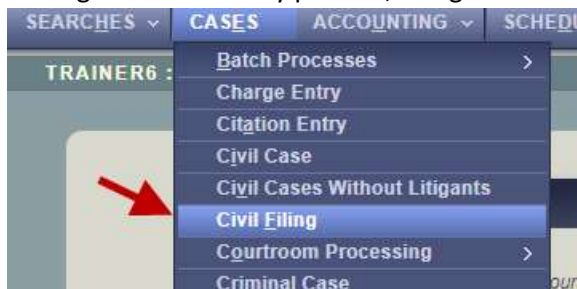


Entering Orders of Protection in FCE

1) To begin the case entry process, navigate to **Cases → Civil Filing**.



2) From the **Civil Filing** page –

a. Select **Filing Type** of **New Case**.

b. In the **Action Search** field, enter key words to retrieve, “**Petition for Temporary Order of Protection**.” Click on the entry once it appears.



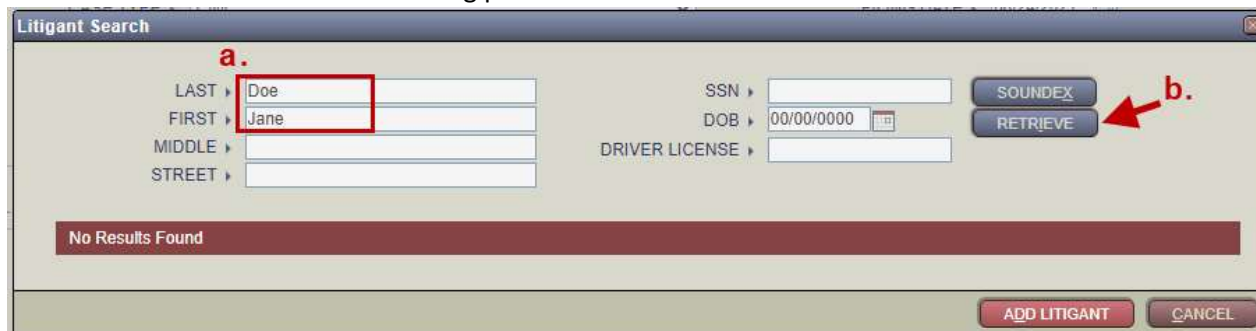
3) Scroll down and click the **Add Litigant** button.



4) From the **Litigant Search** pop-up window –

a. Enter the **Last Name** and **First Name** of the Petitioner.

b. Click **Retrieve** to search for matching parties.



5) Select a matching party or add a new party.

a. If a party is returned and it is certain that it is the same individual as the Petitioner, check the **Sel** checkbox of the known matching party.

b. Click **Add Litigant**.

Important: If it is not certain that any of the returned parties are the Petitioner, leave the Sel checkboxes unchecked and click the Add Litigant button. If no matching parties are returned, simply click the Add Litigant button.

| SEL | NAME | DOB | SSN | DRIVER LICENSE | ADDRESS |
|-------------------------------------|-----------|------------|-----|----------------|---------|
| <input type="checkbox"/> | Doe, Jane | 10/12/1980 | | | |
| <input checked="" type="checkbox"/> | Doe, Jane | 01/01/2000 | | | |

6) From the **Litigant Add/Edit** page –

a. Select **Litigant Type** of **Petitioner**.

b. In the Party Information panel, add the DOB and Sex of the Petitioner. If additional information is available for the Petitioner, add it to the Party Information as well.

LITIGANT INFORMATION

*LITIGANT TYPE: Petitioner
ATTORNEY:
AMOUNT CLAIMED: 0.00
EXEMPT:
BANKRUPTCY:
STAY:

PARTY INFORMATION

*LAST/COMPANY NAME: Doe
FIRST NAME: Jane
MIDDLE NAME:
SUFFIX:
MAILING ADDRESS 1:
MAILING ADDRESS 2:
CITY:
COMPANY:
COMPANY REP:
SSN:
DOB: 01/01/2000
JUVENILE:
SEX: Female
EYES:

7) Click **Save** at the bottom of the page after all available Petitioner information has been entered. This will add the Petitioner to the case, and you will be returned to the Litigant Search pop-up window.

CLERK COMMENT:
SAVE ALIASES CANCEL

- 8) From the **Litigant Search** pop-up window –
- Enter the Last Name and First Name of the Respondent.
 - Click Retrieve to search for matching parties.

Litigant Search

LAST ▶ Doe
FIRST ▶ John
MIDDLE ▶
STREET ▶

SSN ▶
DOB ▶ 00/00/0000
DRIVER LICENSE ▶

SOUNDEX
RETRIEVE

ADD LITIGANT CANCEL

a. (points to FIRST field)
b. (points to RETRIEVE button)

- 9) Select a matching party or add a new party.
- If a party is returned *and* it is certain that it is the same individual as the Respondent, check the **SEL** checkbox of the known matching party.
 - Click **Add Litigant**.
- Important:** If it is not certain that any of the returned parties are the Respondent, leave the **SEL** checkboxes unchecked and click the Add Litigant button. If no matching parties are returned, simply click the Add Litigant button.

Litigant Search

LAST ▶ doe
FIRST ▶ john
MIDDLE ▶
STREET ▶

SSN ▶
DOB ▶ 00/00/0000
DRIVER LICENSE ▶

SOUNDEX
RETRIEVE

1 - 1 of 1

| SEL | NAME | DOB | SSN | DRIVER LICENSE | ADDRESS |
|-------------------------------------|-----------|------------|-----|----------------|---------|
| <input checked="" type="checkbox"/> | Doe, John | 12/31/2020 | | | |

ADD LITIGANT CANCEL

a. (points to SEL checkbox)
b. (points to ADD LITIGANT button)

10) From the **Litigant Add/Edit** page –

a. Select Litigant Type of Respondent.

b. In the Party Information panel, enter all information available for the Respondent.

The screenshot shows the 'Litigant Add/Edit' form. The 'LITIGANT INFORMATION' section has a dropdown for '*LITIGANT TYPE' set to 'Respondent' and an empty 'AMOUNT CLAIMED' field. The 'ATTORNEY' field is also empty. A red arrow points to the '*LITIGANT TYPE' dropdown with the label 'a.'. Below this, a red box contains the text 'b. Enter all information available.' with five red arrows pointing down to the 'PARTY INFORMATION' section. The 'PARTY INFORMATION' section is divided into two columns. The left column contains fields for: '*LAST/COMPANY NAME' (Doe), 'FIRST NAME' (John), 'MIDDLE NAME', 'SUFFIX', 'MAILING ADDRESS 1', 'MAILING ADDRESS 2', 'CITY', 'STATE' (dropdown), 'ZIP' (dropdown), 'STREET ADDRESS 1' (123 Elm Street), 'STREET ADDRESS 2', 'CITY' (Big Sky), 'STATE' (MT dropdown), 'ZIP' (55555), and 'RESIDENCE ADDRESS 1'. The right column contains fields for: 'COMPANY' (checkbox), 'COMPANY REP', 'SSN', 'DOB' (12/31/2020), 'JUVENILE' (checkbox), 'SEX' (Male dropdown), 'EYES' (Green dropdown), 'HAIR' (Bald dropdown), 'WEIGHT' (168), 'HEIGHT' (511), 'LANGUAGE' (dropdown), 'RACE' (dropdown), and 'CUSTODY STATUS' (dropdown).

11) Click **Save** at the bottom of the page after all available Respondent information has been entered. This will add the Respondent to the case, and you will be returned to the Litigant Search pop-up window.

The screenshot shows the bottom of the form. There is a 'CLERK COMMENT' field with a text area. Below it, there are three buttons: 'SAVE', 'ALIASES', and 'CANCEL'. A red arrow points to the 'SAVE' button.

Notes:

- If the Petitioner and Respondent are the only litigants named on the Petition, skip to Step 17.
- Family members should be added with the **Litigant Type** of **Subject**.
- Parties who are threatened but are not family members (e.g., neighbors or childcare providers), should be added with the **Litigant Type** of **Other Party**.
- **If the party is a minor, only enter the initials in the Last and First name fields.**
- **In the example below, a family member who is also a minor will be added.**

- 12) From the **Litigant Search** pop-up window –
 - a. Enter the Last Name and First Name, or initials of the Litigant.
 - b. Click Retrieve to search for matching parties.

- 13) Select a matching party or add a new party.
 - a. If a party is returned *and* it is certain that it is the same individual as the Litigant, check the **Sel** checkbox of the known matching party.
 - b. Click **Add Litigant**.

Important: If it is not certain that any of the returned parties are the Litigant, leave the Sel checkboxes unchecked and click the Add Litigant button. If no matching parties are returned, simply click the Add Litigant button.

Note: If only initials are entered, the matching party will appear at or near the top of the search results.

| SEL | NAME | DOB | SSN | DRIVER LICENSE | ADDRESS |
|--------------------------|-------------------------|-----|-----|----------------|----------------|
| <input type="checkbox"/> | Dagnillo, Michael Louis | | | | Aurora, CO |
| <input type="checkbox"/> | Dagnone, Mario A | | | | Lethbridge, AB |
| <input type="checkbox"/> | Dahigren, McKensey L | | | | MT |
| <input type="checkbox"/> | Dalimata, Monica T | | | | |

- 14) From the **Litigant Add/Edit** page –
 - a. Select the appropriate Litigant Type.
 - b. In the Party Information panel, add the DOB and Sex of the Litigant. If additional information is available for this Litigant, add it to the Party Information as well.

- 15) Click **Save** at the bottom of the page after all available Litigant information has been entered. This will add the Litigant to the case, and you will be returned to the **Litigant Search** pop-up window.

CLERK COMMENT

SAVE ALIASES CANCEL

- 16) Add additional Litigants as necessary. Once all Litigants have been entered, click the **Cancel** button in the Litigant Search pop-up window. You will be returned to the **Civil Filing** page.

Litigant Search

LAST FIRST MIDDLE STREET SSN DOB DRIVER LICENSE SOUNDEX RETRIEVE

ADD LITIGANT CANCEL

- 17) Scroll down and click the **Click to add Filers** link.

FILER INFORMATION

ACTION FILERS

Petition for Temporary Order of Protection Click to add Filers

- 18) From the **Filers** pop-up window –
- Check the **FILER** checkbox for the Petitioner.
 - Check **RESP** checkbox for the Respondent.
 - Click **OK**.

Filers

| FILER | RESP | LITIGANT | CASE ROLE | ATTORNEY | ASSESS |
|-------------------------------------|-------------------------------------|-----------|------------|----------|--------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Doe, Jane | Petitioner | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Doe, John | Respondent | | |
| <input type="checkbox"/> | <input type="checkbox"/> | D, M | Subject | | |

Select: All | None

OK CANCEL

- 19) From the bottom of the **Civil Filing** page –
- Select the **Petitioner** from the **RECEIVED OF** Selection List.
 - Click **Save**.

- 20) An ROA will appear with the new case number. Note the case number and click **Save** to save the ROA to the case.

- 21) From the Main Case page, open the **Judgment/Orders** page from the **Left-Hand Navigation** panel.

| SEL | LITIGANT | STATUS | ROLE | ATTORNEY | CASE RELATIONSHIP |
|--------------------------|-----------|--------|------------|----------|-------------------|
| <input type="checkbox"/> | Doe, Jane | | Petitioner | | N |

22) From the **Civil Judgment/Order Summary** page, click **Add**.

CIVIL JUDGMENT/ORDER SUMMARY ▸ CV-395-2021-0000005-OP Jane Doe vs. John Doe

SEL JUDGMENT/ORDER TYPE

ADD REFRESH CANCEL

23) From the **Add Judgment/Order** pop-up window, select **Temporary Order of Protection** and click **Add**.

Add Judgment/Order

JUDGMENT/ORDER TYPE ▾ Temporary Order of Protection ▾

ADD CANCEL

- 24) From the **Civil Judgment/Order Detail** page –
- Enter the **Filing, Judgment Signed, and Status Dates**.
 - Enter a **Status** of **Granted**.
 - Click the **Select Litigants** button.

CIVIL JUDGMENT/ORDER DETAIL

TYPE ▾ Temporary Order of Protection

*FILING DATE ▾ 10/15/2021 12:00 AM ▾

*JUDGMENT SIGNED DATE ▾ 10/15/2021 ▾

*STATUS ▾ Granted ▾

*STATUS DATE ▾ 10/15/2021 ▾

LITIGANTS

| NAME | LITIGANT TYPE |
|-----------------------|---------------|
| No selected litigants | |

SELECT LITIGANTS

JUDGMENT/ORDER DETAIL

EXPR DAYS ▾ 0

EXPR DATE ▾ 10/14/2021 ▾

COMMENT ▾

- 25) From the **Select Litigants** pop-up –
- Click the **All** link to select all Litigants.
 - Click **OK**. You will be returned to the **Civil Judgment/Order Detail** page.

Select Litigants

LITIGANTS

| LITIGANT | ACTION TYPE | FILING DATE | FILING ROLE |
|--|--|-------------|-------------|
| <input checked="" type="checkbox"/> D, M - Subject | | | |
| <input checked="" type="checkbox"/> Doe, Jane - Petitioner | Petition for Temporary Order of Protection | 10/14/2021 | Filer |
| <input checked="" type="checkbox"/> Doe, John - Respondent | Petition for Temporary Order of Protection | 10/14/2021 | Respondent |

Select: All | None

OK CANCEL

- 26) After being returned to the **Civil Judgment/Order Detail** page –
- Enter the **Order of Protection hearing date** in the **EXPR Date** field.
 - Click **Save**.

Note: If the **Temporary Order of Protection** has been **denied or dismissed**, enter the same **Judgment/Order** information except select a **Status** of **Denied or Dismissed**, generate a **TOP Order Dismissing** document, and set the **Case Status** to **Closed**. No more steps in this guide will be required. If the **Temporary Order of Protection** has been **Granted**, proceed to Step 27.

JUDGMENT/ORDER DETAIL

EXPR DAYS ▶ 0 EXPR DATE ▶ 11/12/2021

COMMENT ▶

Conditions Actions Tracking of Service Civil Costs

| SEL | CONDITION |
|-----|-----------|
|-----|-----------|

ADD

SAVE PRINT LIST CANCEL

- 27) An **ROA** will appear indicating that the TOP has been granted. Click **Save** to save the ROA to the case.

AUTOMATIC CASE ENTRY

R O A S

CV-395-2021-0000005-OP CASE STATUS Pending

CREATE ROA ▶ ☒ POST ORDER ▶ 1

*ROA DATE ▶ 10/15/2021 10:53 AM ROA CODE ▶ CVTPORFIL

*JUDGE ▶ Hileman, William Jr

*ROA TEXT ▶ Temporary Order of Protection - Granted

ACTION TYPE ▶

SAVE CANCEL

28) From the **Left-Hand Navigation** panel, click the **Civil Hearings** button.

CIVIL CASE ▾
Associated Cases
Case File Tracking
Case Ledger
Case Minutes
Case Notes
Case Relationships
Case Status
Civil Case
Civil Case Style
Civil Hearings
Document Mgmt
Document Service

CIVIL JUDGMENT/ORDER DETAIL

TYPE ▾ Temporary Order of Protection

*FILING DATE ▾ 10/15/2021 12:00 AM
*STATUS ▾ Granted
*JUDGMENT SIGNED DATE ▾ 10/15/2021
*STATUS DATE ▾ 10/15/2021

| NAME | LITIGANT TYPE |
|-----------|---------------|
| Doe, Jane | Petitioner |

J U D G M E N T / O R D E R D E T A I L

29) From the **Civil Hearing Summary** page, click **Add Hearing**.

CIVIL HEARING SUMMARY ▾ CV-395-2021-0000005-OP Jane Doe vs. John Doe

CONTINUANCE ONLY ▾ ☐

| HEARING TYPE | JUDGE | COURT ROOM |
|--------------|-------|------------|
|--------------|-------|------------|

ADD HEARING ADD MULTIDAY HEARING REFRESH CANCEL

30) From the **Calendar Civil Hearing** page –

- Move the required hearing participants to the **Selected** field.
- Enter the appropriate **Docket Type** and a **Hearing Type** of **Order of Protection**.
- Enter the **Start Date** and **Start Time**.
- Click **Save**.

CALENDAR CIVIL HEARING ▾ CV-395-2021-0000005-OP Jane Doe vs. John Doe

Available: D, M - Subject
Selected: Doe, Jane - Petitioner
Doe, John - Respondent

PARTICIPANTS ▾

FILTER BY ▾ HEARING TYPE DOCKET TYPE

*HEARING TYPE ▾ Order of Protection *DOCKET TYPE ▾ Civil

JUDGE ▾ Hileman, William Jr

COURT ROOM ▾

*START DATE ▾ 11/12/2021 *START TIME ▾ 09:00 AM

DURATION ▾ 0.0 Minutes

END DATE ▾ 00/00/0000 END TIME ▾ 00:00 AM

RESULT ▾

CONTINUANCE REASON ▾

CONTINUED BY ▾ Available: D, M - Subject
Doe, Jane - Petitioner
Doe, John - Respondent
Hileman, William Jr - Judge
Selected:

COMMENT ▾

BATCH PRINT ▾ ☐

DAYS OUT TO SEARCH ▾

CONFLICT CHECK ATTORNEY ▾ ☐

CONFLICT CHECK ALL ▾ ☐

RETRIEVE

SAVE NEXT AVAILABLE ADD DELETE REFRESH CANCEL

31) An **ROA** will appear indicating that the hearing has been scheduled. Click **Save** to save the ROA to the case.

AUTOMATIC CASE ENTRY

ROAS

CV-395-2022-0000004-OP CASE STATUS Pending

CREATE ROA ☒ POST ORDER 1

*ROA DATE 10/15/2021 10:55 AM ROA CODE HEARSET

*JUDGE Hileman, William Jr

*ROA TEXT Hearing/Trial Scheduled (Order of Protection 11/12/2021 9:00 AM William Hileman Jr)

ACTION TYPE

SAVE **CANCEL**

32) To generate the **TOP** document, navigate to **Cases → Documents → Document Processing**.

FULLCOURT ENTERPRISE

SEARCHES CASES ACCOUNTING SCHEDULING SUPERVISION DOCUMENTS

TRAINER6 : ent/Order Summary Judgment/Or

CALENDAR

CV-395-2021-0000005-OP Jane Doe vs.

Selected: Doe, Jane - Doe, John -

Batch Print Document Processing Mergecode Lookup

UPDATE JUDGE

33) Select **TOP Temporary Order of Protection** and click **Process**.

DOCUMENTS

CASE NUMBER CV-395-2021-0000005-OP

PARTY Jane Doe

DOCUMENT CATEGORY Civil

*DOCUMENTS TOP Temporary Order of Protection

PROCESS

CANCEL

34) From the **Enter Additional Information** panel –

a. Enter appropriate **Need Prompt** information.

b. Click **OK**.

DOCUMENTS

CASE NUMBER ▶ CV-395-2021-0000005-OP

PARTY ▶ Jane Doe

DOCUMENT CATEGORY ▶ Civil

*DOCUMENTS ▶ TOP Temporary Order of Protection

PROCESS

ENTER ADDITIONAL INFORMATION

RESPONDENT BODY MARKS ▶ Spider tattoo on neck

ENTER LAW ENFORCEMENT AGENCIES ▶ Big Sky Sheriff Dept

OK

CANCEL

35) Once the page refreshes to the view shown below, click the **EDIT** link.

DOCUMENTS

CASE NUMBER ▶ CV-395-2021-0000005-OP

PARTY ▶ Jane Doe

DOCUMENT CATEGORY ▶ Civil

*DOCUMENTS ▶ TOP Temporary Order of Protection

PROCESS

DOWNLOAD DOCUMENT ▶ **VIEW / EDIT**

ROA ▶

PRINT **INDEX TO CASE** **CANCEL**

36) **Scroll down the entire document, checking boxes and completing/editing text fields as needed.** Once data entry has been completed, print the document for Judge's Signature.

| Temporary Order of Protection | | Case: | No.CV-395-2021-0000005-OP | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------|--|-------------------------------------|----|-----|------|---------------|----|----|--|--|------|--|--|------|------|-------------------------|--|--|--|--|-------------------------------------|--|--|------------------------|--|--|--|--|
| <input type="checkbox"/> Temporary Ex Parte Order and Notice of Hearing | | Court: | Whitefish Municipal Court | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Amended Temporary Order and Notice of Hearing | | County: | Flathead, State of Montana | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Before: | Honorable William Hileman Jr | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Petitioner /Protected Person | | Petitioner/Protected Person Identifiers | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Jane Doe</u> | | <u>2000</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First Middle Last | | Year of Birth of Petitioner | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> And/Or on behalf of family members (Protected Person/s) (List name / year of birth / sex) | | <input type="checkbox"/> Other Protected Person/s: (List name / year of birth / sex) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>M D 2018 Male</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Respondent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>John Doe</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First Middle Last | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>123 Elm Street, Big Sky, MT</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Respondent's Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Petitioner's/Protected Person's Relationship to Respondent: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Married | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Were married, but are now separated | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Divorced | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1"><thead><tr><th>SEX</th><th>RACE</th><th>YEAR OF BIRTH</th><th>HT</th><th>WT</th></tr></thead><tbody><tr><td></td><td></td><td>2020</td><td></td><td></td></tr><tr><td>EYES</td><td>HAIR</td><td colspan="3">DISTINGUISHING FEATURES</td></tr><tr><td></td><td></td><td colspan="3"><u>Spider tattoo on neck</u></td></tr><tr><td colspan="5">DRIVER'S LICENSE STATE</td></tr></tbody></table> | | | SEX | RACE | YEAR OF BIRTH | HT | WT | | | 2020 | | | EYES | HAIR | DISTINGUISHING FEATURES | | | | | <u>Spider tattoo on neck</u> | | | DRIVER'S LICENSE STATE | | | | |
| SEX | RACE | YEAR OF BIRTH | HT | WT | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EYES | HAIR | DISTINGUISHING FEATURES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <u>Spider tattoo on neck</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DRIVER'S LICENSE STATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

37) Return to the Main Case page and click the **Document Service** button in the **Left-Hand Navigation** panel.

The screenshot shows the 'CIVIL CASE' page for case CV-395-2021-0000005-OP, Jane Doe vs. John Doe. On the left is a 'Left-Hand Navigation' panel with a list of options: CIVIL CASE, Associated Cases, Case File Tracking, Case Ledger, Case Minutes, Case Notes, Case Relationships, Case Status, Civil Case, Civil Case Style, Civil Hearings, Document Mgmt, Document Service, and Email Notification. A red arrow points to 'Document Service'. The main area is titled 'CIVIL CASE' and contains 'CASE INFORMATION'. It includes fields for JUDGE (Hileman, William Jr), PROSECUTOR, CASE SUBTYPE (Order of Protection), FILE LOCATION, REMAND DATE (00/00/0000), DOM. VIOLENCE, JURISDICTION (Municipal), PHYSICAL FILE, SEALED, NEXT HEARING (11/12/2021 09:00 AM-Order of Protection), BATCH LABEL, COMPLEX CASE, APPELLATE CASE NO., LOCATION, FILING DATE (10/14/2021), APPEAL DATE, APPEAL ACCEPTED DATE, APPEAL UPHELD DATE, UNDER ADVISEMENT DATE, PREVIOUS CASE NO., OTHER AGENCY CASE NO., JURY REQUESTED, JURY VERDICT, and CLASS ACTION.

38) From the **Civil Document Service Summary** page –

- Select the **Respondent** in the **Litigant** selection list.
- Select **Temporary Order of Protection** in the **Document Type** selection list.
- Click **Add**.

The screenshot shows the 'CIVIL DOCUMENT SERVICE SUMMARY' page for case CV-395-2021-0000005-OP, Jane Doe vs. John Doe. It features two dropdown menus: 'LITIGANT' (set to John Doe (Respondent)) and 'DOCUMENT TYPE' (set to Temporary Order of Protection). A red arrow labeled 'a.' points to the 'LITIGANT' dropdown. Below the dropdowns is a 'RETRIEVE' button. Below that are four buttons: 'ADD', 'DELETE', 'REFRESH', and 'CANCEL'. A red arrow labeled 'b.' points to the 'RETRIEVE' button, and another red arrow labeled 'c.' points to the 'ADD' button.

39) From the **Civil Document Service Detail** page –

- Enter the **Issue Date**.
- Enter the **Assigned To** Agency.
- Set the **Status** to **Issued**.
- Click **Save**.

Note: Additional information may be entered in this page per court's local practice.

The screenshot shows the 'CIVIL DOCUMENT SERVICE DETAIL' page for case CV-395-2021-0000005-OP, Jane Doe vs. John Doe. It includes fields for DOCUMENT TYPE (TEMPORARY ORDER OF PROTECTION), ASSIGNED TO (Big Sky Sheriff Dept), *ISSUE DATE (10/15/2021), STATUS DATE (00/00/0000), APPEARANCE DATE (00/00/0000 00:00 AM), STATUS (Issued), EXPIRATION DATE (00/00/0000), SERVICE FEE, RETURN OF SERVICE, SERVICE DATE (00/00/0000), SERVICE BY, FILER, and COMMENT. Red arrows point to specific fields: 'a.' points to the 'ISSUE DATE' field, 'b.' points to the 'ASSIGNED TO' dropdown, 'c.' points to the 'STATUS' dropdown, and 'd.' points to the 'SAVE' button at the bottom left.

40) An ROA will appear indicating that a TOP has been issued. Click **Save** to save the ROA to the case.

AUTOMATIC CASE ENTRY

ROA S

CV-395-2021-0000005-OP CASE STATUS: Disposed

CREATE ROA ☒ POST ORDER

*ROA DATE ROA CODE

*JUDGE

*ROA TEXT

ACTION TYPE

SAVE **CANCEL**

41) Once the TOP document has been served and returned to the court, access the case in FCE and click the **Document Service** button in the **Left-Hand Navigation** panel.

42) From the **Civil Document Service Summary** page –

- Click the **Retrieve** button to retrieve the Document Service entry already on the case.
- Click the **Temporary Order of Protection** link to view the Document Service detail.

CIVIL DOCUMENT SERVICE SUMMARY CV-395-2021-0000005-OP Jane Doe vs. John Doe

LITIGANT DOCUMENT TYPE **RETRIEVE**

| SEL | PARTY | DOCUMENT TYPE | STATUS | STATUS DATE | ISSUE DATE | ASSIGNED TO | APPEARANCE DATE | EXPIRED | SERVICE FEE |
|--------------------------|-----------|-------------------------------|--------|-------------|------------|----------------------|-----------------|---------|-------------|
| <input type="checkbox"/> | Doe, John | Temporary Order of Protection | Issued | | 10/15/2021 | Big Sky Sheriff Dept | | | 0.00 |
| TOTAL | | | | | | | | | 0.00 |

ADD **DELETE** **REFRESH** **CANCEL**

43) From the Document Service Detail page –

- In the **Status Date** field, enter the **current date**.
- Set the **Status** to **Served**.
- In the **Service Date** field, **enter the date the TOP Document was served**.
- Click **Save**.

DOCUMENT SERVICE DETAIL CV-395-2021-0000005-OP Jane Doe vs. John Doe

DOCUMENT TYPE ASSIGNED TO

*ISSUE DATE STATUS DATE

APPEARANCE DATE STATUS

EXPIRATION DATE SERVICE FEE

RETURN OF SERVICE

SERVICE BY

FILER

COMMENT

PRINT **SAVE** **REFRESH** **CANCEL**

44) An ROA will appear indicating that a TOP has been served. Click **Save** to save the ROA to the case.

AUTOMATIC CASE ENTRY

ROAS

CV-395-2021-0000005-OP CASE STATUS: Disposed

CREATE ROA ☒ POST ORDER 1

*ROA DATE 10/15/2021 04:12 PM ROA CODE DOCSERCV

*JUDGE Hileman, William Jr

*ROA TEXT Temporary Order of Protection served on John Doe, 10/15/2021 Service Fee

ACTION TYPE

SAVE **CANCEL**

45) Once the Order of Protection hearing has been held, access the case in FCE and click the **Civil Hearings** button in the **Left-Hand Navigation** panel.

46) From the **Civil Hearing Summary** page, click the **Order of Protection** hearing link to view the hearing detail.

CIVIL HEARING SUMMARY CV-395-2021-0000005-OP Jane Doe vs. John Doe

CONTINUANCE ONLY ☐

| HEARING TYPE | JUDGE | COURT ROOM | START DATE |
|---------------------|--------------------|------------|-----------------------|
| Order of Protection | William Hileman Jr | | 11/12/2021 - 09:00 AM |

ADD HEARING **ADD MULTIDAY HEARING** **REFRESH** **CANCEL**

47) From the **Calendar Civil Hearing** page –

a. Select the **Result of Hearing Held**.

b. Click **Save**.

CALENDAR CIVIL HEARING CV-395-2021-0000005-OP Jane Doe vs. John Doe

Available: D, M - Subject Selected: Doe, Jane - Petitioner, Doe, John - Respondent

PARTICIPANTS

FILTER BY DOCKET TYPE

*HEARING TYPE Order of Protection *DOCKET TYPE Civil

JUDGE Hileman, William Jr **UPDATE JUDGE**

COURT ROOM

*START DATE 11/12/2021 *START TIME 09:00 AM

DURATION 0.0 Minutes

END DATE 11/12/2021 END TIME 09:00 AM

RESULT **Hearing Held**

CONTINUANCE REASON

CONTINUED BY Available: D, M - Subject, Doe, Jane - Petitioner, Doe, John - Respondent, Hileman, William Jr - Judge Selected:

COMMENT **RETRIEVE**

*BATCH PRINT ☐

SAVE **ADD** **DELETE** **PRINT** **REFRESH** **CANCEL**

48) An ROA will appear indicating that the hearing has been held. Click **Save** to save the ROA to the case.

49) From the Main Case page, open the **Judgment/Orders** page from the **Left-Hand Navigation** panel.

50) From the **Civil Judgment/Order Summary** page, click **Add**.

51) From the **Add Judgment/Order** pop-up window, select **Order of Protection** and click **Add**.

- 52) From the **Civil Judgment/Order Detail** page –
- Enter the **Filing, Judgment Signed, and Status Dates**.
 - Enter a **Status of Granted**.
 - Click the **Select Litigants** button.

The screenshot shows the 'CIVIL JUDGMENT/ORDER DETAIL' page. At the top, 'TYPE' is set to 'Order of Protection'. Below this, there are four date fields: '*FILING DATE' (10/18/2021 12:00 AM), '*JUDGMENT SIGNED DATE' (10/18/2021), '*STATUS DATE' (10/18/2021), and '*STATUS' (Granted). Red arrows point to these fields with the label 'a.'. Below the status field, there is a 'LITIGANTS' section with a table header 'NAME' and 'LITIGANT TYPE'. The table is currently empty, showing 'No selected litigants'. A red arrow points to the 'SELECT LITIGANTS' button with the label 'c.'. At the bottom, there are fields for 'EXPR DAYS' (0) and 'EXPR DATE' (10/17/2021), and a 'COMMENT' field. A red arrow points to the 'LITIGANTS' label with the label 'b.'.

- 53) From the **Select Litigants** pop-up window –
- Click the **All** link to select all Litigants.
 - Click **OK**. You will be returned to the **Civil Judgment/Order Detail** page.

The screenshot shows the 'Select Litigants' pop-up window. It has a table with columns: 'LITIGANT', 'ACTION TYPE', 'FILING DATE', and 'FILING ROLE'. The table contains three rows, all of which are selected with checkboxes. Below the table, there is a 'Select: All | None' link. A red arrow points to this link with the label 'a.'. At the bottom right, there are 'OK' and 'CANCEL' buttons. A red arrow points to the 'OK' button with the label 'b.'.

| LITIGANT | ACTION TYPE | FILING DATE | FILING ROLE |
|--|--|-------------|-------------|
| <input checked="" type="checkbox"/> D, M - Subject | | | |
| <input checked="" type="checkbox"/> Doe, Jane - Petitioner | Petition for Temporary Order of Protection | 10/14/2021 | Filer |
| <input checked="" type="checkbox"/> Doe, John - Respondent | Petition for Temporary Order of Protection | 10/14/2021 | Respondent |

54) After being returned to the **Civil Judgment/Order Detail** page –

a. Enter the Order of Protection expiration date **EXPR Date** field.

b. Click **Save**.

Note:

- If the Order of Protection has been denied or dismissed, enter the same **Judgment/Order** information except select a **Status** of **Denied or Dismissed**, generate a **TOP Order Dismissing** document, and set the **Case Status** to **Closed**. No more steps in this guide will be required.

JUDGMENT/ORDER DETAIL

EXPR DAYS ▶ 0 EXPR DATE ▶ 10/18/2050

COMMENT ▶

Conditions Actions Tracking of Service Civil Costs

| SEL | CONDITION |
|-----|-----------|
|-----|-----------|

ADD

SAVE PRINT LIST CANCEL

55) ROAs will appear indicating that the Order of Protection has been granted and that the case status has been set to Disposed. Click **Save** to save the ROAs to the case.

AUTOMATIC CASE ENTRY

ROAS

CV-395-2021-0000005-OP CASE STATUS ▶ Disposed

CREATE ROA ▶ ☒ POST ORDER ▶ 1

*ROA DATE ▶ 10/18/2021 10:19 AM ROA CODE ▶ CVORFIL

*JUDGE ▶ Hileman, William Jr

*ROA TEXT ▶ Order of Protection - Granted

ACTION TYPE ▶

SAVE CANCEL

AUTOMATIC CASE ENTRY

ROAS

CV-395-2021-0000005-OP CASE STATUS: Disposed

CREATE ROA ☒ POST ORDER

*ROA DATE ROA CODE

*JUDGE

*ROA TEXT

ACTION TYPE

SAVE **CANCEL**

56) To generate the **Order of Protection** document, navigate to **Cases → Documents → Document Processing**.

FULLCOURT ENTERPRISE®

SEARCHES **CASES** ACCOUNTING SCHEDULING SUPERVISION DOC

TRAINERS: CALENDAR

Batch Processes
Charge Entry
Citation Entry
Civil Case
Civil Cases Without Litigants
Civil Filing
Courtroom Processing
Criminal Case
Documents
Expunge
FullCase Error Messages
Import Export

Batch Print
Document Processing
Mergecode Lookup

Selected:
Doe, Jane - f
Doe, John - f

UPDATE JUDGE

57) Select **TOP Final Order of Protection** and click **Process**.

DOCUMENTS

CASE NUMBER: CV-395-2021-0000005-OP

PARTY: Jane Doe

DOCUMENT CATEGORY: Civil

*DOCUMENTS: **TOP Final Order of Protection**

PROCESS

CANCEL

- 58) From the **Enter Additional Information** panel –
- Enter appropriate **Need Prompt** information.
 - Select the **Order of Protection Judgment Order** radio button.
 - Click **OK**.

DOCUMENTS

CASE NUMBER ▶ CV-395-2021-0000005-OP

PARTY ▶ Jane Doe

DOCUMENT CATEGORY ▶ Civil

*DOCUMENTS ▶ TOP Final Order of Protection

PROCESS

ENTER ADDITIONAL INFORMATION

RESPONDENT BODY MARKS ▶ Spider Tattoo on neck

ADD ADDITIONAL PERSONS ▶

ADD ADDITIONAL PLACES ▶

LIST FIREARMS ▶

ENTER LAW ENFORCEMENT AGENCY ▶ Big Sky Sheriff Dept

SELECT JUDGMENT ORDER

| SEL | FILING DATE | STATUS | JUDGMENT/ORDER TYPE |
|----------------------------------|---------------------|---------|-------------------------------|
| <input type="radio"/> | 10/15/2021 12:00 AM | GRANTED | TEMPORARY ORDER OF PROTECTION |
| <input checked="" type="radio"/> | 10/18/2021 12:00 AM | GRANTED | ORDER OF PROTECTION |

CANCEL **OK**

- 59) Once the page refreshes to the view shown below, click the **EDIT** link.

DOCUMENTS

CASE NUMBER ▶ CV-395-2021-0000005-OP

PARTY ▶ Jane Doe

DOCUMENT CATEGORY ▶ Civil

*DOCUMENTS ▶ TOP Final Order of Protection

PROCESS

DOWNLOAD DOCUMENT ▶ VIEW / EDIT

ROA ▶

PRINT **INDEX TO CASE** **CANCEL**

- 60) **Scroll down the entire document, checking boxes and completing/editing text fields as needed.** Once data entry has been completed, print the document for Judge's Signature.

| | | | |
|--|--|---|--|
| <p>Protection Order</p> <p><input checked="" type="checkbox"/> Order After Hearing</p> <p><input type="checkbox"/> Amended Order</p> <p>Date of Issuance: October 18, 2021</p> <p>Order Expires: October 18, 2050</p> | | <p>Case: No.CV-395-2021-0000005-OP</p> <p>Court: Municipal Court</p> <p>County: Flathead, State of Montana</p> <p>Before: Honorable William Hileman Jr</p> | |
| <p>Petitioner /Protected Person</p> <p>Jane Doe</p> <p>First Middle Last</p> <p><input checked="" type="checkbox"/> And/Or on behalf of family members (Protected Person/s) (List name / year of birth / sex)</p> | | <p>Petitioner/Protected Person Identifiers</p> <p>2000</p> <p>Year of Birth of Petitioner</p> <p><input type="checkbox"/> Other Protected Person/s: (List name / year of birth / sex)</p> | |

61) Return to the Main Case page and click the **Document Service** button in the **Left-Hand Navigation** panel.

The screenshot shows the 'CIVIL CASE' page for case CV-395-2021-0000005-OP, Jane Doe vs. John Doe. The 'Left-Hand Navigation' panel on the left lists various case management options. A red arrow points to the 'Document Service' button. The 'CASE INFORMATION' section on the right displays case details such as Judge (Hileman, William Jr), Case Subtype (Order of Protection), and various dates.

62) From the **Civil Document Service Summary** page –

- Select the **Respondent** in the **Litigant** selection list.
- Select **Order of Protection** in the **Document Type** selection list.
- Click **Add**.

The screenshot shows the 'CIVIL DOCUMENT SERVICE SUMMARY' page for case CV-395-2021-0000005-OP, Jane Doe vs. John Doe. It features two dropdown menus: 'LITIGANT' (set to John Doe (Respondent)) and 'DOCUMENT TYPE' (set to Order of Protection). A red arrow labeled 'a.' points to the Litigant dropdown, 'b.' points to the Document Type dropdown, and 'c.' points to the 'ADD' button. There is also a 'RETRIEVE' button and a row of buttons including 'DELETE', 'REFRESH', and 'CANCEL'.

63) From the **Civil Document Service Detail** page –

- Enter the **Issue Date**.
- Enter the **Assigned To Agency**.
- Set the **Status** to **Issued**.
- Click **Save**.

Note: Additional information may be entered in this page per court's local practice.

The screenshot shows the 'CIVIL DOCUMENT SERVICE DETAIL' page for case CV-395-2021-0000005-OP, Jane Doe vs. John Doe. It contains several input fields and dropdown menus. Red arrows indicate the following steps: 'a.' points to the '*ISSUE DATE' field (set to 11/12/2021), 'b.' points to the 'ASSIGNED TO' dropdown (set to Big Sky Sheriff Dept), 'c.' points to the 'STATUS' dropdown (set to Issued), and 'd.' points to the 'SAVE' button. Other fields include 'APPEARANCE DATE', 'EXPIRATION DATE', 'RETURN OF SERVICE', 'SERVICE BY', 'FILER', and 'COMMENT'.

64) An ROA will appear indicating that an OOP has been issued. Click **Save** to save the ROA to the case.

AUTOMATIC CASE ENTRY

CV-395-2021-0000005-OP CASE STATUS: Disposed

CREATE ROA ☒ POST ORDER

*ROA DATE ROA CODE

*JUDGE

*ROA TEXT

ACTION TYPE

SAVE **CANCEL**

65) Once the OOP document has been served and returned to the court, access the case in FCE and click the **Document Service** button in the **Left-Hand Navigation** panel.

66) From the **Civil Document Service Summary** page –

- Click the **Retrieve** button to retrieve the Document Service entries already on the case.
- Click the **Order of Protection** link to view the Document Service detail.

CIVIL DOCUMENT SERVICE SUMMARY CV-395-2021-0000005-OP Jane Doe vs. John Doe

LITIGANT DOCUMENT TYPE **RETRIEVE**

| SEL | PARTY | DOCUMENT TYPE | STATUS | STATUS DATE | ISSUE DATE | ASSIGNED TO | APPEARANCE DATE | EXPIRED | SERVICE FEE |
|--------------------------|-----------|-------------------------------|--------|-------------|------------|----------------------|-----------------|---------|-------------|
| <input type="checkbox"/> | Doe, John | Temporary Order of Protection | Served | 10/15/2021 | 10/15/2021 | Big Sky Sheriff Dept | | | 0.00 |
| <input type="checkbox"/> | Doe, John | Order of Protection | Issued | | 11/12/2021 | Big Sky Sheriff Dept | | | 0.00 |
| TOTAL | | | | | | | | | 0.00 |

ADD **DELETE** **REFRESH** **CANCEL**

67) From the Document Service Detail page –

- In the **Status Date** field, enter the **current date**.
- Set the **Status** to **Served**.
- In the **Service Date** field, enter the date the OOP Document was served.
- Click **Save**.

DOCUMENT SERVICE DETAIL CV-395-2021-0000005-OP Jane Doe vs. John Doe

DOCUMENT TYPE ASSIGNED TO

*ISSUE DATE STATUS DATE

APPEARANCE DATE STATUS

EXPIRATION DATE SERVICE FEE

RETURN OF SERVICE SERVICE DATE

SERVICE BY

FILER

COMMENT

PRINT **SAVE** **REFRESH** **CANCEL**

68) An ROA will appear indicating that an OOP has been served. Click **Save** to save the ROA to the case.

AUTOMATIC CASE ENTRY

ROAS

CV-395-2021-0000005-OP CASE STATUS Disposed

CREATE ROA ☒ POST ORDER

*ROA DATE ROA CODE

*JUDGE

*ROA TEXT

ACTION TYPE

