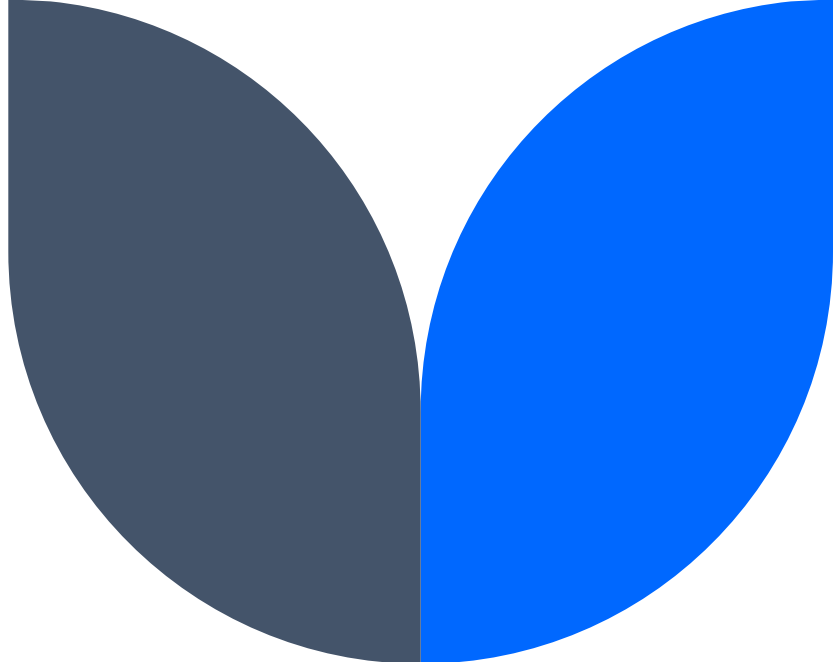
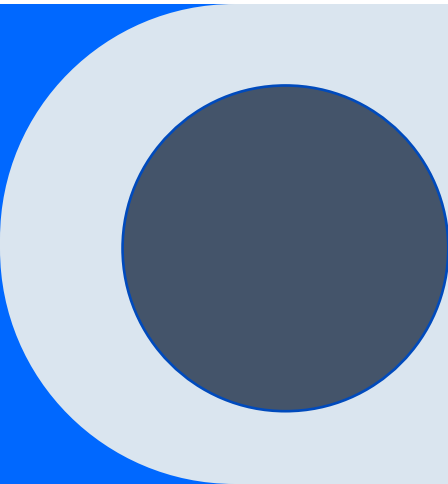




# Requesting OCRA For All VCSC Staff



Marc Leslie  
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Virginia Criminal Sentencing Commission  
September 3, 2025



No...



# Yes!

**Judicial Information System**  
**Officer of the Court Remote Access**

**Attention**

This system is intended solely for the use of authorized Officer of the Court personnel to retrieve and review court documents they are specifically authorized to view. All other use is expressly prohibited.

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Version 24.1

# OCRA participation by the numbers:

| Participating in OCRA?              | Number | Percent |
|-------------------------------------|--------|---------|
| Yes                                 | 110    | 91.7    |
| No                                  | 5      | 4.2     |
| No response/unknown                 | 2      | 1.7     |
| Yes, but not now/not for VCSC staff | 3      | 2.5     |

# Initial plan: Apply for OCRA access to 10 courts at a time

- Developed list of courts, existing OCRA subscriptions for staff, etc.
- Became a notary to expedite the process
- Found applications on the court's websites; 19 courts had a "single application" – one application for all staff
- Filled out applications, notarized, mailed to 10 courts

# Then, the curve balls started:

- A court denied approval because their online application was not the current application
- A “single application” court denied approval because *each* user must apply separately
- Several courts stated that all 11 VCSC staff cannot have access, and that they limit the number of users per agency
- Decided to do a little bit of research first

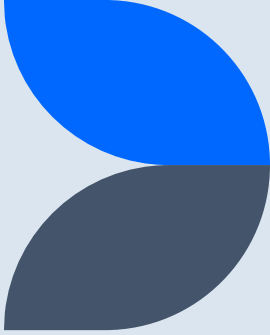
# A little bit of research:

- Emailed “single applications” courts to verify that just one application is required: the number of courts with a single application dropped from 19 to 10 (as of now – will likely drop further)
- Asked courts to specify the maximum number of OCRA users allowed per agency – this triggered discussion on a clerk’s list serve/email group about this issue
- Some courts who previously stated there was no limit to number of users per agency suddenly decided there was a limit

# A little bit of research:

- Some courts have no limit on number of users, but half (so far) limit to between 1 and 6 users, with an average limit of 4 users
- Some courts became *more* flexible when I described exactly why we wanted to have all staff have access (*e.g., obtaining court orders as required by § 19.2-298.01 (E), completing Guidelines, finding missing Guidelines or departure reasons not scanned, research, and to resolve issues*)
- Some courts bypassed applications and let me just email a list of users to apply instead of sending in notarized applications for each staff member

# Limited OCRA users by the numbers:



| Limited Number of Users? | Number | Percent |
|--------------------------|--------|---------|
| Yes                      | 37     | 33.6    |
| No                       | 37     | 33.6    |
| Waiting on response      | 36     | 32.7    |

# A few more curve balls...

- Jody was locked out of his SWIFT account by a clerk changing his log in information
- Discovered that Carolyn had 17 OCRA accounts, with various name and email spellings (including one with Carolyn's email but another staff member's name)
- Some courts replied to emails stating that they have OCRA, but *only* for attorneys; however, when asked to clarify if government staff can have access, they state they do allow access for non-attorneys
- Some courts are slow to email back, and must be reminded to reply

# If all goes well (from here on):

- Staff will fill out around 750 applications total – all of which have their username and password printed on it and then mailed out (potential security issue)
- I will personally notarize around 643 applications
- Another staff person will become a notary (to notarize my applications)
- I will have 100+ calendar events reminding me to renew OCRA access – many courts (64% so far) have *no* system to remind users to renew access; either the user remembers to ask for renewal or it expires



# Final takeaways

- OCRA is complex, due in part to the lack of a universal forms, application processes, and policies
- Obtaining OCRA access across all courts will require extensive navigation and negotiation
- Maintaining OCRA access requires vigilance and utilizing reminders for renewal
- OCRA is essential for completing our tasks without disrupting the work of the clerks of court





# Thank you

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