impacts may apply.

For these offenses, “Offense Detail” shows:
- Facts about the offense at the top, and
- Two bars at the bottom:
  - Impacts of a Felony Conviction
  - Impacts of Any Conviction

Choose one of the two bars and click on it. The bar will open to reveal a list of civil impacts.

For the offense shown here, any conviction can lead to 236 civil impacts; but a felony conviction may trigger 541 impacts.

For more information about these two sets of information, check out our explanation of a search for the impacts of “any felony.”
16. How does the “search by keyword” feature work?

You don’t need to use a Keyword search if you happen to know the exact section of Ohio Revised Code that defines the offense or civil impact you have in mind. In that setting, you can simply type the relevant section number in the box under “Search by Code Section.” If you know the ORC Chapter but not the exact section number, you can type the chapter number followed by a period, such as “2913.”

For any other search, you need to use a Keyword query. This is just what it sounds like: you enter a word or phrase, or even part of a word, that expresses a key aspect of your question. CIVICC then searches the relevant portion of the database for records containing that keyword.

A few core concepts guide effective keyword queries:

A. **It’s usually most effective to start with an Offense search when you want to know about a particular type of offense, and to start with an Impact search when you want information about a particular type of civil impact.**

   - **Offense queries** search several categories of offense-related data in CIVICC. The initial results of an Offense search are displayed as a list of offenses. From that list, you can follow links through the database to learn about related civil impacts.

   - **Civil Impact queries** search several categories of impact-related data in CIVICC (including a general description of the type of criminal record that will trigger each impact). Initial results are displayed as a list of civil impacts. From there you can follow links through the database to obtain relevant offense information.

   The two types of query look at different sets of data and use slightly different logic. For users, this means it is sometimes worthwhile to run the same keyword search twice, once as an Offense query and once as an Impact query. Depending on the keyword and what you are most interested in learning, the two searches may produce complementary results.

B. **A CIVICC keyword query will search for the exact text you type**, letter for letter and space for space. Knowing this provides several guidelines for your search. For example:

   - A keyword that contains a typo will retrieve inadequate and/or incorrect results.
   - Use no quotation marks when entering a keyword, or you will probably get no results at all. If you need to find an exact phrase, you can simply enter the exact phrase, and CIVICC will return results containing that phrase. (**E.g.,** day care, motor vehicle, public office.)
   - You may get incomplete results if you use one variant of the keyword, such as **repute**, and some records in CIVICC use a different variant such as **reputation**. In this example, the shorter keyword **reput** would capture both sets of results without introducing other results that are irrelevant.
Based on these guidelines, choosing an effective keyword involves two steps:

1. **Select** a word that most perfectly captures the substance of the offense or impact information you seek.

2. **Reduce** that word to the smallest possible segment that will convey its essential meaning.

   - **E.g.,** - Keyword **licens** captures records that contain “license”, “licensed” “licensing” and/or “licensure.”
   - Keyword **office** captures results that contain “office” or “officer.” The shorter keyword **offic** will also capture results containing “official.”
   - Keyword **violenc** captures results that contain “violent” and/or “violence.”
   - Keyword **wild** retrieves records that contain “wildlife” and those that refer to “wild animals.”

Below are some examples of keywords that have been used successfully in CIVICC:

**Effective Offense keywords** can be based on --

- **Offense name, e.g.:** abus
  - aggravat
  - falsif
  - menac
  - record
  - unauth

- **Offense category, e.g.:** drug
  - fraud
  - oriented
  - sex
  - theft
  - violenc

- **Offense subject, e.g.:** advertis
  - confiden
  - fish
  - intox
  - regist
  - support
  - vehic
  - weapon [consider doing an additional search for firearm]

- **Offense victim, e.g.:** disab
  - child [consider doing an additional search for minor]
Avoid these Offense keywords, or use them with caution:
- improper
- licens [results include licensing law violations + offenses that require driver’s license suspension as part of the sentence]
- unlawful

Effective Impact keywords can be based on --
- Subject area of work or study: barber
care
child care
driv
finance
fire [consider doing an additional search for responder]
health care
medic
nurs
public
teach [consider doing additional search[es] for educ and/or school]
therap
volunteer
- Broad category of impacts: employ
licens
hous
- possible license revocation: revo
- possible license suspension: suspen
- criminal records check: record
- reporting requirement: must report
- Severity or duration of impact: days
except
permanent
years
- Mandatory or discretionary: mandat
discretion
- Type of triggering offense: any felony
honest [retrieves more information than dishonest]
felon
misdem
support
turpitude
- Case outcome that triggers impact: arrest
  bail
  delinqu
  diver
  indict
  interven
  plea

Avoid these Impact keywords, or use them with caution:
- law
  If you want to find impacts relating to qualification as a law enforcement officer, try using law enforcement as your Impact Keyword. Consider doing additional search[es] for police, deputy and/or investigator.
- practice
- right

C. For best results, it often helps to try a couple of different keyword queries, because legislative language can vary surprisingly over time and from one jurisdiction to another. E.g.: an offense search using the keyword counterfeit may produce incomplete results; you may learn more by trying additional offense searches using keywords forg and/or fraud. (For example, there is an Ohio offense entitled “making or using slugs,” which encompasses the use of counterfeit coins in a vending machine. The Offense Keyword counterfeit does not retrieve this offense, but fraud does.)

D. Remember: Keyword searches in CIVICC do not search the full text of Ohio statutes. For various reasons we chose not to enter statutory text into the database. Instead we have included hyperlinks to Ohio’s public database of statutes, Lawriter. http://codes.ohio.gov/. You can search for particular statutory text directly in Lawriter. This can be a helpful way to inform and augment searches in CIVICC.

E. If your CIVICC search produces too many results, you have a couple of ways to focus in on the ones that matter to you. See FAQ No. 23, Refining Your Results.

17. What if I want to know the civil penalties attached to an offense, but I don’t know the exact name or section number of the offense?

This is where an “Offense Keyword” search can really help.
1. Start on the “Search by Offense” tab.

Find the “Search by Keyword” box.

2. In the box, type a word (or a recognizable fragment of a word), that describes a key aspect of the offense. See FAQ No. 16, above. Examples include “theft,” “drug,” “vehicle,” and “assault.” Then click on the button next to your keyword.

Your search will produce a list of offenses that relate to your keyword. You can sort the list by name or by section number, and/or search within results to find the particular offense of concern to you. For each offense on the list,

- you can click on the underlined section number in the “Link” column, to see the full text of the Ohio statute; and
- you can click on Offense Detail in the “View Details” column, to see a list of the civil impacts associated with that particular offense.

As a rule, the Offense Keyword search works best when you don’t try to type in the exact name of the offense. The keyword box will accept only 25 characters, not nearly enough to type in the longest offense names. Short search terms also reduce the risk of entering a typo or an extra space, which could lead to incorrect search results or no results at all.

Illustration:
Suppose you want to know the civil impacts of a conviction for “Illegal use of minor in nudity-oriented material or performance.” You don’t know the section number, and the name is too long and complicated to type into the Keyword box. Instead, choose a simple keyword that focuses on a distinguishing feature of this offense. Listed here are five Offense Keyword options. Each will produce a manageable set of results that include the offense you seek. Keyword: minor → 9 offenses

sex → 16 offenses
nudity → 1 offense
nud → 1 offense
porn → 8 offenses

From any of these searches, you can learn that “Illegal use of minor in nudity-oriented material or performance” appears in ORC 2907.323. Then, clicking on Offense Detail will produce a list of the civil impacts currently in CIVICC that may be triggered by this offense.

Return to FAQs list
18. How can I find the Civil Impacts that can be triggered by any felony conviction?

DON’T:

Don’t start with an Offense Keyword search using the keyword felony. This will not work because an Offense Keyword search produces a list of Offenses. For each offense on the list you can link to Offense Detail and find all the civil impacts connected to that Offense. But not all of those impacts are triggered by “any felony.” Some impacts may apply to a selected offense because it is a theft offense, or a drug offense, or an offense of violence. Others may affect people convicted under a list of specified statutes, a list that just happens to include the selected offense.

DO:

Choose from the two search options described below. Whichever method you choose, however, keep in mind that no set of search results can be viewed as definitive: no list of results from CIVICC can reliably predict what will happen in a particular set of circumstances. Every civil impact statute is different; every criminal case involves its own distinct set of facts; and every record in CIVICC reflects some level of interpretation and legal analysis. Only by reading the detail records in CIVICC and the actual statutes can users reach reliable conclusions about a particular civil impact or type of impact.

Option A) Start with an Offense Code Section search using these steps:

1. Choose an Offense that (a) can be a felony or a misdemeanor depending on the circumstances, (b) is NOT in an obvious offense category such as theft, and (c) is NOT an offense of particular interest to a regulated profession (such as patient abuse).

ORC 2921.36(D) and (E) meet these standards as of July 6, 2017, so we will use ORC 2921.36(D) as an example for the purpose of illustration.

2. Under the Search by Offense tab, type 2921.36 into the Search by Code Section box. CIVICC will produce a list of five offenses. The last two on the list are 2921.36(D) and 2921.36(E).

3. Choose 2921.36(D) and click on Offense Detail.

4. CIVICC will produce an Offense Detail page with two bars at the bottom, labeled

- 486 Impacts of a Felony Conviction
- 130 Impacts of Any Conviction

5. Open each bar in turn by clicking on its label.

Opening Impacts of a Felony Conviction will reveal a list of all the impacts a person may experience if convicted of this offense, including impacts that apply only to a felony violation. (There are 486 total impacts as of 7/6/2017.)
Opening Impacts of Any Conviction will reveal a list of impacts a person may experience for even a misdemeanor conviction of this offense. (There are 130 of these impacts as of 7/6/2017.)

6. You can quickly tell that the Impacts of any conviction are a subset of the total Impacts of a felony conviction.

If you picture the Impacts of a felony conviction as a whole boiled egg:
- the Impacts of any conviction are like the (relatively small) yolk of the egg;
- and the white of the egg represents the impacts that apply specifically because the violation is a felony.

So the civil impacts that can be triggered by any felony consist of:
- The Impacts of a felony conviction for ORC 2921.36(D) or (E)
- MINUS
- The Impacts of any conviction for the same offense.

7. To create a precise list of these impacts (about 356 as of 7/6/2017), start by exporting the complete list of Impacts of a felony conviction into an Excel spreadsheet, where you can revise and rearrange the records to suit your needs. See FAQ 33 for a guide to saving and printing your search results.

Once you have saved a list of all the potential impacts, you can segregate or remove the ones that also appear in the “Impacts of any conviction.” This will leave you with a list of impacts that, in general, can be triggered by any felony.

Option B) Perform two or more Impact Keyword searches using these steps:

1. Search #1: Under the Search by Civil Impact tab, type any felony into the Search by Keyword box.
   CIVICC will retrieve a list of civil impacts that, in general, can be triggered by any felony conviction.

2. To begin building the overall list of “any felony” impacts, export these results to an Excel spreadsheet using the "Export to Excel" link.
See FAQ No. 33 for a guide to saving and printing your search results.

3. The first search produced extensive results (198 as of 7/6/2017), but they are not complete. Many of the civil impacts missing from the list are those relating to a wide range of public-safety-related jobs and appointments. These public-safety impacts are scattered throughout the Ohio Revised Code. They have in common that they are all triggered by an offense committed after a certain date: 1994, 1996 or 1998. This set of impacts can thus be retrieved by using Impact keyword committed after. With this knowledge, you can formulate Search #2.

4. Search #2: Under the Search by Civil Impact tab, type committed after into the Search by Keyword box. CIVICC will retrieve a list of impacts triggered by an offense committed after a certain date, or after a license was issued or renewed. About two-thirds of these are triggered by a felony conviction. Reviewing a few examples will reveal a predictable pattern identifying which of the impacts are felony-based. To continue building toward a complete list of “any felony” impacts, you can copy and paste all or selected impacts from this list of results into the spreadsheet you created in Step 2.

5. These two combined searches, however, still will not produce a comprehensive list of civil impacts triggered by “any felony.” To find the additional impacts most relevant to a particular situation, finish with one or more additional Impact Keyword searches focused on the area(s) of life most relevant to the situation. For sample keywords, see the Impact Keyword tips under FAQ No. 16. This kind of additional search may yield additional relevant results not produced by Searches 1 and 2, helping to fill in any gaps left by those two queries.

19. How can I find Civil Impacts that can be triggered by a juvenile delinquency adjudication?

For civil impacts under Ohio law: Using CIVICC,
- Perform an Impact keyword search.
- Use delinqu as your keyword. (This reflects Ohio’s use of the phrase “adjudicated a delinquent child” to describe its juvenile case outcomes.)

For civil impacts under federal law: Use the Compilation of Federal Collateral Consequences at http://federal.ccresourcecenter.org/ [described in FAQ No. 14].
- Scroll to the “Advanced Search” box at the bottom of the search page.
- Under “Search description,” enter juven as your search term.
20. How can I find all the Civil Impacts that are mandatory?

Perform an Impact Keyword search using the keyword mandat.

21. I am preparing an application for a CAE or CQE. How can I find all the mandatory civil impacts that relate to licensing or employment?

1. Start by finding all the mandatory civil impacts, as described in FAQ No. 20. To do this, simply perform an Impact Keyword search using the keyword mandat. Your search will produce a list of civil impacts, most or all of which will be mandatory.

2. Next, click on the column heading “Impact type” in the table of search results. This will sort the results alphabetically by Impact Type: the top of the list will display all the impacts in CIVICC that affect “Benefit Payments,” followed by all the impacts relating to “Civic and Political Participation,” then all the impacts affecting “Education Access,” and so on.

Scroll down the sorted list of Impacts and you will see all the results relating to “Employment” listed together. You can simply review these, or copy and paste them into a document for future reference (See FAQ. No. 33.)

Scroll down further and you will see all the search results in the categories “Government contract participation,” “Government grants and loans,” and “License, business/professional.” Again you can review the results or save and print.

Finally, if the desired employment will require driving or using a weapon, scroll down further and check impacts in the category “License, motor vehicle or other privilege.”

22. How can I find all the Civil Impacts that are discretionary?

Perform an Impact Keyword search using the keyword discretion.
UNDERSTANDING THE SEARCH RESULTS

23. How can I narrow my search results to find the information that is most relevant for me?

Any search in CIVICC, whether an Offense Search or a Civil Impact search, can produce an astoundingly long list of initial results. At first glance the array may seem overwhelming.

The quickest way to whittle it down is to use the "Search:" box that appears at the top of your list of results. Type a word or fragment into the box, and CIVICC will show a smaller subset of your original list, displaying only those results that contain the chosen text.

Two additional techniques can help identify the most relevant results of your search. Both can be used on the original set of results or on the reduced set produced by using the "Search:" box.

Sort

Whenever you see a table or list in CIVICC, you can choose the order in which items are displayed. You do this by choosing which column of information should control the order, and clicking on small arrows in the column heading. For example, when you retrieve a list of Impacts, you can sort by:

- ORC section, in numerical order
- Context, in A-Z order
- Impact Summary, in A-Z order,
- Impact Category, in A-Z order,
  or
- Impact type, in A-Z order.

So if you want to locate civil impacts administered by the Department of Developmental Disabilities, you can sort on the Context column and scroll down to find them all grouped together. Or you can sort on the Impact Type column to find all the Employment-related impacts grouped together, all the Family-related impacts together, and so on.

A list of Offenses can be sorted by:
- ORC section, in numerical order,
- Offense Name, in A-Z order, or
- Offense Category, in A-Z order

A list of Triggers (found on Impact Detail pages) can be sorted by:
- the Case Outcome required to trigger the impact, in A-Z order;
- the **Offense Type** required to trigger the impact, in A-Z order (with statutes listed numerically under “ORC”); or
- the relevant **Offense Name**, if any, in A-Z order. (This column of the table presently lacks a title, but it can be sorted nonetheless.)

**TIP:** Leaving the page to check the detail of an impact or offense can lead to confusion when you return to the page and find you have lost your place on the list.

To avoid this problem, **open links from the results page in a new tab**. To open an **Impact Detail** link, for example:

- Hover your cursor over **Impact Detail** for the relevant civil impact;
- Right-click to open a drop-down menu;
- Select “**Open link in new tab.**”

You will be able to view the impact detail in a separate tab, then return to your list of results right where you left off.

**Find**

Once you have applied CIVICC’s **Sort** tool, you can further hone your search by using the **Find** tool in your web browser. This tool hides in various places depending on which browser you are using and which version of that browser. Regardless of which browser you use, however, **Ctrl + f** appears to be a consistently effective way to open a search box for the **Find** tool.

---

**24. Will my search reveal every legal side-effect that could result from a particular conviction?**

Not necessarily. Search results should give you a good idea of the range of side-effects that may apply. They may not include everything, for several reasons:
A. The CIVICC database is a work in progress. We are constantly adding more civil impacts found in Ohio statutes. After that we plan to add agency rules collected in the Ohio Administrative Code ("OAC"). Later, we hope to expand the database to include legal side-effects from other sources, as resources allow.

B. Court decisions often affect how a statute is interpreted and applied. When we learn of a court decision that may significantly affect one or more civil consequences, we identify the court decision under the heading "Related Authorities." Right now there are few cases listed as "Related Authorities," but we expect the lists to grow over time.

C. CIVICC's internal logic cannot account for the unique facts of each case.

CIVICC displays information that is always true about each offense, and information that is always true about each consequence. When an answer set contains one offense and a list of civil impacts, it identifies the impacts that should always be considered in connection with the specified offense.

Some civil impacts, however, are not triggered simply by a particular offense or type of offense, but by an identified offense or type of offense committed under particular circumstances. These fact-specific civil impacts may or may not apply to a particular individual's conviction for the listed offense. Examples include: concealed weapons restrictions that apply when a peace officer was the victim of a prior offense; and the many licensing impacts that are triggered by "a misdemeanor committed in the course of" practicing the licensed profession. Whether or not such a sanction applies will depend on more than just the identity of the offense; it will also depend on the individual facts surrounding commission of the offense in a particular case.

These fact-specific civil impacts are not linked to most of the offenses in CIVICC. If they were, the list of civil impacts associated with each offense would be misleadingly large, and would include many impacts unlikely to apply in a particular case.

This means that there may be civil impacts that will apply to an individual conviction because of particular facts and circumstances under which the offense was committed; and these impacts will not appear in the list of impacts associated with that offense in CIVICC. It is often wise to perform one or more extra searches to find --- or rule out --- these additional consequences. Two ways to do this are:

- If you have already conducted an Offense search, perform an Impact search as well, using important facts about a desired opportunity as Impact Keywords. E.g., therap or acupunc.
- Perform an Impact search using important facts about the offense as Impact Keywords. E.g., officer or minor.
25. Will every civil impact listed in my search results be certain to apply?

Not necessarily.

A. The broader your search, the more results you will get. You will need to review the results and eliminate the ones that do not concern you.

*E.g.*:

Suppose you run an Impact Keyword search, using the keyword *child*. The results will include at least 3 distinct categories of civil impacts:

- Impacts triggered by a child support default (To retrieve these impacts only, try using the phrase *child support* as your Impact Keyword.)
- Impacts that apply to someone who has been “adjudicated a delinquent child.” (To retrieve these impacts only, try the keyword *delinqu*.)
- Impacts that apply to child care, foster care and adoption. (To retrieve these impacts only, try separate searches using the keywords *child care* and *adopt*.)

B. Some civil impacts depend on unique facts about an individual’s past offense(s) and future aspirations.

For example, some statutes deny a type of job or license to anyone with a conviction record that is “related to fitness” for the job or license in question. Only someone familiar with a particular applicant and the applicant’s record, as well as with the particular job or license being sought, will be able to assess whether the past offense is “related to fitness” in a particular case.

C. For any one offense, different case outcomes may trigger different civil impacts. Some impacts may apply to anyone arrested or indicted for the offense; others may apply to one who has been adjudicated a delinquent child; others to one who has been convicted of the offense within the last seven years; and still others apply to anyone who has ever “been convicted of, or pled guilty or no-contest to” the offense.

In a list of civil impacts, you will need to click on Impact Detail for each listed impact that appears relevant to your inquiry. The bottom half of each Impact Detail page lists the offenses or offense types that will trigger the impact, and the case outcome for each triggering offense or offense type that will cause the impact to apply.

26. Will my search reveal all everything I need to know about a particular offense or consequence?

Not necessarily.

The CIVICC database contains information that is *always true* about each offense, and information that is *always true* about each consequence. This means that many details are left out, especially details about what happens under varying circumstances.

Wherever possible, links are provided to the official online versions of the Ohio Revised Code and Ohio Administrative Code found at [http://codes.ohio.gov/](http://codes.ohio.gov/). For complete information, it is *important to read the statute itself*, and to obtain expert advice if the language is unclear.
27. **What is the difference between a mandatory civil impact and a discretionary one?**

A particular civil impact can be either mandatory or discretionary.

An impact is **mandatory** if
- it applies automatically to anyone with a specified criminal record, or
- a deciding authority has no choice, and must impose it on everyone who has such a record.

An impact is **discretionary** if
- a deciding authority can choose whether or not to apply the impact to a person with a particular criminal record.

28. **Can Ohio civil impacts be based on convictions outside Ohio?**

Yes.

In general it is wise to assume that any civil impact will be triggered not only by a case outcome in the Ohio justice system under Ohio law, but also by a corresponding case outcome in the federal justice system or that of another state, under federal law, another state’s law, or a local ordinance.

A. Many civil impact statutes specify that the consequences they create:
- apply to individuals convicted in a federal court and/or the courts of another state,
- apply to case outcomes under federal law, local law, and/or the laws of other states, and/or
- apply to attempt, conspiracy, and accessory convictions.]

   Every Ohio civil impact statute is different, and it is important to read carefully the particular statute that is of interest to you.

B. **O.R.C. 2901.04** also spells out certain “rules of construction for statutes.” Section 2901.04(C) states:

   (C) Any provision of a section of the Revised Code that refers to a previous conviction of or plea of guilty to a violation of a section of the Revised Code or of a division of a section of the Revised Code shall be construed to also refer to a previous conviction of or plea of guilty to a substantially equivalent offense under an existing or former law of this state, another state, or the United States or under an existing or former municipal ordinance.

29. What case outcomes can trigger civil impacts?

Most of Ohio’s civil impact statutes specify not only the offenses or offense types, but also the case outcomes, that will cause a particular impact to apply. Some civil impacts may apply to anyone arrested or indicted for the offense; others may apply to one who has been adjudicated a delinquent child; others to one who has been convicted of the offense within the last seven years; and still others apply to anyone who has ever “been convicted of, or pled guilty or no-contest to” the offense. At present, CIVICC recognizes 46 different case outcomes that can trigger impacts under Ohio’s civil impact statutes.

In a list of civil impacts in CIVICC, you can click on Impact Detail for each listed impact that appears relevant to your inquiry. The bottom half of each Impact Detail page lists the offenses or offense types that will trigger the impact, and the case outcome for each offense or offense type that will cause the impact to apply.

Some Ohio statutes prescribe a civil consequence for “violation” of certain laws and/or rules, without mentioning a particular criminal case outcome. These are generally licensing statutes, which anticipate penalizing license holders and applicants for certain violations of law based on an administrative finding. This kind of penalty is not necessarily a “civil impact of criminal conviction,” because it can apply to conduct that has not been the subject of criminal proceedings and is not even a criminal offense. These statutes are included in CIVICC and linked to offenses only when we can determine that a “violation” specified in the statute can also be a crime. This means that a person who has been criminally convicted of a disqualifying “violation” should be able to find the impact in CIVICC.

Return to FAQs list

30. What if the law has changed since the conviction?

CIVICC is designed to find and describe only current provisions of the Ohio Revised Code: offenses now on the books, and civil impacts now in effect. A statute’s preceding version will appear in CIVICC only until that part of the database has been updated.

Many Ohioans with criminal records, however, were convicted long ago when the terms of Ohio law were different from those in effect today:

- A person may have been convicted under an old offense statute involving different elements and different offense characteristics than currently apply.
- Many of today’s civil impacts have been enacted relatively recently. By the terms of some recent enactments, an old conviction may now give rise to a civil impact that did not even exist when the original violation of law took place.

Some offenses and civil impacts in CIVICC have been the subject of court decisions discussing the effect of changes in the law. Whenever possible, CIVICC will include citations to these cases in the Related Authorities segment of the relevant Offense Detail or Impact Detail page. Some examples of such court cases are listed below.
CIVICC otherwise incorporates no legal judgments about the effect of changes in the law upon the application of a particular civil impact to a particular conviction. This reflects the core purpose of CIVICC, which is simply to convey information about current Ohio law. It is possible that information in CIVICC may inspire or inform advocacy that leads to changes in the law; and whenever such changes do occur, CIVICC will be revised to reflect them.

**Illustrative cases discussing the effect of changes in Ohio statutes:**

*State v. Williams,* 129 Ohio St. 3d 344, [2011-Ohio-3374](http://example.com) (2011)

Syllabus: 2007 Am.Sub.S.B. No. 10, as applied to defendants who committed sex offenses prior to its enactment, violates Section 28, Article II of the Ohio Constitution, which prohibits the General Assembly from passing retroactive laws.

*State v. Bodyke,* 126 Ohio St. 3d, [2010-Ohio-2424](http://example.com) (2010)

Syllabus: “(1) The power to review and affirm, modify, or reverse other courts’ judgments is strictly limited to appellate courts. (Section 3(B)(2), Article IV, Ohio Constitution, applied.) (2) R.C. 2950.031 and 2950.032, which require the attorney general to reclassify sex offenders who have already been classified by court order under former law, impermissibly instruct the executive branch to review past decisions of the judicial branch and thereby violate the separation-of-powers doctrine. (3) R.C. 2950.031 and 2950.032, which require the attorney general to reclassify sex offenders whose classifications have already been adjudicated by a court and made the subject of a final order, violate the separation-of-powers doctrine by requiring the opening of final judgments.

*Doe v. Ronan,* 127 Ohio St.3d 188, 937 N.E.2d 556, [2010-Ohio-5072](http://example.com) (2010)

Syllabus: “(1) As applied to administrative-employment contracts entered into by school districts governed by R.C. Chapter 124, R.C. 3319.391 and Ohio Adm.Code 3301-20-01 do not violate the provision in Section 28, Article II of the Ohio Constitution that prohibits the General Assembly from passing laws that impair the obligation of contracts. (2) R.C. 3319.391 does not violate the provision in Section 28, Article II of the Ohio Constitution that prohibits the General Assembly from passing retroactive laws.”

*Hyle v. Porter,* 117 Ohio St. 3d 165, [2008-Ohio-542](http://example.com)

Syllabus: “Because R.C. 2950.031 was not expressly made retrospective, it does not apply to an offender who bought his home and committed his offense before the effective date of the statute.”

*State v. LaSalle,* 96 Ohio St. 3d 178, [2002-Ohio-4009](http://example.com) (2002)

Syllabus: "(1) Absent a clear pronouncement by the General Assembly that a statute is to be applied retrospectively, a statute may be applied prospectively only. (R.C. 1.48, applied.) (2) The statutory law in effect at the time of the filing of an R.C. 2953.32 application to seal a record of conviction is controlling."

Return to FAQs list
31. What are the “Related Authorities” listed on the Sanction Detail and Offense detail pages?

“Related authorities” direct the user to additional sources of legal authority that may clarify search results, including:
- Ohio statutes that define terms;
- Ohio agency regulations that describe the agency’s procedure and standards for applying the statute; and
- Court decisions that affect how the statute is interpreted and applied.

32. Where can I find the original text of the relevant laws and regulations?

For each Offense and Civil Impact in CIVICC, you will find a hyperlink to Ohio’s public database of statutes, Lawriter. http://codes.ohio.gov/. You can read the full text of the cited statute there. In Lawriter you can also navigate and search to find and read the text of other relevant statutes and rules.

33. How can I save and/or print my search results?

In the future, we hope to develop the capability for CIVICC users to create voluntary accounts and save searches on the website.

Meanwhile, you can save your results by clicking on the "Export to Excel" link, and saving the resulting chart as an Excel spreadsheet. (Be sure to save your document with the file extension .xls or .xlsx.)

Another option is to copy all or selected results into a Word document.

**Microsoft Word document**

A Word document can be used to store a table of search results, or an individual Detail Record, or both.

A. To save a table of search results:
   1. Open a new Word document.
   2. Under “Page Layout,” adjust settings to accept CIVICC table results:
      - Orientation: **Landscape**
      - Paper size: **Legal**
      - Margins: **Left margin 0.5”**
   3. Go to your table of results in CIVICC. Select the entire set of results, from the “OAC . . .” in the upper left corner to the “Impact Detail” in the lower right corner.
Alternatively, you can select only the particular rows you want to copy.

4. With the CIVICC results highlighted, right-click and select “Copy.”

5. Go immediately to your new Word document. Place your cursor at the top left corner, right-click, and select “Paste.”

6. The entire table of results [or the selected row(s)] will now appear in your Word document. The embedded links will work when you are online.

7. SAVE YOUR DOCUMENT. It’s wise to specify a creation date, as a reminder to re-run the search for updated results if you re-use the document later.

Now you have a Word document that contains a table like any other Word table. You can adjust the size of columns and rows, delete rows that aren’t relevant for your inquiry, add and subtract headings and/or text, etc. If you start by reducing the width of each column, you can quickly change the paper size from Legal to Letter, making the document easier to manage and print.

You can use this process to copy and print an entire table or only selected rows from a set of CIVICC results.

B. To save a Detail record:

First, decide whether you want to save
- only the top half of the Detail page (info about a selected Offense, Impact or Trigger); or
- the entire page, including the attached table (of Impacts related to an Offense, Triggers related to an Impact, or Offenses related to a Trigger).

Printing the top half of a Detail page is simple.

1. Open a Word document. (No need for special instructions on layout, paper size, or margins.)

2. Place your cursor to the left of the first word in the white portion of your screen (Impact, Offense, or Trigger). Left click and drag to select all the text above the table headings.

3. With the selected text highlighted, right-click and select “Copy.”

4. Go immediately to your Word document. Place your cursor at the left margin, right-click, and select “Paste.”

5. All of the selected text will appear in your Word document. Any embedded links will work when you are online.

6. SAVE YOUR DOCUMENT. It’s wise to specify a creation date, as a reminder to re-run the search for updated results if you re-use the document later.

Now you can rearrange, cut and edit the pasted text as in any other Word document.
To print the entire Detail page:

1. Open a new Word document.

2. Under “Page Layout,” adjust settings to accept CIVICC table results:
   - Orientation: **Landscape**
   - Paper size: **Legal**
   - Margins: **Left margin 0.5”**

3. Go to your Detail page in CIVICC. Place your cursor to the left of the first word in the white portion of your screen (Impact, Offense, or Trigger). Left click and drag to select all text down through the gray line below the table. (Text in the gray line will say something like “Showing 1 to 200 of 200 entries.”)

4. With the CIVICC Detail page highlighted, right-click and select “Copy.”

5. Go immediately to your new Word document. Place your cursor at the top left corner, right-click, and select “Paste.”

6. The entire Detail page will now appear in your Word document. The embedded links will work when you are online.

7. SAVE YOUR DOCUMENT. It’s wise to specify a creation date, as a reminder to re-run the search for updated results if you re-use the document later.

Now you have a Word document that contains text at the top and a table at the bottom. The CIVICC table headings will be part of your table. You can edit text, adjust the size of columns and rows, delete rows or columns that aren’t relevant for your inquiry, etc. If you start by reducing the width of each column, you can quickly change the paper size from **Legal** to **Letter**, making the document easier to manage and print.

You can also use the whole-page procedure to print only the bottom half of a Detail page.

When copying text of the bottom half only, start your selection with the first text below “New Search.” This text will read something like one of the following:
- “479 Impacts:”
- “298 Offenses:” or
- “5 event(s) can trigger this impact:”
MISCELLANEOUS QUESTIONS

34. Can you recommend attorneys that specialize in issues related to collateral consequences?

Unfortunately, we cannot recommend any particular attorneys to assist you. The information listed below should be of help in locating the legal assistance you need.

**Lawyer referral and information services**

<table>
<thead>
<tr>
<th>City or county</th>
<th>Name and web link</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akron</td>
<td>Akron Bar Association</td>
<td>330-253-5007</td>
</tr>
<tr>
<td>All counties</td>
<td>ProSeniors Legal Hotline</td>
<td>513-345-4160 or 800-488-6070</td>
</tr>
<tr>
<td>Allen County</td>
<td>Allen County Ohio Bar Association</td>
<td>419-224-7534</td>
</tr>
<tr>
<td>Butler County</td>
<td>Butler County Bar Association</td>
<td>513-896-6671</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>Cincinnati Bar Association</td>
<td>513-381-8359</td>
</tr>
<tr>
<td>Clermont County</td>
<td>Clermont County Bar Association</td>
<td>513-732-2050</td>
</tr>
<tr>
<td>Cleveland</td>
<td>Cleveland Metropolitan Bar Association</td>
<td>216-696-3532 or 877-CLEVBAR</td>
</tr>
<tr>
<td>Columbus</td>
<td>Columbus Bar Association</td>
<td>614-221-0754 or 877-560-1014</td>
</tr>
<tr>
<td>Cuyahoga County</td>
<td>Cleveland Metropolitan Bar Association</td>
<td>216-696-3532 or 877-CLEVBAR</td>
</tr>
<tr>
<td>Dayton</td>
<td>Dayton Bar Association</td>
<td>937-222-6102</td>
</tr>
<tr>
<td>Franklin County</td>
<td>Columbus Bar Association</td>
<td>614-221-0754 or 877-560-1014</td>
</tr>
<tr>
<td>Geauga County</td>
<td>Geauga County Bar Association</td>
<td>440-286-7160</td>
</tr>
<tr>
<td>Greene County</td>
<td>Greene County Bar Association</td>
<td>937-562-5040</td>
</tr>
<tr>
<td>Hamilton County</td>
<td>Cincinnati Bar Association</td>
<td>513-381-8359</td>
</tr>
<tr>
<td>Hocking County</td>
<td>Hocking County Bar Association</td>
<td>740-385-2121</td>
</tr>
<tr>
<td>Lake County</td>
<td>Lake County Bar Association</td>
<td>440-350-5800 or 440-918-2180</td>
</tr>
<tr>
<td>Lawrence County</td>
<td>Lawrence County Bar Association</td>
<td>740-533-0582</td>
</tr>
<tr>
<td>Lorain County</td>
<td>Lorain County Bar Association</td>
<td>440-323-8416</td>
</tr>
<tr>
<td>Lucas County</td>
<td>Toledo Bar Association</td>
<td>419-242-2000</td>
</tr>
<tr>
<td>Madison County</td>
<td>Madison County Bar Association</td>
<td>740-852-9515</td>
</tr>
<tr>
<td>Mahoning County</td>
<td>Mahoning County Bar Association</td>
<td>330-746-2933</td>
</tr>
<tr>
<td>Medina County</td>
<td>Medina County Bar Association</td>
<td>330-725-9794</td>
</tr>
<tr>
<td>Montgomery County</td>
<td>Dayton Bar Association</td>
<td>937-222-7902</td>
</tr>
</tbody>
</table>
Richland County  |  Richland County Bar Association  |  419-524-9944  
Stark County    |  Stark County Bar Association     |  330-453-0686  
Summit County   |  Akron Bar Association            |  330-253-5007  
Toledo          |  Toledo Bar Association           |  419-242-2000  
Trumbull County |  Trumbull County Bar Association  |  330-675-2415  
Wayne County    |  Wayne County Bar Association     |  

All lawyer referral information services (LRIS) must be registered with the Supreme Court of Ohio. To view the current listing on the Supreme Court’s website, go to [http://www.supremecourt.ohio.gov/AttySvcs/LawyerReferral/referral/LRIS.pdf](http://www.supremecourt.ohio.gov/AttySvcs/LawyerReferral/referral/LRIS.pdf)

* * * * * * * *

**If you cannot afford a lawyer**, contact one of the following organizations to find out whether you may be eligible for free or reduced-rate services:

### CRIMINAL DEFENSE

<table>
<thead>
<tr>
<th>County</th>
<th>Name and web link</th>
<th>Location</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams</td>
<td>Office of the Ohio Public Defender, Athens County Branch Office</td>
<td>Athens</td>
<td>740-593-6400</td>
</tr>
<tr>
<td>Allen</td>
<td>Allen County Public Defender</td>
<td>Lima</td>
<td>419-221-5220</td>
</tr>
<tr>
<td>Ashtabula</td>
<td>Ashtabula County Public Defender Office</td>
<td>Ashtabula</td>
<td>440-998-2628</td>
</tr>
<tr>
<td>Athens</td>
<td>Office of the Ohio Public Defender, Athens County Branch Office</td>
<td>Athens</td>
<td>740-593-6400</td>
</tr>
<tr>
<td>Auglaize</td>
<td>Auglaize County Public Defender’s Office</td>
<td>Wapakoneta</td>
<td>419-739-6796</td>
</tr>
<tr>
<td>Belmont</td>
<td>Belmont County Public Defender Office</td>
<td>St. Clairsville</td>
<td>740-695-5263</td>
</tr>
<tr>
<td>Brown</td>
<td>Office of the Ohio Public Defender, Athens County Branch Office</td>
<td>Athens</td>
<td>740-593-6400</td>
</tr>
<tr>
<td>Butler</td>
<td>Butler County Public Defender Office</td>
<td>Hamilton</td>
<td>513-887-3540</td>
</tr>
<tr>
<td>Butler</td>
<td>Legal Aid Society of Greater Cincinnati Guardian Ad Litem Project</td>
<td>Hamilton</td>
<td>513-241-9400 or 800-582-2682</td>
</tr>
<tr>
<td>Carroll</td>
<td>Carroll County Public Defender</td>
<td>Dover</td>
<td>330-627-5595</td>
</tr>
<tr>
<td>Clark</td>
<td>Clark County Public Defender Office</td>
<td>Springfield</td>
<td>937-521-1725</td>
</tr>
<tr>
<td>Clermont</td>
<td>Clermont County Public Defender Office</td>
<td>Batavia</td>
<td>513-732-7223</td>
</tr>
<tr>
<td>Clinton</td>
<td>Clinton County Public Defender Office</td>
<td>Wilmington</td>
<td>937-382-1316</td>
</tr>
<tr>
<td>Columbiana</td>
<td>Columbiana County Criminal Defense Co.</td>
<td>Salem</td>
<td>330-337-9578</td>
</tr>
<tr>
<td>County</td>
<td>Office</td>
<td>City</td>
<td>Phone</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Coshocton</td>
<td>Coshocton County Public Defender Office</td>
<td>Coshocton</td>
<td>740-623-0800</td>
</tr>
<tr>
<td>Cuyahoga</td>
<td>Cuyahoga County Public Defender Office</td>
<td>Cleveland</td>
<td>216-443-7223</td>
</tr>
<tr>
<td>Darke</td>
<td>Indigent Legal Assistance Fund of West Central Ohio</td>
<td>Greenville</td>
<td>937-447-8181</td>
</tr>
<tr>
<td>Erie</td>
<td>Erie County Public Defender Office</td>
<td>Sandusky</td>
<td>419-627-6620</td>
</tr>
<tr>
<td>Fayette</td>
<td>Office of the Ohio Public Defender, Athens County Branch Office</td>
<td>Athens</td>
<td>740-593-6400</td>
</tr>
<tr>
<td>Franklin</td>
<td>Franklin County Public Defender Office</td>
<td>Columbus</td>
<td>614-525-3194</td>
</tr>
<tr>
<td>Gallia</td>
<td>Gallia County Criminal Defense Corp.</td>
<td>Gallipolis</td>
<td>740-446-9356</td>
</tr>
<tr>
<td>Geauga</td>
<td>Geauga County Public Defender Office</td>
<td>Chardon</td>
<td>440-279-1890</td>
</tr>
<tr>
<td>Greene</td>
<td>Greene County Public Defender Office</td>
<td>Xenia</td>
<td>937-562-5041</td>
</tr>
<tr>
<td>Hamilton</td>
<td>Hamilton County Public Defender Office</td>
<td>Cincinnati</td>
<td>513-946-3700</td>
</tr>
<tr>
<td>Hancock</td>
<td>Hancock County Public Defender Office</td>
<td>Findlay</td>
<td>419-424-7276</td>
</tr>
<tr>
<td>Harrison</td>
<td>Harrison County Public Defender Office</td>
<td>Cadiz</td>
<td>740-942-2010</td>
</tr>
<tr>
<td>Huron</td>
<td>Huron County Public Defender Office</td>
<td>Norwalk</td>
<td>419-668-3702</td>
</tr>
<tr>
<td>Jackson</td>
<td>Office of the Ohio Public Defender, Athens County Branch Office</td>
<td>Athens</td>
<td>740-593-6400</td>
</tr>
<tr>
<td>Knox</td>
<td>Knox County Public Defender Office</td>
<td>Mount Vernon</td>
<td>740-393-6734</td>
</tr>
<tr>
<td>Lake</td>
<td>Lake County Public Defender Office</td>
<td>Painesville</td>
<td>440-350-3200 or 440-918-3200</td>
</tr>
<tr>
<td>Lucas</td>
<td>Toledo Legal Aid Society-Defender Division</td>
<td>Toledo</td>
<td>419-244-8351</td>
</tr>
<tr>
<td>Medina</td>
<td>Medina County Public Defender Office</td>
<td>Medina</td>
<td>330-764-8437</td>
</tr>
<tr>
<td>Meigs</td>
<td>Office of the Ohio Public Defender, Athens County Branch Office</td>
<td>Athens</td>
<td>740-593-6400</td>
</tr>
<tr>
<td>Miami</td>
<td>Miami County Public Defender Office</td>
<td>Troy</td>
<td>937-440-3950</td>
</tr>
<tr>
<td>Monroe</td>
<td>Monroe County Public Defender Office</td>
<td>Woodsfield</td>
<td>740-472-0703</td>
</tr>
<tr>
<td>Montgomery</td>
<td>Montgomery County Public Defender Office</td>
<td>Dayton</td>
<td>937-225-4652</td>
</tr>
<tr>
<td>Pickaway</td>
<td>Office of the Ohio Public Defender, Athens County Branch Office</td>
<td>Athens</td>
<td>740-593-6400</td>
</tr>
<tr>
<td>Pike</td>
<td>Office of the Ohio Public Defender, Athens County Branch Office</td>
<td>Athens</td>
<td>740-593-6400</td>
</tr>
<tr>
<td>Portage</td>
<td>Portage County Public Defender Office</td>
<td>Ravenna</td>
<td>330-297-3665</td>
</tr>
<tr>
<td>Ross</td>
<td>Office of the Ohio Public Defender, Ross County Branch Office</td>
<td>Chillicothe</td>
<td>740-772-4772</td>
</tr>
<tr>
<td>Shelby</td>
<td>Shelby County Public Defender Office</td>
<td>Sidney</td>
<td>937-498-1714</td>
</tr>
<tr>
<td>Counties not listed above rely on court-appointed counsel to provide criminal defense for defendants who cannot afford an attorney. Court links can be found on the Ohio Public Defender website at <a href="http://opd.ohio.gov/The-Library/County-Resources">http://opd.ohio.gov/The-Library/County-Resources</a>.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Civil Matters (including help in overcoming the civil impacts of a past criminal record)

<table>
<thead>
<tr>
<th>Location</th>
<th>Name and web link</th>
<th>Scope of services</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statewide</td>
<td><a href="http://opd.ohio.gov/The-Library/County-Resources">Ohio Legal Services</a></td>
<td>Type a county name or zip code to find orgs serving your area.</td>
<td>866-LAWOHIO (866-529-6446)</td>
</tr>
<tr>
<td>Statewide</td>
<td><a href="http://opd.ohio.gov/The-Library/County-Resources">ProSeniors Legal Hotline</a></td>
<td>Ohio residents aged 60+</td>
<td>513-345-4160 or 800-488-6070</td>
</tr>
<tr>
<td>Akron</td>
<td><a href="http://opd.ohio.gov/The-Library/County-Resources">Community Legal Aid</a></td>
<td>Columbiana, Mahoning, Medina. Portage, Stark, Summit, Trumbull and Wayne Counties</td>
<td>330-535-4191 or 866-584-2350 or 800-998-9454</td>
</tr>
<tr>
<td>Athens</td>
<td><a href="http://opd.ohio.gov/The-Library/County-Resources">Southeastern Ohio Legal Services Athens</a></td>
<td>Athens, Gallia, Meigs and Vinton Counties</td>
<td>740-594-3558 or 800-686-3669</td>
</tr>
<tr>
<td>Chillicothe</td>
<td><a href="http://opd.ohio.gov/The-Library/County-Resources">Southeastern Ohio Legal Services Chillicothe</a></td>
<td>Fayette, Jackson, Pickaway, Pike and Ross Counties</td>
<td>740-773-0012 or 800-686-3668</td>
</tr>
<tr>
<td>Cincinnati, Hamilton, Wilmington</td>
<td><a href="http://opd.ohio.gov/The-Library/County-Resources">Legal Aid Society of Greater Cincinnati and Legal Aid Society of Southwest Ohio, LLC</a></td>
<td>Brown, Butler, Clermont, Clinton, Hamilton, Highland, and Warren Counties</td>
<td>513-241-9400 or 800-582-2682</td>
</tr>
<tr>
<td>Cleveland, Elyria, Jefferson, Painesville</td>
<td><a href="http://opd.ohio.gov/The-Library/County-Resources">Legal Aid Society of Cleveland</a></td>
<td>Ashtabula, Cuyahoga, Geauga, Lake and Lorain Counties</td>
<td>216-687-1900 or 888-817-3777</td>
</tr>
<tr>
<td>City</td>
<td>Legal Aid Provider</td>
<td>Served Areas</td>
<td>Phone Numbers</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Columbus</td>
<td>Legal Aid Society of Columbus</td>
<td>Franklin and Madison Counties</td>
<td>614-241-2001 or 888-246-4420</td>
</tr>
<tr>
<td>Columbus</td>
<td>Disability Rights Ohio</td>
<td>People with disabilities in Ohio</td>
<td>614-466-7264 or 800-282-9181</td>
</tr>
<tr>
<td>Dayton</td>
<td>Legal Aid of Western Ohio, Inc. (LAWO) and Advocates for Basic Legal Equality, Inc. (ABLE)</td>
<td>Migrant farm workers in all Ohio counties</td>
<td>888-534-1432 or 419-255-0814</td>
</tr>
<tr>
<td>Dayton</td>
<td>Advocates for Basic Legal Equality, Inc. (ABLE)</td>
<td>Darke, Greene, Montgomery and Preble Counties</td>
<td>419-255-0814 or 800-837-0814</td>
</tr>
<tr>
<td>Dayton</td>
<td>Legal Aid of Western Ohio, Inc. (LAWO)</td>
<td>Darke, Greene, Montgomery and Preble Counties</td>
<td>937-228-8088 or 877-894-4599</td>
</tr>
<tr>
<td>Defiance</td>
<td>Legal Aid of Western Ohio, Inc. (LAWO)</td>
<td>Defiance, Fulton, Henry. Paulding, Putnam, Van Wert and Williams Counties</td>
<td>877-894-4599</td>
</tr>
<tr>
<td>Fremont</td>
<td>Legal Aid of Western Ohio, Inc. (LAWO)</td>
<td>Crawford, Hancock, Sandusky, Seneca and Wyandot Counties</td>
<td>877-894-4599</td>
</tr>
<tr>
<td>Lancaster</td>
<td>Southeastern Ohio Legal Services Lancaster</td>
<td>Fairfield and Hocking Counties</td>
<td>740-773-0012 or 800-686-3668</td>
</tr>
<tr>
<td>Lima</td>
<td>Legal Aid of Western Ohio, Inc. (LAWO)</td>
<td>Allen, Auglaize. Hardin and Mercer Counties</td>
<td>877-894-4599</td>
</tr>
<tr>
<td>Marietta</td>
<td>Southeastern Ohio Legal Services Marietta</td>
<td>Monroe, Morgan, Noble and Washington Counties</td>
<td>740-594-3558 or 800-686-3669</td>
</tr>
<tr>
<td>Marion</td>
<td>Legal Aid Society of Columbus</td>
<td>Delaware, Marion, Morrow and Union Counties</td>
<td>740-383-2161 or 888-301-2411</td>
</tr>
<tr>
<td>Newark</td>
<td>Southeastern Ohio Legal Services Newark</td>
<td>Knox and Licking Counties</td>
<td>740-345-0850 or 888-831-9412</td>
</tr>
<tr>
<td>New Philadelphia</td>
<td>Southeastern Ohio Legal Services New Philadelphia</td>
<td>Carroll, Coshocton, Holmes and Tuscarawas Counties</td>
<td>330-339-3998 or 800-686-3670</td>
</tr>
<tr>
<td>Portsmouth</td>
<td>Southeastern Ohio Legal Services Portsmouth</td>
<td>Adams, Lawrence and Scioto Counties</td>
<td>740-354-7563 or 800-837-2508</td>
</tr>
<tr>
<td>Sandusky</td>
<td>Legal Aid of Western Ohio, Inc. (LAWO)</td>
<td>Ashland, Erie, Huron and Richland Counties</td>
<td>877-894-4599</td>
</tr>
<tr>
<td>Springfield</td>
<td>Legal Aid of Western Ohio, Inc. (LAWO)</td>
<td>Champaign, Clark, Logan, Miami and Shelby Counties</td>
<td>877-894-4599</td>
</tr>
<tr>
<td>Steubenville</td>
<td>Southeastern Ohio Legal Services Steubenville</td>
<td>Belmont, Harrison and Jefferson Counties</td>
<td>740-283-4781 or 800-837-4781</td>
</tr>
</tbody>
</table>
35. **How do I get relief from a collateral consequence that applies to me?**

Ohio law provides three main methods of relieving the civil impacts of a criminal record:

1. **Record sealing** (sometimes called “expungement,” although very few criminal records are actually “expunged”);
2. **Certificates of Achievement and Employability** (“CAEs,” for individuals nearing release from state correctional control), and **Certificates of Qualification for Employment** (“CQEs,” for individuals with a past criminal record); and
3. **Pardon** from the Governor.

Each form of relief has its own application procedures and eligibility standards. Relief under Ohio law may be unavailable or unhelpful for a criminal record based on an out-of-state conviction, or a conviction under federal law.

For more information:

- for relief from convictions in other states and/or under federal law, look at the “Restoration of Rights” page on the website of the National Association of Criminal Defense Lawyers, [http://www.nacdl.org/rightsrestoration/](http://www.nacdl.org/rightsrestoration/); and
- check out the CIVICC Links and Resources page for additional resources.

[Return to FAQs list](#)
36. *If I move to another state, what consequences will apply to me?*

If a person with an Ohio conviction moves to a new state, he or she will typically be subject to the civil impacts that apply under the laws of the new state. Some impacts that applied in Ohio may also continue to apply, due to interstate cooperation agreements and national registries of conviction (e.g. for nurses and mortgage lenders). Finally, civil impacts imposed by federal laws and regulations apply nationwide and will continue to apply regardless of residence.

*For more information about the civil impacts that may apply in a new state or under federal law, consult the national database maintained by the Council of State Governments Justice Center at [https://niccc.csgjusticecenter.org/](https://niccc.csgjusticecenter.org/).*

The new state may not recognize limitations on civil impacts that applied in Ohio and may not give effect to any relief granted in Ohio. On the other hand, the new jurisdiction may provide its own method(s) of obtaining relief from one or more civil impacts that apply there.

*For more information about relief from civil impacts available in other states and/or under federal law, look at the “Restoration of Rights” page on the website of the National Association of Criminal Defense Lawyers, [http://www.nacdl.org/rightsrestoration/](http://www.nacdl.org/rightsrestoration/).*

37. *What if I notice that an item of information on CIVICC is missing or incorrect?*

Please send us an e-mail describing any change you think is necessary to make the information accurate. Address your message to Civicc.WebMaster@opd.ohio.gov, or simply use the e-mail link from CIVICC’s Contact Us page.

38. *What if I have more questions or comments about CIVICC?*

We welcome comments and suggestions from users about how we can make CIVICC a more useful and complete resource. We especially appreciate receiving information about newly enacted laws, relevant new agency rules, and new interpretations of laws or regulations already in the CIVICC database. Please send us your comments and/or information by e-mail:

Address your e-mail to Civicc.WebMaster@opd.ohio.gov, or simply use the e-mail link from CIVICC’s Contact Us page.

Please understand that the results of your communication may not be visible right away. It takes some time to incorporate new information into the CIVICC database, and even longer to implement new ideas about the appearance or operation of the website. We cannot offer individual legal advice to CIVICC users, and may not be able to answer every e-mail in person. **Every user communication matters, however:** over time, your comments and information will greatly assist us in making CIVICC accurate, up-to-date and easy to use.