

OCR Applications / Verifications Frequently Asked Questions

NEW APPLICANTS

- **Q: I do not currently have an OCR contract. How do I apply?**
A: During March, we welcome you to complete the online form posted at <https://fs30.formsite.com/COCR/NewFY19/index.html>. During other months, please start by [contacting OCR](#) with your resume and preferred [judicial districts](#) and [case types](#).
- **Q: Can I preview the application contents?**
A: Yes—please consult the preview document posted at <http://www.coloradochildrep.org/attorney-center/applications/>.
- **Q: How can I save my partial work?**
A: *Before entering any information on your application:* At the top of the online application “Information for Applicants” screen, you can click “Log In or Create Account” to create a login and password to save your progress. After creating an account, use the same button to log in and resume your partial work later.
- **Q: Do I need to submit *letters of reference*?**
A: No. The application will only prompt you to supply *contact information* for three professional references. OCR may contact your references.
- **Q: Where can I submit additional documentation?**
A: Please do not mail, email, or try to upload any documents that aren’t specifically requested in the online application form. To keep the application process fair and standardized, OCR cannot review additional unsolicited documentation.

CURRENT CONTRACTORS: GENERAL QUESTIONS

- **Q: OCR did not email me individually with a form link on March 1.**
A: Please notify rebeccagarrison@coloradochildrep.org as soon as possible. Do not ask for someone else’s email or link—they may have received instructions to access a different form.
- **Q: OCR emailed me on March 1, but I can’t find the online form.**
A: Do not ask for someone else’s email or link—they may have received instructions to access a different form. Access your form through a hyperlink in the body of the email you received from OCR: look for a bold URL under the heading “To Access the Required Form.” Click on that URL to follow the hyperlink, or copy and paste the URL into your web browser. Contact OCR if you need another copy of the email.
- **Q: My username/password does not work.**
A: To *start* this year’s form for the first time, please open the online form, then use the left side of the login screen to establish *any username and password you choose*—this form’s credentials are not shared with any other OCR system or prior form. Or, if you have already started a form and need to *retrieve* your saved work: Click the link referenced in the question above to return to the form login page, enter your username and password under “Log In to Resume Work” on the right side of the screen, click “Submit,” then open your saved form. If you forget your username/password, enter your email in the “Forgot Password?” section.
- **Q: OCR emailed me a form to complete on March 1. I expected a different form.**
A: All OCR contractors are required to complete one online form every March. Most contractors are only required to complete the more rigorous Renewal Application every three years. However, in the off-years

when you're not up for renewal, you are still required to submit a short "Attorney Verifications Form" online. This yearly form can take as little as 15 minutes to complete. OCR manages each contractor's renewal schedule and emails you the form you're scheduled to complete each March. Contact OCR at any time to ask about your individual schedule or to request sample forms.

- **Q: Where do I tell OCR that I want to change what case types I take, where I take cases, etc.?**
A: The Change of Status Request Form is separate from the application or verification forms and is available on OCR's website year-round at www.coloradochildrep.org/attorney-center/change-of-status-request. The best time of year to request a change for new pickup status or additional case types is during the application cycle (and before the deadline for applications) when OCR is evaluating district needs.
- **Q: Why did OCR change my contact information on an Appointment List?**
A: The contact information you enter on each year's online form will *automatically replace* what OCR has on file for publication online and to the courts on Appointment Eligibility List(s), regardless of what was previously on the list or whether you were up for renewal. For example, if you do not enter a Fax Number this year (your choice), any list(s) on which you appear will show "Fax: None Listed" regardless of whether OCR had a fax number for you in the past. The online form will remind and warn you to double-check your contact info for this purpose. Notify OCR if there are future changes. [Click here](#) to review the current lists.

YEARLY ATTORNEY VERIFICATIONS (Note: Verifications are also part of the Renewal form)

- **Q: I recently renewed and I did not expect to fill out another form until I renew again at a later date.**
A: All OCR contractors are required to complete one online form every March. Most contractors are only required to complete the more rigorous Renewal Application every three years in March. However, in the off-years when you're not up for renewal, you are still required to submit a short "Attorney Verifications Form" online. This annual form can take as little as 15 minutes to complete. OCR manages each contractor's renewal schedule and emails you the form you're scheduled to complete each March. Contact OCR at any time to ask about your individual schedule or to request sample forms.
- **Q: Can I preview the form's contents?**
A: Yes—Please consult the "Attorney Verifications Form Preview" document attached to the email OCR sent on March 1. But be sure to use our online form—not the preview document—to submit your responses.
- **Q: Where do I upload my malpractice insurance?**
A: Contractors are no longer required to upload a copy of malpractice insurance or to provide coverage dates. Simply follow the online form instructions to certify (yes/no) whether you currently have and will maintain coverage.
- **Q: Where do I upload my Affidavit of Compliance?**
A: A notarized Affidavit of Compliance is no longer required. Instead, attorneys who served on any OCR case since the prior July 1 will certify (yes/no) whether they were in compliance with [CJD 04-06](#). OCR's online form will provide space to list exceptions.
- **Q: Where do I list the trainings I attended this year?**
A: Contractors are no longer required to itemize hours of individual OCR trainings they have attended. Instead, contractors will certify (yes/no) whether they have met the yearly requirements. Contractors can select "no" but must follow up with their OCR Staff Attorney by June 1st to allow time for any additional follow-up before the fiscal year ends. You are not required to send OCR your CLE transcript.

- **Q: I didn't get prompted to upload my Open Cases List.**

A: The list of open OCR cases to which you remain appointed is only required of attorneys who are not eligible for new OCR case appointments but who have open OCR cases. If you indicate you are eligible for new OCR case appointments on the first page of the form, you are not required to submit this form and will not be prompted to do so.

RENEWAL APPLICANTS

- **Q: I am up for Renewal. Do I need to complete an Attorney Verifications Form as well?**

A: No. The Attorney Verifications Form contents are folded into the Renewal Application so that you only have to complete one form.

- **Q: Can I preview the form's contents?**

- A: Yes—Please consult the "Renewal Application Form Preview" document attached to the email OCR sent on March 1. But be sure to use our online form—not the preview document—to submit your responses.

- **Q: Where do I enter case references' contact information? Do I need to ask my case references to write letters or get in touch with OCR?**

A: You already submitted case references' contact information (or were granted an exception) to OCR via an online form in December or early January—OCR makes sure to get that information from you if required. You do not need to ask case references to contact OCR or write letters; OCR is contacting your references directly for a structured interview. You only need to have notified your references that OCR may be contacting them.

- **Q: The Renewal form says I will receive an email invitation to schedule a Renewal Application Interview time in June. I have not received this email.**

A: There is a delay between the time you submit your Renewal Application online and the time you will receive your scheduling invitation. All applicants should receive a scheduling invitation by April 15. Please contact rebeccagarrison@coloradochildrep.org after that date if you are up for renewal but haven't scheduled a Renewal Application Interview.

OTHER RESOURCES FOR QUESTIONS

- 1) Start your online form. Many instructions are provided directly on the form and the form is designed to usher you through every requirement.
- 2) Consult OCR's most recent [Contract Renewal and Application Webinar](#) online.
- 3) View the information posted at <http://www.coloradochildrep.org/attorney-center/applications/>.
- 4) Write to rebeccagarrison@coloradochildrep.org for technical questions or contact your [OCR Staff Attorney](#) for other questions.