



## California Courts Protective Order Registry (CCPOR) Court Contacts

Superior Court of California, County of \_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Note: The reference table at the end of this document explains certain terms.

### Contact Information

#### 1. Court Advisor / Project Manager

Name	Title
Phone	E-mail

#### 2. IT Deployment Manager (Court information technology contact for deployment activities.)

Name	Title
Phone	E-mail

#### 3. Subject Matter Experts (SME)

Business SME Name	Title
Phone	E-mail

Technical SME Name	Title
Phone	E-mail

Vendor SME Name (as applicable)	Title
Phone	E-mail

#### 4. Court's CLETS Agency Terminal Coordinator (ATC)

Name	Title
Phone	E-mail



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## 5. Court LAN and IT Services Management

Name	Title
Phone	E-mail

- a. Are court LAN/IT services managed and provided solely by the court?  Yes (skip to 6)  No
- b. If no, what is the name of the third party providing those services?  
\_\_\_\_\_
- c. If no, indicate what services are provided by the third party  
\_\_\_\_\_

## 6. DOJ Access: CLETS Subscriber and ORI

- a. Is the court a CA DOJ CLETS subscriber?  Yes  No
- b. Does the court facility have a "main" ORI where restraining orders are processed?  
 Yes If yes, what is the "main" ORI? \_\_\_\_\_  
 No

## 7. CLETS/CARPOS Users (Includes users and console administrators who potentially can be assigned to CCPOR Project). Please estimate the quantity of users \_\_\_\_\_

## 8. CLETS Workstations

- a. Do you currently have CLETS workstations that potentially can be used for CCPOR needs?  
 Yes  No  
If no, indicate how many will be implemented \_\_\_\_\_  
If no, please state the reason \_\_\_\_\_
- b. Do you anticipate needing to add PCs (computer workstations) for CLETS access?  
 Yes  No  
Indicate reason for additional PCs and if any delay is due to funding issues \_\_\_\_\_
- c. Will the court be able to have all CLETS PCs secured (unable to be used or viewed by non-authorized persons)?  
 Yes  No If no, please indicate the reason and other potential future conflicts: \_\_\_\_\_



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### Reference

Item	Information
CARPOS	California Restraining and Protective Order System (formerly DVROS)
CCPOR	California Courts Protective Order Registry under development by Judicial Council of California/Administrative Office of the Courts (AOC)
CLETS	California Law Enforcement Telecommunications System
CLETS Agency Terminal Coordinator (ATC)	This is the person designated as the primary contact for the DOJ and the AOC relating to CLETS access.  The AOC will be notating the ATC information on the appropriate forms to be completed on court's behalf.
DOJ	Department of Justice
LEA	Law enforcement agency, e.g., sheriff's office
ORI	Originating Agency Identifier, consisting of nine alphabetic and numeric characters; a number assigned by the FBI to identify an agency.  Sample (court): ORI/CA034945J Sample (LEA): ORI/CA0489450

The purpose of this section is to define the positions of the project team, the roles those positions will play during the project, and the responsibilities that go along with each role.

Item	Role	Responsibility
<b>Court Advisor/Project Manager</b> This is the person designated as the primary court contact to the AOC relating to CCPOR project.	Main point of contact for overall project needs	<ul style="list-style-type: none"> <li>• Works closely with AOC CCPOR Project Manager on project planning and activities</li> <li>• Monitors project status at court</li> <li>• Attends meetings to exchange status</li> </ul>
<b>IT Deployment Manager</b> This is the person designated as the primary contact for court deployment activities.	Manages deployment activities at the court	<ul style="list-style-type: none"> <li>• Works with AOC CCPOR Deployment Manager on deployment planning and activities</li> <li>• Ensures that deployment activities are performed on schedule and with the available resources</li> <li>• Attends meetings to exchange status updates</li> </ul>
<b>Subject Matter Experts</b> <ul style="list-style-type: none"> <li>• Business SME</li> <li>• Technical SME</li> <li>• Vendor SME</li> </ul>	Provide business expertise as related to CCPOR	<ul style="list-style-type: none"> <li>• Work with AOC project team to ensure business needs and software functionality are being met; help validate user requirements</li> <li>• Provide input for the design and construction of test cases and business scenarios</li> </ul>
<b>Court LAN and IT Services Management</b>	Main point of court contact for AOC connectivity for CCPOR project	