



California Courts Protective Order Registry (CCPOR)

Application User Guide

May 2022



JUDICIAL COUNCIL OF CALIFORNIA

CALIFORNIA COURTS
PROTECTIVE ORDER REGISTRY

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Acronyms & Abbreviations Used

Acronym	Name
JCC	Judicial Council of California
CARPOS	California Restraining and Protective Order System (formerly DVROS)
CCPOR	California Courts Protective Order Registry
CCTC	California Courts Technology Center
CLETS	California Law Enforcement Telecommunications System
DOJ	Department of Justice
LEA	Law Enforcement Agency
R&PO	Restraining and Protective Order
SME	Subject Matter Expert

Introduction

The California Courts Protective Order Registry (CCPOR) is a statewide system for entering and viewing protective and restraining order data and images for the judicial branch and law enforcement.

CCPOR Service Offering

The CCPOR application provides the following service features:

- Ability to view other local court data and images through an interface
- Ability to query and view all data and images, both within a county and between counties, on a statewide basis
- Acts as a gateway for the California Department of Justice California Restraining and Protective Order System (CARPOS). This is an optional feature for the Counties

Target Audience for this Guide

This guide is intended to provide information for the employees of the California Superior Courts, Police Departments and Sheriff's Offices to use CCPOR via the available roles to gain access to restraining and protective orders (R&POs).

CCPOR Roles

QUERY ONLY

- can search for existing orders
- can navigate search results
- can view an existing order
- cannot view sealed orders
- cannot add, save, upload, modify, cancel or otherwise change data in CCPOR

QUERY ONLY WITH SEALED

- This is the same as QUERY ONLY except these users can also view sealed orders

SCAN ONLY

- can add scans to Quick Attach
- can search for scans in Quick Attach
- can Search for existing Orders
- can view existing Orders
- can search for Sealed Orders
- cannot view the contents of Sealed Orders

NOTE: to search for and view non-Sealed and Sealed orders QUERY ONLY + SEALED may also be added

DELETE QUICK ATTACH

- can delete scans from Quick Attach

NOTE: to add and delete scans in Quick Attach, SCAN ONLY + DELETE QUICK ATTACH may also be added

QUERY & UPDATE DRAFT (sometimes referred to as “Full Functionality DRAFT”)

- can do everything the QUERY ONLY users can do plus the following
- can upload images to the system
- can create new orders and save as draft
- cannot view or update sealed orders

QUERY & UPDATE (sometimes referred to as “Full Functionality”)

- can do everything the QUERY ONLY users can do plus the following
- can upload images to the system
- can create new orders and save as new or draft
- can add or modify orders including addition of images, proof of service
- can cancel an order
- cannot view or update sealed orders

QUERY & UPDATE + SEALED

- can do everything QUERY & UPDATE users can do plus,
- can view, add, modify and cancel sealed orders

Regarding CARPOS Data, only CLETS certified users are permitted to view data coming back to CCPOR from the CARPOS database

Project Information: JCC Web Sites

Two JCC Web sites provide updated information on CCPOR. The sites will contain guides, documents, schedules and task lists for court deployment. Both sites contain the same information.

For viewing by anyone with Internet access <http://www.courts.ca.gov/partners/ccpor.htm>

Example of CCPOR Information on California Courts Public Web Site



California Courts Protective Order Registry (CCPOR)

CCPOR is a judicial branch project to create a statewide protective order repository that will provide more complete, accessible information on restraining and protective orders.

[Home](#) >

[Home](#)

[Project Information](#)

[CCPOR Deployment Guide](#)

[Frequently Asked Questions](#)

About CCPOR

The California Courts Protective Order Registry (CCPOR) is:

- A statewide registry for storing data and images of restraining and protective orders;
- A system that provides statewide court access to images at other courts;
- A system that allows judicial officers to view and reduce conflicting orders across departments; and
- A gateway for entering orders into the Department of Justice's California Restraining and Protective Order System (CARPOS).

CCPOR GOAL

The goal is to implement CCPOR in all 58 courts across the state. CCPOR is currently deployed in 46 Superior courts and 13 Tribal courts.

BACKGROUND

The Judicial Council is committed to offering CCPOR statewide after reviewing a similar system being used in the Superior Court of Orange County. In addition, the Domestic Violence Practices and Procedures Task Force endorsed the service in a report to the Judicial Council in January 2007.

TRIBAL/STATE COLLABORATION

Also, through this dedicated online database state courts and tribal courts can view each other's protective orders. The courts that have access are better able to protect the public, particularly victims of domestic violence, and avoid issuing redundant or conflicting orders.

[Print](#)

CONTACT INFO

For any questions regarding the California Courts Protective Order Registry (CCPOR), e-mail JCCccporSupport@jud.ca.gov.

About the CCPOR Application End User Guide

This guide explains how to use California Courts Protective Order Registry (CCPOR) application and can be used as a reference manual for anyone who will be accessing CCPOR. This guide gives step-by-step instructions and actual images of CCPOR screens.

This guide is to educate and train court, law enforcement agency (LEA) and sheriff's office Subject Matter Experts (SMEs) who will be responsible for training at their local court or sheriff's office location on the full functionality of the CCPOR application, processing principles, and service options. This document includes information on the following:

Components of the CCPOR Application

Action Name	Description
Add Quick Attach	Allows a user to add a scanned image into CCPOR. This image can then be searched later for converting to an order.
Search Quick Attach	Used to search for image that has been entered using the Add Quick Attach function to convert into an order. Or attach to existing order.
Add Order	Used to add a new restraining and protective order (R&PO) to CCPOR and (optional) submit to DOJ CARPOS.
Draft Order	Used to save a partially entered R&PO in CCPOR in DRAFT status. CCPOR users may retrieve the orders in DRAFT status, enter the rest of the order information and submit to CCPOR to add the order in ACTIVE status and (optional) submit to DOJ CARPOS.
Modify Order	Used to modify the R&PO data stored in CCPOR. The modifications are also sent to DOJ CARPOS (optional) to modify the CARPOS file if the order in the CCPOR system is in ACTIVE status.
Clone Order	Used to make a copy of an order that is already stored in CCPOR. The new order is also submitted to DOJ CARPOS (optional).
Service Order	Used to add a proof of service (POS) for an existing R&PO in CCPOR. This only works if the POS hasn't been manually added directly into CARPOS.
Cancel Order	Used to cancel R&PO in CCPOR. The orders can be cancelled for various reasons such as the order is terminated by the court, it was entered by error or the restrained person is deceased. CCPOR system sends (optional) a Cancel Order message to the
Search Orders	Used to find R&PO in CCPOR system.
View CARPOS Messages	Allows the user to see all the messages/responses received from DOJ and take appropriate action based on the responses received. <i>These messages can only be viewed by CLETS certified users.</i>
Second Party Check	Allows a user to log information regarding the second party review of data entries submitted to CARPOS via CCPOR.
Search Second Party Check	Allows the user to search for orders that have, or that do not have, a Second Party Check entered for the most recent update.

Elapsed Time Report	A report showing the elapsed time between the timestamp of the earliest Quick Attach document attached to an order and the timestamp of the order.
----------------------------	--

The document has five basic modules:

Module 1: CCPOR Queries

This module focuses on the CCPOR search and retrieval process; conduct initial search, navigate search results, and select and retrieve an order. This module is intended for an audience with the user role “CCPOR Query Only” and “CCPOR Query Only + Sealed”. There is no data entry associated with this role.

Module 2: CCPOR Updates

This module focuses on search, add, draft, modify, service, and cancel an order using the CCPOR system. This training also focuses on viewing DOJ/ CARPOS messages intended for users who are CLETS certified.

Module 3: Local Helpdesk Support

This section is for the local helpdesk and other staff involved in managing the CCPOR accounts for the agency and troubleshooting issues and errors with the JCC and CCTC support times.

Module 4: Gun Violence Restraining Order (GVRO) Orders

This module focuses on search, add, draft, modify, and cancel a Gun Violence Restraining Order (GVRO) order using the CCPOR system. This section also focuses on viewing DOJ/ CARPOS messages intended for users who are CLETS certified.

Module 5: Reports

This module focuses on the reporting capabilities in CCPOR for Second Party Checks and Elapsed Times.

Module 1 – Login, Search for and view Orders

The CCPOR query functionality is for users who will use the system to search R&POs in the CCPOR database to view an order and image of any county that is currently adding orders to CCPOR.

This module covers the following functions of the CCPOR system:

1. Login Screen
2. Main or Action Menu
3. Searching for an Order
4. Viewing and Order

Login Screen

Start CCPOR Application

A start-up icon has been installed on the computer. Clicking the icon starts the CCPOR logon process. An authorized user may gain access to CCPOR with their designated user name and password. To launch the CCPOR application, double click on CCPOR icon from your desktop. The CCPOR log on screen will display as shown in figure 1-1 below.

Figure 1-1 – CCPOR Logon Screen

California Courts Protective Order Registry

California Courts Protective Order Registry

CCPOR Log-in

User ID:

Password:

[Enter CCPOR](#)

[Forgot your password?](#)
Use the P-Synch tool [here](#).

Terms and Conditions

The Terms & Conditions within in the Log In screen is designed for users of the website to read End User License Agreement or Privacy Policy static content owned by the AOC. The Login Page is the entry page into the Portal application. It includes legal text to bind Users to the Terms & Conditions of this site when a User chooses to log in.

Accepting to the agreement means:

- Comply with the current policy;
- Use the CCPOR in an acceptable way; and
- Do not create unnecessary business risk to the organization by misuse of the CCPOR application

Declining to the agreement means:

- You do not accept the Terms and Conditions adhered and will not gain access to CCPOR application

Log-In Screen: to log into the CCPOR application:

1. Enter user ID and password.
2. Read the terms and conditions.
3. Click the **Enter CCPOR** button. The CCPOR main screen will display (see figure 1-2).

Terms and Conditions



The Terms & Conditions within in the Log In screen is designed for users of the website to read End User License Agreement or Privacy Policy static content owned by the JCC. The Login Page is the entry page into the Portal application. It includes legal text to bind Users to the Terms & Conditions of this site when a User chooses to log in.

Accepting to the agreement means **you** (1) will comply with the current policy, (2) will use the CCPOR in an acceptable way and (3) will not create unnecessary business risk to the organization by misuse of the CCPOR application. You will then signify your acceptance by clicking on the **Enter CCPOR** button which will bring you to the initial screen.

Declining to the agreement means **you** do **not** accept the Terms and Conditions. You signify this by closing the log-in page.

Change Password

To change a CCPOR login password, contact your local helpdesk for support.

Log Out

From the CCPOR main screen, click on the **Logout** button to end the user session. You should then close your browser to make sure all information is fully deleted.

Main or Actions Menu

The initial screen once you have successfully logged into CCPOR is the main screen or **Welcome Screen**. The heading and CCPOR Actions on the right will remain open while you are in CCPOR. This screen provides the user with access to those Actions allowed to them based on the role they have been assigned. The figure below shows all possible actions available to those defined with an unlimited or Administrator role.

Figure 1-2 – CCPOR Main Screen

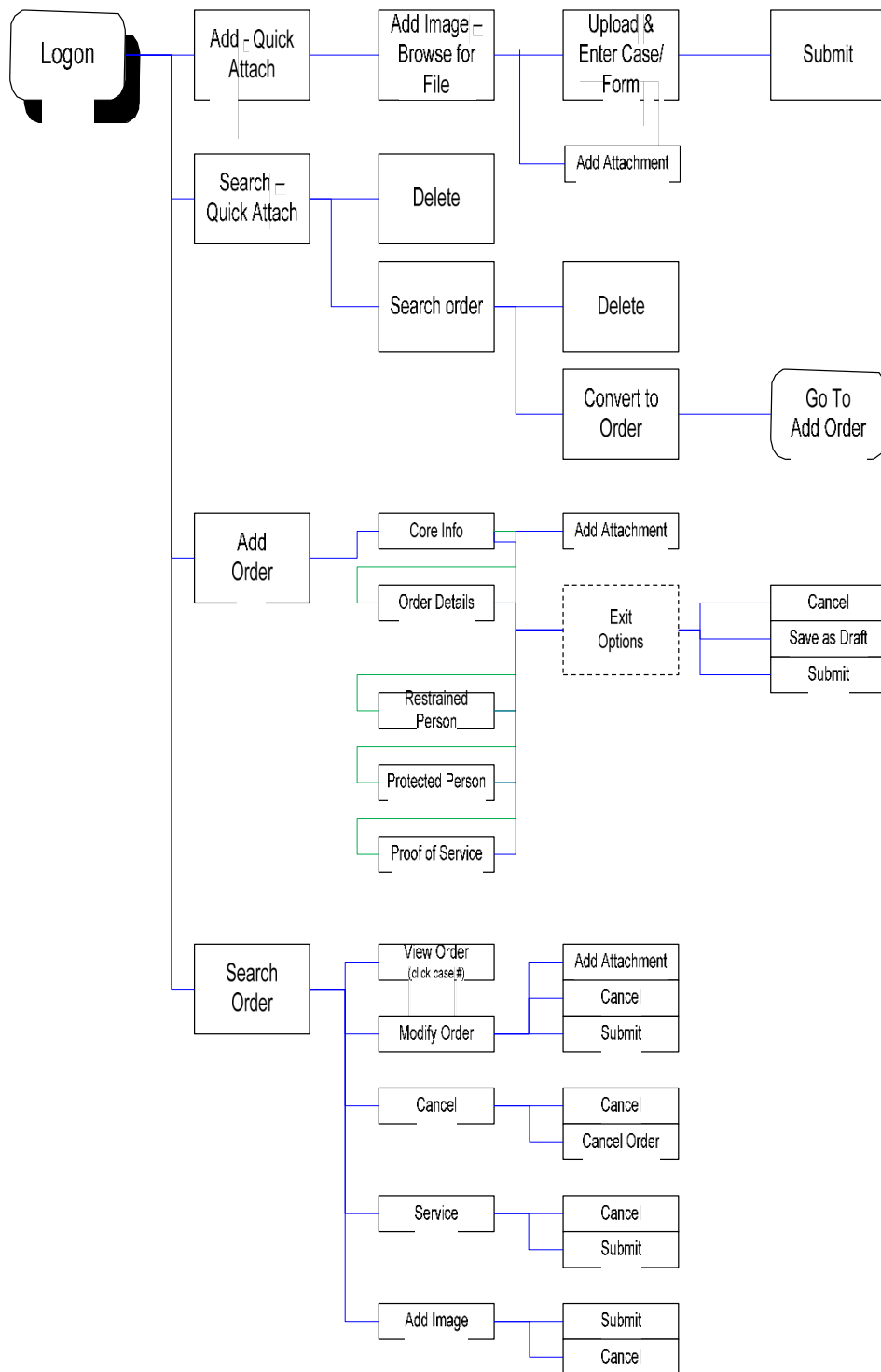


CCPOR Actions

The main screen contains a number of CCPOR actions to aid the user as part of order entry. The following functions will help facilitate the use of forms:

Action	Role	Description
Add Quick Attach	UPDATE	Allows a user to upload an image of an order into CCPOR database for converting later into a restraining and protective order or adding to an order
Search Quick Attach	QUERY UPDATE	Allows users to search and retrieve images of a quick attach image within court county;
Add Order	UPDATE	Allows users to add a new projective order into the CCPOR database and optionally submit to CARPOS;
Add 2 nd Party Check	UPDATE	Enables users to log information regarding the second party review of data entries submitted to CARPOS via CCPOR
Search Orders	QUERY	Allows users to search and retrieve images of an order across court counties who have entered orders in CCPOR;
CARPOS Messages	CLETS	Allows CLETS certified users authorized to see CARPOS message to view CLETS/CARPOS acknowledgement messages;
Search 2 nd Party Check	UPDATE	Allows the user to search for orders that have, or that do not have, a Second Party Check entered for the most recent update.
Elapsed Time Report	UPDATE	A report showing the elapsed time between the timestamp of the earliest Quick Attach document attached to an order and the
Search Locked Orders	ADMINISTRATOR	Allows administrative users to find and unlock orders. Most users cannot do this and will not see this option;
CCPOR Contacts	ALL	CCPOR Support Contact information
Logout	ALL	Allows users to logout from the CCPOR application.

Note: Items on grayed out lines are covered in Modules 2 or 3.



CCPOR - Menu Flow
Rev. 2011.07.04

Order Search

The order search allows users to screen for an order in the CCPOR database, including draft orders. Different search criteria can be used to narrow the search. To search an order:

1. From the CCPOR main screen, click **Search Orders** from the **CCPOR Actions** bar. The screen will display as shown in figure 1-3 below.

Figure 1-3 – Search Orders Screen

California Courts Protective Order Registry

Search Orders

Case Information

Order Form: - Any - County Code: 4-Butte Order Status: A - ACTIVE

Case Number: Issue Date: (mm/dd/yyyy) Expire Date: (mm/dd/yyyy)

Issuing State: - Any - Visible Only: Yes FCN: Agency: - Any -

Order Type: - Any -

Restrained Person Information

Last Name: First Name: Date of Birth: (mm/dd/yyyy)

Protected Person Information

Last Name: First Name: Date of Birth: (mm/dd/yyyy)

Cancel Search CCPOR

Search Results

Case Number	Form	Issue Date	District	Restrained Person	Restrained DOB	Protected Person	Status	Sealed?	Actions
No Results Found									

2. Enter the search parameters and click on the **Search CCPOR** button. From the search results window (see figure 1-4), the user can view details of an order.

You can use a “wild card” in your search. The “%” or percent sign can be used to have the search allow any characters either before or after the string. For example:

- M% in the Last Name field will match “Mouse”, “Majors” and any other last name starting with the letter “M”
- %SE in the last name field would bring up “Mouse” as well as “Clease” or “Geese” or any other name ending with the letters “SE”.

Searches are **not** case sensitive. Entering “SE” will produce the same list as entering “se”.

The “_” or underscore character is used to match any character in that location but it not read as a wildcard unless there is a % sign in the string. This can just be added to the end. For

example:

M__SE would only match “M__SE”

M__SE% would match “MOUSE” or “MOOSE”

Search wildcards “*” and “?” as used in Microsoft desktop products do not work in CCPOR.

Note: Only a user with a “query & update + sealed” role from the order’s originating court can view details and attached documents of a sealed case.

Figure 1-4 – Search Results Screen

1. To view details of an order, click on the link in the **Case Number** column. The View Protective Order screen will display (see figure 1-5).
2. To view image, click link under Image Attachments section. The order image will display (see figure 1-6).
3. If a Search Result contains more than 25 items, the first 25 items will be displayed on page 1, and the remaining items will be displayed on subsequent pages of 25 items each. Select the page number, “Next”, and “Last” links to view other pages of the Search Result.

Figure 1-5 – View Protective Order Screen

View Protective Order

Core Information
Order Details
Restrained Person Information
Protected Person Information
Proof of Service

Case Information

Order Form DV-110

Court ID 04100

Order Status ACTIVE

Case Number 110CH123456

Issue Date 04/06/2010

Expire Date 04/01/2013
☐ never expires

Order Type TRO

Agency CA0040000-Butte County Sheriff

☐ Do not submit to DOJ

Restrained Person Information

Last Name MOUSE

First Name MICKEY

Middle Name

Sex M - Male

Suffix

Date of Birth (mm/dd/yyyy) - OR - 1928

Year of Birth (yyyy)

Protected Person Information

Last Name MOUSE

First Name MINNIE

Middle Name

Sex F - Female

Suffix

Date of Birth

Image Attachments

Form	Date Attached	Document Name	Description
DV-110	07/14/2011	110CH123456 DV-110 20100722092316.pdf	RJB TEST FOR USER GUIDE
EA-130	07/14/2011	10EA54321 EA-130 20100720135015.pdf	

Figure 1-6 – Order Image

<div style="background-color: black; color: white; padding: 2px 5px; display: inline-block;">DV-110</div> Temporary Restraining Order		<small>Clerk stamps date here when form is filed.</small> <small>Fill in court name and street address:</small> <div style="border: 1px solid black; padding: 2px;"> Superior Court of California, County of </div> <small>Clerk fills in case number when form is filed.</small> Case Number: <div style="border: 1px solid black; padding: 2px;"> 110CH 123456 </div>																
<small>Person in ① must complete items ①, ②, and ③ only.</small>																		
① Name of protected person: <u>MINNIE MOUSE</u> <small>Address (skip this if the person above has a lawyer) (If you want your home address to be private, give a mailing address instead):</small> City: _____ State: _____ Zip: _____ Telephone (optional): _____ Fax (optional): _____ Your lawyer (if you have one): Name: _____ State Bar no.: _____ Firm name: _____ Street address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____ E-mail: _____																		
② Name of restrained person: <u>MICKY MOUSE</u> <small>Description of restrained person:</small> <div style="border: 1px solid black; padding: 5px;"> Sex: <input checked="" type="checkbox"/> M <input type="checkbox"/> F Height: <u>3'0"</u> Weight: <u>70 lbs</u> Date of Birth: <u>1928</u> Hair Color: <u>BLACK</u> Eye Color: <u>BLACK</u> Age: <u>82</u> Race: <u>WHITE</u> Mailing address (if known): <u>1313 S. HARBOR BOULEVARD</u> City: <u>ANAHEIM</u> State: <u>CA</u> Zip: <u>92802</u> </div>																		
③ <input type="checkbox"/> Additional Protected Persons <small>In addition to the person named in ①, the following persons are protected by temporary orders as indicated in items ⑤ and ⑥ (family or household members):</small> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Full Name</th> <th style="text-align: left; border-bottom: 1px solid black;">Relationship to Person in ①</th> <th style="text-align: left; border-bottom: 1px solid black;">Sex</th> <th style="text-align: left; border-bottom: 1px solid black;">Age</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <input type="checkbox"/> Check here if there are additional protected persons. List them on an attached sheet of paper and write, "DV-110, Item 3, Additional Protected Persons" as a title.			Full Name	Relationship to Person in ①	Sex	Age												
Full Name	Relationship to Person in ①	Sex	Age															
<small>The court will complete the rest of this form.</small>																		
④ Expiration Date <small>This order expires at the date and time of the hearing below:</small> <div style="border: 1px solid black; padding: 5px;"> Hearing date: <u>JUNE 7, 2010</u> Time: <u>9:30</u> <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m. </div>																		
<div style="background-color: black; color: white; padding: 5px; display: inline-block; border: 1px solid black;"> This is a Court Order. </div>																		

Module 2 – Add/Change/Cancel

Entry Field Rules

All yellow tab fields are mandatory to submit an order and require a user to enter information. The application will validate minimum data entry for all mandatory fields on the order form and indicate which fields require data entry. The user will be prompted to complete missing fields before next action is taken.

Basic order information fields entered in the core information tab are automatically populated in the remaining tabs as the user navigates to the next tab.

1. Click **Add Attachment** button to locate an order image. The CCPOR **Add Attachment** pop-up window will display (see figure 2-1) (see Appendix B - Order Scans for Attachments and Quick Attach, for details).
2. Click the **Browse** button and select from the drive and folder where the order is located.
3. Click the down-arrow next to **Type** field and select the order type.
4. Click the **Add Attachment** button from the CCPOR Add Attachment pop-up window. The system will return back to the Add New Protective Order screen. The order details will display in the **Image Attachments**.
5. Enter order information on the tabs.
6. Click the **Submit Order** button to add order information with the image in the CCPOR database. Before the CCPOR system saves the order information in the database, it performs validation to search the CCPOR database for duplication using the following parameters:
 - a. Order Form
 - b. Case Number
 - c. Restrained Person First, Last Name and Middle Name Initial, DOB
 - d. Protected Person First, Last Name and Middle Name Initial
 - e. Issue Date

If the order is sent to DOJ/CARPOS (optional) then the order is “Locked” until an acknowledgement message is received from DOJ. A user authorized to see CLETS acknowledgment messages, reviews the CLETS message to validate the order information. See the section on [View CARPOS Messages](#) for details.

Add Quick Attach

The **Add Quick Attach** allows a user to upload an image of an order into CCPOR database for converting later into a restraining and protective order. The scanned image is usually a PDF which can be created by any scanning software or equipment. (see **Appendix B - Order Scans for Attachments and Quick Attach**, for details)

Adding a scan to Quick Attach

To quick attach an order:

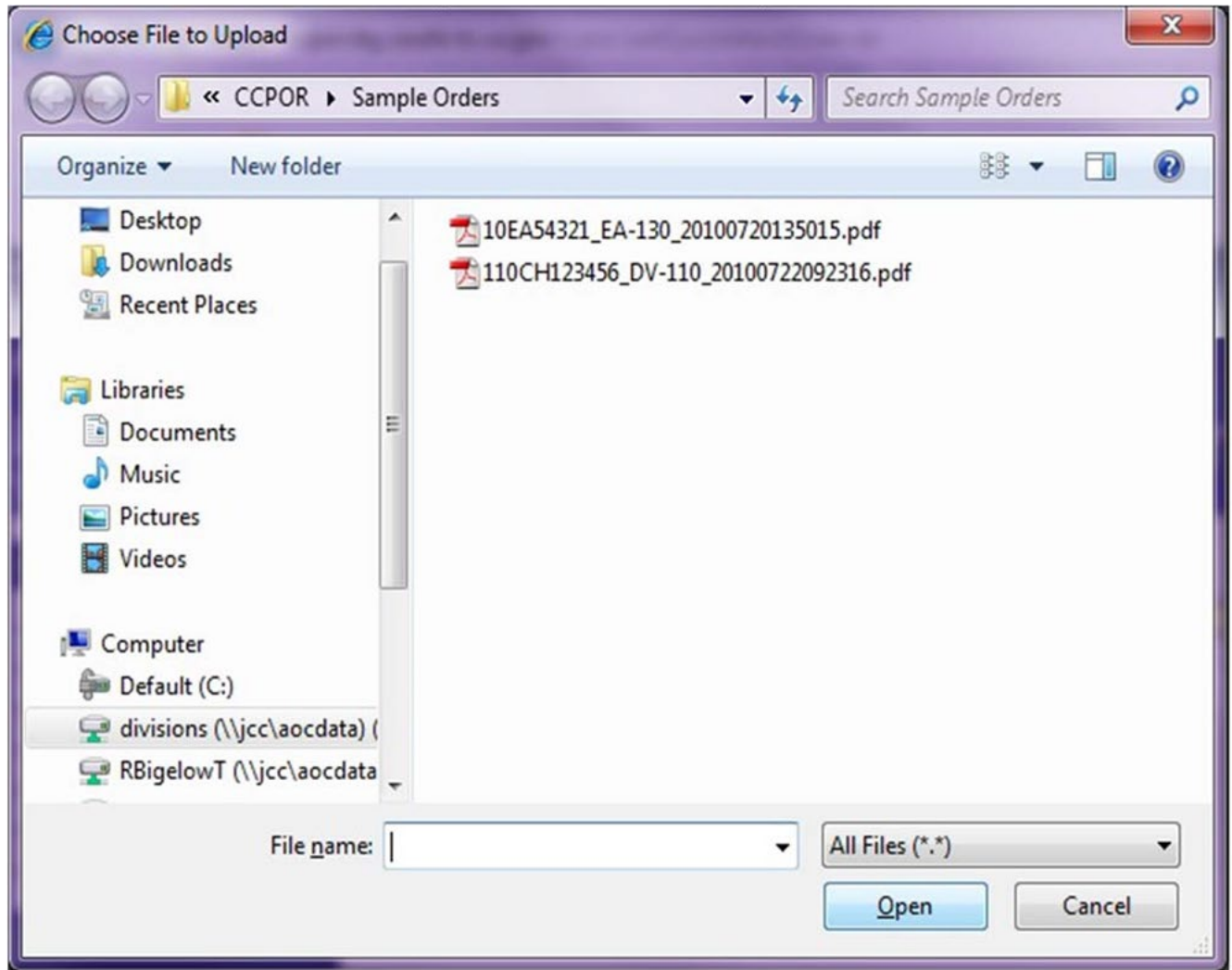
1. From the CCPOR main screen, click **Add Quick Attach** from the **CCPOR Actions** bar. The Add Quick Attach Image screen will display as shown in figure 2-1.

Figure 2-1 – Add Quick Attach Image Screen

The screenshot shows a web interface titled "Add Quick Attach Image". It features a text input field labeled "Image To Attach" with a yellow background, followed by a "Browse..." button. Below this, there are two buttons: "Cancel" and "Upload". A red arrow points from the text "(1) Click here to find the file you want to upload." to the "Browse..." button. Another red arrow points from the text "(2) Then click here to upload the file in to the Quick Attach queue." to the "Upload" button.

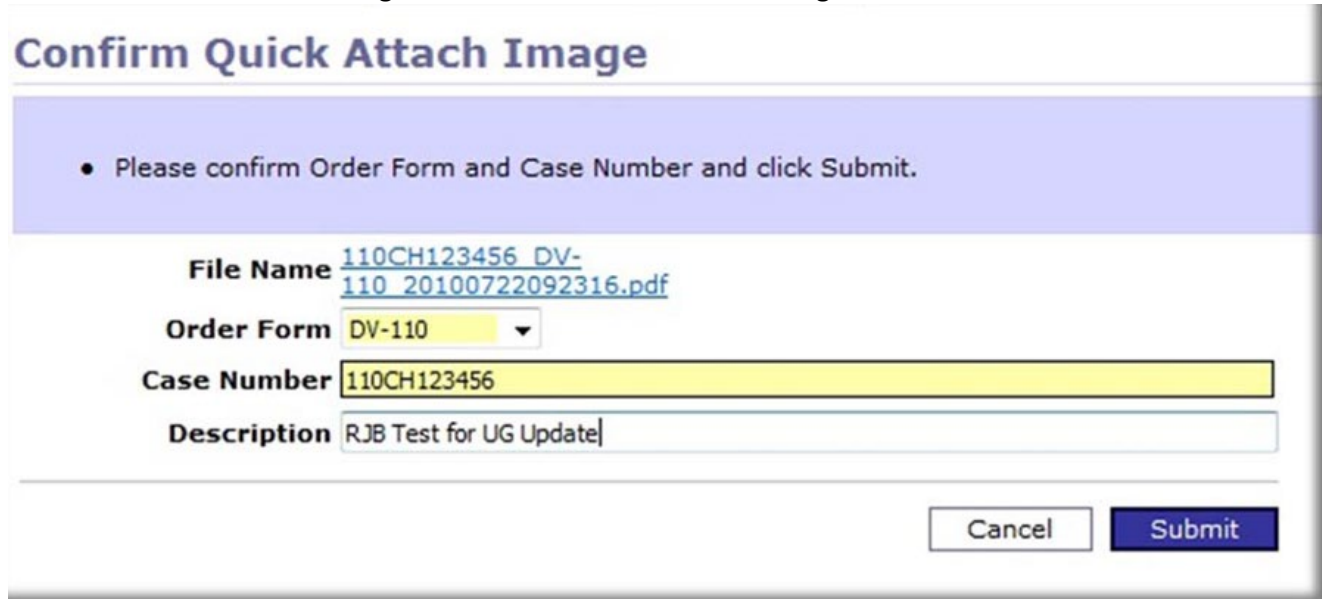
2. Click **Browse** button to locate the order image. Select from the drive and folder where the scanned image is located.

Figure 2-2 – File Browser Popup



3. Click **Open** button. The Confirm Quick Attach Image screen will display as shown in figure 2-3.

Figure 2-3 – Confirm Quick Attach Image Screen



The image shows a web application screen titled "Confirm Quick Attach Image". At the top, a purple banner contains the instruction: "Please confirm Order Form and Case Number and click Submit." Below this, the form has four fields: "File Name" with a blue hyperlink "110CH123456 DV-110 20100722092316.pdf"; "Order Form" with a dropdown menu showing "DV-110"; "Case Number" with a yellow-highlighted text box containing "110CH123456"; and "Description" with a text box containing "RJB Test for UG Update". At the bottom right, there are two buttons: a white "Cancel" button and a blue "Submit" button.

Confirm Quick Attach Image

- Please confirm Order Form and Case Number and click Submit.

File Name [110CH123456 DV-110 20100722092316.pdf](#)

Order Form DV-110 ▼

Case Number 110CH123456

Description RJB Test for UG Update

Cancel Submit

1. If the filename conforms to the standard (Case Number, Form Number, Date/Time), they will be preselected/prefilled. If not, Select/Enter the appropriate information.
2. Enter a Description (optional field) if desired. If left blank, it will default to "FROM QUICK ATTACH" in the Quick Attach queue.
3. Click **Submit** button. This will save the scanned image in the CCPOR database.

Search Quick Attach

The **Search Quick Attach** allows users to search for image within CCPOR that has been entered using the Add Quick Attach function. The user can convert the image into an order. To search quick attach:

1. From the CCPOR main screen, click **Search Quick Attach** from the **CCPOR Actions** bar. The Search Quick Attach Images screen will display as shown in figure 2-4 below.

Figure 4-4 – Search Quick Attach Images

Court	Case Number	Form	Document Name	Description	Created By	Create Date	Actions
04100	110CH123456	DV-110	110CH123456 DV-110 20100722092316.pdf	RJB TEST FOR UG UPDATE	rbigelow	07/15/2011 07:36	Search Orders Delete
04100	B06242011-0001	WV-109	B06242011-0001 WV-109 20110405114129.pdf	TEST ON JUNE 24, 2011	cgee	06/24/2011 09:04	Search Orders Delete
04100	CM012345	CH-120	ihonea 062111 232359.pdf	TEMPORARY RESTRAINING ORDER	jhonea	06/21/2011 21:32	Search Orders Delete
04100	SCRTEST1	CR-165	SCRTEST1 CR-165 20110620112901.pdf	BCSO	jwillis	06/20/2011 11:34	Search Orders Delete

2. Click **Search Orders** in “Actions” column to search CCPOR database for existing orders as shown in figure 2-5.

Figure 2-5 – Search Results

Search Orders Quick Attach

Court	Case Number	Form	Document Name	Description	Created By	Create Date	Actions
04100	110CH123456	DV-110	110CH123456 DV-110 20100722092316.pdf	RJB TEST FOR UG UPDATE	rbigelow	07/15/2011 07:36	Convert to Order Delete

Case Information

Order Form: - Any - County Code: 4-Butte Order Status: - Any -
 Case Number: Issue Date: Expire Date:

Restrained Person Information

Last Name: First Name: Date of Birth:

Protected Person Information

Last Name: First Name: Date of Birth:

Search Results

Case Number	Form	Issue Date	District	Restrained Person	Restrained DOB	Protected Person	Status	Sealed?	Actions
110CH123456	DV-110	04/06/2010	Butte	MOUSE, MICKEY	1928	MOUSE, MINNIE	Active	N	Add Image Modify

- If no results found, click the order link **Convert to Order** in “Actions” column to convert image into an order. The Add New Protective Order screen (figure 2-6) will display with Order Form preselected, Case Number entered, and the Image attached.
- Enter order information on the tabs. See information on [Screen Tabs](#) in Add Order section.
- Click the **Submit Order** button to add order information in the CCPOR database.
- If the order information is sent to CARPOS (optional), then a user, who is authorized to see CLETS acknowledgment messages, reviews the CLETS message to validate the order information. See the section on [View CARPOS Messages](#) for details.
- If an existing order is found, it will be listed under the search results at the bottom of the screen with actions available to either add the image to an existing order only or add the image and open up screens to modify an existing order.

Add Order

The **Add Order** allows a user to add a new R&PO order into CCPOR database. In an add order, data entry is restricted to authorized user roles for their jurisdiction. To add a new order click **Add Order** from the **CCPOR Actions** bar. The order screen will display as shown in figure 2-6. ☐ Do not submit to DOJ

Figure 2-6 – Add New Protective Order Screen

Add New Protective Order

Core InformationOrder DetailsRestrained Person InformationProtected Person InformationProof of Service

Case Information

Order FormDV-110

Court ID04100

Order StatusDRAFT

Case Number110CH123456

Issue Date07/15/2011

Expire Date07/15/2013

AgencyCA0380000-San Francisco County Sheriff

☐ never expires

☐ Do not submit to DOJ

Restrained Person Information

Last NameMouse

First NameMickey

Middle Name

SexM - Male

Suffix

Date of Birth

- OR - 1928

Year of Birth

Protected Person Information

Last NameMouse

First NameMinnie

Middle Name

SexF - Female

Suffix

Date of Birth

Image Attachments

Delete	Form	Date Attached	Document Name	Description
Delete	DV-110	07/15/2011	110CH123456 DV-110 20100722092316.pdf	RJB TEST FOR UG UPDATE

Add Attachment

Save as Draft

Cancel

Submit Order

Screen Tabs

The CCPOR main screen contains an order entry screen with five tabs, four of which are related to the add/draft use case. Tabs include:

Core Information	Basic information regarding a protective order, including attachments associated with the protective order. This screen contains all basic fields required to successfully create a draft order.
Order Details	Detailed information regarding conditions of the protective order, such as stay away mandates, custody rulings, and additional required details.
Restrained Person Information	Detailed information about the individual being restrained.
Protected Person Information	Contains detailed information about the individual(s) who are being protected.
Proof of Service (POS)	Information about the proof of service on an order.

Core Information

The *Core Information* are data fields that appear on all of the Protective Order types. The required fields are shown in yellow and you cannot move on or save the order without the required fields being filled in with valid values.

Figure 2-7 – Core Information

Add New Protective Order

Core Information | Order Details | Restrained Person Information | Protected Person Information | Proof of Service

Case Information

Order Form Choose: Court ID 04100 Order Status DRAFT

Case Number Issue Date (mm/dd/yyyy) Expire Date (mm/dd/yyyy) ☐ never expires

Agency CA0380000-San Francisco County Sheriff ☐ Do not submit to DOJ

Restrained Person Information

Last Name First Name Middle Name

Sex Choose: Suffix

Date of Birth (mm/dd/yyyy) - OR - Year of Birth (yyyy)

Protected Person Information

Last Name First Name Middle Name

Sex Choose: Suffix

Date of Birth (mm/dd/yyyy)

Image Attachments

Delete	Form	Date Attached	Document Name	Description
Add Attachment				

Save as Draft Cancel Submit Order

Table 2-1 – Core Information – Field Definitions

Field	Type	Description
Order Form	Required	This is the court form number and will already be filled in if you came into this from Quick Attach or are modifying an existing form.
Court ID	Required	This is the ID number of the court issuing the order.

Order Status	Generated	<p>New orders start as Draft and may become Active if you press Submit Order or go away if you press Cancel. You can stop and continue later by pressing Save as Draft.</p> <p>A – ACTIVE: The order is in CCPOR database and submitted to DOJ CARPOS if submit flag set to “yes”</p> <p>C – CANCELLED: The orders that have been cancelled for various reasons e.g. terminated by the court, entered by error or the restrained person is deceased.</p> <p>D – DRAFT: A partially entered order only in CCPOR database.</p>
--------------	-----------	---

		<p>E – EXPIRED: An order that has been expired</p> <p>J – JUST EXPIRED: Orders expired less than 30 days ago. Just Expired orders can still be edited. Expired orders cannot.</p>
Case Number	Required	This is the case number assigned by the court and will already be filled in if you came into this from Quick Attach or are modifying an existing form.
Issue Date	Required	This is the date the order was issued. <i>This date cannot be in the future.</i>
Expire Date	Required	This is the date when the order expires. <i>This date needs to be after the Issue date and not the same date.</i>
Agency	Required	Court or law enforcement agency issuing the order.
Restrained Person		
Last Name	Required	Surname of the person being restrained by the order.
First Name	Required	Given name of the person being restrained
Middle Name	Optional	Middle name(s) of the person being restrained.
Sex	Required	Valid values are: M – Male F – Female X – Unknown
Suffix	Optional	Titles or designations following the surname such as “Sr., Jr., III etc.”
Date of Birth	Required	This field is required if the Year of Birth is blank.
Year of Birth	Required	This field is required if the Date of Birth is blank.
Protected Person		
Last Name	Required	Surname of the person being restrained by the order.
First Name	Required	Given name of the person being restrained
Middle Name	Optional	Middle name(s) of the person being restrained.
Sex	Required	Valid values are: M – Male F – Female X – Unknown
Suffix	Optional	Titles or designations following the surname such as “Sr., Jr., III etc.”
Date of Birth	Required	This field is required if the Year of Birth is blank.
Year of Birth	Required	This field is required if the Date of Birth is blank.
Image Attachments		List of attached images

Add Attachment

Used to add attachment(s) to the order. Any number of attachments can be added.

Figure 2-8 – Add Attachment Pop-up Window

CCPOR: Add Attachment - Windows Internet Explorer

Add Attachment

Attachment Information

File To Attach

Type CH-102 ▼

Description

Save as Draft	This allows you to save the order and come back later to finish it. You will have to enter valid data in all of the yellow fields in order to save. If the missing data happens to be a required (yellow) field, put something in the field you will remember to change so it will pass the edit and be saved for later.
Cancel	Does not save anything and exits the screen.
Submit Order	<p>Click the Submit Order button to add order information with the image in the CCPOR database. Before the CCPOR system saves the order information in the database, it performs validation to search the CCPOR database for duplication using the following parameters:</p> <ul style="list-style-type: none"> o Order Form o Case Number o Restrained Person First, Last Name and Middle Name Initial, DOB o Protected Person First, Last Name and Middle Name Initial o Issue Date

Order Details

The next tab, Order Details, allows you to fill in some of the details about the order such as terms and conditions. This is mostly about what the Restricted Person is and is not allowed to **do** rather than about identifying the Restricted Person, which is completed on a different tab.

Figure 2-9 – Order Details

CCPOR Actions

Add Quick Attach

Search Quick Attach

Add Order

Search Orders

CARPOS Messages

Search 2nd Party Check

Elapsed Time Report

Announcement

CCPOR Contacts

Logout

Protective Order Registry

Modify Protective Order

Core Information

Order Details

Restrained Person Information

Protected Person Information

Proof of Service

Other Information

Case Information

Order Form

DV-130 OAH

Court ID

02100

Order Status

ACTIVE

Case Number

TEST

Issue Date

03/25/2022

Expire Date

04/30/2022

Present in Court

No

Sealed

No

Confidential

No

Issuing State

CA - California

Issuing Tribe

Choose:

Issuing Territory

Choose:

Originating Agency Case Number

TEST

Created by

on 03/25/2022 12:03

Last Edited by

on 03/25/2022 13:52

Order Conditions

Firearms Provision

S - Must surrender all

Contact Allowed

No

Custody

Choose:

Stay Away Code(s)

☐ B - Additional Protected Persons

☐ C - Child's school/day care

☐ P - Protected Person

☐ R - Residence

☐ S - Protected Persons School

☐ V - Protected Person's vehicle

☐ W - Workplace

Yards to Stay Away

Visitation Rights

Choose:

Vacate Address

Miscellaneous Orders (Important Details)

Miscellaneous Orders

Protected Animal(s)

Delete	PAN	Name	Type	Breed	Color
--------	-----	------	------	-------	-------

Add Animal

Other Orders (Additional Information)

Other Orders

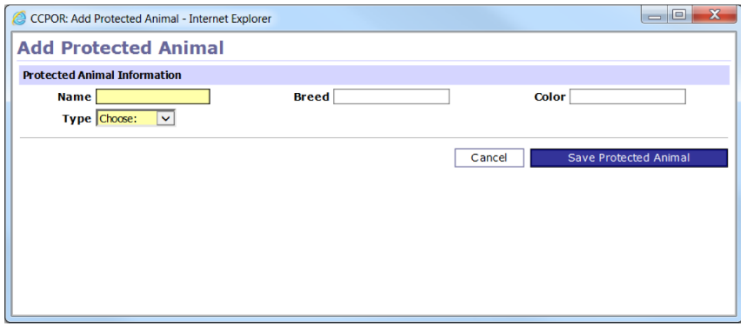
Cancel

Submit Order

Table 2-2 – Order Details – Field Meanings

Field	Type	Description
Order Form	Required	This is the court form number and will already be filled in from the first tab.
Court ID	Required	This is the ID number of the court issuing the order.
Order Status	Generated	This will be Draft until the order is submitted.
Case Number	Required	This is the case number assigned by the court and will already be filled in if you came into this from Quick Attach or are modifying an existing form.
Issue Date	Required	This is the date the order was issued. <i>This date cannot be past today.</i>
Expire Date	Required	This is the date when the order expires. <i>This date needs to be after the Issue date.</i>

Present in Court	Required	Either they were or they weren't. Valid answers are "Yes" or "No"
Originating Agency Case Number	Required	This is the case number of the agency that originated the order.
Issuing State	Required	This is the state that issued the order.
Issuing Tribe	Optional	This is the tribe that issued the order.
Issuing Territory	Optional	This is the territory that issued the order.
Sealed	Required	This defaults to NO and may either be "Yes" or "No"
Confidential	Optional	Is this order treated as confidential
Order Conditions		
Firearms Provisions	Required	What are the provisions regarding firearms? N – no firearm restriction P – cannot purchase or receive S – must surrender all B – both P and S
Contact Allowed	Required	Can the Restrained Party contact the Protected Party.
Custody	Optional	What kind of custody arrangements are in the order: JT – Joint OP – Other party PP – protected person RP – restrained person
Stay Away Codes	Optional	Where must the restrained party stay away from (check any and all that apply) C – Child's school/day care P – Protected person R – Residence V – Protected person's vehicle W – Workplace
Yards to stay away	Optional	Number of yards
Visitation Rights	Optional	N – No S – Supervised Y – Yes
Vacate Address	Optional	Enter the address that must be vacated by the Restrained Party
Other Orders	Optional	Any other notes or conditions not covered by the standard selections. Limit 500 characters.
Miscellaneous Orders	Optional	Limit 500 characters

Add Animal	Optional	<p>Triggers a pop-up window to collect protected animals.</p> <p>Figure 2-10 – Add Protected Animal</p>  <table border="1"> <thead> <tr> <th colspan="3">Protected Animal Group – Optional List of Protected Animals</th></tr> </thead> <tbody> <tr> <td>Protected Animal Name (PAN)</td><td>Required</td><td>3 to 30 alphabetic, numeric and special characters.</td></tr> <tr> <td>Protected Animal Type (PAT)</td><td>Required</td><td>1 alphabetic character Valid codes are: B=Bird C=Cat D=Dog H=Hamster L=Livestock R=Rabbit S=Snake O=Other</td></tr> <tr> <td>Protected Animal Breed (PAB)</td><td>Optional</td><td>A free text field, up to 30 alphabetic and special characters [only hyphen (-), comma (,) and forward slash (/) allowed].</td></tr> <tr> <td>Protected Animal Color (PAC)</td><td>Optional</td><td>A free text field, up to 20 alphabetic characters [only special characters dash (-) and space are allowed].</td></tr> <tr> <td>Possession of Animal (POA)</td><td>Optional</td><td>1 alphabetic character. Codes are: Y (yes) or N (no).</td></tr> </tbody> </table>	Protected Animal Group – Optional List of Protected Animals			Protected Animal Name (PAN)	Required	3 to 30 alphabetic, numeric and special characters.	Protected Animal Type (PAT)	Required	1 alphabetic character Valid codes are: B=Bird C=Cat D=Dog H=Hamster L=Livestock R=Rabbit S=Snake O=Other	Protected Animal Breed (PAB)	Optional	A free text field, up to 30 alphabetic and special characters [only hyphen (-), comma (,) and forward slash (/) allowed].	Protected Animal Color (PAC)	Optional	A free text field, up to 20 alphabetic characters [only special characters dash (-) and space are allowed].	Possession of Animal (POA)	Optional	1 alphabetic character. Codes are: Y (yes) or N (no).
Protected Animal Group – Optional List of Protected Animals																				
Protected Animal Name (PAN)	Required	3 to 30 alphabetic, numeric and special characters.																		
Protected Animal Type (PAT)	Required	1 alphabetic character Valid codes are: B=Bird C=Cat D=Dog H=Hamster L=Livestock R=Rabbit S=Snake O=Other																		
Protected Animal Breed (PAB)	Optional	A free text field, up to 30 alphabetic and special characters [only hyphen (-), comma (,) and forward slash (/) allowed].																		
Protected Animal Color (PAC)	Optional	A free text field, up to 20 alphabetic characters [only special characters dash (-) and space are allowed].																		
Possession of Animal (POA)	Optional	1 alphabetic character. Codes are: Y (yes) or N (no).																		

Restrained Person Information

This section collects additional information about how to identify the Restrained Person, including other names they may be known by, their physical appearance, and identifying documents. This screen is fairly long and is shown in two parts to make sure the screen prints are legible.

Figure 2-11 – Restrained Person Information

Add New Protective Order


Core Information	Order Details	Restrained Person Information	Protected Person Information	Proof of Service	Other Information
Basic Information					
Last Name		First Name		Middle Name	
RPILN		RPIFN			
Sex		Suffix			
X - Unknown					
Date of Birth		Year of Birth		State of Birth	
(mm/dd/yyyy)		(yyyy)		Choose:	
		1970		Choose:	
Known Aliases					
Delete	Last Name	First	Middle	Suffix	
				Add Multiple Aliases	
				Add Alias	
Address					
Street					
City		State		Zip	
		Choose:			
Physical Features					
Race		Hair Color		Eye Color	
X - Unknown		Choose:		Choose:	
Height		Weight			
(5'07)		(lb)			
Skin Color					
Choose:					
Other Physical Features					
Delete		Type			
				Add Multiple Features	
				Add Feature	

Table 2-3 – Restrained Person Information – Field Meanings

Field	Type	Description
Last Name	Required	Surname of the person being restrained by the order.
First Name	Required	Given name of the person being restrained
Middle Name	Optional	Middle name(s) of the person being restrained.

Sex	Required	Valid values are: M – Male F – Female X – Unknown
Suffix	Optional	Titles or designations following the surname such as “Sr., Jr., III etc.”
Date of Birth	Required	This field is required if the Year of Birth is blank.
Year of Birth	Required	This field is required if the Date of Birth is blank.
State of Birth	Optional	This only includes the 50 states but not the territories
Known Aliases		List of names the Restrained Party has been known as
Last Name	Optional	Surname
First Name	Optional	Given name
Middle Name	Optional	Middle name(s)
Suffix	Optional	Suffix
Add Alias	Triggers a pop-up window to collect additional aliases.	
Add Multiple Aliases	Triggers a pop-up window to collect multiple additional aliases	
Address		There is only one space for an address.
Street	Optional	
City	Optional	
State	Optional	
Zip	Optional	
Physical Features		
Race	Required	There is a long list of possible races. If you are entering a person of indeterminate race or an animal, use “x – unknown”
Hair Color	Optional	
Eye Color	Optional	
Height	Optional	In inches
Weight	Optional	In pounds
Skin Color	Optional	Based on skin pigment rather than race
Add Feature	Triggers a pop up window to collect details about features not already covered.	

Figure 2-12 – Add Feature Pop-up Window



Example of features:
TAT L SHLD, TAT R SHLD, TAT UL ARM, TAT UR ARM, TAT L HND, TAT R HND, SC L CHK
SC R CHK, TAT BACK

Lower part of the screen

**Figure 4-13 – Restrained Person Information
– Part 2**

Basic Identification					
SSN (123456789)	<input type="text"/>	Fingerprint	<input type="text"/>	FBI ID	<input type="text"/>
Driver's License Number	<input type="text"/>	State of Issue	Choose: <input type="text"/>	Expire Date (mm/dd/yyyy)	<input type="text"/>
CII Number	<input type="text"/>				

Other Identification					
Delete	Type	Number	Description	Issue Date	Expire Date
Add Identification					

Caution and Medical Conditions		
<input type="checkbox"/> 00 - Armed and Dangerous	<input type="checkbox"/> 25 - Escape Risk	<input type="checkbox"/> 65 - Epilepsy
<input type="checkbox"/> 01 - Other	<input type="checkbox"/> 30 - Sexually Violent Predator-Contact ORI	<input type="checkbox"/> 70 - Suicidal
<input type="checkbox"/> 05 - Violent Tendencies	<input type="checkbox"/> 40 - International Flight Risk	<input type="checkbox"/> 80 - Medication Required
<input type="checkbox"/> 10 - Martial Arts Expert	<input type="checkbox"/> 50 - Heart Condition	<input type="checkbox"/> 85 - Hemophiliac
<input type="checkbox"/> 15 - Explosives Expertise	<input type="checkbox"/> 55 - Alcoholic	<input type="checkbox"/> 90 - Diabetic
<input type="checkbox"/> 20 - Known to Abuse Drugs	<input type="checkbox"/> 60 - Allergies	

Vehicle Information		
Make	<input type="text"/>	Model
Color	<input type="text"/>	Style
VIN	<input type="text"/>	State of Issue
License Plate	<input type="text"/>	Plate Type
		Year
		Plate Year

[Save as Draft](#)
[Cancel](#)
[Submit Order](#)

**Table 2-4 – Restrained Person Information – Part
2**

Field	Type	Description
Basic Identification		
SSN	Optional	Social Security Number
Fingerprint	Optional	The fingerprint classification of the restrained person.
FBI ID	Optional	1 to 9 alphabetic and/or numeric characters The FBI number of the restrained person.
Driver's License	Optional	
DL State	Optional	

DL Expires	Optional	
Other Identification		<p align="center">Figure 2-13 – Add Identification Pop-up Window</p> <div> <h3>Add Identification</h3> <div> <p>Identification Information</p> <p> Type <input type="text" value="AF - Air Force Serial"/> Number <input type="text"/> Description <input type="text"/> </p> <p> Issue Date <input type="text" value="(mm/dd/yyyy)"/> Expire Date <input type="text" value="(mm/dd/yyyy)"/> Expire Year <input type="text" value="(yyyy)"/> </p> <p align="right"> <input type="button" value="Cancel"/> <input type="button" value="Add Identification"/> </p> </div> </div>
Caution and Medical Conditions		Check those that apply
Vehicle Information		Note there is only space for one vehicle
Make	Optional	
Model	Optional	
Year	Optional	
Color	Optional	
Style	Optional	
VIN	Optional	
State of Issue	Optional	Selected from a drop down list. Does not include territories
License Plate	Optional	
Plate Type	Optional	
Plate Year	Optional	
Actions for page		
Save as Draft		
Cancel		
Submit Order		

Type	Required	Type of ID selected from the drop down box.
Number	Required	ID number (may include letters)
Description	Optional	
Issue Date	Required	Date the ID was issued or effective.
Expiration Date	Required	Date the ID is no longer valid.
Expiration Year	Required	Year the ID expires.

Protected Person Information

This next section describes the Protected Person and provides for additional persons and animals that may be protected under this Order.

Figure 2-14 – Protected Person Information

Add New Protective Order

Core Information
Order Details
Restrained Person Information
Protected Person Information
Proof of Service

Basic Information

Last Name
First Name
Middle Name

Sex
Suffix

Date of Birth
Race

Additional Protected Person(s)

Delete	APN	Name	DOB	Sex	Race	Relationship	Household
<input type="button" value="Delete"/>		<u>DOE, RON</u>	06/01/1983	M	O	F	Y

Table 4-14 – Protected Person Information – Field Meanings

Field	Type	Description
Last Name	Required	Family or surname
First Name	Required	Given name
Middle Name	Optional	Middle name or names if more than one
Sex	Required	Select from drop down box.
Suffix	Optional	Suffix at the end of the name including but not limited to: Jr., III, Sr., MD, and so on.
Date of Birth	Optional	
Race	Optional	Drop down box of races

Action	Description
Add Person	Opens a pop up window to allow another protected person to be added to the list.

Figure 2-15 – Additional Protected Person Pop-up Window




Table 2-4 – Additional Protected Person – Field Meanings		
Field	Type	Description
Last Name	Required	Family or surname
First Name	Required	Given name
Middle Name	Optional	Middle name or names if more than one
Sex	Required	Select from drop down box.
Race	Optional	Select from drop down box.
Suffix	Optional	Suffix at the end of the name including but not limited to: Jr., III, Sr.,
Date of Birth	Optional	
Relationship	Optional	Drop down box of possible relationships.
Household member	Optional	Yes or No if selected
Action		Description
Save Protected Person		
Cancel		

Save As Draft
Cancel
Submit Order
Style

Protected Person Information – Completed

This shows what the Protected Person screen looks like with data filled in and some of the information gathered by pop-up windows added.

Figure 2-16 – Protected Person Information - Completed

Add New Protective Order

Core Information

Order Details

Restrained Person Information

Protected Person Information

Proof of Service

Basic Information

Last Name

MOUSE

First Name

MINNIE

Middle Name

Sex

F - Female

Suffix

Date of Birth

(mm/dd/yyyy)

Race

X - Unknown

Additional Protected Person(s)

Delete	APN	Name	DOB	Sex	Race
Delete		DOG, PLUTO THE		M	X
Delete		DOG, GOOFY THE		M	X

Add Person

Save as Draft

Cancel

Submit Order

Proof of Service

When the process server finishes with delivering the Order to the Restrained Party, proof of that service is entered here.

Figure 2-17 – Proof of Service

Add New Protective Order

Core Information	Order Details	Restrained Person Information	Protected Person Information	Proof of Service	Other Information
Service Person					
Last Name <input type="text" value="LNAME"/>		First Name <input type="text" value="FNAME"/>		Agent ID <input type="text"/>	
Private Person? <input type="radio"/> Yes <input checked="" type="radio"/> No		Agency Name <input type="text"/>		Present in Court <input type="radio"/> No	
Issue Date 04/14/2022					
Service Information					
Serve Date (mm/dd/yyyy) <input type="text" value="04/01/2022"/>		Serve Time (24hh:mm) <input type="text"/>		Agency Case Number <input type="text"/>	
Notes <div style="border: 1px solid black; height: 100px; width: 100%;"></div>					
Delete Proof of Service/Clear All					
<small>(Important Note: If service needs to be deleted, do not delete service information at the same time other fields (Expiration Date for example) are modified. Please submit the service deletion first, and then modify the order to update other fields as needed.)</small>					
				<input type="button" value="Save as Draft"/> <input type="button" value="Cancel"/> <input type="button" value="Submit Order"/>	

Table 2-5 – Proof of Service – Field Meanings

Field	Type	Description
Last Name	Required	Family or surname
First Name	Required	Given name
Agent ID	Optional	
Private Person	Optional	Yes or No
Agency Name	Optional	
Serve Date	Required	Date the service took place
Serve Time	Optional	
Agency Case Number	Optional	
Notes	Optional	
Delete Proof of Service	Optional	<p>Clears all of the fields in the Service Information section.</p> <p>The Submit Order button can then be clicked to submit the deletion to</p>

Action	Description
Save As Draft	Save the order as a draft – can have incomplete information – does not flow through to CARPOS.
Cancel	Exit the screen without saving the input.
Submit Order	Save the order and send it through to CARPOS (submitting counties only)

Error Screen

In the event you neglect to complete a yellow colored field or fill in data that is outside the allowed set of values, a message will display at the top of the screen in pink, as shown in Figure 2-18, describing what went wrong. To fix the error simply move your mouse pointer to the field, click, delete the data causing the error and replace it with the correct data.

Figure 2-18 – Error Messages

Add New Protective Order

- Serve Date cannot be after today's date.

Core InformationOrder DetailsRestrained Person InformationProtected Person InformationProof of Service

Service Person

Last NameTHE GRAYFirst NameGANDALFAgent ID

Private Person? ☒ Yes ☐ NoAgency NamePRIVATE PERSON

Service Information

Serve Date (mm/dd/yyyy)07/15/2011Serve Time (24hh:mm)18:42Agency Case Number

Notes

Save as DraftCancelSubmit Order

Other Information

Validation

There are two fields on Other Information tab for non-gun violence protective order types (Figure 2-19) for the Validator Name and the Date of last Validation.

Figure 2-19 – Validation Information fields

Modify Protective Order

The screenshot shows the 'Modify Protective Order' form with the 'Other Information' tab selected. The 'Validation Information' section contains two fields: 'Validator Name' and 'Date of Last Validation'. Both fields are currently empty. A note below the fields states: '(Note: "Last Validation Date" is computer-generated upon the validation of the record. When "Validator Name" is updated and any place outside the field is clicked, "Last Validation Date" is updated automatically. If "Validator Name" is updated by accident, please use "Cancel" button to cancel the update immediately.)'

CCPOR will automatically enter the current system date for this field when a value is entered into the Validator Name field. Once the user keys in the validator's name the Date of Last Validation will display the current system date as soon as the user tabs or clicks out of the Validator Name field. In the example below (Figure 2-20) the user has entered a validator name of "Joe Johnson". Clicking out of the field generated the date "07/25/2019" in the Date of Last Validation field.

Figure 2-20 – Validation Information fields

Modify Protective Order

The screenshot shows the 'Modify Protective Order' form with the 'Other Information' tab selected. The 'Validation Information' section contains two fields: 'Validator Name' and 'Date of Last Validation'. The 'Validator Name' field now contains the text 'Joe Johnson'. The 'Date of Last Validation' field now displays the date '07/25/2019'. The same note from the previous figure is present below the fields.

Upon clicking the Submit Order button at the bottom right, the data will be saved in CCPOR and sent to CARPOS. The CARPOS Message should then be reviewed to ensure it was accepted by CARPOS.

Notes:

- Once the Submit Order button is clicked, the validation entry cannot be deleted.
- The CARPOS Message will not contain the validation date (VLD). The date visible in CCPOR is generated by the application. A value for VLD is generated by CARPOS when it accepts the transaction.
- If a new validation is being entered by the same person who entered the last validation, then the Validator Name must be modified to trigger a transmission to CARPOS. For example, if in the example above "Joe Johnson" is validating this same order at a later date, they would need to alter the value in

Validator Name field for the transaction to go through (e.g. “J. Johnson” or “Joe A. Johnson”). Please contact the CCPOR Support Team (jccCCPORSupport@jud.ca.gov) if you have any issues when entering data under this scenario.

Validation Information Fields (Optional)

Field	Type	Description
Validator Name	Required (if Validation is entered)	VLN data field code in CARPOS. This is the name of the person certifying the validation. This text box that allows 3 to 30 alphanumeric characters and only the special characters [space, hyphen (-), comma (,), dollar sign (\$), asterisk (*), ampersand (&) and pound sign (#)].
Second Party	Required (if Validator Name is entered)	VLD data field code in CARPOS. CCPOR will automatically enter the current system date for this field when a value is entered into the Validator Name field.

Second Party Check

The Second Party Check functionality adds the ability to log information regarding the second party review of data entries submitted to CARPOS via CCPOR. This log includes the names of the users entering and reviewing the information, date, case number, restrained party’s name and protected party’s name.

Location:

Second Party Check fields are located on the Other Information tab of the Modify Protective Order screen (Figure XX).

Figure 2-21 - Second Party Check fields location

Modify Protective Order

Core Information	Order Details	Restrained Person Information	Protected Person Information	Proof of Service	Other Information
------------------	---------------	-------------------------------	------------------------------	------------------	-------------------

Validation Information

Validator Name

Date of Last Validation

(Note: "Last Validation Date" is computer-generated upon the validation of the record. When "Validator Name" is updated and any place outside the field is clicked, "Last Validation Date" is updated automatically. If "Validator Name" is updated by accident, please use "Cancel" button to cancel the update immediately.)

Second Party Check

Void	Check Date	Case Number	Restrained Party	Protected Party	Comments	Entering Party	Second Party
------	------------	-------------	------------------	-----------------	----------	----------------	--------------

Add Second Party Check

(Note: After a Second Party Check record is saved, the saved record cannot be modified or deleted; if needed, a record can be voided.)

Order Notes

Notes

(Important Note: Text entered into "Notes" field above is not transmitted to DOJ CARPOS. If the information needs to be transmitted to CARPOS, please enter it in "Other Orders" or "Miscellaneous Orders" fields on "Order Details" tab.)

Notes:

- Second Party check data does not get sent to CARPOS/CLETS. It is stored solely within CCPOR.
- An order must have a File Control Number (FCN) for the Second Party check fields to be available.

Adding a Second Party Check entry

To log a second party check, the user will click the "Add Second Party Check" button. This will open an "Add Second Party Check" pop up window (Figure 2-22).

Figure 2-22 – Add Second Party Check pop-up window

Add Second Party Check

Second Party Check Information


Case Number 20067DV00713

Restrained Party PRESTIN, JAMES

Protected Party OWEN, CONNOR

Entering Party

Second Party

Check Date 
(mm/dd/yyyy)

Comments
(maximum 200 characters)

(Note: After a Second Party Check record is saved, the saved record cannot be modified or deleted; if needed, a record can be voided.)

[Cancel](#)

[Save Second Party Check](#)

The Case Number, Restrained Party and Protected Party Names will be auto populated.

Second Party Check Fields

Field	Type	Description
Entering Party	Required	This is a text field where the name/initials of the person who made the original entry is entered. Entering Party must be in Alphanumeric form. Allowed special characters are hyphen (-), dot (.), comma (,) and space. Length may be 2-30 characters.
Second Party	Required	This is a text field where the name/initials of the person who made the review/second check is entered. Second Party must be in Alphanumeric form. Allowed special characters are hyphen (-), dot (.), comma (,) and space. Length may be 2-30 characters.
Check Date	Optional	Date the second check was performed
Comments	Optional	A 200-character text field where any relevant information for the Second party

Note:

- When modifying an order, if the Second Party Check is the only data being entered there is no need to click the Submit Order button.
- Second Party Check information is only viewable to users from the same ORI (Originating Agency Identifier) as the order.

Voiding a Second Party Check

Second Party Checks cannot be deleted. They can, however, be voided.

Figure 2-23 – Void buttons

Modify Protective Order

Core Information

Order Details

Restrained Person Information

Protected Person Information

Proof of Service

Other Information

Validation Information

Validator Name

Date of Last Validation

(Note: "Last Validation Date" is computer-generated upon the validation of the record. When "Validator Name" is updated and any place outside the field is clicked, "Last Validation Date" is updated automatically. If "Validator Name" is updated by accident, please use "Cancel" button to cancel the update immediately.)

Second Party Check

Void	Check Date	Case Number	Restrained Party	Protected Party	Comments	Entering Party	Second Party
Void	06/01/2020	20067DV00713	PRESTIN, JAMES	OWEN, CONNOR	COMMENT	A5552	JUAN AMBRIZ
Void	06/18/2020	20067DV00713	PRESTIN, JAMES	OWEN, CONNOR	COMMENT	JLA	J ADAMS

Add Second Party Check

(Note: After a Second Party Check record is saved, the saved record cannot be modified or deleted; if needed, a record can be voided.)

To void an entry, the Void button (as shown above – Figure 2-23) is clicked. This will strikethrough the existing text, but the text will still be visible.

Once the Void button is clicked, that entry is voided. Once voided that entry cannot be un-voided.

If voiding the Second Party Check is the only data being entered, there is no need to click the Submit Order button. As shown below (Figure 2-24), the User ID that voided the message and the date/time of the void are displayed under the Void column.

Figure 2-24 – View of cancelled record

View Protective Order

Core Information

Order Details

Restrained Person Information

Protected Person Information

Proof of Service

Other Information

Validation Information

Validator Name

Date of Last Validation

Second Party Check

Void	Check Date	Case Number	Restrained Party	Protected Party	Comments	Entering Party	Second Party
Voided By: jambriz on 06/18/2020 21:54	06/01/2020	20067DV00713	PRESTIN, JAMES	OWEN, CONNOR	COMMENT	A5552	JUAN AMBRIZ
	06/18/2020	20067DV00713	PRESTIN, JAMES	OWEN, CONNOR	COMMENT	JLA	J ADAMS

Order Notes

Notes

Voided Second Party Check Comment

After Voiding a Second Party Check, a comment can be added to indicate a reason as to why the Second Party Check is being voided.

To add a comment, click the link reading “Add Reason for Void” which will produce a pop-up window for the

user to enter and save the reason for the void.

Figure 2-25 – Reason for Void

Modify Protective Order

Core Information | Order Details | Restrained Person Information | Protected Person Information | Proof of Service | Other Information

Validation Information
Validator Name Date of Last Validation
(Note: "Last Validation Date" is computer-generated upon the validation of the record. When "Validator Name" is updated and any place outside the field is clicked, "Last Validation Date" is updated automatically. If "Validator Name" is updated by accident, please use "Cancel" button to cancel the update immediately.)

Second Party Check

Void	Check Date	Case Number	Restrained Party	Protected Party	Comments	Entering Party	Second Party
Voided By: jambriz on 01/13/2021 16:50 Add Reason for Void	01/13/2021	DV210005	TRAVIS, WENDY	BERIA, ZACHARY		JLA	A5552

[Add Second Party Check](#)

Add Reason for Void
Reason for Void (maximum 100 characters)

[Cancel](#) [Save Reason](#)

[Cancel](#) [Submit Order](#)

The text entered in the “Reason for Void” will be displayed directly under the voided date and time stamp.

Second Party Check

Void	Check Date	Case Number	Restrained Party	Protected Party	Comments	Entering Party	Second Party
Voided By: jambriz on 01/13/2021 16:50 Reason: ENTERED IN ERROR.	01/13/2021	DV210005	TRAVIS, WENDY	BERIA, ZACHARY		JLA	A5552

[Add Second Party Check](#)

(Note: After a Second Party Check record is saved, the saved record cannot be modified or deleted; if needed, a record can be voided. If the Second Party Check record is the only change, then no need to click "Submit Order" button to save the change.)

Search Results:

After a Second Party Check has been added to a case, the View Second Party Check action will appear in Search Results (Figure 2-25).

Figure 2-25– Search Results – View 2nd Party Check action

Search Results

Case Number	Form	Issue Date	County	Restrained/Respondent	Restrained/Respondent DOB	Protected/Petitioner	Status	Sealed?	Actions
20067DV00713	DV-110	06/14/2020	Santa Clara	PRESTIN, JAMES	02/01/1985	OWEN, CONNOR NMN	Active	N	Modify Cancel Delete Add Image View 2nd Party Check

Clicking this action will open the Second Party Checks pop-up window (Figure 2-26).

Figure 2-26 – View Second Party Check pop-up window

View Second Party Check

Second Party Check Information

Void	Check Date	Case Number	Restrained Party	Protected Party	Comments	Entering Party	Second Party
Voided By: jambriz on 06/18/2020 21:54	06/01/2020	20067DV00713	PRESTIN, JAMES	OWEN, CONNOR	COMMENT	A5552	JUAN AMBRIZ
	06/18/2020	20067DV00713	PRESTIN, JAMES	OWEN, CONNOR	COMMENT	JLA	J ADAMS

Done

Notes

The final tab when either adding a new protective order or modifying an existing protective order is the Other Information tab.

On this tab there is one field, a text field labeled **Notes**.

Figure 2-27 – Notes

Core Information
Order Details
Restrained Person Information
Protected Person Information
Proof of Service
Other Information

Order Notes

Notes

Cancel Submit Order

Information entered into this field **does not** get transferred to CARPOS. This text resides solely within CCPOR. If the information needs to be transmitted to CARPOS, it should be entered in either the Other Orders or Miscellaneous fields under the Order Details tab.

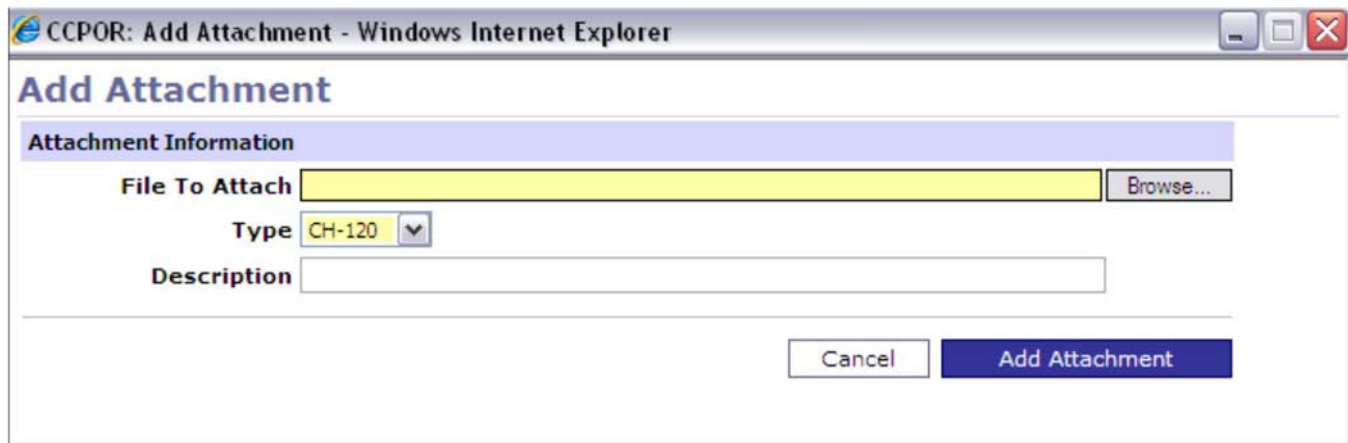
Draft Order

The **Draft Order** allows users to save a partially entered R&PO in CCPOR database in **DRAFT** status. CCPOR users may retrieve the orders in **DRAFT** status, enter the rest of the order information, and submit to CCPOR to add the order in **ACTIVE** status. Optionally, the order information is sent to

CARPOS. A draft order in CCPOR database can only be saved, retrieved for completion, and submitted by authorized users for their jurisdiction. To draft an order:

1. From the CCPOR main screen, click **Add Order** from the **CCPOR Actions** bar. The order screen will display (see figure 2-29).
2. Click the **Add Attachment** button to locate the order image. The CCPOR **Add Attachment** pop-up window will display as shown in figure 2-28 (see Appendix B - Order Scans for Attachments and Quick Attach, for details).

Figure 2-28 – Add Attachment Pop-up Window



CCPOR: Add Attachment - Windows Internet Explorer

Add Attachment

Attachment Information

File To Attach

Type CH-120

Description

3. Click the **Browse** button and select from the drive and folder where the order is located.
4. Click the down-arrow next to **Type** field and select the order type.
5. Click the **Add Attachment** button from the CCPOR Add Attachment pop-up window. The system will return back to the Add New Protective Order screen. The order details will display in the **Image Attachments**.
6. Enter order information on the tabs.
7. To save order as DRAFT, click **Save as Draft** button. This will change the Order Status to **DRAFT** and only saves the order information in the CCPOR database.

Complete Draft Order

The **Complete Order** allows the user to complete and submit the order at a later time. Upon completing and submitting the order, the order information is saved in CCPOR database in ACTIVE status and the order will be sent to CARPOS (optional). To complete draft order:

1. From the CCPOR main screen, click **Search Orders** from the **CCPOR Actions** bar. The **Search Orders** screen will display as shown in figure 2-29.

Figure 2-29 – Search Orders Screen with CARPOS Access

(same screen as without CARPOS access the difference being “CARPOS Messages” in the Action list)

California Courts Protective Order Registry

CCPOR Actions

- Add Quick Attach
- Search Quick Attach
- Add Order
- Search Orders
- CARPOS Messages
- Logout

Search Orders

Case Information

Order Form:

Case Number:

FCN:

County Code:

Issue Date (mm/dd/yyyy):

Agency:

Order Status:

Expire Date (mm/dd/yyyy):

Order Type:

Restrained Person Information

Last Name: First Name: Date of Birth (mm/dd/yyyy):

Protected Person Information

Last Name: First Name: Date of Birth (mm/dd/yyyy):

Search Results

Case Number	Form	Issue Date	District	Restrained Person	Restrained DOB	Protected Person	Status	Sealed?	Actions
No Results Found									

2. Select a form type from the **Order Form** drop-down menu.
3. Select **DRAFT** from the **Order Status** drop-down menu.
4. Click the **Search CCPOR** button. The system displays the **Search Results** for all **DRAFT** orders of the selected form type for that jurisdiction (see figure 2-30).

Figure 2-30 – Search Orders Results Screen (with CARPOS Access)

Search Orders

Case Information

Order Form: County Code: Order Status:

Case Number: Issue Date (mm/dd/yyyy): Expire Date (mm/dd/yyyy):

FCN: Agency: Order Type:

Restrained Person Information

Last Name: First Name: Date of Birth (mm/dd/yyyy):

Protected Person Information

Last Name: First Name: Date of Birth (mm/dd/yyyy):

Search Results

Case Number	Form	Issue Date	District	Restrained Person	Restrained DOB	Protected Person	Status	Sealed?	Actions
05052010-001	CH-102	05/05/2010	Santa Clara	HOBBS, CALVIN	1990	HOBBS, TIGER	Cancelled	N	Clone
05052010-001	DV-130	11/10/2010	Santa Clara	HOBBS, CALVIN	1990	HOBBS, TIGER	Active	N	Modify Cancel Add Image
20100506-043000075	EA-130	05/05/2010	Santa Clara	HOBBS, THOMAS	1957	SHAKESPEARE, WILLIAM	Active	Y	Modify Cancel Add Image

5. To view details of an order, click on the link in the **Case Number** column. The order details will display.
6. From the search results window, the user can take various actions on the order, including:
 - a. View details of an order;
 - b. Modify an order;
 - c. Cancel an order;
 - d. Service; and
 - e. Attach the document image to an order.

Note: Data entry is restricted to the user's respective jurisdiction for all actions except viewing details of an order.

7. For easy CCPOR data entry, it is recommended that the order image and entry screen be displayed side-by-side. To display side-by-side, rearrange the order image window and CCPOR main screen vertical to each other (see figure 2-31).

Figure 2-31 – Search Results Screen



8. View the data information from the order image to enter the values in the CCPOR main entry screen.
9. Select the order for modification by clicking **Modify** from the **Actions** column. The Modify Protective Order screen will display (see figure 2-32).

Figure 2-32 – Modify Order Screen (with CARPOS access)



California Courts Protective Order Registry

CCPOR Actions
[Add Quick Attach](#)
[Search Quick Attach](#)
[Add Order](#)
[Search Orders](#)
[CARPOS Messages](#)
[Logout](#)

Modify Protective Order

Core Information

Order Details

Restrained Person Information

Protected Person Information

Proof of Service

Case Information

Order Form DV-130

Court ID 43100

Order Status ACTIVE

Case Number 110CH123666

Issue Date
(mm/dd/yyyy) 11/03/2010

Expire Date
(mm/dd/yyyy) 11/03/2011
☐ never expires

Agency CA0430000

Order Type OAH

Restrained Person Information

Last Name MOUSE

First Name MICKEY

Middle Name

Sex M - Male

Suffix

Date of Birth
(mm/dd/yyyy)

Year of Birth
(yyyy) 1928

Protected Person Information

Last Name MOUSE

First Name MINNIE

Middle Name

Sex F - Female

Suffix

Date of Birth
(mm/dd/yyyy)

Image Attachments

Delete	Form	Date Attached	Document Name	Description
Delete	DV-110	11/04/2010	110CH123456_DV110_20100420004413.pdf	NEW ORDER

[Add Attachment](#)

Cancel
Submit Order

10. Modify the data fields.
11. Click the **Submit Order** button to add the order information with the image in the CCPOR database.

12. If the order information is sent to CARPOS (optional), then a user authorized to see CLETS acknowledgment messages, reviews the CLETS message to validate the order information. See the section on [View CARPOS Messages](#) for details.

Modify Order

The **Modify Order** allows a user to modify an existing R&PO order into the CCPOR database and send modification information to CARPOS (optional).

- Data entry is restricted to users with a valid authorization role to modify order for their jurisdiction.
- Only a user with a “full functionality with sealed” role can modify sealed orders.
- If the order information is sent to CARPOS (optional), the order can only be modified if it is not locked for **Edit**. To modify an order:

1. From the CCPOR main screen, click **Search Orders** from the **CCPOR Actions** bar.
2. Enter the search parameters and click the **Search CCPOR** button.
3. From the **Search Results** window, select the order for modification by clicking **Modify** from the **Actions** column. The Modify Protective Order screen will display (see figure 2-33).

Figure 2-33 – Modify Order Screen (with CARPOS access)

California Courts Protective Order Registry

CCPOR Actions

- Add Quick Attach
- Search Quick Attach
- Add Order
- Search Orders
- CARPOS Messages
- Logout

Modify Protective Order

Core Information | Order Details | Restrained Person Information | Protected Person Information | Proof of Service

Case Information

Order Form: DV-130 | Court ID: 43100 | Order Status: **ACTIVE**

Case Number: 110CH123666 | Issue Date: 11/03/2010 | Expire Date: 11/03/2011 (never expires)

Agency: CA0430000 | Order Type: OAH

Restrained Person Information

Last Name: MOUSE | First Name: MICKEY | Middle Name:

Sex: M - Male | Suffix:

Date of Birth: - OR - 1928 | Year of Birth:

Protected Person Information

Last Name: MOUSE | First Name: MINNIE | Middle Name:

Sex: F - Female | Suffix:

Date of Birth:

Image Attachments

Delete	Form	Date Attached	Document Name	Description
Delete	DV-110	11/04/2010	110CH123456 DV110 20100420004413.pdf	NEW ORDER

[Add Attachment](#)

[Cancel](#) [Submit Order](#)

4. Modify the data fields.
5. Click the **Submit Order** button. The modifications are saved in the CCPOR database.

6. If the order information is sent to CARPOS (optional), then a user authorized to see CLETS acknowledgment messages, reviews the CLETS message to validate the order information. See the section on [View CARPOS Messages](#) for details.



On an “ACTIVE” order up to nine fields can be modified each time.

Clone Order

The **Clone Order** allows a user to make a copy of an existing R&PO order in the CCPOR database and send the information to CARPOS (optional).

- Order to be cloned must be Expired or Cancelled in order to prevent a duplicate error from CARPOS. (See Appendix C – CARPOS Duplicate Matching Criteria for details)
- The Modify Order restrictions described above apply to Clone Order also.
- All fields except for Issue Date, Expire Date, and Present in Court will be preset with the values from the order being cloned. Preset fields may also be edited.

To clone an order:

1. From the CCPOR main screen, click **Search Orders** from the **CCPOR Actions** bar.
2. Enter the search parameters and click the **Search CCPOR** button.
3. From the **Search Results** window, select the order for modification by clicking **Clone** from the **Actions** column. The Add New Protective Order screen will display with fields preset from the original order.
4. Enter dates, select Present in Court value, and modify any other data fields as necessary based on the order.
5. Click the **Submit Order** button. The order is saved in the CCPOR database.
6. If the order information is sent to CARPOS (optional), then a user authorized to see CLETS acknowledgment messages, reviews the CLETS message to validate the order information. See the section on [View CARPOS Messages](#) for details.

Service Order

The **Service Order** allows a user to add a **Proof of Service (POS)** for an existing R&PO order into the CCPOR database. In a service order, the data entry is restricted to users with a valid authorization role to service an order for their jurisdiction.

To service an order:

1. From the CCPOR main screen, click **Search Orders** from the **CCPOR Actions** bar.
2. Enter the search parameters and click the **Search CCPOR** button.
3. From the **Search Results** window select the order to modify.
4. From the **Search Results** window, select the order for modification by clicking **Modify** from the **Actions** column. The Modify Protective Order screen will display (see figure 2-34).

Figure 2-34 – Modify Order Screen (with CARPOS access)

California Courts Protective Order Registry

CCPOR Actions

- Add Quick Attach
- Search Quick Attach
- Add Order
- Search Orders
- CARPOS Messages
- Logout

Modify Protective Order

Core Information | Order Details | Restrained Person Information | Protected Person Information | Proof of Service

Case Information

Order Form: DV-130 | Court ID: 43100 | Order Status: **ACTIVE**

Case Number: 110CH123666 | Issue Date: 11/03/2010 | Expire Date: 11/03/2011 (never expires)

Agency: CA0430000 | Order Type: OAH

Restrained Person Information

Last Name: MOUSE | First Name: MICKEY | Middle Name:

Sex: M - Male | Suffix:

Date of Birth: - OR - 1928 | Year of Birth:

Protected Person Information

Last Name: MOUSE | First Name: MINNIE | Middle Name:

Sex: F - Female | Suffix:

Date of Birth:

Image Attachments

Delete	Form	Date Attached	Document Name	Description
Delete	DV-110	11/04/2010	110CH123456 DV110 20100420004413.pdf	NEW ORDER

[Add Attachment](#)

[Cancel](#) [Submit Order](#)

5. Click the **Proof of Service** tab and enter the service order information (see figure 2-35).
6. Click the **Submit Order** button. The service order information is added in the CCPOR database.
7. If the order information is sent to CARPOS (optional), then a user authorized to see CLETS acknowledgment messages, reviews the CLETS message to validate the order information. See the section on

[View CARPOS Messages](#) for details.

Figure 2-35 – Service An Order

The screenshot shows the 'California Courts Protective Order Registry' interface. On the left is a sidebar with a blue header 'COUNCIL OF CALIFORNIA JUDGES' and a logo. Below the header are links: 'CCPOR Actions', 'Add Quick Attach', 'Search Quick Attach', 'Add Order', 'Search Orders', 'CARPOS Messages', and 'Logout'. The main content area is titled 'Modify Protective Order' and has five tabs: 'Core Information' (selected), 'Order Details', 'Restrained Person Information', 'Protected Person Information', and 'Proof of Service'. The 'Core Information' tab contains two sections: 'Service Person' and 'Service Information'. The 'Service Person' section has fields for 'Last Name', 'First Name', 'Agent ID', 'Private Person?' (radio buttons for Yes/No), and 'Agency'. The 'Service Information' section has fields for 'Serve Date (mm/dd/yyyy)', 'Serve Time (24hh:mm)', and 'Agency Case Number'. Below these is a large 'Notes' text area. At the bottom right are 'Cancel' and 'Submit Order' buttons.



The originating proof of service is to be used if entering details in CCPOR. The user cannot use POS from CLETS to enter information into CCPOR.

Cancel Order

The **Cancel Order** allows a user to cancel R&PO order in CCPOR database. The orders can be cancelled for various reasons such as the order is terminated by the court, it was entered by error or the restrained person is deceased.

- The order can only be cancelled by a valid authorized user for their jurisdiction.
- Only a user with a “full functionality with sealed” role can cancel **Sealed** orders.

To cancel an order:

1. From the CCPOR main screen, click **Search Orders** from the **CCPOR Actions** bar.
2. Enter the search parameters and click the **Search CCPOR** button.
3. From the **Search Results** window select the order to cancel by clicking **Cancel** from the **Actions** column. The Cancel Order pop-up window will display (see figure 2-36)

Figure 2-36 – Cancel an order Pop-up Window

Cancel Order		
Case Information		
Case Number	110133030AB	Issue Date 04/26/2010
Order Form	DV-130	Order Status Active
Restrained Person Information		
Last Name	RAY	First Name SUN
		Middle Name
Cancellation		
Reason	Date	
A - Court Terminated	(mm/dd/yyyy) 08/01/2010	
		Cancel Cancel Order

4. Select **Reason** for cancellation and cancellation **Date**.
5. Click the **Cancel Order** button.
6. If the order information is sent to CARPOS (optional), then a user authorized to see CLETS acknowledgment messages, reviews the CLETS message to validate the order information. See the section on [View CARPOS Messages](#) for details.

View CARPOS Messages

The view **CARPOS Messages** allows the user to see all the messages/responses received from DOJ system and take appropriate action based on the responses received from DOJ. The user must have a valid user role and CLETS certified users authorized to view CARPOS acknowledgment messages.

To view CARPOS messages:

1. From the CCPOR main screen, click **CARPOS Messages** from the **CCPOR Actions** bar. The CARPOS messages window will display (see figure 2-37).

Figure 2-37 – CARPOS Messages Screen

California Courts Protective Order Registry

CARPOS Messages

Case Information

Order Form: - Any -
Case Number:
FCN:
Message Types: ALL
Issue Date (mm/dd/yyyy):
Agency: CA0430000
Unread Only: Yes
Order Status: - Any -
Expire Date (mm/dd/yyyy):
Order Type: - Any -

Restrained Person Information

Last Name: First Name: Date of Birth (mm/dd/yyyy):

Protected Person Information

Last Name: First Name: Date of Birth (mm/dd/yyyy):

Cancel Search

Search Results

Case Number	Form	Issue Date	Expire Date	Restrained Person	Restrained DOB	Status	Request Date	Message	View Date
No Results Found									

2. Enter the search parameters and click the **Search** button. The CCPOR system searches orders in CCPOR database, based on the search criteria (see figure 2-38). Note: To view messages that have been viewed previously, set Unread Only to No.

Figure 2-38 – CARPOS Messages Search Results Screen

California Courts Protective Order Registry

CARPOS Messages

Case Information

Order Form: - Any -
Case Number:
FCN:
Message Types: ALL
Issue Date (mm/dd/yyyy):
Agency: CA0430000
Unread Only: Yes
Order Status: A - ACTIVE
Expire Date (mm/dd/yyyy):
Order Type: - Any -

Restrained Person Information

Last Name: First Name: Date of Birth (mm/dd/yyyy):

Protected Person Information

Last Name: First Name: Date of Birth (mm/dd/yyyy):

[Cancel](#) [Search](#)

Search Results

Page: 1 of 3, Results: 1 - 25 of 61

Case Number	Form	Issue Date	Expire Date	Restrained Person	Restrained DOB	Status	Request Date	Message	View Date
MICH042610	CH-102	04/14/2010		KRUGER, FREDDY	1961	Active	2010-08-19 14:23:58.837	RESPONSE RECEIVED	
B08202010-0000	DV-109	08/02/2010	08/01/2013	GREEN, ERIC	1970	Active	2010-08-20 10:55:56.919	RESPONSE RECEIVED	
FLO9001JC	DV-110	01/13/2009	02/22/2011	JONES, A	01/02/1963	Active	2010-08-27 03:05:19.932	RESPONSE RECEIVED	

- To view the CARPOS message of the order, click on the link in the **Message** column.

DOJ Message Labels

- DUPLICATE** – indicates that the DOJ found a duplicate order in the CARPOS system (See Appendix C – CARPOS Duplicate Matching Criteria for details)
- RESPONSE RECEIVED** – indicates that the DOJ has responded to the order submission (it may have rejected the message, so the message needs to be read)
- ERROR** – indicates there was a problem with the format of the message so CCPOR unable to send it to the DOJ.
- Pending Confirmation** – indicates that the message has been sent to the DOJ and CCPOR is waiting for a response
- Preparing to Send** – indicates that the user has submitted the order into CCPOR, and it's in the process of sending it to the DOJ
- Error Sending to DOJ** – there was a problem sending the message to the DOJ. This is a system error JCC resolution.

- The system displays the **View Message** pop-up window with details of the message. The message

is information only, and the user may close or print the message. See figure 2-39 and 2-40 of sample messages received from DOJ.

5. Click the **Print** button to print the CARPOS message. The user other than who entered the order details should validate the CARPOS acknowledgement message.
6. Click the **Done** button to close the **View Message** pop-up window.



The user is encouraged to save the scanned image outside of the CCPOR database in the event the CCPOR application is unavailable.

Figure 2-39 – View Message Pop-Up Window – Example 1

View Message

Message

Type RESPONSE_RECEIVED

ECCP.018477.
 Msg - 08302010194045001, Date - 08/30/2010, Time - 12:40:45
 UB
 8BYX CARPOS ENTRY
 FCN/5151024200004
 ORI/CA0430000
 OCA/08302010A-1

 ** THIS TEMPORARY CIVIL HARASSMENT ORDER HAS NOT BEEN SERVED
 **

Print **Done**

Figure 2-40 – View Message Pop-Up Window – Example 2

View Message

Message

Type RESPONSE_RECEIVED

ECCP.018329.
 Msg - 08202010180207184, Date - 08/20/2010, Time - 11:02:07
 UB
 8CYX CARPOS MODIFY
 FCN/5151023200002 NAM/GREEN,ERIC
 SKN/
 CMC/25
 CMC/50

Print **Done**

Module 3 – Getting Assistance

The method used to obtain assistance with CCPOR is depends on the type of access provided. Court staff that will be involved in user profile setup, managing report requirements and are authorized to report CCPOR requests are trained in local help desk procedures.

Read only users, including Tribal Courts, State of California agencies and others authorized to access the CCPOR application are to contact the CCPOR application staff for assistance.

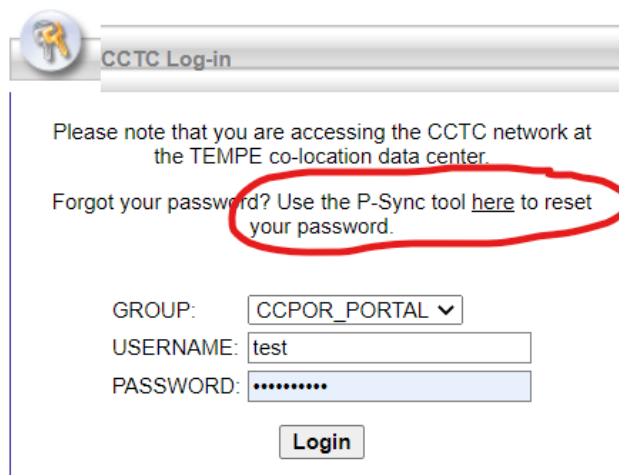
Self Help

Password Management tool

The #1 problem experienced users is the **password reset** that is needed when a user forgets his or her password, or the password expires. Most of these can be addressed by a web application **P-Synch** which allows users to reset their own password. This Password Management tool allows users to login via pre-configured Security Questions, so you should log-in and set up Security Questions so this is available to you when needed.

The CCPOR Login pages (figure 3-1) contain a link to the P-Sync application.

Figure 3-1 – Password Reset Tool



The screenshot shows a web interface titled "CCTC Log-in" with a key icon. It contains a message about the CCTC network location and a link to the P-Sync tool for password resets. Below this are login fields for GROUP, USERNAME, and PASSWORD, and a Login button.

CCTC Log-in

Please note that you are accessing the CCTC network at the TEMPE co-location data center.

Forgot your password? Use the P-Sync tool [here](#) to reset your password.

GROUP:

USERNAME:

PASSWORD:

Login

Local Helpdesk Help

The local helpdesk training is for court staff that will be involved in court and user profile setup, manage reporting requirements and are authorized to report CCPOR requests.

Court and User Profile Submission

The court and user profile submission includes the request for managing a user setup; add a new user, change or disable a user at the:

California Courts Technology Center (CCTC)/Shared Services – the JCC data center;
CCPOR database for authentication and authorization.

To request to add, change, or disable a user:

1. Complete the JCC CCPOR User template (contact CCPOR Support to receive a Template if you do not have one)
2. Contact CCTC Service Desk to submit the completed template. See JCC CCTC Service Desk section.
3. The JCC assigned contact will contact the court to close the request upon completion.

JCC CCPOR Support

This section outlines process and procedures for court users authorized to report CCPOR requests, issues and errors handling to the JCC CCPOR support team. An authorized user is an individual that has been set up at the CCTC with authority to log a CCPOR issue or request. An authorized user is also the main point of contact for other court staff that may have an issue or request related to CCPOR.

Support hours

The CCPOR support team is available Monday through Friday, 9:00 a.m. to 5:00 p.m., (PST) excluding court holidays.

E-mail: Email your request or issue to jccCCPORsupport@jud.ca.gov

Module 4 – Gun Violence Restraining Order (GVRO) Training

Entry Field Rules

All yellow tab fields are mandatory to submit an order and require a user to enter information. The application will validate minimum data entry for all mandatory fields on the order form and indicate which fields require data entry. The user will be prompted to complete missing fields before next action is taken.

Basic order information fields entered in the core information tab are automatically populated in the remaining tabs as the user navigates to the next tab.

1. Click **Add Attachment** button to locate an order image. The CCPOR **Add Attachment** pop-up window will display (see figure 4-1)) (see Appendix B - Order Scans for Attachments and Quick Attach, for details).
2. Click the **Browse** button and select from the drive and folder where the order is located.
3. Click the down-arrow next to **Type** field and select the order type.
4. Click the **Add Attachment** button from the CCPOR Add Attachment pop-up window. The system will return back to the Add New Protective Order screen. The order details will display in the **Image Attachments**.
5. Enter order information on the tabs.
6. Click the **Submit Order** button to add order information with the image in the CCPOR database. Before the CCPOR system saves the order information in the database, it performs validation to search the CCPOR database for duplication using the following parameters:
 - a. Order Form
 - b. Case Number
 - c. GVRO Respondent Information First, Last Name and Middle Name Initial, DOB
 - d. GVRO Petitioner Information First, Last Name and Middle Name Initial
7. If the order is sent to DOJ/CARPOS (optional) then the order is “Locked” until an acknowledgement message is received from DOJ. A user authorized to see CLETS acknowledgment messages, reviews the CLETS message to validate the order information. See the section on [View CARPOS Messages](#) for details.

Add Order

The **Add Order** allows a user to add a new GVRO order into CCPOR database. In an add order, data entry is restricted to authorized user roles for their jurisdiction. To add a new order click **Add Order** from the **CCPOR Actions** bar. The order screen will display as shown in figure 4-1.

Figure 4-1 – Add New Gun Violence Restraining Order Screen

Add New Protective Order

Core Information	Order Details	GVRO Respondent Information	GVRO Petitioner Information	Proof of Service	Other Information
Case Information					
Order Form	GV-110	Court ID	43100	Order Status	DRAFT
Case Number	SCL04112016-0001	Issue Date (mm/dd/yyyy)	04/11/2016	Expire Date (mm/dd/yyyy)	04/10/2019
		Agency	CA0430000-Santa Clara County	<input type="checkbox"/> never expires	
				<input type="checkbox"/> Do not submit to DOJ	
GVRO Respondent Information					
Last Name	Mouse	First Name	Mickey	Middle Name	
Sex	M - Male	Suffix			
Date of Birth (mm/dd/yyyy)		- OR -	1928	Year of Birth (yyyy)	
GVRO Petitioner Information					
Last Name	Mouse	First Name	Minnie	Middle Name	
Sex	F - Female	Suffix			
Date of Birth (mm/dd/yyyy)		Relationship to Respondent	Choose:	Enforcement Agency	
Image Attachments					
Delete	Form	Date Attached	Document Name	Description	
Delete	GV-110	04/11/2016	SCL04112016-0001_GV-110_20160411144900.pdf	SANTA CLARA GVO-110	
Add Attachment					
<div>Save as Draft</div> <div>Cancel</div> <div>Submit Order</div>					

Screen Tabs

The CCPOR main screen contains an order entry screen with five tabs, four of which are related to the add/draft use case. Tabs include:

Core Information	Basic information regarding a protective order, including attachments associated with the protective order. This screen contains all basic fields required to successfully create a draft order.
Order Details	Detailed information regarding conditions of the protective order, such as stay away mandates, custody rulings, and additional required details.
GVRO Respondent Information	Detailed information about the individual being restrained.
GVRO Petitioner Information	Contains detailed information about the individual(s) who are being protected.
Proof of Service (POS)	Information about the proof of service on an order.

Core Information

The *Core Information* are data fields that appear on all of the Gun Violence Protective Order types. The required fields are shown in yellow and you cannot move on or save the order without the required fields being filled in with valid values.

Figure 4-2 – Core Information

Add New Protective Order

Core Information

Order Details

GVRO Respondent Information

GVRO Petitioner Information

Proof of Service

Other Information

Case Information

Order Form

GV-110

Court ID

43100

Order Status

DRAFT

Case Number

Issue Date

(mm/dd/yyyy)

Expire Date

(mm/dd/yyyy)

never expires

Agency

CA0430000-Santa Clara County

Do not submit to DOJ

GVRO Respondent Information

Last Name

First Name

Middle Name

Sex

Choose:

Suffix

Date of Birth

(mm/dd/yyyy)

- OR -

Year of Birth

(yyyy)

GVRO Petitioner Information

Last Name

First Name

Middle Name

Sex

Choose:

Suffix

Date of Birth

(mm/dd/yyyy)

Relationship to Respondent

Choose:

Enforcement Agency

Image Attachments

Delete	Form	Date Attached	Document Name	Description
Add Attachment				

Save as Draft

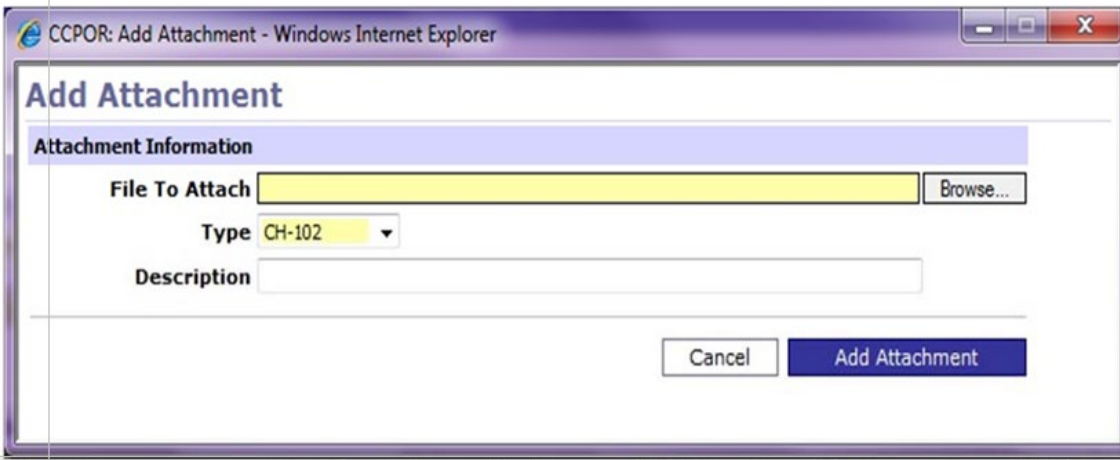
Cancel

Submit Order

Table 4-1 – Core Information – Field Definitions

Field	Type	Description
Order Form	Required	This is the court form number and will already be filled in if you came into this from Quick Attach or are modifying an existing form.
Court ID	Required	This is the ID number of the court issuing the order.
Order Status	Generated	<p>New orders start as Draft and may become Active if you press Submit Order or go away if you press Cancel. You can stop and continue later by pressing Save as Draft.</p> <p>A – ACTIVE: The order is in CCPOR database and submitted to DOJ CARPOS if submit flag set to “yes”</p> <p>C – CANCELLED: The orders that have been cancelled for various reasons e.g. terminated by the court, entered by error or the restrained person is deceased.</p> <p>D – DRAFT: A partially entered order only in CCPOR database.</p>

		E – EXPIRED: An order that has been expired J – JUST EXPIRED: Orders expired less than 30 days ago. Just Expired orders can still be edited. Expired orders cannot.
Case Number	Required	This is the case number assigned by the court and will already be filled in if you came into this from Quick Attach or are modifying an existing form.
Issue Date	Required	This is the date the order was issued. <i>This date cannot be in the future.</i>
Expire Date	Required	This is the date when the order expires. <i>This date needs to be after the Issue date and not the same date.</i>
Agency	Required	Court or law enforcement agency issuing the order.
GVRO Respondent Information		
Last Name	Required	Surname of the person being restrained by the order.
First Name	Required	Given name of the person being restrained
Middle Name	Optional	Middle name(s) of the person being restrained.
Sex	Required	Valid values are: M – Male F – Female X – Unknown
Suffix	Optional	Titles or designations following the surname such as “Sr., Jr., III etc.”
Date of Birth	Required	This field is required if the Year of Birth is blank.
Year of Birth	Required	This field is required if the Date of Birth is blank.
GVRO Petitioner Information		
Last Name	Required	Surname of the person being restrained by the order.
First Name	Required	Given name of the person being restrained
Middle Name	Optional	Middle name(s) of the person being restrained.
Sex	Required	Valid values are: M – Male F – Female X – Unknown
Suffix	Optional	Titles or designations following the surname such as “Sr., Jr., III etc.”
Date of Birth	Required	This field is required if the Year of Birth is blank.
Relationship to Respondent	Required	Valid values are: Family Member Law Enforcement
Enforcement Agency	Required	This field is required if the value to Relationship-to-Respondent is set to Law Enforcement .
Image Attachments		List of attached images

Add Attachment	<p>Used to add attachment(s) to the order. Any number of attachments can be added.</p> <p>Figure 4-3 – Add Attachment Pop-up Window</p> 
Save as Draft	This allows you to save the order and come back later to finish it. You will have to enter valid of the yellow fields in order to save. If the missing data happens to be a required (yellow) field, put something in the field you will remember to change so it will pass the edit and be saved for later.
Cancel	Does not save anything and exits the screen.
Submit Order	<p>Click the Submit Order button to add order information with the image in the CCPOR database. Before the CCPOR system saves the order information in the database, it performs validation to search the CCPOR database for duplication using the following parameters:</p> <ul style="list-style-type: none"> o Order Form o Case Number o Restrained Person First, Last Name and Middle Name Initial, DOB o Protected Person First, Last Name and Middle Name Initial o Issue Date

Order Details

The next tab, Order Details, allows you to fill in some of the details about the order such as terms and conditions. This is mostly about what the Restricted Person is and is not allowed to **do** rather than about identifying the Restricted Person, which is completed on a different tab.

Figure 4-4 – Order Details

Add New Protective Order

The screenshot shows the 'Add New Protective Order' form with the 'Order Details' tab selected. The form is organized into several sections:

- Case Information:** This section contains various fields for identifying the order. It includes 'Order Form' (GV-110), 'Court ID' (43100), 'Order Status' (DRAFT), 'Case Number' (SCL04112016-0001), 'Issue Date' (04/11/2016), 'Expire Date' (04/10/2019), 'Present in Court' (No), 'Sealed' (No), and 'Confidential' (No). It also displays 'Issuing State' (CA - California), 'Issuing Tribe' (Choose:), 'Issuing Territory' (Choose:), and 'Originating Agency Case Number' (SCL04112016-0001). Metadata at the bottom of this section indicates it was 'Created by CGEE on 04/11/2016 14:58' and 'Last Edited by CGEE on 04/11/2016 14:58'.
- Order Conditions:** This section features a large text area labeled 'Other Orders' for specifying conditions.
- Miscellaneous Orders:** This section features a large text area labeled 'Miscellaneous Orders' for additional details.
- Buttons:** At the bottom right, there are three buttons: 'Save as Draft', 'Cancel', and 'Submit Order'.

Figure 4-5 – Order Details – Field Meanings

Field	Type	Description
Order Form	Required	This is the court form number and will already be filled in from the first tab.
Court ID	Required	This is the ID number of the court issuing the order.
Order Status	Generated	This will be Draft until the order is submitted.
Case Number	Required	This is the case number assigned by the court and will already be filled in if you came into this from Quick Attach or are modifying an existing form.
Issue Date	Required	This is the date the order was issued. <i>This date cannot be past today.</i>
Expire Date	Required	This is the date when the order expires. <i>This date needs to be after the Issue date.</i>
Present in Court	Required	Either they were or they weren't. Valid answers are "Yes" or "No"

Originating Agency Case Number	Required	This is the case number of the agency that originated the order.
Issuing State	Required	This is the state that issued the order.
Issuing Tribe	Optional	This is the tribe that issued the order.
Issuing Territory	Optional	This is the territory that issued the order.
Order Conditions		
Other Orders	Optional	Any other notes or conditions not covered by the standard selections. Limit 500 characters.
Miscellaneous Orders	Optional	Limit 500 characters

GVRO Respondent Information

This section collects additional information about how to identify the GVRO Respondent Person, including other names they may be known by, their physical appearance, and identifying documents. This screen is fairly long and is shown in two parts to make sure the screen prints are legible.

Figure 4-6 – GVRO Respondent Information

Add New Protective Order

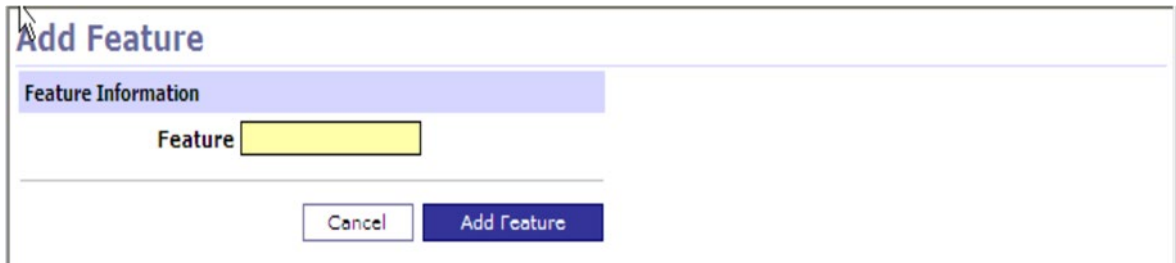
Core Information	Order Details	GVRO Respondent Information	GVRO Petitioner Information	Proof of Service	Other Information
Basic Information					
Last Name <input type="text" value="MOUSE"/>		First Name <input type="text" value="MICKEY"/>		Middle Name <input type="text"/>	
Sex <input type="text" value="M - Male"/>		Suffix <input type="text"/>			
Date of Birth <input type="text" value=""/>		- OR - <input type="text" value="1928"/>		Year of Birth <input type="text" value=""/> (yyyy)	
				State of Birth <input type="text" value="Choose:"/>	
Known Aliases					
<input type="button" value="Delete"/>		<input type="text" value="Last Name"/>		<input type="text" value="First"/>	<input type="text" value="Middle"/>
				<input type="text" value="Suffix"/>	<input type="button" value="Add Alias"/>
Address					
Street <input type="text"/>					
City <input type="text"/>		State <input type="text" value="Choose:"/>		Zip <input type="text"/>	
Physical Features					
Race <input type="text" value="X - Unknown"/>		Hair Color <input type="text" value="Choose:"/>		Eye Color <input type="text" value="Choose:"/>	
Height <input type="text"/>		Weight <input type="text"/>			
Skin Color <input type="text" value="Choose:"/>					
Other Physical Features					
<input type="button" value="Delete"/>		<input type="text" value="Type"/>		<input type="text"/>	<input type="text"/>
<input type="button" value="Delete"/>		WHITE FACE			
				<input type="button" value="Add Feature"/>	
Basic Identification					
SSN <input type="text"/>		Fingerprint <input type="text"/>		FBI ID <input type="text"/>	
Driver's License Number <input type="text" value="C123456789"/>		State of Issue <input type="text" value="CA - California"/>		Expire Date <input type="text" value="07/01/2011"/>	

Table 4-7 – Restrained Person Information – Field Meanings

Field	Type	Description
Last Name	Required	Surname of the person being restrained by the order.
First Name	Required	Given name of the person being restrained
Middle Name	Optional	Middle name(s) of the person being restrained.
Sex	Required	Valid values are: M – Male F – Female X – Unknown
Suffix	Optional	Titles or designations following the surname such as “Sr., Jr., III etc.”
Date of Birth	Required	This field is required if the Year of Birth is blank.

Year of Birth	Required	This field is required if the Date of Birth is blank.
State of Birth	Optional	This only includes the 50 states but not the territories
Known Aliases		List of names the Restrained Party has been known as
Last Name	Optional	Surname
First Name	Optional	Given name
Middle Name	Optional	Middle name(s)
Suffix	Optional	Suffix
Add Alias	Triggers a pop-up window to collect additional aliases.	
Add Multiple Aliases	Triggers a pop-up window to collect Multiple additional aliases.	
Address		There is only one space for an address.
Street	Optional	
City	Optional	
State	Optional	
Zip	Optional	
Physical Features		
Race	Required	There is a long list of possible races. If you are entering a person of indeterminate race or an animal, use “x – unknown”
Hair Color	Optional	
Eye Color	Optional	
Height	Optional	In inches
Weight	Optional	In pounds
Skin Color	Optional	Based on skin pigment rather than race
Add Feature	Triggers a pop up window to collect details about features not already covered.	

Figure 4-8 – Add Feature Pop-up Window



Lower part of the screen

Figure 4-9 – GVRO Respondent Information – Part 2

Basic Identification					
SSN	<input type="text"/>	Fingerprint	<input type="text"/>	FBI ID	<input type="text"/>
Driver's License Number	<input type="text" value="C123456789"/>	State of Issue	<input type="text" value="CA - California"/>	Expire Date (mm/dd/yyyy)	<input type="text" value="07/01/2011"/>

Other Identification					
Delete	Type	Number	Description	Issue Date	Expire Date
<input type="button" value="Add Identification"/>					

Caution and Medical Conditions		
<input type="checkbox"/> 00 - Armed and Dangerous	<input type="checkbox"/> 25 - Escape Risk	<input type="checkbox"/> 65 - Epilepsy
<input type="checkbox"/> 01 - Other	<input type="checkbox"/> 30 - Sexually Violent Predator-Contact ORI	<input type="checkbox"/> 70 - Suicidal
<input type="checkbox"/> 05 - Violent Tendencies	<input type="checkbox"/> 40 - International Flight Risk	<input checked="" type="checkbox"/> 80 - Medication Required
<input type="checkbox"/> 10 - Martial Arts Expert	<input type="checkbox"/> 50 - Heart Condition	<input type="checkbox"/> 85 - Hemophiliac
<input type="checkbox"/> 15 - Explosives Expertise	<input checked="" type="checkbox"/> 55 - Alcoholic	<input type="checkbox"/> 90 - Diabetic
<input type="checkbox"/> 20 - Known to Abuse Drugs	<input type="checkbox"/> 60 - Allergies	

Vehicle Information		
Make	<input type="text"/>	Model
Color	<input type="text"/>	Style
VIN	<input type="text"/>	State of Issue
License Plate	<input type="text"/>	<input type="text" value="Choose:"/>
	Plate Type	<input type="text"/>
		Plate Year
		<input type="text"/>

Table 4-10 – Restrained Person Information – Part 2

Field	Type	Description
Basic Identification		
SSN	Optional	Social Security Number
Fingerprint	Optional	The fingerprint classification of the restrained person.
FBI ID	Optional	1 to 9 alphabetic and/or numeric characters The FBI number of the restrained person.

Type	Required	Type of ID selected from the drop down box.
Number	Required	ID number (may include letters)
Description	Optional	
Issue Date	Required	Date the ID was issued or effective.
Expiration Date	Required	Date the ID is no longer valid.
Expiration Year	Required	Year the ID expires.

GVRO Petitioner Information

This next section describes the GVRO Petitioner Information.

Figure 4-11 – GVRO Petitioner Information

Add New Protective Order

The screenshot shows the 'GVRO Petitioner Information' tab selected in a multi-tabbed interface. The 'Basic Information' section is highlighted. Fields include: Last Name (MOUSE), First Name (MINNIE), Middle Name (empty), Sex (Choose: dropdown), Date of Birth (mm/dd/yyyy calendar icon), Suffix (empty), and Race (Choose: dropdown). At the bottom are buttons for 'Save as Draft', 'Cancel', and 'Submit Order'.

Table 4-12 – Protected Person Information – Field Meanings

Field	Type	Description
Last Name	Required	Family or surname
First Name	Required	Given name
Middle Name	Optional	Middle name or names if more than one
Sex	Optional	Select from drop down box.
Suffix	Optional	Suffix at the end of the name including but not limited to: Jr., III, Sr., MD, and so on.
Date of Birth	Optional	
Race	Optional	Drop down box of races

GVRO Petitioner Information – Completed

This shows what the GVRO Petitioner Information screen looks like with data filled in.

Figure 4-13 – GVRO Petitioner Information - Completed

Add New Protective Order

The screenshot shows the 'GVRO Petitioner Information' tab selected. The 'Basic Information' section is highlighted. Fields are now filled: Last Name (MOUSE), First Name (MINNIE), Middle Name (empty), Sex (F - Female dropdown), Date of Birth (mm/dd/yyyy calendar icon), Suffix (empty), and Race (X - Unknown dropdown). At the bottom are buttons for 'Save as Draft', 'Cancel', and 'Submit Order'.

Proof of Service

When the process server finishes with delivering the Order to the Restrained Party, proof of that service is entered here.

Figure 4-14 – Proof of Service

Core Information	Order Details	Restrained Person Information	Protected Person Information	Proof of Service	Other Information
Service Person					
Last Name <input type="text" value="LNAME"/>		First Name <input type="text" value="FNAME"/>		Agent ID <input type="text"/>	
Private Person? <input type="radio"/> Yes <input checked="" type="radio"/> No		Agency Name <input type="text"/>		Agency ID CA0030000	
		Issue Date 03/04/2022		Present in Court No	
Service Information					
Serve Date (mm/dd/yyyy) <input type="text" value="03/08/2022"/>		Serve Time (24hh:mm) <input type="text"/>		Agency Case Number <input type="text"/>	
Notes		<div style="border: 1px solid black; height: 80px;"></div>			
Delete Proof of Service/Clear All					
<p>(Important Note: If service needs to be deleted, do not delete service information at the same time other fields (Expiration Date for example) are modified. Please submit the service deletion first, and then modify the order to update other fields as needed.)</p>					
<input type="checkbox"/> Do not submit service to DOJ <small>(Note: If "E 140 ORI AGENCY INVALID FOR UPDATE" error is received, selecting to not submit service to DOJ will avoid the error.)</small>					
<input type="button" value="Cancel"/> <input type="button" value="Submit Order"/>					

Table 4-15 – Proof of Service – Field Meanings

Field	Type	Description
Last Name	Required	Family or surname
First Name	Required	Given name
Agent ID	Optional	
Private Person	Optional	Yes or No
Agency Name	Optional	
Serve Date	Required	Date the service took place
Serve Time	Optional	
Agency Case Number	Optional	
Notes	Optional	
Action	Description	
Save As Draft	Save the order as a draft – can have incomplete information – does not flow through to CARPOS.	
Cancel	Exit the screen without saving the input.	
Submit Order	Save the order and send it through to CARPOS (submitting counties only)	

Delete Proof of Service

In CCPOR, as in CARPOS, an agency other than the one that created an order can enter service on that order. This is an SRO transaction in CARPOS. That serving agency can also delete the service information they entered.

To remove service from an order, search for the order and choose the Modify link from the search results. Navigate straight to the Proof of Service Tab and click the red button that says “Delete Proof of Service/Clear All”. Then, without making any other changes to the order, click the “Submit Order” button. CARPOS expects a request to remove Service information to contain only the request to remove service and will return an error if any other modifications are included in the transaction.

Figure 4-16 – Delete Proof of Service

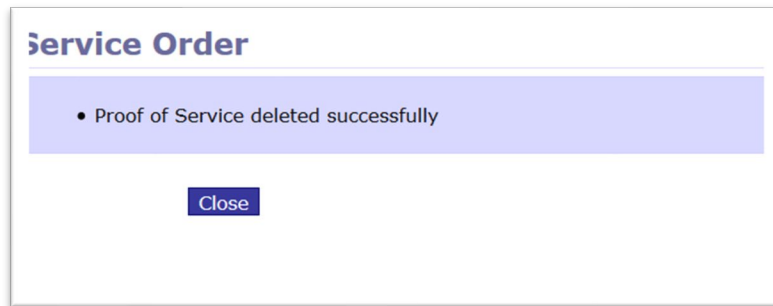
The screenshot shows the 'Delete Proof of Service' form. The 'Proof of Service' tab is selected. The 'Service Person' section includes fields for Last Name (LNAME), First Name (FNAME), Agent ID, Private Person? (radio buttons for Yes/No), Agency Name, Issue Date (03/04/2022), Agency ID (CA0030000), and Present in Court (No). The 'Service Information' section includes Serve Date (03/08/2022), Serve Time (24hh:mm), Agency Case Number, and a large text area for Notes. A red button labeled 'Delete Proof of Service/Clear All' is circled in red. Below the form, there is a note: '(Important Note: If service needs to be deleted, do not delete service information at the same time other fields (Expiration Date for example) are modified. Please submit the service deletion first, and then modify the order to update other fields as needed.)'. At the bottom right, there is a checkbox 'Do not submit service to DOJ' and a note: '(Note: If "E 140 ORI AGENCY INVALID FOR UPDATE" error is received, selecting to not submit service to DOJ will avoid the error.)'. The 'Submit Order' button is highlighted in blue.



NOTE: When you delete Service information from an order, deleting Service should be the only modification in the transaction with CARPOS.

The confirmation message displayed is also updated (Figure 4-16) to reflect the action taken by the user.

Figure 4-16 – SRO – Revised Deleting Proof of Service Confirmation message



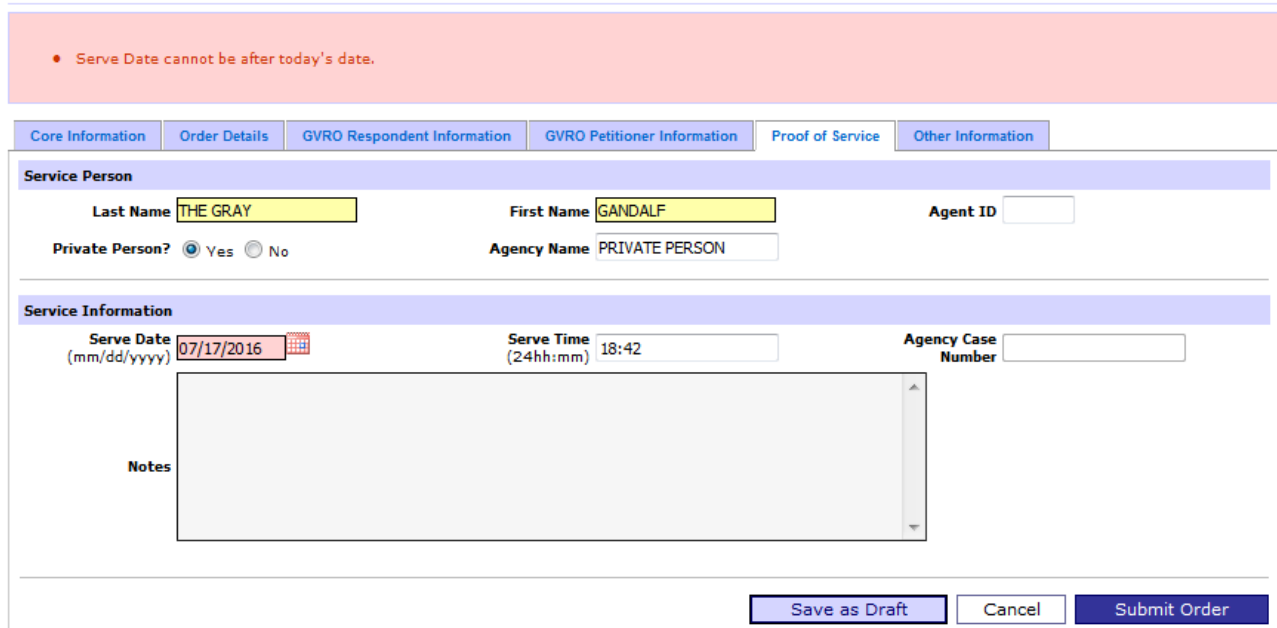
A screenshot of a web application window titled "Service Order". Inside the window, there is a light blue rectangular box containing a single bullet point: "• Proof of Service deleted successfully". Below this box, centered, is a blue button with the text "Close".

Error Screen

In the event you neglect to complete a yellow colored field or fill in data that is outside the allowed set of values, a message will display at the top of the screen in pink, as shown in Figure 4-17, describing what went wrong. To fix the error simply move your mouse pointer to the field, click, delete the data causing the error and replace it with the correct data.

Figure 4-17 – Error Messages

Add New Protective Order



A screenshot of the "Add New Protective Order" form. At the top, a pink banner displays an error message: "• Serve Date cannot be after today's date." Below the banner is a horizontal tab bar with six tabs: "Core Information", "Order Details", "GVRO Respondent Information", "GVRO Petitioner Information", "Proof of Service", and "Other Information". The "Core Information" tab is selected. The form is divided into two main sections: "Service Person" and "Service Information".

Service Person

- Last Name: THE GRAY (highlighted in yellow)
- First Name: GANDALF (highlighted in yellow)
- Agent ID: [empty field]
- Private Person?: ☒ Yes ☐ No
- Agency Name: PRIVATE PERSON

Service Information

- Serve Date (mm/dd/yyyy): 07/17/2016 (highlighted in red)
- Serve Time (24hh:mm): 18:42
- Agency Case Number: [empty field]
- Notes: [large empty text area]

At the bottom right of the form are three buttons: "Save as Draft", "Cancel", and "Submit Order".

Module 5 - Reports

Elapsed Time Report

This is a report that is intended to show the elapsed time between the timestamp of the earliest Quick Attach document (scan of the physical Protective Order form) attached to an order and the timestamp of the order. The Report form is like the standard Search Orders form, and offers a selection of the search criteria from that form including:

- Order Form / Type (form code plus order type code)
- Case Number
- Issue Date
- Expire Date
- Order Status
- Agency
- Order Created By (user id)
- Order Created On (date)
- Order Created From and To date range

The results contain orders that match the search criteria used, and include the elapsed times between the timestamp of the earliest Quick Attach attachment added to each order and the order creation timestamp. Here is a screenshot showing what this looks like:

Figure 5-1 Elapsed Time Report

CCPOR Actions

Add Quick Attach

Search Quick Attach

Add Order

Search Orders

CARPOS Messages

Search 2nd Party Check

Elapsed Time Report

Search Locked Orders

Announcement

CCPOR Contacts

Admin Users

Admin Lookups

Admin Announcement

Logout

Elapsed Time Report

The Elapsed Time between the Earliest Quick Attach and Order Creation Date

Order Form

- Any -

Case Number

3-14159

Visible Only

Yes

FCN

Order Type

- Any -

Order Created By

Issue Date

(mm/dd/yyyy)

Agency

CA0430000-Santa Clara County

Order Created On

(mm/dd/yyyy)

Order Status

A - ACTIVE

Expire Date

(mm/dd/yyyy)

Order Created From

(mm/dd/yyyy)

To

(mm/dd/yyyy)

(Note: Quick Attach create date information started to be retained from June 28, 2020.)

Cancel

Search CCPOR

Search Results

(Note: This report is useful if each order was created by converting the order's earliest quick attach to the order, since the report is generated based on the Create timestamp of the earliest Quick Attach and the Create timestamp of the order. Orders created from later Quick Attachs or by cloning existing orders with attachments may show irrelevant elapsed times.)

Case Number	Form	Issue Date	County	Quick Attach Create Date	Quick Attach Created By	Order Create Date	Order Created By	Quick Attach Name	Status	Elapsed Time in Hours
3-14159	DV-130	12/28/2020	Santa Clara	12/28/2020 16:00	jlorenzen	12/28/2020 18:00	jlorenzen	200622DV00622_CLETS-001_20200619110000.pdf	Active	2

In the case above, we searched for an active order of any order form type, with a case number of 3-14159. The one result returned shows an elapsed time of 2 hours.

However, as it is possible to add attachments to an existing order via Quick Attach, keep in mind that this report will always use the Quick Attach document attached to the order with the earliest timestamp. For instance, assume we add 3 documents through Quick Attach, with at least an hour between each upload, and create an order from the 3rd document. If we then use Quick Attach to add the other two Quick Attach

documents to the same order, the report will use the date of the first document uploaded via Quick Attach, and not the document the order was actually created from, because it has the earliest timestamp.

When we say, create an order from a Quick Attach document, or to add a document from Quick Attach, it means that the document was uploaded by choosing the Add Quick Attach CCPOR Action menu item.

Figure 5-2 - Add Quick Attach

Then that an order was created by choosing the CCPOR Action menu item Search Quick Attach, and then choosing the Search Orders link from the Actions column in the results (Figure 5-3).

Figure 5-3 - Search Quick Attach -1

CCPOR Actions

Add Quick Attach

Search Quick Attach

Add Order

Search Orders

CARPOS Messages

Search 2nd Party Check

Elapsed Time Report

Announcement

CCPOR Contacts

Logout

Search Quick Attach Images

Court	Case Number	Form	Document Name	Description	Created By	Create Date	Actions
43100	NEWSTAGE	CH-710	CLETS-001_case001_Form_data_fields.pdf Rename	FROM QUICK ATTACH	jli1	07/06/2020 22:11	Search Orders Delete
43100	TEST	CR-160	CLETS-001_case001_Form_data_fields.pdf Rename	FROM QUICK ATTACH	jli1	07/06/2020 22:11	Search Orders Delete
43100	ETMS00017990	EA-110	ETMS00017990 TEST.pdf Rename	FROM QUICK ATTACH	ccportest05	01/12/2021 11:20	Search Orders Delete
43100	3-14159	DV-130	20201110TEST_DV-130_2020111016030000.pdf Rename	FROM QUICK ATTACH	ccportest01	01/16/2021 23:37	Search Orders Delete

And finally by choosing Convert to Order from the Actions column in the results at the top of the page.

Figure 5-4 - Search Quick Attach - 2

Search Orders Quick Attach

Court	Case Number	Form	Document Name	Description	Created By	Create Date	Actions
43100	3-14159	DV-130	20201110TEST_DV-130_2020111016030000.pdf	FROM QUICK ATTACH	ccportest01	01/16/2021 11:37	Convert to Order Delete

Also, please be aware that it is possible to see a negative elapsed time, if a document uploaded via Quick Attach is added to an existing order that does not already have a Quick Attach document attached to it. In this case, the only Quick Attach Document associated with the order will have a later timestamp than the order.

Figure 5-4 – Elapsed Time Report

Elapsed Time Report

The Elapsed Time between the Earliest Quick Attach and Order Creation Date

Order Form <input type="text" value="- Any -"/>	Issue Date <input type="text" value=""/>	Order Status <input type="text" value="A - ACTIVE"/>
Case Number <input type="text" value=""/>	Issue Date (mm/dd/yyyy)	Expire Date <input type="text" value=""/>
Visible Only <input type="text" value="Yes"/>		
FCN <input type="text" value=""/>	Agency <input type="text" value="CA0430000-Santa Clara County"/>	
Order Type <input type="text" value="- Any -"/>		
Order Created By <input type="text" value=""/>	Order Created On <input type="text" value=""/>	Order Created From <input type="text" value=""/>
(ccpor user id)	(mm/dd/yyyy)	(mm/dd/yyyy)
		To <input type="text" value=""/>
		(mm/dd/yyyy)

(Note: Quick Attach create date information started to be retained from June 28, 2020.)

Search Results

(Note: This report is useful if each order was created by converting the order's earliest quick attach to the order, since the report is generated based on the Create timestamp of the earliest Quick Attach and the Create timestamp of the order. Orders created from later Quick Attaches or by cloning existing orders with attachments may show irrelevant elapsed times.)

Case Number	Form	Issue Date	County	Quick Attach Create Date	Quick Attach Created By	Order Create Date	Order Created By	Quick Attach Name	Status	Elapsed Time in Hours
200622DV00622	DV-110	06/01/2020	Santa Clara	06/22/2020 13:50	jlorenzen	06/23/2020 16:37	jlorenzen	200622DV00622_DV-110_220200619110000.pdf	Active	27
3-14159	CH-130	01/01/2021	Santa Clara	01/20/2021 16:51	jlorenzen	01/15/2021 11:01	ccportest01	20201110TEST_DV-130_2020111016030000.pdf	Active	-126

Notes:

- This report will accurately show the elapsed time between when a Quick Attach document was uploaded to CCPOR and when the order was created if:
 - the order is created from the originating Quick Attach document
 - the originating Quick Attach document is added to an order and no Quick Attach document with an earlier timestamp is attached later.
 - the order was not created by cloning an order with existing Quick Attach documents attached
- In most cases, a large positive elapsed time means an order was cloned from an existing order with one or more previous Quick Attach(es) which is/are from a long time ago.
- A negative elapsed time **always** means a Quick Attach was attached to an order after the order was created without any Quick Attach.
- A Large negative elapsed time means that long after an order was created, a newly uploaded Quick Attach was added to that order as the first Quick Attach of the order.

Second Party Check Report

This is a search page that allows the user to search for orders that have, or that do not have, a Second Party Check entered for the most recent update. The search form is similar to the standard Search Orders form, and offers a selection

of the search criteria from that form.

Figure 5-4 – Search Second Party Check -1

CCPOR Actions

Add Quick Attach
Search Quick Attach
Add Order
Search Orders
CARPOS Messages
Search 2nd Party Check
Elapsed Time Report
Announcement
CCPOR Contacts
Logout

Search Second Party Check

Case Information

Order Form - Any -
Case Number
Order Type - Any -
Issue Date
Agency CA0430000-Santa Clara County
Order Status A - ACTIVE
Expire Date
(Has 2nd Party Check means a newly created or newly modified order was checked by a second party)
Has 2nd Party Check No
Order Created By
Order Created On
Order Created From
Order Last Edited By
Order Last Edited On
Order Last Edited From
Order Last Edited To

(Note: Second Party Check record entry started on June 28, 2020.)

Cancel Search CCPOR

Search Results

(Note: The search is performed based on the Last Edited timestamp of an order and the Create timestamp of the latest second party check record of the same order, please verify the search results as needed.)

Case Number	Form	Issue Date	County	Restrained/Respondent	Restrained/Respondent DOB	Protected/Petitioner	Status	Sealed?	Actions
No Results Found									

Notes:

- This search compares the last edited date/time stamp of the order to the date/time stamp of the most recent Second Party check (if any). Because of this, **it is important to not click the “Submit Order” button when entering a Second Party Check**. Clicking the “Submit Order” button will update the last edited date and time on the order which could lead to an order displaying on this search page as not having an active Second Party Check when it actually does. Clicking the “Submit Order” button is not necessary to save a Second Party Check.
- Because Second Party Check functionality was introduced in CCPOR on 6/28/2020, that is the earliest valid value for the *Order Last Edited From* field. Note the field defaults to that date.
- In Search Results, the view link is for viewing all the entered records, it’s not an indicator of whether the order has the 2nd party check for the latest change/modification. The View 2nd Party Check link will display when there has been a 2nd Party Check entered on an order even if it is not for the latest update.
- The *Has Second Party Check* dropdown is used to search for orders that either have or do not have a Second Party Check entered for the most recent update.

Functionality:

To use this new search page simply enter the desired search criteria and click the “Search CCPOR” button. In the example below, the user has searched for a specific case number (JATEST20210113001) and set the *Has Second Party Check* dropdown to “Yes”. After clicking the “Search CCPOR” button, the order appears under Search Results. This indicates that this order does have an active (not voided) Second Party Check entered for the most recent update. The Second Party Check can be viewed by clicking the “View 2nd Party Check” link under the Actions column in Search Results.

Figure 5-4 – Search Second Party Check -2

Search Second Party Check

Case Information

Order Form Order Status

Case Number Issue Date Expire Date

Visible Only Order Type Agency

(Has 2nd Party Check means a newly created or newly modified order was checked by a second party)

Has 2nd Party Check

Order Created By Order Created On Order Created From

(ccpor user id) (mm/dd/yyyy) (mm/dd/yyyy)

Order Last Edited By Order Last Edited On Order Last Edited From

(ccpor user id) (mm/dd/yyyy) (mm/dd/yyyy)

(Note: Second Party Check record entry started on June 28, 2020.)

Search Results

(Note: The search is performed based on the Last Edited timestamp of an order and the Create timestamp of the latest second party check record of the same order, please verify the search results as needed.)

Case Number	Form	Issue Date	County	Restrained/Respondent	Restrained/Respondent DOB	Protected/Petitioner	Status	Sealed?	Actions
JATEST20210113001	DV-110	01/01/2021	Solano	WILSON, THOMAS	1978	WILSON, JENNIFER	Active	N	View 2nd Party Check

CCPOR: View Second Party Check - Google Chrome

ccpor.stg.courts-tc.ca.gov/ccpor/viewSecondPartyCheckPopup.do?orderId=572547

View Second Party Check

Second Party Check Information

Void	Check Date	Case Number	Restrained Party	Protected Party	Comments	Entering Party	Second Party
	01/13/2021	JATEST20210113001	WILSON, THOMAS	WILSON, JENNIFER		JLA	A5552

In this next example, the user has searched for orders created on 01/13/2021 that do not have a Second Party Check entered (*Has Second Party Check* dropdown is set to “No”). After clicking the “Search CCPOR” button, two orders (DV210005 and SCV210005) are displayed under Search Results. This indicates that these two orders were created on 01/13/2021 and do *not* have a Second Party Check entered.

Figure 5-4 – Search Second Party Check -3

Search Second Party Check

Case Information

Order Form	- Any -	Order Status	A - ACTIVE
Case Number	<input type="text"/>	Issue Date	<input type="text"/>
Visible Only	Yes	Expire Date	<input type="text"/>
Order Type	- Any -	Agency	CA0480000-Solano County Sheriff

(Has 2nd Party Check means a newly created or newly modified order was checked by a second party)

Has 2nd Party Check	No	Order Created By	<input type="text"/>	Order Created On	01/13/2021	Order Created From	<input type="text"/>
			(ccpor user id)		(mm/dd/yyyy)		(mm/dd/yyyy)
		Order Last Edited By	<input type="text"/>	Order Last Edited On	<input type="text"/>	Order Last Edited From	06/28/2020
			(ccpor user id)		(mm/dd/yyyy)		(mm/dd/yyyy)

(Note: Second Party Check record entry started on June 28, 2020.)

Cancel Search CCPOR

Search Results

(Note: The search is performed based on the Last Edited timestamp of an order and the Create timestamp of the latest second party check record of the same order, please verify the search results as needed.)

Case Number	Form	Issue Date	County	Restrained/Respondent	Restrained/Respondent DOB	Protected/Petitioner	Status	Sealed?	Actions
DV210005	DV-110	01/12/2021	Solano	TRAVIS, WENDY	05/21/1976	BERIA, ZACHARY	Active	N	
SCV210005	CH-130	01/11/2021	Solano	DUNN, MICHAEL	04/22/1988	DELIO, MELISSA	Active	N	

Appendix A - Data Field Definitions

Proof of Service Data Definition and Validation Rules Search

Order screen – Entry Fields

Data Field Name	Type/Definition	Required Optional	
Order Form	Order Form ID See appendix for a list of R&PO order forms within phase one of CCPOR project.	Required	All
Jurisdiction ID	Default to user's jurisdiction ID. This is the court that issued the restraining/protective order.	Required	Proof Of Service
Order Status	A – ACTIVE: The order is in CCPOR database and submitted to DOJ CARPOS if submit flag set to "yes" C – CANCELLED: The orders that have been cancelled for various reasons e.g. terminated by the court, entered by error or the restrained person is deceased. D – DRAFT: A partially entered order only in CCPOR database. E – EXPIRED: An order that has been expired J – JUST EXPIRED: Orders expired less than 30 days ago. Just Expired orders can still be edited. Expired orders cannot.	Optional	All
Case Number	2 to 20 alphabetic, numeric and special character [only hyphen (-) allowed] This is the court case number. (This can be a court case number or an issuing agency case number. Example: for EPO, the case number is issued by the sheriff.	Optional	All
Issue Date	Date the order was issued -Search Issue Date From	Optional	All
Expire Date	Date the order expired -Search by Expire Date To	Optional	All
Restrained Person First Name	3 to 30 alphabetic person first name	Optional	Restrained Person
Restrained Person Last Name	3 to 30 alphabetic person last name	Optional	Restrained Person
Restrained Person DOB	Date of Birth (DOB) DOB must be between ages 9 and 99 years for the restrained person. MM/DD/YYYY (M=Month, D=Day, Y=Year) The date the restrained person was born.	Optional	Restrained Person

Protected Person First Name	3 to 30 alphabetic protected person first name	Optional	Protected Person
Protected Person Last Name	3 to 30 alphabetic protected person last name	Optional	Protected Person
Protected Person DOB	Date of Birth (DOB) DOB must be between ages 9 and 99 years for the protected person. MM/DD/YYYY (M=Month, D=Day, Y=Year) The birth date for the protected person.	Optional	Protected Person

R&PO Order Information – Entry Fields

Data Field Name	Type/Definition	Required/Optional
Order Form	Order Form ID	Required
Court ID	5 numeric characters This is defaulted to User's Court ID The court that issued the restraining/protective order.	Required for: ADD Order Non editable for all other use cases For Add Order/Draft Order through UI, this defaults to user's Court ID
Order Status	A – ACTIVE: The order is in CCPOR database and submitted to DOJ CARPOS if submit flag set to “yes” C – CANCELLED: The orders that have been cancelled for various reasons e.g. terminated by the court, entered by error or the restrained person is deceased. D – DRAFT: A partially entered order only in CCPOR database. E – EXPIRED: An order that has been expired J – JUST EXPIRED: Orders expired less than 30 days ago. Just Expired orders can still be edited. Expired orders cannot.	Required
Court Case Number	2 to 20 alphabetic, numeric and special character [only hyphen (-) allowed] The court's case number. *Must not contain a run of zeros. “None”, “unknown,” “unkwn,” or “unk” are not permitted.	Required for: Add Order Non Editable for all other use cases
Issue Date of Restraining/Protective Order	8 numeric characters The date the restraining/protective order was issued by the court. Code YYYYMMDD = (Y=Year, M=Month, D=Day).	Required
Expiration Date of Restraining/Protective Order	8 numeric characters or 6 alphabetic characters Only NONEXP value accepted The date the restraining/protective order expires. Code EXP = YYYYMMDD (Y=Year, M=Month, D=Day).	Required

Miscellaneous Information	1 to 500 alphabetic, numeric and special characters [only spaces, hyphen (-), comma (,), dollar sign (\$), asterisk (*), ampersand sign (&), and pound sign (#) allowed] A free text field used to further describe the subject of order or other relevant information.	Optional
State of Issuance (USA State Code)	2 alphabetic characters The default is to CA	Optional
Restraining/Protective Order Type	3 alphabetic characters The type of order issued by the Court.	Required
Order Conditions: Stay Away (Code)	1 to 4 alphabetic characters One to four codes can be entered. The location(s) that the restrained person is ordered to stay away from. Valid codes are: C = Child's school/day care P = Protected Person R = Residence V = Protected Persons Vehicle W = Work Place A = All of the above.	Optional
Order Conditions: Yards to Stay Away	1 to 4 numeric characters The number of yards specified by the court orders that the restrained person is ordered to stay away from the protected person and/or property.	Optional
Order Conditions: Custody (Code)	2 alphabetic characters This field indicates who has custody of the child(ren). Optional for ERO. Valid codes are: PP = Protected Person RP = Restrained Person JT = Joint Custody OP = Other Party	Optional
Order Conditions: Visitation	1 alphabetic character This field indicates whether the restrained person has visitation rights. Valid codes are: Y = Yes N = No S = Supervised.	Optional
Order Conditions: Firearms Provision (Code)	1 alphabetic character This field indicates whether or not the restrained person has any type of firearm restriction. Mandatory for ERO. Valid codes are: N = No firearm restriction P = Cannot purchase or receive a firearm S = Must surrender all firearms B = Cannot purchase or receive and must surrender all firearms.	Required
Order Conditions: Contact Protected Person	1 alphabetic character This field indicates whether or not the restrained person may contact the protected person. Valid codes Y=Yes, the restrained person may contact the protected person N= No, the restrained person may not contact the protected person.	Required for: Add Order Optional for Other Use Cases
Order Conditions: Other Orders	1 to 500 alphabetic, numeric and special characters [only spaces, hyphen (-), comma (,), dollar sign (\$), asterisk (*), ampersand sign (&), and pound sign (#) allowed] This is a free text field for additional terms/conditions and custody/visitation provisions that do not have DFC's.	Optional

Restrained Person Information – Entry Fields

Data Field Name	Type/Definition	Required/Optional
First Name	3 to 30 alphabetic	Required
Last Name	3 to 30 alphabetic	Required
Middle Name	3 to 30 alphabetic	Optional
Alias/Also Known As	3 to 30 alphabetic and special characters -only hyphen (-), one comma (,) between first and last name, asterisk (*) and space are allowed. A restrained person may have more than one alias. Additional/alias names of the restrained person. Can occur up to nine times in one record.	Optional
Date of Birth	8 numeric characters The date the restrained person was born. DOB must be between ages 9 and 99 years for the restrained person. DOB is mandatory for ERO. Code DOB = YYYYMMDD (Y=Year, M=Month, D=Day).	Required
Eye Color (Code)	3 alphabetic characters. The eye color of the restrained person.	Optional
Hair Color (Code)	3 alphabetic characters. The hair color of the restrained person.	Optional
Height	3 numeric characters The height of the restrained person, expressed in feet and inches.	Optional
Place of Birth (US State Code)	2 alphabetic characters The restrained person's place of birth.	Optional
Weight	3 numeric characters The weight of the restrained person, expressed in pounds.	Optional
Race	1 alphabetic characters The race or ethnicity that most closely describes the restrained person.	Required
Sex (Code)	1 alphabetic character The gender of the restrained person.	Required
Skin Tone (Code)	3 alphabetic characters The skin tones of the restrained person. Optional for ERO. See Section 6.16.21 for acceptable codes.	Optional
Scars, Marks, and Tattoos	3 to 10 alphabetic characters. Unusual physical characteristics of the restrained person. Can occur up to 9 times in one order. Refer to Appendix D - CCPOR Data Specification for a list of acceptable values.	Optional
Social Security Number	9 numeric characters The restrained person's Social Security number	Optional

Present in Court (Code)	1 alphabetic character This field indicates whether the restrained person was present in court..	Required
Finger Print Classification	The fingerprint classification of the restrained person.	Optional
FBI Number	1 to 9 alphabetic and/or numeric characters The FBI number of the restrained person.	Optional
Miscellaneous Number	4 to 15 alphabetic, numeric and special characters Can occur up to 8 times in one record. The type of miscellaneous number is in a drop down list with a free text field to enter the number.	Optional
Caution and Medical Conditions Code	2 numeric characters Code(s) to alert the user of potential dangers associated with a restrained person. CMC's are optional for ERO. Can occur up to 9 times in one Order.	Always Optional
Vacate Address	2 to 60 alphabetic, numeric and special characters [only space, comma (,), pound sign (#), and hyphen (-) allowed] The street address and the city that the restrained person must move from. This is a free form field.	Optional
Restrained Person Address		
Street Address	2 to 30 Alphanumeric (alphabet, number and special characters) [only hyphen (-), comma (,), ampersand sign (& are allowed] The street address where the restrained person currently lives.	Optional
City	1 to 30 alphabetic and special characters [only a space and hyphen (-) allowed] The city where the restrained person currently resides. Do not abbreviate city names. Optional for ERO.	Optional
State (Code)	2 alphabetic characters List of values The state where the restrained person currently lives.	Optional
Zip Code	5 or 9 numeric characters The zip code where the restrained person lives. Optional for ERO.	Optional
Restrained Person Vehicle		

Vehicle Identification Number	1 to 20 alphabetic and/or numeric characters, no spaces or special characters, cannot be a string of single characters, cannot be words "NONE" or "UNKNOWN" The manufacturer's assigned identification number which conforms to published criteria.	Optional
Vehicle Color	3 alphabetic characters or 7 alphabetic and special character [only a slash (/) allowed] Conditional. The color(s) of the restrained person's vehicle.	Conditional. If VIN is entered then required else optional
Vehicle Make	2 to 24 alphabetic, numeric and special characters (only spaces allowed) The brand or manufacturer's name of the restrained person's vehicle.	Conditional. If VIN is entered then required else optional
Vehicle Model	2 to 3 alphabetic and/or numeric characters The specific model of a restrained person's make of vehicle.	Conditional. If VIN is entered then required else optional
Vehicle Style	2 alphabetic and/or numeric characters The body style of the restrained person's vehicle.	Conditional. If VIN is entered then required else optional
Vehicle Year	4 numeric characters The model year of the restrained person's vehicle. YYYY (Y=Year).	Conditional. If VIN is entered then required else optional
Vehicle License Plate Number	1 to 10 alphabetic and numeric characters The license plate number of the restrained person's vehicle.	Optional
License Plate State(Code)	2 alphabetic characters The license plate state of the restrained person's vehicle. Refer to Appendix D - CCPOR Data Specification for a list of acceptable values.	Conditional. If License Plate Number is entered then this field is required
License Plate Type(Code)	2 alphabetic characters. The license plate type of the restrained person's vehicle. Refer to Appendix D - CCPOR Data Specification for a list of acceptable values.	Conditional. If License Plate Number is entered then this field is required
License Plate Year	4 numeric characters or 2 alphabetic characters NX for non-expiring plates The year the restrained person's vehicle registration will expire or did expire.	Conditional. If License Plate Number is entered then this field is required
Restrained Person Driver's License		

Operator's License Number	1 to 20 alphabetic and numeric characters The restrained person's driver license number.	Optional
Operator's License State (Code)	2 alphabetic character The state which issued the restrained person's driver license. OLS is entered potentially as a part of the OLG field. If OLS is entered, OLN must also be entered. See Section 6.16.14 for coding instructions.	Conditional. If Driver License Number is entered then this field is required
Operator's License Year of Expiration	2 alphabetic or 4 numeric characters The year the restrained person's driver license expires. Format is YYYY or NX (NX = Non-expiring).	Conditional. If Driver License Number is entered then this field is required

Protected Person Information – Entry Fields

Data Field Name	Type/Definition	Required/Optional
Protected Person		
Protected Person First Name	3 to 30 alphabetic	Required
Protected Person Last Name	3 to 30 alphabetic	Required
Protected Person Middle Name	3 to 30 alphabetic	Optional
Protected Person Sex Code	1 Character Sex Code	Required
Protected Person Race Code	1 Character Race Code	Optional
Protected Person DOB	9 Numeric Character DOB must be between ages 9 and 99 years for the protected person. YYYYMMDD (Y=Year, M=Month, D=Day) The date the protected person was born.	Optional
Additional Protected Person (APP)		
APP Person First Name	3 to 30 alphabetic	Required for: Add Order if Additional Protected person defined
APP Person Last Name	3 to 30 alphabetic	Required for: Add Order if Additional Protected person defined
APP Person Middle Name	3 to 30 alphabetic	Optional
APP Person Sex Code	1 Character Sex Code	Required for: Add Order if Additional Protected person defined
APP Person Race Code	1 Character Race Code	Optional

APP Person DOB	9 Numeric Character DOB must be between ages 9 and 99 years for the protected person. YYYYMMDD (Y=Year, M=Month, D=Day) The date the additional protected person was born.	Optional
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Proof of Service – Entry Fields

Data Field Name	Type/Definition	Required/Optional
Proof of Service		
Agent ID/Number	1 to 5 alphabetic numeric and the only special character allowed is space Identification number or badge number of the agent who served the order.	Optional
Agency	4 to 30 alphabetic numeric and the only special character allowed is space The name of the agency that served the order. If a private person served the order, enter private person .	Required
Serving Agency Case Number	2 to 20 alphabetic, numeric and special character [only hyphen (-) allowed] The case number of the agency that served the restraining/protective order. SAC cannot be the same as the Originating Case Agency Number (OCA). If serving agency does not issue a case number, NONE can be entered in this field.	Required
Date Restraining/Protective Order Served	8 numeric characters The date the restraining/protective order was served. YYYYMMDD (Y=Year, M=Month, D=Day).	Required
Served By (First Name, Last Name, Middle Name)	3 to 30 alphabetic and special characters [only space, asterisk (*) hyphen (-), one comma (,) between first and last name allowed] -for the full name The name of the person who served the restraining/protective order (last name, first name middle name).	Required
Time Served	4 numeric characters The time the restrained person was served the restraining/protective order, entered in military time.	Required
Proof of Service Miscellaneous	1 to 500 alphabetic, numeric and special characters [only spaces, hyphen (-), comma (,), dollar sign (\$), asterisk (*), ampersand sign (&), and pound sign (#) allowed] Free text, optional field, for additional comments and/or information regarding the proof service placed on a record.	Optional

Appendix B - Order Scans for Attachments and Quick Attach

The scanned images attached using Quick Attach, or attached directly to Orders, are usually PDF files. These PDF scans can be created by any scanning software or equipment, e.g. a printer/scanner or an office copier machine that also scans files as PDFs and emails them to you.

Scan format:

Recommended Scanner Settings:

Color Mode is Black & White

Resolution is 300 DPI or no more than 600 DPI

The smaller the file size is, the faster the upload

Scanned image file name format:

When saving or copying scans, if you make the filename in the standard Quick Attach file format, the CCPOR application will parse the Case Number and Form Number from the filename when you choose the file to upload in CCPOR. If CCPOR can parse the Case Number and Form Number from the filename, it will populate the fields on the following form where you can enter the Description before submitting for attachment.

The format is:

"Case Number" underscore **"Form Number"** underscore **"Other Identifier"**

e.g.: TEST123_POS-010_TEST-FROM-20220401

The fields are as follows:

Case Number: 2 to 20 alphabetic/numeric characters or a hyphen (-)

Form Number: 2-3 alphabetic/numeric characters then a hyphen (-) followed by 3 numeric characters

Other Identifier: 0 to 20 alphabetic/numeric characters or a hyphen (-)

NOTE: the Other Identifier field is for your convenience when viewing the attached files but is not processed or used by CCPOR. To omit this field, simply add an underscore (_) character after the form number as the last character in the file name e.g.: TEST123_POS-010_.pdf.

Appendix C - CARPOS Duplicate Matching Criteria

Here are some examples of the criteria CARPOS matches on. However, for a full, and current list, please see the document on the California Law Enforcement Web (CLEW) Website:

<https://clew.doj.ca.gov/publications/cjis-manual-sec-6-terminal-operators-guide-california-restraining-and-protective-order>

(If you do not have access to CLEW, you can apply online at <http://clew.doj.ca.gov/>)

CARPOS rejects entries as duplicate records when an exact match is made on any of the following combinations:

1. NAM, DOB, and PPN
2. RSP, DOB, and PTN
3. NAM, CCN, and ORI
4. NAM, OCA, and ORI
5. RSP, CCN, and ORI
6. RSP, OCA, and ORI
7. FBI, CCN, and ORI
8. FBI, OCA, and ORI
9. MNU, CCN, and ORI
10. MNU, OCA, and ORI
11. SOC, CCN, and ORI
12. SOC, OCA, and ORI
13. OLN, OLS, CCN, and ORI
14. OLN, OLS, OCA, and ORI

Appendix D - CCPOR Data Specification

The list has pointers to domain values for various entity attributes. Appropriate validations are enforced through validations in the CCPOR application to ensure that only valid values are stored in the CCPOR database and exchanged with the CCPOR Integration Partners.

Check these locations to make sure you are viewing the most recent documents.

Scars Marks and Tattoos (SMT)	NCIC Code Manual on the CLEW Website https://clew.doj.ca.gov/publications/ncic-code-manual
Plate Type Codes Plate Style Codes	These are available on the CLEW Website in the section: Stolen Vehicle System - Codes - New Stolen Vehicle Codes https://clew.doj.ca.gov/svsabs The specific document is: Stolen Vehicle System - Codes - 1.15.05 License Plate Type https://clew.doj.ca.gov/system/files/publications/1_15_5_license_plate_type.pdf