



California Courts Protective Order Registry (CCPOR)

Phase I: Application End User Guide

DECEMBER 2010



ADMINISTRATIVE OFFICE
OF THE COURTS

CALIFORNIA COURTS
PROTECTIVE ORDER REGISTRY

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OF THE COURTS

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PROTECTIVE ORDER REGISTRY

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ACKNOWLEDGEMENTS

Support for the California Courts Protective Order Registry (CCPOR) and for this publication is provided through grant award by the California Emergency Management Agency (Cal-EMA). Points of view expressed are those of the author(s) and do not necessarily represent the official position or policies of Cal-EMA.

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Terms and Acronyms

The following table lists acronyms and abbreviations used throughout this document:

Acronym	Name
AOC	Administrative Office of the Courts
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
GUI	Graphical user interface
HTTP	Hypertext Transfer Protocol
HTTPS	Hypertext Transfer Protocol over Secure Socket Layer
LEA	Law Enforcement Agency
R&PO	Restraining and Protective Order
SME	Subject Matter Expert

The following table lists CCPOR terminology used throughout this document:

Term	Definitions
AOC CCTC On-Boarding	Activities related to courts or law enforcement agencies that are hosted in the California Courts Technology Center (CCTC)/Shared Services. This includes site assessment, local hardware and software, connectivity & security measures.
Deployment Planning	Includes pre-deployment planning, deployment, and support post-deployment.
<ul style="list-style-type: none"> Pre-Deployment 	Includes pre-deployment planning, including determining court service options, user set up, and Court Acceptance Testing (CAT).
<ul style="list-style-type: none"> Deployment/Go-Live 	Includes courts and or law enforcement agencies go-live with CCPOR; using the system going forward.
<ul style="list-style-type: none"> Post Deployment/Go-Live 	Includes system monitoring and providing support post go-live.
	Important reading and consideration

Introduction

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

This document was developed to assist courts, law enforcement agencies (LEAs) and sheriff's office as they prepare for CCPOR Phase I of CCPOR go-live. It provides the user with information pertaining to the operation and/or use of the CCPOR application.

CCPOR Phase I Service Offering

Phase I of the CCPOR project provides the following service features:

- Supports all use cases through a user interface;
- Ability to view other local court data and images through an interface;
- Ability to query and view all data and images within CCPOR, 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;
- Supports basic statistical reporting.

Target Audience for this Guide

This guide is intended to focus on how to use the CCPOR application to gain access to restraining and protective order (R&PO) and supports four logical classes of user roles per court, Law Enforcement Agency (LEA) and sheriff's office.

- **CCPOR QUERY ONLY** - These users will only conduct searches, navigate search results, and select and retrieve an order. These users do not have the ability to view sealed orders. There is no data entry associated with this user role.
- **CCPOR QUERY ONLY WITH SEALED** - These users will only conduct searches, navigate search results, and select and retrieve an order. These users do have the ability to view sealed orders. There is no data entry associated with this user role.
- **FULL FUNCTIONALITY** - These users will have access to CCPOR to save order images in registry, search, add, draft, modify, service, and cancel an order using the CCPOR system. These users do not have the ability to view sealed orders.
- **FULL FUNCTIONALITY WITH SEALED** - These users will have access to CCPOR to save order images in registry, search, add, draft, modify, service, and cancel an order using the CCPOR system. These users do have the ability to view sealed orders.

Document Revision History

Change #	Date	Description of Changes
V1.0	June 2010	Phase I - First Release
V1.1	July 2010	New instructions New screen shots User roles modifications
V1.2	August 2010	Updated screen shots Added instructions for pre-existing orders
V1.3	September 2010	Added screen shot of search result with pagination Added screen shot of duplicate message from DOJ CARPOS
V1.4	October 2010	Added FCN, Agency and Order Type to screens for users with CARPOS access. Added instructions to view historic CARPOS messages. Updated instructions for modifying orders already in CARPOS.
V1.5	December 2010	Download file link added to Confirm Quick Attach Image Screen with. Court ID editable on Modify Order screen. Added Clone Order functionality.

CCPOR Team/Contact Information

The CCPOR team leads include the following:

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CCPOR Team email		CCPOR@jud.ca.gov

Project Information: AOC Web Sites

Two AOC Web sites provide updated information on CCPOR. Both sites contain the same information.

- For court staff with Serranus access:
<http://serranus.courtinfo.ca.gov/programs/tech/ccpor/>
- For viewing by anyone with Internet access: <http://www2.courtinfo.ca.gov/ccpor>

These Web sites will be instrumental for current status of the CCPOR program. The sites will contain guides, documents, schedules and task lists for court deployment and on-boarding. The CCPOR team will direct your court to the appropriate documents during the deployment process.

www2.courtinfo.ca.gov/ccpor

Example of CCPOR Information on California Courts Public Web Site

ADMINISTRATIVE OFFICE OF THE COURTS
CALIFORNIA COURTS
PROTECTIVE ORDER REGISTRY

California Courts Protective Order Registry (CCPOR)

The California Courts Protective Order Registry (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.

About CCPOR History and goals of the initiative	Project Information Target Courts, CCPOR Images, and Integration at a glance
Deployment Documents	FAQs
Contact CCPOR	

[About the Administrative Office of the Courts](#) | [Web Site Feedback](#)

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.

CCPOR Training

Training Strategy

The training strategy is to educate and train court, law enforcement agency (LEA) and sheriff's office Subject Matter Experts (SMEs) who will be responsible for downstream training at their local court or sheriff's office location on the full functionality of the CCPOR application use cases, processing principles, and service options. A structured classroom training approach will be provided to the SMEs. Training includes the following components:

Components of the CCPOR Application

Use Case Name	Description
Add Quick Attach	Add Quick Attach use case allows a user to add a scanned image into CCPOR database. This image can then be searched later for converting to an order.
Search Quick Attach	Search Quick Attach use case is used to search for image within CCPOR that has been entered using the Add Quick Attach function to convert into an order.
Add Order	Add Order use case is used to add a new restraining and protective order (R&PO) to CCPOR and (optional) submit to DOJ CARPOS.
Draft Order	The Draft Order use case is 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	Modify Order use case is 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	Clone Order use case is 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	Service Order use case is used to add a proof of service (POS) for an existing R&PO in CCPOR. If the order exists in DOJ CARPOS then CCPOR will add (optional) the POS in CARPOS.
Cancel Order	The Cancel Order use case is 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 DOJ CARPOS.
Search Orders	The Search Orders use case is used to search R&PO in CCPOR system.
View CARPOS Messages	The View CARPOS Message allows the user to see all the messages/responses received from DOJ and take appropriate action based on the responses received.

Type of Training

End user training includes three modules:

Module 1: CCPOR Query Training

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 with Sealed”. There is no data entry associated with this role.

Module 2: CCPOR Full Functionality Training

This module focuses on scan an order and 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 Training

This training will be conducted for the local helpdesk of the courts who will be involved in court and user profile setup, manage reporting requirements and are authorized to report CCPOR requests; issues/error handling to the AOC CCTC Service Desk after court go-live.

Note: One or more SMEs can be trained on all three modules accordingly.

System Access Procedures

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:

1. Double click on CCPOR icon  from your desktop. The CCPOR log on screen will display as shown in figure 1 below.

Figure 1 – CCPOR Logon Screen



California Courts Protective Order Registry

California Courts Protective Order Registry

CCPOR Log-in

User ID:

Password:

Need help logging in?
Call your local helpdesk for support.

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 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 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

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. This will end the user session.

CCPOR Main Menu

The initial screen in CCPOR is the main screen and it will remain opened throughout all CCPOR operations. This screen provides the user with navigation capabilities to different features and functions as shown in figure 2 below.

Figure 2 – CCPOR Main Screen

CCPOR Actions bar



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:

- **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;
- **Search Quick Attach:** Allows users to search and retrieve images of a quick attach order within court county;
- **Add Order:** Allows users to add a new projective order into the CCPOR database and optionally submit to CARPOS;
- **Search Orders:** Allows users to search and retrieve images of an order across court counties who have on-boarded with CCPOR;
- **CARPOS Messages:** Allows CLETS certified users authorized to see CARPOS message to view CLETS/CARPOS acknowledgement messages; and
- **Logout:** Allows users to logout from the CCPOR application.

Module 1 – CCPOR Query Training

The CCPOR query training 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 has on-boarded with CCPOR.

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 search orders screen will display as shown in figure 3 below.

Figure 3 – Search Orders Screen

California Courts Protective Order Registry

CCPOR Actions
Search Orders
Logout

Search Orders

Case Information

Order Form County Code Order Status

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
No Results Found									

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

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

Figure 4 – Search Results Screen

Search Orders

Case Information

Order Form: County Code: Order Status:

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

Page: 1 of 37, Results: 1 - 25 of 925 1 2 3 4 5 6 7 8 9 10 Next > Last »

Case Number	Form	Issue Date	District	Restrained Person	Restrained DOB	Protected Person	Status	Sealed?	Actions
05042010-API	CH-102	05/04/2010	Santa Clara	BUNDY, AL	01/01/2001	BUNDY, PEG	Active	Y	
05052010-001	CH-102	05/05/2010	Santa Clara	HOBBS, CALVIN	1990	HOBBS, TIGER	Active	N	
05052010-043000001	DV-110	05/05/2010	Santa Clara	AYN, RAND	1960	JAMES, JOYCE	Active	Y	
10EA54321	CH-102	04/05/2010	Santa Clara	BUNNY, BUGS	1940	FUDD, ELMER	Active	N	

Select to view details

Sealed orders column

Select to move Between pages

- To view details of an order, click on the link in the **Case Number** column. The View Protective Order screen will display (see figure 5).
- To view image, click link under Image Attachments section. The order image will display (see figure 6).
- 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 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 EA-130	Court ID 43100	Order Status ACTIVE
Case Number 10EA54321MN	Issue Date 04/05/2010	Expire Date <input checked="" type="checkbox"/> never expires

Restrained Person Information

Last Name BUNNY	First Name BUGS	Middle Name
Sex M - Male	Suffix	
Date of Birth (mm/dd/yyyy) - OR - 1940	Year of Birth (yyyy)	

Protected Person Information

Last Name FUDD	First Name ELMER	Middle Name
Sex M - Male	Suffix	
Date of Birth		

Image Attachments

Form	Date Attached	Document Name	Description
EA-130	05/04/2010	10EA54321_EA130_20100420004437.pdf	From Quick Attach
CH-102	05/04/2010	10EA54321_EA130_20100420004437.pdf	PROOF OF SERVICE



Figure 6 – Order Image

EA-130 Order After Hearing Restraining Elder or Dependent Adult Abuse

1 Name of protected person:
Elmer FuDD

Address (only fill if you have a lawyer. If you want your address to be private, give a mailing address instead):
City: _____ State: _____ Zip: _____

Your telephone number (optional): _____

Your lawyer (if you have one): (Name, address, telephone number, and State Bar number):
Willey E. Coyote
1000 Warner Bros. Street
Santa Clara, CA 95050

2 Name of person to be restrained:
Bugs Bunny

Description of that person:
Sex: M F Height: **4'7"** Weight: **80 lbs** Race: **White**
Hair Color: **Silver** Eye Color: **Brown** Age: _____ Date of Birth: **1940**
Home Address (if known): _____ City: _____ State: _____ Zip: _____
Work Address (if known): _____ City: _____ State: _____ Zip: _____

3 Hearing
There was a hearing on (date) **4/5/2010** at (time) **2:44** a.m. p.m. Dept. **Chil** Rm. **2**
Yosemite Sam made the orders at the hearing.
(Name of judicial officer)
These people were at the hearing:
a. The person in 1. c. Lawyer of the person in 1. (name): **Willey E. Coyote**
b. The person in 2. d. Lawyer of the person in 2. (name): _____

4 Expiration Date of Order
 This Order, except for an award of lawyer's fees, expires at: (time) _____ a.m. p.m. or midnight on (date) _____
If no expiration date is written here, this Order expires 1 year from the date of issuance.
 This renewal Order remains in effect permanently.

Click stamp date here when form is filed

in court name and their address:
Superior Court of California, County of _____
JUL 14 2010 number:
Case Number: 10EA54321

This is a Court Order.

Order After Hearing Restraining Elder or Dependent Adult Abuse (CLETS-EAR or EAP) (Elder or Dependent Adult Abuse Protection)

Module 2 – CCPOR Full Functionality Training

The CCPOR full system training is for users who will scan, search, add, draft, modify, service, and cancel an order using the CCPOR system. This training will also focus on viewing CARPOS messages designed for users who are CLETS certified to view responses back from the DOJ/CARPOS.

Scan Orders

A scanner and scanning software is required to store restraining and protective order images into CCPOR. This section outlines the CCPOR scanner operation instructions.

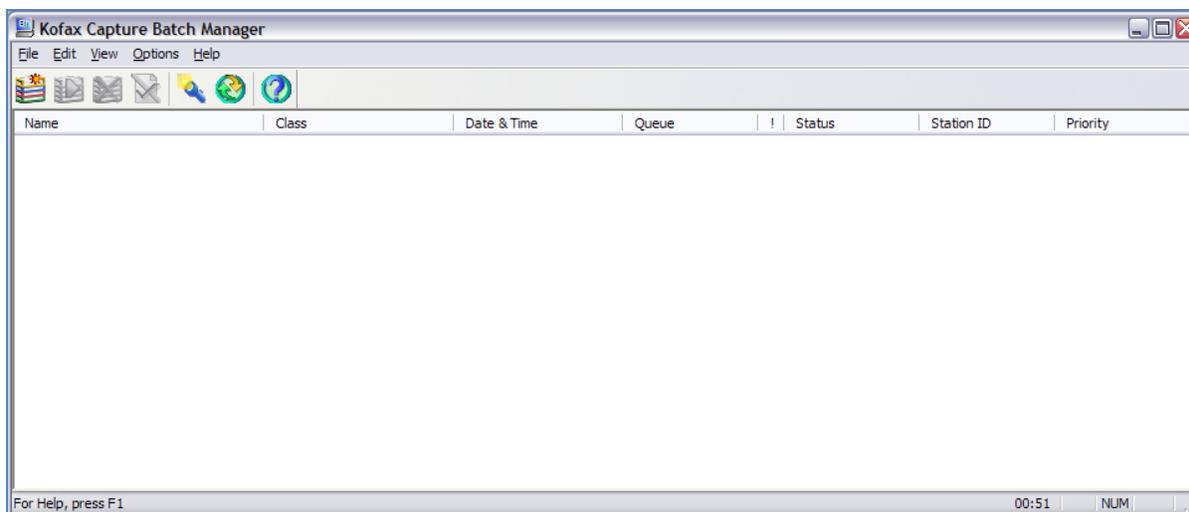
Process overview

- A. Open Kofax Capture Batch Manager
- B. Create a Scan Batch
- C. Scan the Order(s) (Process Batch - Scan)
- D. Add Data to the Scans (Process Batch - Validate)

A. Open Kofax Capture Batch Manager

1. Select **Start > All Programs > Kofax Capture 9.0 > Batch Manager** or double-click the **Batch Manager** desktop shortcut. Kofax Batch Manager launches (see figure 7).

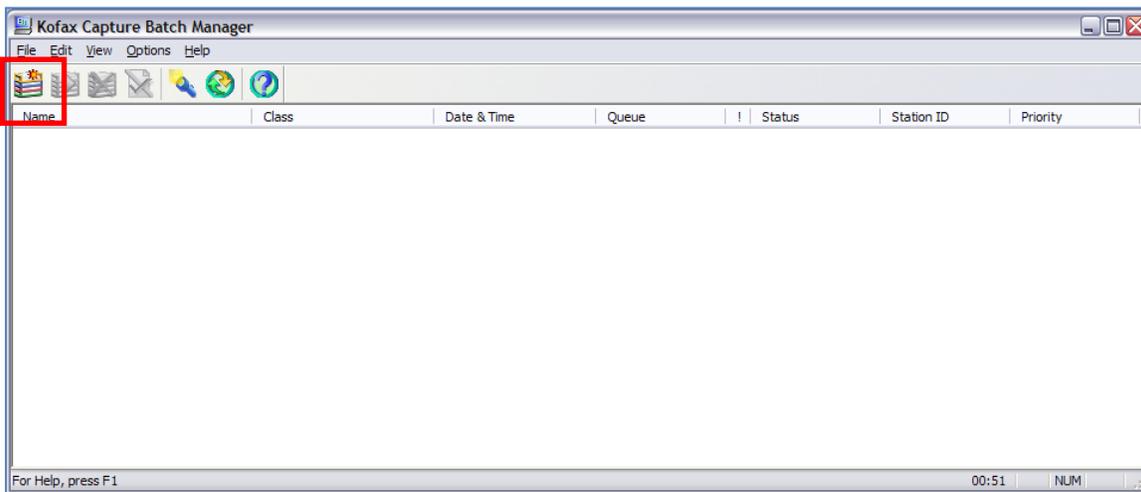
Figure 7 – Kofax Batch Manager Screen



B. Create a Scan Batch

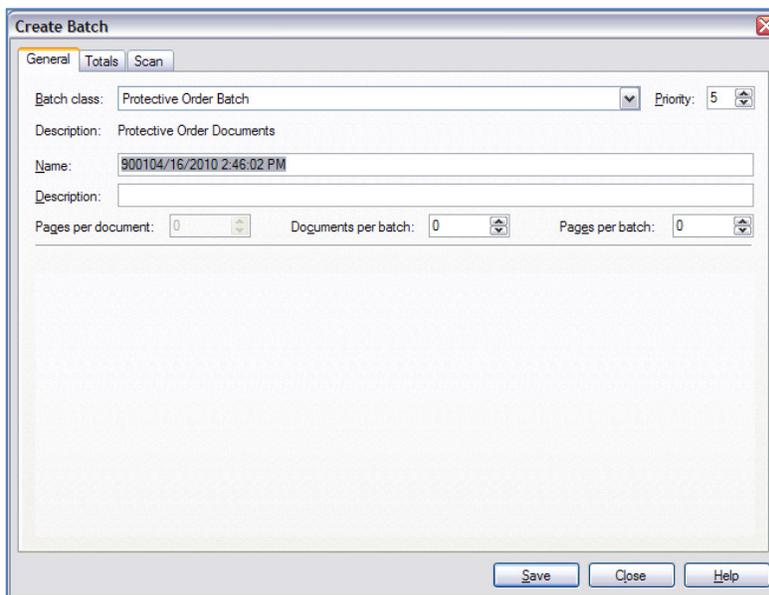
1. Click the **Create Batch** icon (1st from the left) as shown in figure 8.

Figure 8 – Create Batch



2. The Create Batch screen will display (see figure 9).

Figure 9 – Create Batch Screen

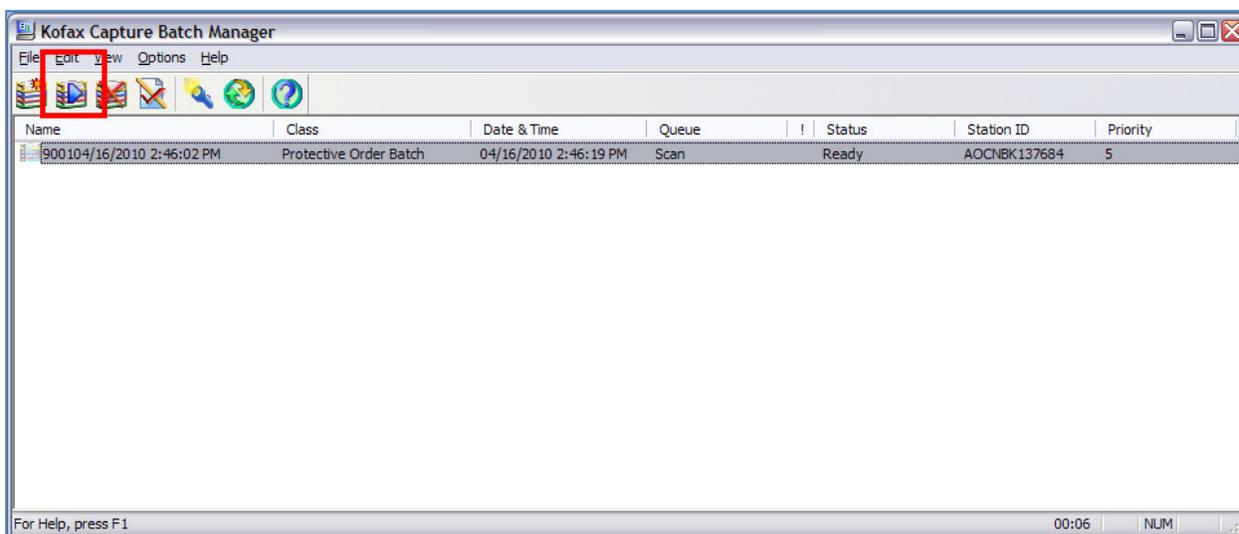


3. Click **Save**, then click **Close**. (You do not need to fill in any of the batch details.) You will be returned to the main Kofax Capture Batch Manager window. Notice that a batch entry has been created and is waiting in the Scan queue.

C. Scan the Order(s)

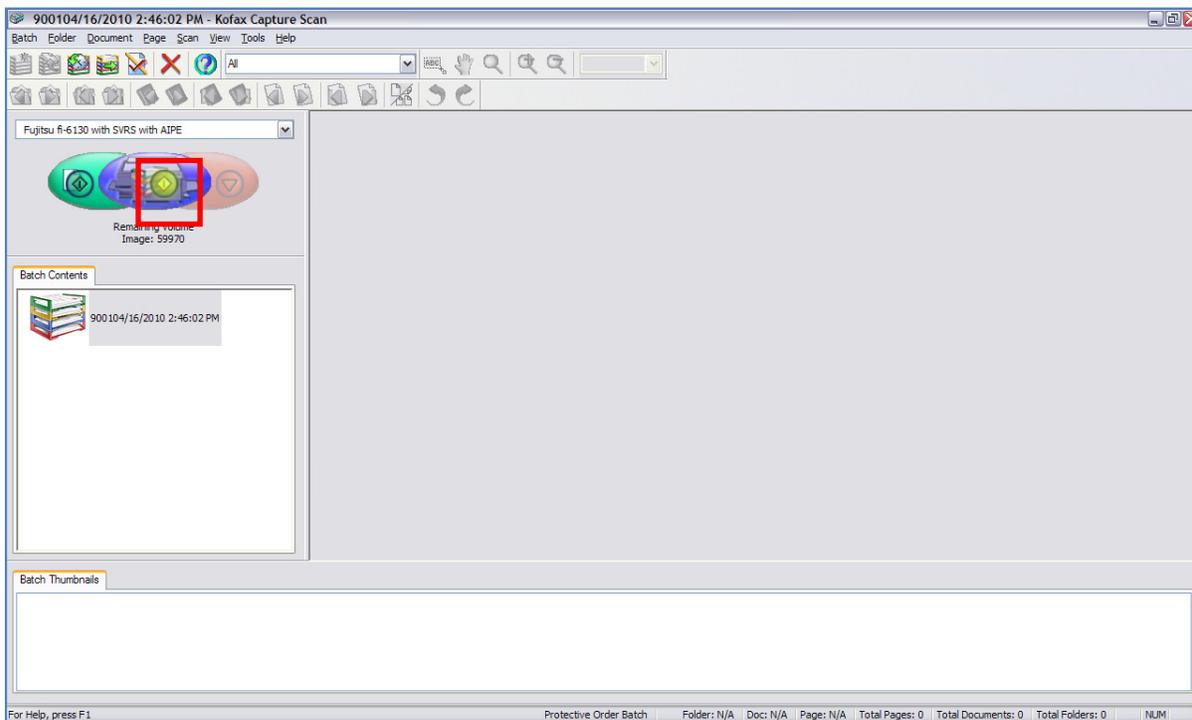
1. Click the **Process Batch** icon (2nd from the left) from the Kofax Capture Batch Manager screen (see figure 10).

Figure 10 - Kofax Capture Batch Manager Screen



2. Kofax Capture Scan screen will display as seen in figure 11.

Figure 11 – Kofax Capture Scan Screen



3. Load the scanner with 1 or more orders, and then click the green **Scan** button.

Orders should be loaded into the scanner top down and facing the back of the scanner with a Class T separator sheet on top of the stack and between each PDF document to be generated. The scanner will read both sides of each sheet and discard blank pages from the batch. When there are no more pages in the scanner, the Kofax VirtualReScan (VRS) Manager will pop-up.

4. Load more pages into the scanner to continue scanning or click **Cancel** from the pop-up window when finished to stop scanning (see figure 12).
5. Click the **Close Batch** icon (4th from the left) as shown in figure 13.

Figure 12 – Cancel button pop-up screen

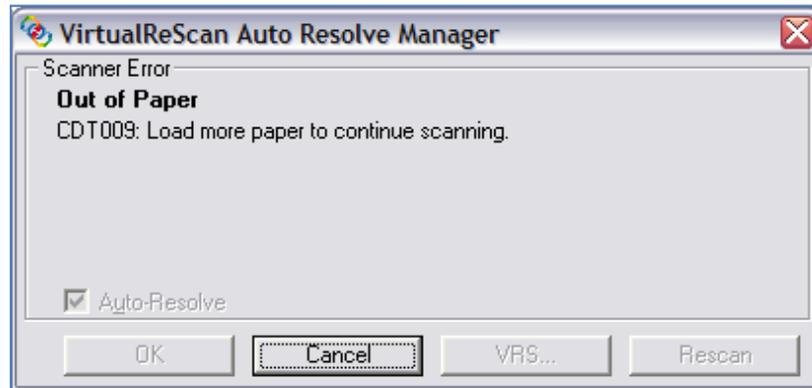
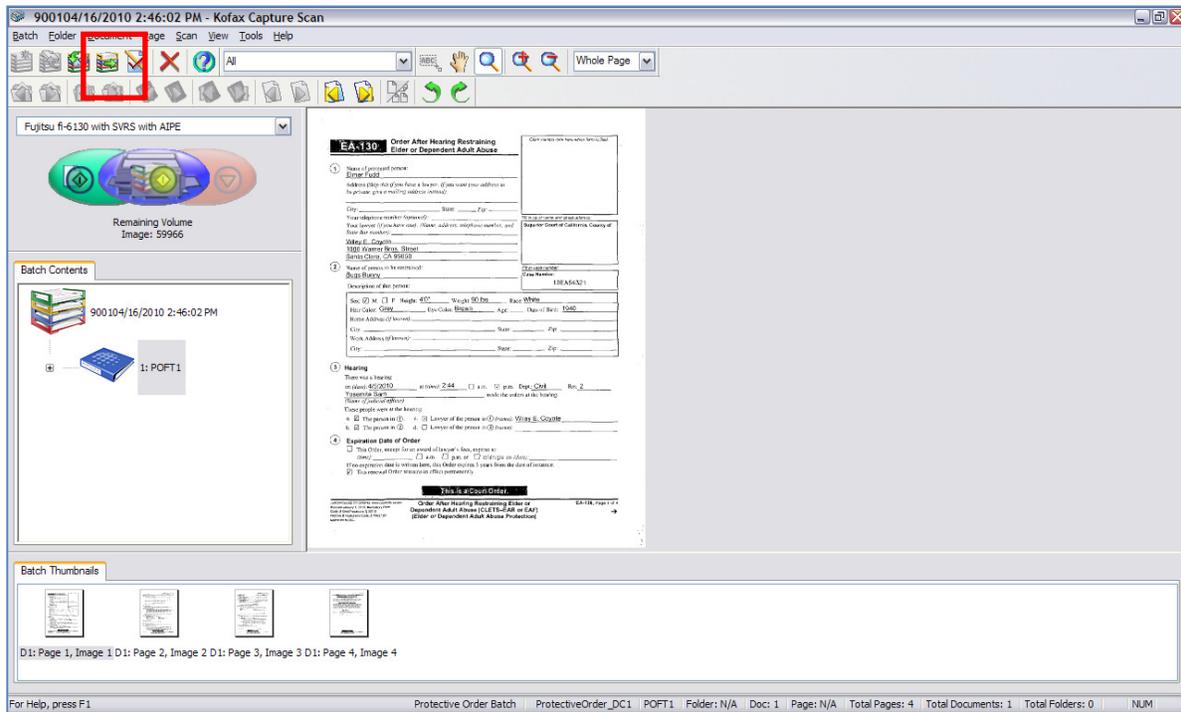
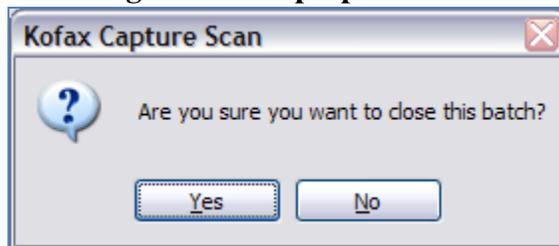


Figure 13 – Kofax Capture Scan screen



6. Click **Yes** from the pop-window as shown in figure 14. You will be returned to the main Kofax Capture Batch Manager window. Notice that the batch entry is ready and waiting in the validate queue.

Figure 14 – Pop-up Window



D. Add Data to the Scans

1. Click the **Process Batch** icon (2nd from the left) as shown in figure 15.
2. The Kofax Capture Validate screen will display as shown in figure 16.

Figure 15 – Kofax Capture Batch Manager Screen

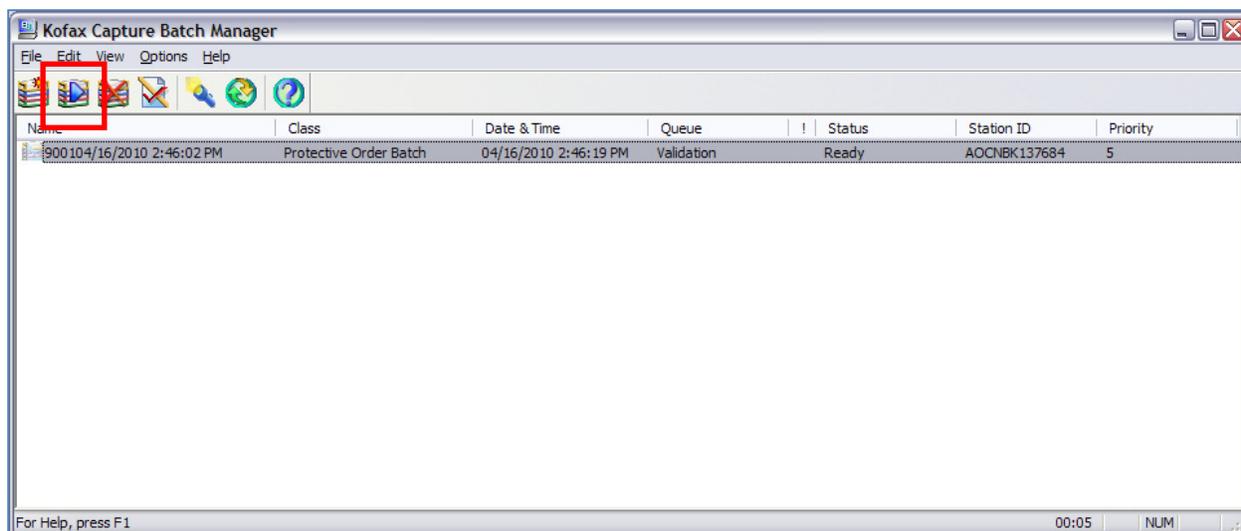
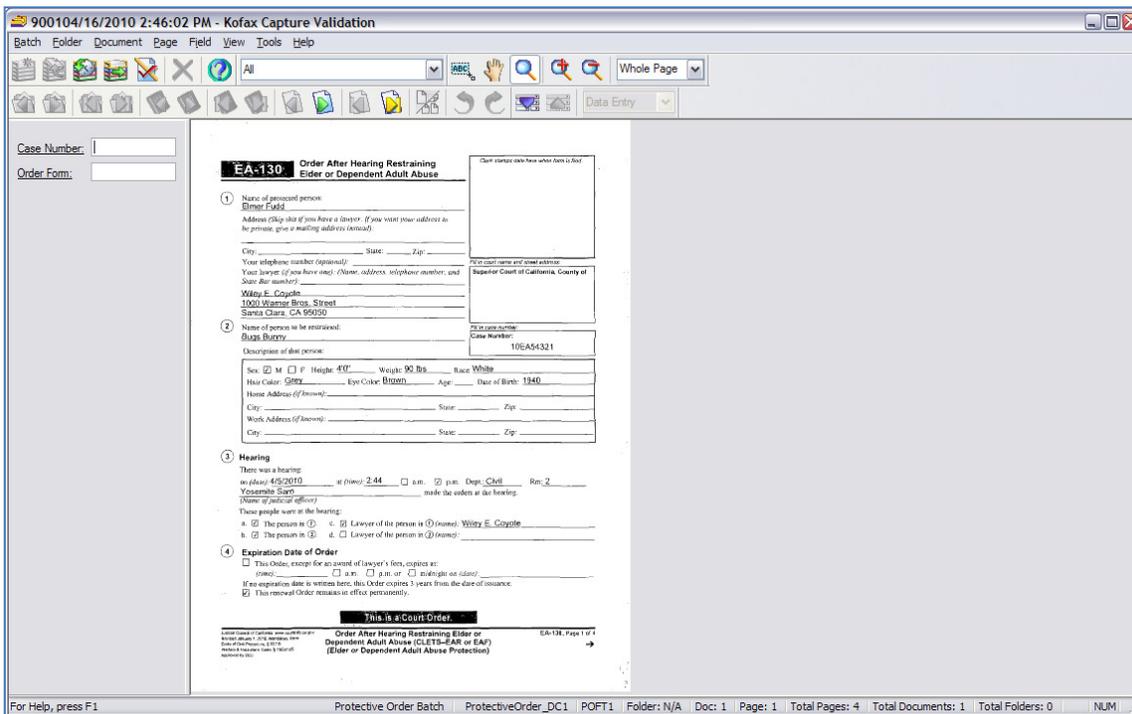


Figure 16 – Kofax Capture Validation Screen

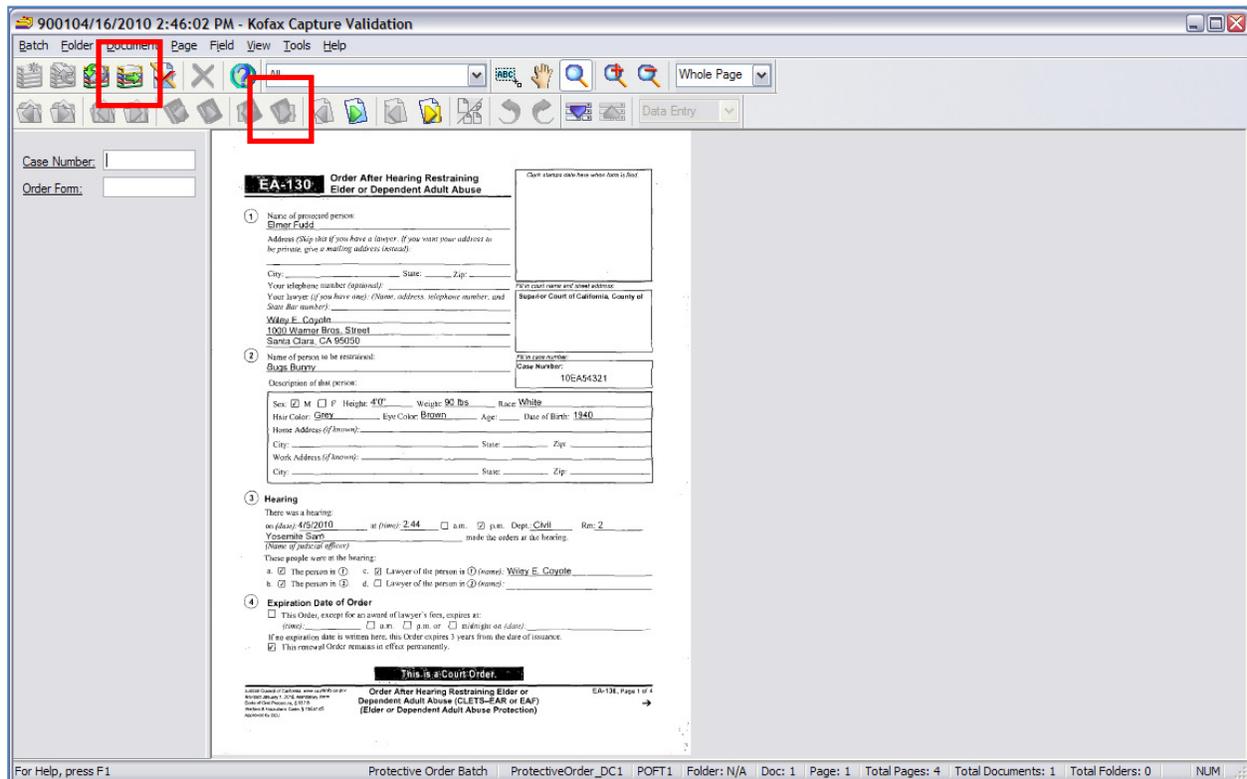


3. For each PDF to be generated, enter appropriate values in the **Case Number** and **Order Form** fields on the left side of the window.

Note: Use the magnifying glass tool to magnify the document to make it easier to read small text on the scanned image.

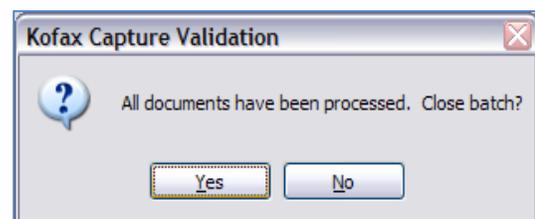
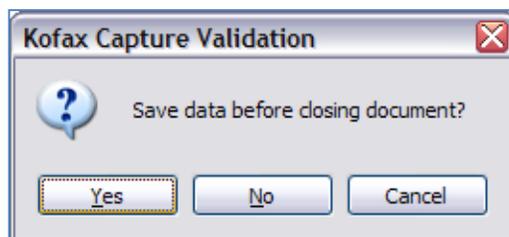
4. To advance to the next document, click the **Next Document** icon (bottom row, 8th from the left). Otherwise, click the **Close Batch** icon (top row, 4th from the left). See figure 17.

Figure 17 – Next Document and Close button



5. Click **Yes** to save the data to the each document, then click **Yes** when closing the batch (see figure 18). You will be returned to the main Kofax Capture Batch Manager window. Notice that the batch entry is In Progress in the PDF Generator queue as PDF files are automatically created from the scanned documents.

Figure 18 – Save data and Close Batch



6. To check the status of the batch, click the Refresh icon (2nd from the right). When all PDF files are generated, the batch will be deleted from the Batch Manager list. See figure 19 and 20.

Figure 19 – Refresh Button

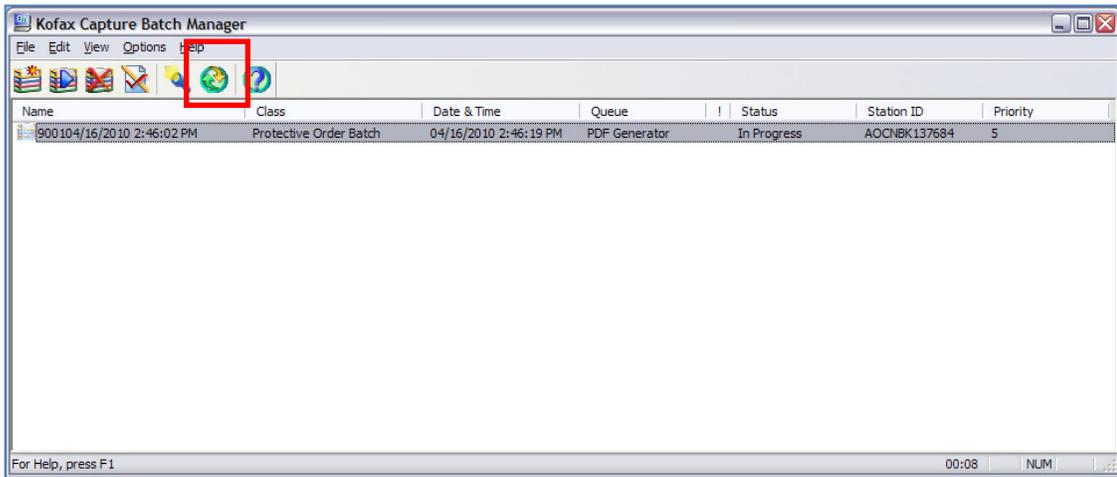
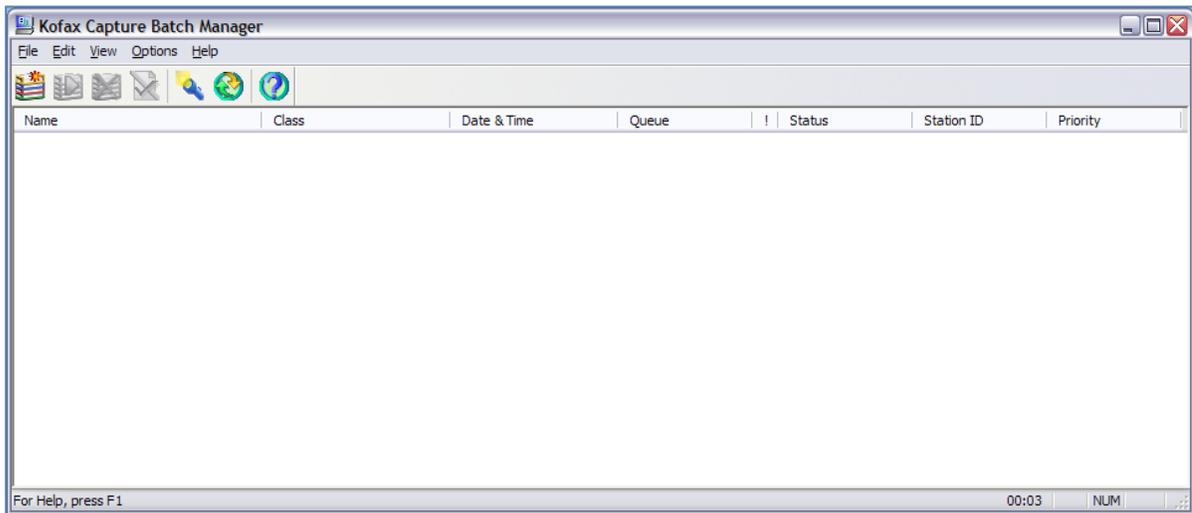
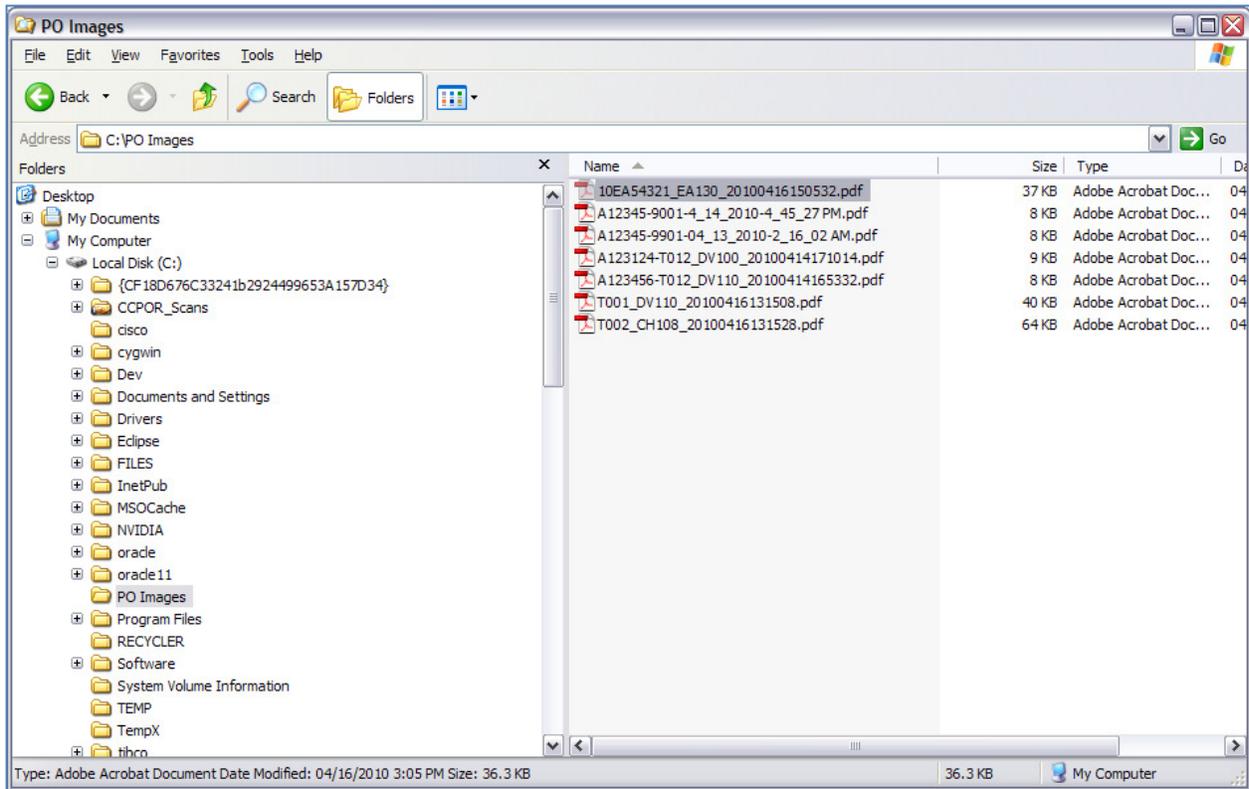


Figure 20 – Batch deleted



7. Close Kofax Capture Batch Manager and look for your PDF files. PDF files will be named with the case number and order form number that you entered for each document. See figure 21.

Figure 21 – PDF files



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.

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 22.

Figure 22 – Add Quick Attach Image Screen



2. Click **Browse** button to locate the order image. Select from the drive and folder where the scanned image is located.
3. Click **Upload** button. The Confirm Quick Attach Image screen will display as shown in figure 23.

Figure 23 – Confirm Quick Attach Image Screen



4. 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.
5. Enter a Description (optional field) if desired. If left blank, it will default to “FROM QUICK ATTACH” in the Quick Attach queue.
6. 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 a 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 24 below.

Figure 24 – Search Quick Attach Images Screen



2. Click **Search Orders** in “Actions” column to search CCPOR database for existing orders as shown in figure 25.

Figure 25 – Search Results



3. 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 26) will display with Order Form preselected, Case Number entered, and the Image attached.
4. Enter order information on the tabs. See information on [Screen Tabs](#) in Add Order section.
5. Click the **Submit Order** button to add order information in the CCPOR database.
6. 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.

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:

1. From the CCPOR main screen, click **Add Order** from the **CCPOR Actions** bar. The order screen will display as shown in figure 26.

Figure 26 – Add New Protective Order Screen

CCPOR Actions bar

User's Court ID

Tabs

Order Status

California Courts Protective Order Registry

Add New Protective Order

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

Case Information

Order Form: CH-102 | Court ID: 43100 | Order Status: DRAFT

Case Number: [] | Issue Date: [mm/dd/yyyy] | Expire Date: [mm/dd/yyyy] never expires

Agency: CA0430000

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

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.

See Appendix A on [CCPOR main screen tabs](#) and [Data Definitions and Validation Rules](#).

Tab Fields

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.

2. Click **Add Attachment** button to locate an order image. The CCPOR **Add Attachment** pop-up window will display (see figure 27).
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.

Figure 27 – Add Attachment pop-up window

The screenshot shows a web browser window titled "CCPOR: Add Attachment - Windows Internet Explorer". The main content area is titled "Add Attachment" and contains a form with the following elements:

- Attachment Information** (Section Header)
- File To Attach**: A text input field with a yellow background and a "Browse..." button to its right.
- Type**: A dropdown menu currently showing "CH-120".
- Description**: A text input field.
- Buttons**: "Cancel" and "Add Attachment" buttons at the bottom right.

7. 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:
 - Order Form
 - Case Number
 - Restrained Person First, Last Name and Middle Name Initial, DOB
 - Protected Person First, Last Name and Middle Name Initial
 - Issue Date

If the order is not a duplicate in CCPOR, then database saves order as “**ACTIVE**” status.

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.

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 25).
2. Click the **Add Attachment** button to locate the order image. The CCPOR **Add Attachment** pop-up window will display as shown in figure 27.
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 28.

Figure 28 – Search Orders Screen with CARPOS Access

Search Orders

Case Information

Order Form County Code Order Status

Case Number Issue Date Expire Date

FCN Agency Order Type

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
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 29).

Figure 29 – Search Results Screen with CARPOS Access



Select to view details

Actions column

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; and
 - d. 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 30).

Figure 30 – 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 31).
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 31).

Figure 31 – Modify Order Screen with CARPOS Access

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.
- 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 31).
5. Click the Proof of Service tab and enter the service order information (see figure 32).
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 32 – Service an Order tab

The screenshot shows the 'Modify Protective Order' interface. The top header reads 'California Courts Protective Order Registry'. The left sidebar contains a 'CCPOR Actions' menu with options: 'Add Quick Attach', 'Search Quick Attach', 'Add Order', 'Search Orders', 'CARPOS Messages', and 'Logout'. The main content area is titled 'Modify Protective Order' and features a tabbed interface with the following tabs: 'Core Information', 'Order Details', 'Restrained Person Information', 'Protected Person Information', and 'Proof of Service'. The 'Proof of Service' tab is selected. The form is organized into two primary sections: 'Service Person' and 'Service Information'. The 'Service Person' section includes input fields for 'Last Name', 'First Name', and 'Agent ID', along with a 'Private Person?' section containing radio buttons for 'Yes' and 'No', and an 'Agency' field. The 'Service Information' section includes fields for 'Serve Date' (format: mm/dd/yyyy), 'Serve Time' (format: 24h:mm), and 'Agency Case Number'. Below these fields is a large 'Notes' text area. At the bottom right of the form, there 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 33)
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.

Figure 33 – Cancel an Order Pop-up Screen

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	A - Court Terminated
Date	08/01/2010

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 34).

Figure 34 – CARPOS Messages Screen

CCPOR Actions

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

California Courts Protective Order Registry

CARPOS Messages

Case Information

Order Form

Case Number

Issue Date

FCN

Agency

Order Status

Expire Date

Message Types

Unread Only

Order Type

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	Expire Date	Restrained Person	Restrained DOB	Status	Request Date	Message	View Date
No Results Found									

Figure 35 – CARPOS Messages Search Results Screen

CCPOR Actions

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

CARPOS Messages

Case Information

Order Form:

Case Number:

FCN:

Message Types:

Issue Date (mm/dd/yyyy):

Agency:

Unread Only:

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

Page: 1 of 3, Results: 1 - 25 of 61 1 2 3 Next >

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	
FL09001JC	DV-110	01/13/2009	02/22/2011	JONES, A	01/02/1963	Active	2010-08-27 03:05:19.932	RESPONSE RECEIVED	

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 35).
Note: To view messages that have been viewed previously, set Unread Only to No.
3. 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
- **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)
- **OFML ERROR** – indicates there was a problem with the format of the message so CCPOR unable to send it to the DOJ. This is a system error for AOC resolution.
- **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 for AOC resolution.

4. 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 36 and 37 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 36 – View Message Pop-Up Screen Example 1

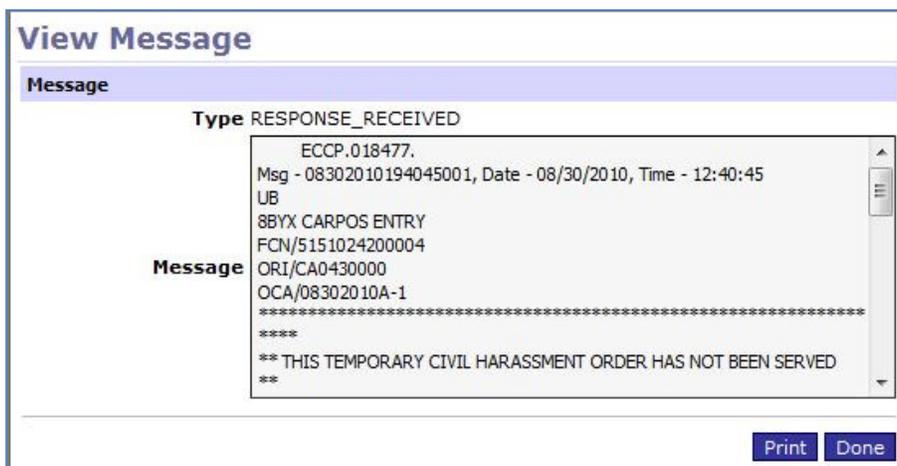
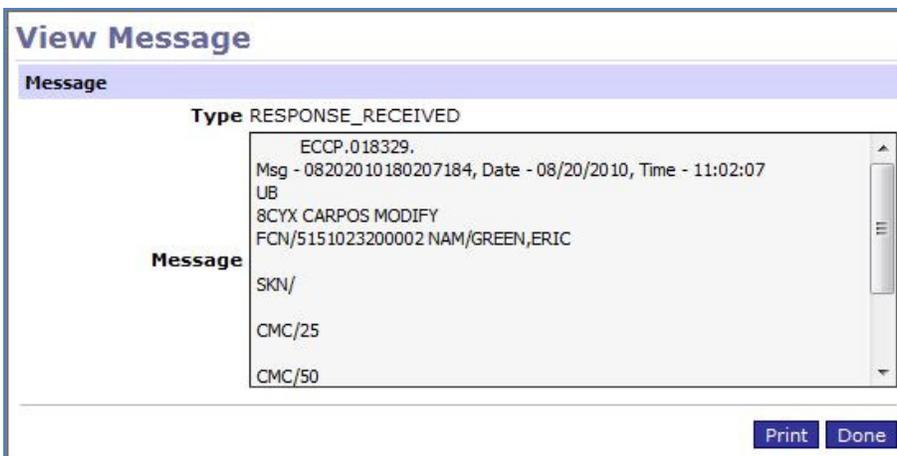


Figure 37 – View Message Pop-Up Screen Example 2



Handling Pre-existing CARPOS Orders in CCPOR

Orders that are already present in CARPOS may be associated with new orders added to CCPOR, but this process should be used only when the information entered into CCPOR matches exactly what is in the CARPOS record.

To associate the FCN of an order in CARPOS with a new CCPOR record:

1. Enter the order into CCPOR as it currently exists in CARPOS. Submit to DOJ by clicking the **Submit Order** button. The DOJ sends back Duplicate acknowledgement message.
2. From the CARPOS messages window, click on the DUPLICATE link. Verify this is the record to be associated (see figure 38).
3. Click **Accept FCN** button. FCN is associated with this order.
4. To edit this order in CCPOR, click **Modify Order** button. After making modifications to order, submit modifications to DOJ by clicking the **Submit Order** button.

Figure 38 – View Message Pop-Up Screen for Duplicate Order



As an alternative for modifications to existing orders, CLETS authorized users can cancel the existing order in CARPOS first, and then create a new order in CCPOR. A new order will then be created in CARPOS when the order is submitted.

Module 3 – Local Helpdesk Training

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 AOC data center;
- CCPOR database for authentication and authorization.

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

1. Complete the AOC CCPOR User template
2. Contact CCTC Service Desk to submit the completed template. See AOC CCTC Service Desk section.
3. The AOC assigned contact will contact the court to close the request upon completion.

Basic Report Administration

Monthly R&PO basic reporting will be submitted to respective courts that have on-boarded with the CCPOR system. The reporting will be distributed to designated court contact first week of each month. The reporting will include:

- Volume Summary by Court
- Orders by Type Summary
- Total Record Count
- Order Count by User
- Aging Report

See Appendix A for [CCPOR report examples](#).

AOC CCTC Service Desk

This section outlines process and procedures for court users authorized to report CCPOR requests, issues and errors handling to the AOC CCTC Service Desk after court go-live. 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.

CCTC Service Desk

The CCTC Service Desk is based out of Oak Ridge, Tennessee and has six dedicated agents certified as service desk professionals, and who are trained and certified in the AOC environment.

Support hours

The CCTC Service Desk is available Monday through Friday, 7:00 a.m. to 7:00 p.m., (PST) excluding court holidays. After hours, a user can report an issue with CCTC Service Desk; low priority will be addressed the next business day and high priority will be dispatched to appropriate AOC technical group for resolution.

Contacting the CCTC Service Desk

There are three ways to submit a ticket to the CCTC Service Desk:

- **Phone:** Call 877-847-3042
- **Internet:** Submit your non-urgent request at <https://aoc.naismc.com> by using your CCTC Login ID and username
- **E-mail:** Email your request to CCTCSERVICE@naismc.saic.com

Priority System – Description

An issue logged with the CCTC Service Desk has to be prioritized in order for it to be resolved. Priority level is a measure of the business urgency and the impact of the issue logged.

Figure 39 – Priority System –Description

Severity Level		
Priority	Level	Description
P1	Emergency / Urgent	Incident is generated if the system is down. <ul style="list-style-type: none"> - A critical component of an application or the entire application has stopped or is so severely impacted that the application or component cannot reasonably continue to operate and there is no workaround available; - A critical business process has stopped or is so severely impacted that the business process cannot reasonably continue to occur and there is no workaround; or - Data is corrupted or data integrity issues related to security/confidentiality pose a risk to the judicial branch.
P2	High	Incident is generated if a system component is down.

		<ul style="list-style-type: none"> - A critical component of the application is unavailable or will not work; or the entire application has stopped or is so severely impacted that the application or component cannot reasonably continue to operate, but a workaround is available; - A critical business process is unavailable or is so severely impacted that the business process cannot reasonably continue to occur, but a workaround is available; - A non-critical component of the application is unavailable, will not work or is not operating as expected and there is no workaround available; - A non-critical business process is unavailable or is not occurring as expected and there is no workaround available.
P3	Medium	<p>Incident is generated if a non-critical component is down or if 1 person is affected.</p> <ul style="list-style-type: none"> - A non-critical component of the application is unavailable, will not work or is not operating as expected and there is a Workaround available; or - A non-critical business process is unavailable or is not occurring as expected and a workaround is available.
P4	Low	<p>Incident is generated if a problem other than Priority Level 1, 2, and 3 is encountered. Note: All tickets submitted via the Internet or email will be entered as P4 tickets.</p>

Notification

For system wide issues, high priority issues (P1 and P2) users will be notified via email that there is an outage. Users will receive update pages until an issue is resolved.

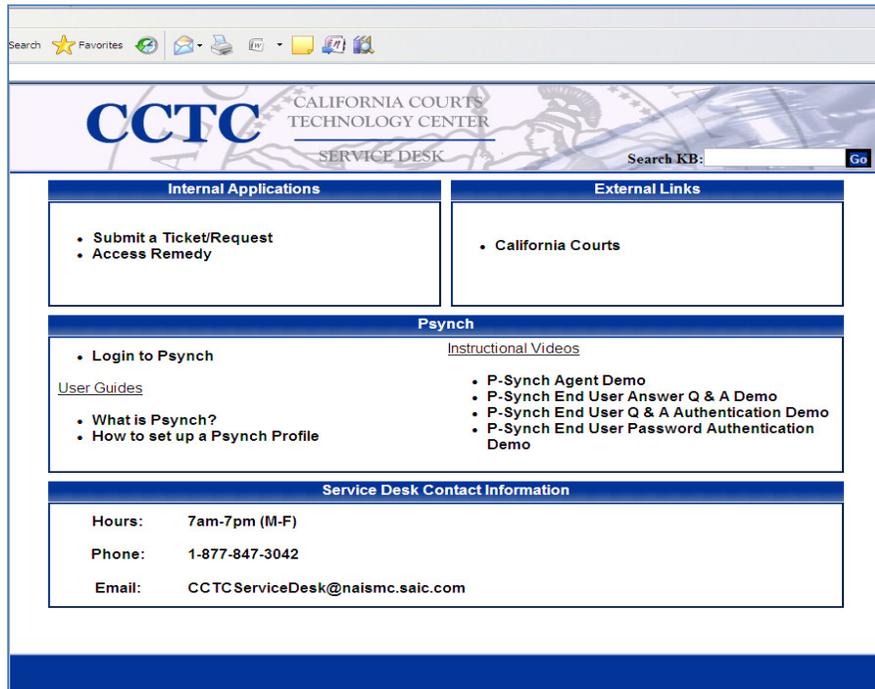
To initiate request by phone:

1. The user calls the number 877-847-3042 which is routed to Service Desk agents.
2. The agent asks the caller’s name, location and issue and opens a ticket.
3. Based on scripts that the agents use to troubleshoot issues, the agent determines who is best suited to address the issue. A ticket is dispatched to the appropriate queue.

To initiate request by Internet:

1. The user logs on to the Service Desk Web portal <https://aoc.naismc.com/>
2. The user logs in using an assigned CCTC Login ID and username as provided by a supervisor.
3. The user selects one of three options: view a ticket, add to an existing ticket, or open a new ticket, and follows the system prompts to complete the request.

Figure 40 – CCTC Main Screen



To initiate request by email:

1. The user sends an email using email address CCTCSERVICEDESK@NAISMCSAIC.COM
The email exchange window will display.
2. The user enters the appropriate information and submits the request.

Appendix A

CCPOR Screens

CCPOR Main Screen



CCPOR Core Information



California Courts Protective Order Registry

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

Add New Protective Order

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

Case Information

Order Form

Court ID

Order Status DRAFT

Case Number

Issue Date

Expire Date never expires

Agency

Restrained Person Information

Last Name

First Name

Middle Name

Sex

Suffix

Date of Birth

- OR -

Year of Birth

Protected Person Information

Last Name

First Name

Middle Name

Sex

Suffix

Date of Birth

Image Attachments

Delete	Form	Date Attached	Document Name	Description
Add Attachment				

CCPOR Order Details



California Courts Protective Order Registry

Add New Protective Order

Core InformationOrder DetailsRestrained Person InformationProtected Person InformationProof of Service

Case Information

Order Form <input type="text" value="CH-102"/>	Court ID <input type="text" value="43100"/>	Order Status DRAFT
Case Number <input type="text" value="123456"/>	Issue Date <input type="text" value="07/30/2010"/>	Expire Date <input type="text" value="07/30/2013"/> <input type="checkbox"/> never expires
Present in Court <input type="text" value="Choose:"/>	Originating Agency Case Number <input type="text"/>	Issuing State <input type="text" value="CA - California"/>
Sealed <input type="text" value="No"/>	Confidential <input type="text" value="Yes"/>	

Created by COURT05 on 08/01/2010 21:57
Last Edited by COURT05 on 08/01/2010 21:57

Order Conditions

Firearms Provision <input type="text" value="Choose:"/>	Contact Allowed <input type="text" value="Choose:"/>	Custody <input type="text" value="Choose:"/>
<input type="checkbox"/> C - Child's school/day care <input type="checkbox"/> P - Protected Person <input type="checkbox"/> R - Residence <input type="checkbox"/> V - Protected Person's vehicle <input type="checkbox"/> W - Workplace	Yards to Stay Away <input type="text"/>	Visitation Rights <input type="text" value="Choose:"/>

Vacate Address

Other Orders

Miscellaneous Orders

CCPOR Restrained Person Information



California Courts Protective Order Registry

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

Add New Protective Order

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

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="mm/dd/yyyy"/> - OR - <input type="text" value="1928"/>	Year of Birth <input type="text" value="yyyy"/>	State of Birth <input type="text" value="Choose:"/>

Known Aliases

Delete	Last Name	First	Middle	Suffix
Add Alias				

Address

Street <input type="text"/>	City <input type="text"/>	State <input type="text" value="Choose:"/>	Zip <input type="text"/>
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Physical Features

Race <input type="text" value="Choose:"/>	Hair Color <input type="text" value="Choose:"/>	Eye Color <input type="text" value="Choose:"/>
Height <input type="text"/>	Weight <input type="text" value="(lb)"/>	
Skin Color <input type="text" value="Choose:"/>		

Other Physical Features

Delete	Type
Add Feature	

Basic Identification

SSN <input type="text"/>	Fingerprint <input type="text"/>	FBI ID <input type="text"/>
Driver's License Number <input type="text"/>	State of Issue <input type="text" value="Choose:"/>	Expire Date <input type="text" value="mm/dd/yyyy"/>

Other Identification

Delete	Type	Number	Description	Issue Date	Expire Date
Add Identification					

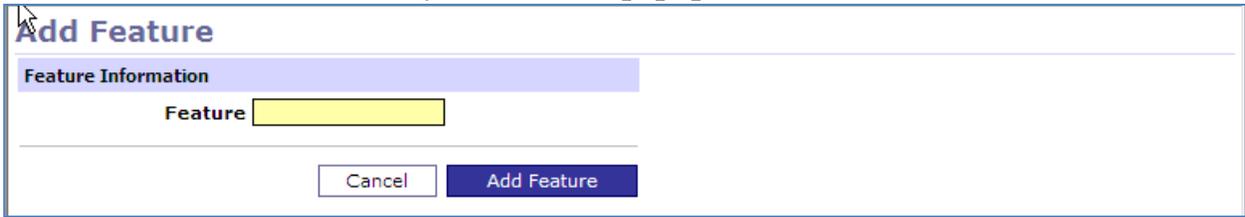
Caution and Medical Conditions

<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

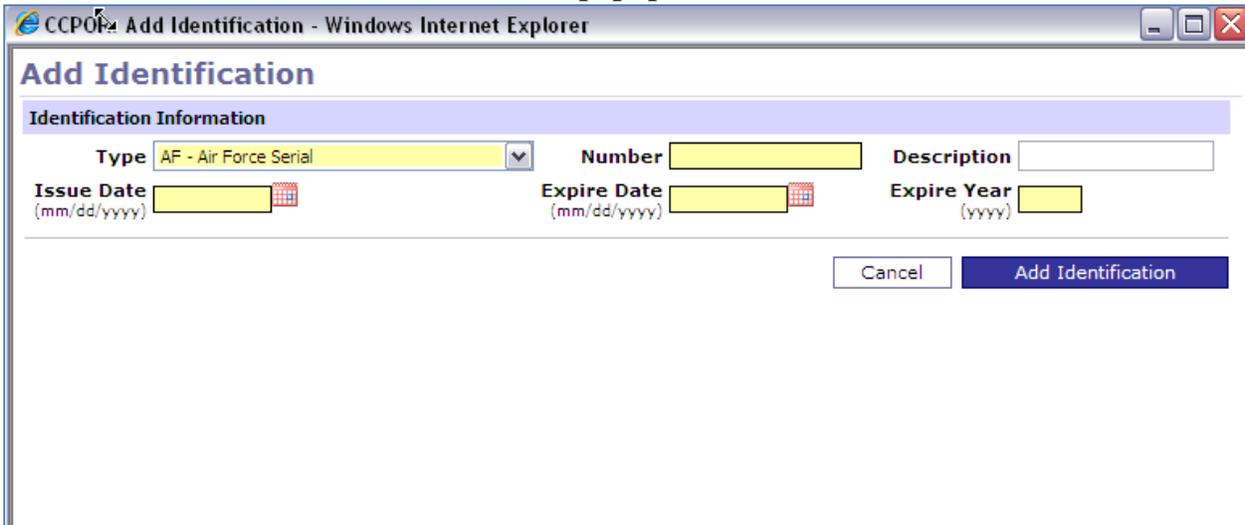
Make <input type="text"/>	Model <input type="text"/>	Year <input type="text"/>
Color <input type="text"/>	Style <input type="text"/>	
VIN <input type="text"/>	State of Issue <input type="text" value="Choose:"/>	
License Plate <input type="text"/>	Plate Type <input type="text"/>	Plate Year <input type="text"/>

The Add Restrained Person Physical Feature popup



The screenshot shows a web browser window titled "Add Feature". The main heading is "Add Feature" in a large blue font. Below the heading is a light blue bar with the text "Feature Information". Underneath this bar is a label "Feature" followed by a yellow text input field. At the bottom of the window, there are two buttons: a white "Cancel" button and a dark blue "Add Feature" button.

The Add Restrained Person Identification popup



The screenshot shows a web browser window titled "CCPOP Add Identification - Windows Internet Explorer". The main heading is "Add Identification" in a large blue font. Below the heading is a light blue bar with the text "Identification Information". Underneath this bar are several input fields: "Type" with a dropdown menu showing "AF - Air Force Serial", "Number" with a yellow text input field, "Description" with a white text input field, "Issue Date" with a yellow text input field and a calendar icon, "Expire Date" with a yellow text input field and a calendar icon, and "Expire Year" with a yellow text input field. At the bottom of the window, there are two buttons: a white "Cancel" button and a dark blue "Add Identification" button.

CCPOR Protected Person Information

California Courts Protective Order Registry

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	Name	DOB	Sex	Race

The Add Protected Person popup

Add Additional Protected Person

Protected Person Information

Last Name: First Name: Middle Name:

Sex:

Date of Birth: Race:

Suffix:

Proof of Service

The screenshot shows the 'Add New Protective Order' form with the 'Proof of Service' tab selected. The form is titled 'California Courts Protective Order Registry' and features a sidebar with 'CCPOR Actions' including 'Add Quick Attach', 'Search Quick Attach', 'Add Order', 'Search Orders', 'CARPOS Messages', and 'Logout'. The main form area has tabs for 'Core Information', 'Order Details', 'Restrained Person Information', 'Protected Person Information', and 'Proof of Service'. The 'Proof of Service' section includes fields for 'Service Person' (Last Name, First Name, Agent ID, Private Person?, Agency) and 'Service Information' (Serve Date, Serve Time, Agency Case Number). A 'Notes' text area is located below the service information. At the bottom right, there are buttons for 'Save as Draft', 'Cancel', and 'Submit Order'.

California Courts Protective Order Registry

Add New Protective Order

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

Service Person

Last Name First Name Agent ID

Private Person? Yes No Agency

Service Information

Serve Date (mm/dd/yyyy)  Serve Time (24h:mm) Agency Case Number

Notes

Save as Draft | Cancel | **Submit Order**

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
Jurisdiction ID	Default to users jurisdiction ID. This is the court that issued the restraining/protective order.	Required
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
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.	2 to 20 alphabetic, numeric and special character [only hyphen (-) allowed] This is the court case number.	Optional
Issue Date	Date the order was issued - Search Issue Date From	Optional
Expire Date	Date the order expired - Search by Expire Date To	Optional
Restrained Person First Name	3 to 30 alphabetic Restrained person first name	Optional
Restrained Person Last Name	3 to 30 alphabetic Restrained person last name	Optional
Restrained Person DOB	Date of Birth (DOB) DOB must be between ages 9 and 99 years for the protected person. MM/DD/YYYY	Optional

	(M=Month, D=Day, Y=Year) The date the restrained person was born.	
Protected Person First Name	3 to 30 alphabetic Restrained protected first name	Optional
Protected Person Last Name	3 to 30 alphabetic Restrained protected last name	Optional
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

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	<p>2 to 20 alphabetic, numeric and special character [only hyphen (-) allowed]</p> <p>The court's case number.</p> <p>*Must not contain a run of zeros. "None", "unknown," "unkwn," or "unk" are not permitted.</p>	Required for: Add Order Non Editable for all other use cases
Issue Date of Restraining/Protective Order	<p>8 numeric characters</p> <p>The date the restraining/protective order was issued by the court.</p> <p>Code YYYYMMDD = (Y=Year, M=Month, D=Day).</p>	Required
Expiration Date of Restraining/Protective Order	<p>8 numeric characters or 6 alphabetic characters Only NONEXP value accepted</p> <p>The date the restraining/protective order expires. Code EXP = YYYYMMDD (Y=Year, M=Month, D=Day).</p>	Required
Miscellaneous Information	<p>1 to 500 alphabetic, numeric and special characters [only spaces, hyphen (-), comma (,), dollar sign (\$), asterisk (*), ampersand sign (&), and pound sign (#) allowed]</p> <p>A free text field used to further describe the subject of order or other relevant information.</p>	Optional
State of Issuance (USA State Code)	<p>2 alphabetic characters</p> <p>The default is to CA</p>	Optional
Restraining/Protective Order Type	<p>3 alphabetic characters</p> <p>The type of order issued by the Court.</p>	Required
Order Conditions: Stay Away (Code)	<p>1 to 4 alphabetic characters</p> <p>One to four codes can be entered.</p> <p>The location(s) that the restrained person is ordered to stay away from.</p> <p>Valid codes are: C = Child's school/day care P = Protected Person R = Residence V = Protected Persons Vehicle</p>	Optional

	<p>W = Work Place A = All of the above.</p>	
Order Conditions: Yards to Stay Away	<p>1 to 4 numeric characters</p> <p>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.</p>	Optional
Order Conditions: Custody (Code)	<p>2 alphabetic characters</p> <p>This field indicates who has custody of the child(ren). Optional for ERO.</p> <p>Valid codes are: PP = Protected Person RP = Restrained Person JT = Joint Custody OP = Other Party</p>	Optional
Order Conditions: Visitation	<p>1 alphabetic character</p> <p>This field indicates whether the restrained person has visitation rights.</p> <p>Valid codes are: Y = Yes N = No S = Supervised.</p>	Optional
Order Conditions: Firearms Provision (Code)	<p>1 alphabetic character</p> <p>This field indicates whether or not the restrained person has any type of firearm restriction. Mandatory for ERO.</p> <p>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.</p>	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
Restrained Person		
Restrained Person First Name	3 to 30 alphabetic	Required
Restrained Person Last Name	3 to 30 alphabetic	Required
Restrained Person 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	Required

	(Y=Year, M=Month, D=Day).	
Eye Color (Code)	3 alphabetic characters *Refer to CCPOR Master Data section in CCPOR Data Model Specification (DMS) document for a list of values. The eye color of the restrained person.	Optional
Hair Color (Code)	3 alphabetic characters Refer to CCPOR Master Data section in CCPOR Data Model Specification (DMS) document for a list of values. 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

<p>Scars, Marks, and Tattoos</p>	<p>3 to 10 alphabetic characters</p> <p>Refer to CCPOR Master Data section in CCPOR Data Model Specification (DMS) document for a list of values.</p> <p>Unusual physical characteristics of the restrained person. Can occur up to 9 times in one order</p>	<p>Optional</p>
<p>Social Security Number</p>	<p>9 numeric characters</p> <p>The restrained person's Social Security number</p>	<p>Optional</p>
<p>Present in Court (Code)</p>	<p>1 alphabetic character</p> <p>This field indicates whether the restrained person was present in court.</p> <p>Valid codes are: Y = Yes, restrained person was present in court. N = No, restrained person was not present in court. If Y is entered, no other proof of service is necessary. It is not necessary to enter any additional service information on the record.</p> <p>Refer to CCPOR Master Data section in CCPOR Data Model Specification (DMS) document for a list of values.</p>	<p>Required</p>
<p>Finger Print Classification</p>	<p>The fingerprint classification of the restrained person.</p>	<p>Optional</p>
<p>FBI Number</p>	<p>1 to 9 alphabetic and/or numeric characters</p> <p>The FBI number of the restrained person.</p>	<p>Optional</p>

<p>Miscellaneous Number</p>	<p>4 to 15 alphabetic, numeric and special characters</p> <p>Can occur up to 8 times in one record.</p> <p>The type of miscellaneous number will be provided in a drop down list with a free text field to enter the number. Please refer the Master Data Section in the CCPOR Data Model Specification (DMS) document.</p> <p>Supplemental identification number(s) issued to the restrained person by a governmental entity.</p>	<p>Optional</p>
<p>Caution and Medical Conditions Code</p>	<p>2 numeric characters</p> <p>Code(s) to alert the user of potential dangers associated with a restrained person. CMC's are optional for ERO.</p> <p>Can occur up to 9 times in one Order</p> <p>Refer to the CCPOR Master Data section in CCPOR Data Model Specification (DMS) document for a list of values.</p>	<p>Always Optional</p>
<p>Vacate Address</p>	<p>2 to 60 alphabetic, numeric and special characters [only space, comma (,), pound sign (#), and hyphen (-) allowed]</p> <p>The street address and the city that the restrained person must move from.</p> <p>This is a free form field.</p>	<p>Optional</p>
<p>Restrained Person Address</p>		
<p>Street Address</p>	<p>2 to 30 Alphanumeric (alphabet, number and special characters) [only hyphen (-), comma (,), ampersand sign (& are allowed]</p> <p>The street address where the restrained person currently lives.</p>	<p>Optional</p>

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 Refer to CCPOR Master Data section in CCPOR Data Model Specification (DMS) document for a list of values. The license plate state of the restrained person's vehicle	Conditional. If License Plate Number is entered then this field is required
License Plate Type(Code)	2 alphabetic characters Refer to CCPOR Master Data section in CCPOR Data Model Specification (DMS) document for a list of values. The license plate type of the restrained person's vehicle.	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 - Please refer to CCPOR Master Data section in CCPOR Data Model Specification (DMS) document for list of values Provide List of Values In User Interface	Required
Protected Person Race Code	1 Character Race Code - Please refer to CCPOR Master Data section in CCPOR Data Model Specification (DMS) document for list of values Provide List of Values In User Interface	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 - Please refer to CCPOR Master Data section in CCPOR Data Model Specification (DMS) document for list of values Provide List of Values In User Interface	Required for: Add Order if Additional Protected person defined

APP Person Race Code	1 Character Race Code - Please refer to CCPOR Master Data section in CCPOR Data Model Specification (DMS) document for list of values Provide List of Values In User Interface	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

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

CCPOR Basic Report Administration - Examples

Daily/ Weekly Report - Outstanding Orders Drafts per County

California County Outstanding Order Drafts							09/23/2010
CASE#	FORM	ISSUE DATE	CREATION DATE	EXPIRATION DATE	RESTRAINED	PROTECTED	
1 CRM11111	CR-161	08/26/2010	08/30/2010	08/26/2013	JONES, FRANK	ROBERTS, JANE	
2 CRM22222	CR-160	09/15/2010	09/16/2010	09/15/2013	KURGAN, BOB	KURGAN, SUSAN	
3 CRM33333	CR-161	08/25/2010	08/30/2010	08/25/2013	O'CONNOR, MARY	FRANKLIN, JOSH	
4 CRM44444	CR-160	08/25/2010	08/30/2010	08/25/2013	SMITH, BRIAN	SMITH, MONICA	
5 CRM55555	CR-161	09/14/2010	09/16/2010	02/14/2011	FERNANDEZ, MARIA	HEDGE, ANNA	
6 CV66666	CH-120	08/26/2010	08/26/2010	09/30/2010	SMOKEY, BEAR	WILDFIRE, FORREST	
7 CV77777	CH-125	09/15/2010	09/16/2010	03/10/2011	BROWN, DANIEL K=	HANDROCK, JOHN	
8 CV99999	CH-120	08/26/2010	08/26/2010	08/26/2015	MINT, LARRY	LUCKY, LORA	
9 FL10100	DV-110	09/01/2010	09/01/2010	09/21/2010	CARR, MICHAEL	CLARK, PAUL	
10 FL22222	DV-110	08/26/2010	08/26/2010	09/16/2010	SMITH, JIM	SMITH, ROSE	
11 FL44445	DV-110	08/26/2010	08/26/2010		COURT, JESTER	HUMORLESS, HARRIET	

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Monthly Statistical Report – Active, Cancelled and Expired Orders

Fresno County Orders							10/1/2010
	Total	Active	Cancelled	Just Expired			
Count	815	671	9	135			
CASE#	STATUS	FORM	ISSUE DATE	CREATION DATE	EXPIRATION DATE	RESTRAINED	PROTECTED
Active							
F1111111	Active	CR-160	9/15/2010...	09/15/2010	09/15/2013	JAMES, JESSE	JAMES, ROSALIA
F10902222	Active	CR-160	9/15/2010...	09/15/2010	09/15/2013	BLACK, DAVID	STHOL, LUIS
F10903333	Active	CR-160	9/15/2010...	09/15/2010	09/15/2013	MCCOY, LANCE	HUDSON, NATASHA
F10904444	Active	CR-160	9/15/2010...	09/15/2010	09/15/2013	ROSE, LATY	BIG, BONNIE
F10955555	Active	CR-160	9/15/2010...	09/15/2010	09/15/2013	WALK, JAVIER	RAMIREZ, SAM
F10906666	Active	CR-160	9/20/2010...	09/20/2010	09/20/2013	TRIMM, HECTOR	MILLAN, SUSAN
F09908888	Active	CR-160	12/21/2009...	09/20/2010	12/21/2012	FORREST, ELEAZAR	HERNANDEZ, ANNA
F09607878	Active	CR-160	12/21/2009...	09/20/2010	12/21/2012	JOHNSON, DEAN	WALKER, DONNA
F09900000	Active	CR-160	12/29/2009...	09/20/2010	12/29/2012	CRUZ, JAMES	BAUTISTA, CAROL
F10901212	Active	CR-160	9/20/2010...	09/20/2010	09/20/2013	GARCIA, JUAN	SALAS, MARIA
F10907777	Active	CH-102	9/20/2010...	09/20/2010	09/20/2013	WONDER, ALEX	ROME, ANGELICA
F10905432	Active	CR-160	9/3/2010...	09/03/2010	09/03/2013	BAKER, JESSIE	LONG, GINA
F10998765	Active	CR-160	9/3/2010...	09/03/2010	09/03/2013	WEBB, TIFFANY	RILEY, CHARLES
F10900000	Active	CR-160	9/3/2010...	09/03/2010	09/03/2013	SMITH, JOHN	WONG, JOHN

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