

Orders of Protection → Best Practices ← Guide for Entry into FullCourt

Open the case in FullCourt

1. Civil Entry → Order of Protection → Zero Dollars → New Case

The screenshot shows the 'Civil Filing' window with a table of filing fees. The 'Order of Protection' row is selected. A dialog box asks 'Create new case from the filing fees selected above?' with 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button.

	Amount	Exception
Civil Infraction	0.00	.00 [NONE]
Default	0.00	.00 [NONE]
Judgment	10.00	.00 [NONE]
Order of Protection	0.00	.00

Total: 0.00

Existing case New case

Case: CV-0000-0000000-

Litigant: [dropdown]
Received of: [dropdown]
Method: **Cash** Manual receipt Print receipt
Amount received: .00

Amount tendered: .00
Change due: 0.00

Process Case Close

The screenshot shows the 'Case Number Assignment' dialog box. The 'Case type' is set to 'Civil' and the 'Case subtype' is set to 'Order of Protection'. A red arrow points to the 'OK' button.

Case type: Civil
Case subtype: Order of Protection

OK Cancel Help

2. **Enter Parties** – Information entered here is important for merging to the TOP document
a. **Petitioner** – → Include *sex and date of birth* in party window ←

Civil Plaintiff Entry CV-2009-0000022-OP Plaintiff 1 of 1

Search by
 Name SSN Company Name/SSN/Company Exact Name

Name: Last/SSN/Company: First: Middle:

Name	DOB	SSN	Address
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- b. **Respondent** – → Include *sex and date of birth* in party window ←
→ Include all known descriptions such as *weight, height, eye and hair color, race and body marks* ←

Civil Defendant Entry CV-2009-0000022-OP Defendant 1 of 1

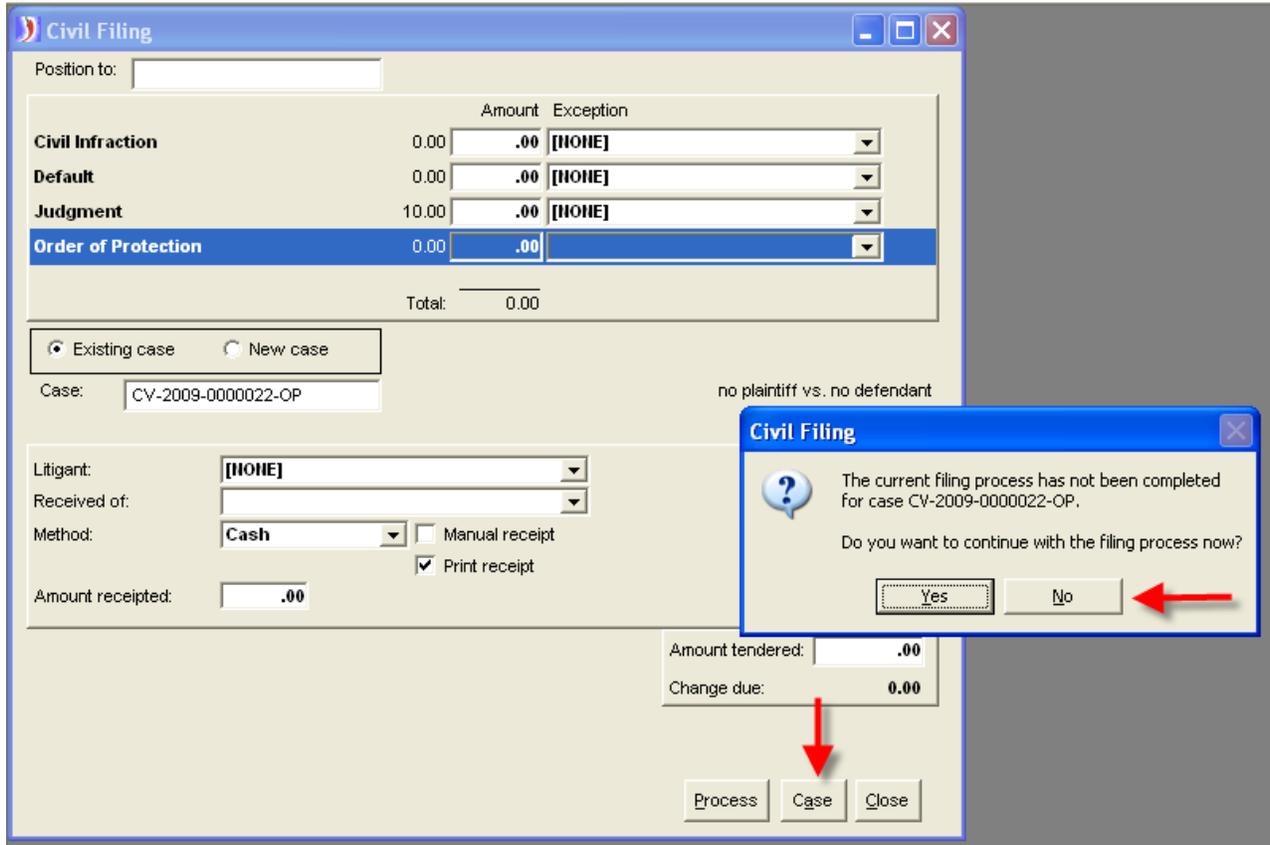
Search by
 Name SSN Company Name/SSN/Company Exact Name

Name: Last/SSN/Company: First: Middle:

Name	DOB	SSN	Address
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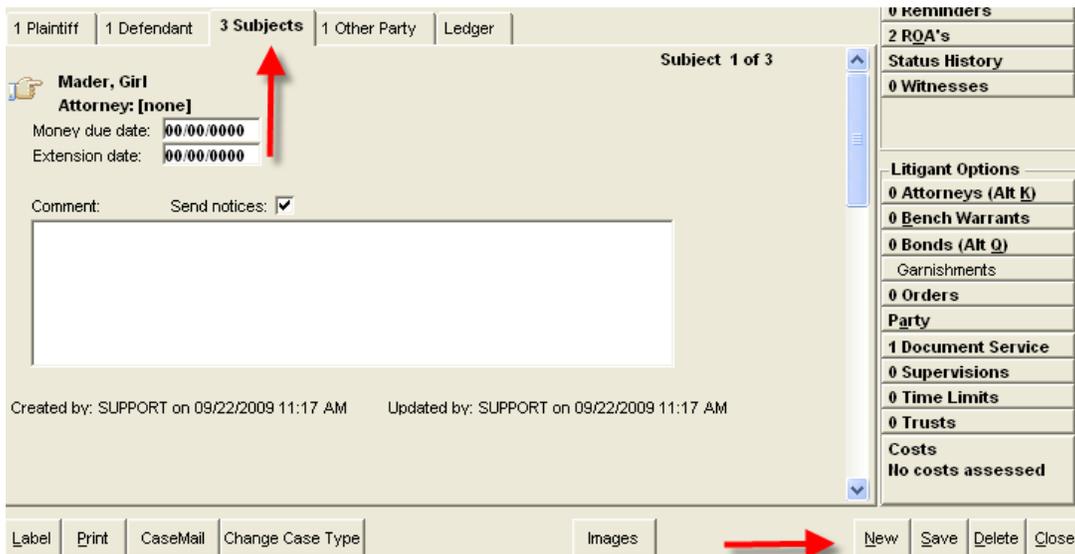
NOTE: To complete entering parties on the case you must get out of the civil filings window AND it is not necessary to process a \$0.00 receipt!

c. Click on **Case Button** and Answer **No** to Continue with the Filing Process



d. **Subject** (on Subject tab click **NEW** to add new subject party)

- i. Child full name -- ➔ *sex, date of birth* ←
- ii. Family members -- ➔ *sex, date of birth* ←



- e. **Other Parties** (on Other Parties tab click **NEW** to add new other parties)
 - i. Other parties who are threatened but are not family members (e.g. neighbors or childcare providers)
 - ii. → Include full name, *sex*, *date of birth* ←

1 Plaintiff	1 Defendant	3 Subjects	1 Other Party	Ledger	0 Reminders
<p>Best Daycare Ever, Attorney: [none]</p> <p>Money due date: 00/00/0000 Extension date: 00/00/0000 Comment: Send notices: <input checked="" type="checkbox"/></p> <p>Other Party 1 of 1</p> <p>Counter claimant: <input type="checkbox"/> Third party plaintiff: <input type="checkbox"/> Interpleador: <input type="checkbox"/> Counter defendant: <input type="checkbox"/> Third party defendant: <input type="checkbox"/> Non party: <input type="checkbox"/> Cross claimant: <input type="checkbox"/> Intervenor: <input type="checkbox"/> Other party: <input type="checkbox"/> Cross defendant: <input type="checkbox"/> Amicus curiae: <input type="checkbox"/> Surviving spouse: <input type="checkbox"/></p> <p>Party type: <input type="text"/> Journal entry required <input checked="" type="checkbox"/> Journal entry date: 00/00/0000 Created by: SUPPORT on 09/22/2009 11:18 AM Updated by: SUPPORT on 09/22/2009 11:18 AM</p>					2 ROA's Status History 0 Witnesses
<p>0 Attorneys (Alt K) 0 Bench Warrants 0 Bonds (Alt Q) Garnishments 0 Orders Party 1 Document Service 0 Supervisions 0 Time Limits 0 Trusts Costs No costs assessed</p>					
Label	Print	CaseMail	Change Case Type	Images	New Save Delete Close

3. → Schedule Permanent Order of Protection Hearing w/i 20 days of date of filing with court. ←

Civil Case Hearings

CV-2009-000021-OP 1 Hearing

HearingType: **Order of Protection**

Start Date/Time: **10/20/2009 10:00 AM** Hearing 1 of 1

End Date/Time: **10/20/2009 10:00 AM** Jury:

Judge: **Luth, Nancy**

Courtroom:

Comment:

Result:

Created by: SUPPORT on 10/01/2009 10:36 AM
Updated by: SUPPORT on 10/01/2009 10:36 AM

4. → Enter the Civil Order *on Petitioner* ←

1 Plaintiff | 1 Defendant | 3 Subjects | 1 Other Party | Ledger

Plaintiff 1 of 1

Mader, Lisa
Attorney: **Charlton, Craig D.**

Money due date: **00/00/0000**
Extension date: **00/00/0000**

Send notices:

Comment:

Counter claimant: Third party plaintiff: Interpleador:
Counter defendant: Third party defendant: Non party:
Cross claimant: Intervenor: Other party:
Cross defendant: Amicus curiae: Amount claimed:

Created by: SUPPORT on 09/22/2009 11:14 AM Updated by: SUPPORT on 09/22/2009 11:14 AM

0 Reminders
22 ROA's
Status History
0 Witnesses
Litigant Options
1 Attorney (Alt K)
0 Bench Warrants
0 Bonds (Alt Q)
0 Garnishments
1 Order
Party
1 Document Service
0 Supervisions
0 Time Limits
0 Trusts
Costs
No costs assessed

5. 5. → Enter Civil Order Information ←
- a. Disposition – Granted
 - b. Disposition date
 - c. Comments
 - d. Issued date
 - e. *Expiration date (20 days)*

The screenshot shows a software window titled "Civil Orders" with a blue header bar. The main content area is a form for a civil order. At the top left, the case number "CV-2009-0000021-OP" is displayed. At the top right, the name "Mader, Lisa" is shown. Below the case number, it says "Case is Pending". The form contains several fields:

- Order type:** A dropdown menu set to "Temporary Order of Protection".
- Disposition:** A dropdown menu set to "Granted".
- Disposition date:** A date field containing "10/01/2009".
- Comment/protected parties:** A large empty text area.
- Issued:** A date field containing "10/01/2009".
- Expiration days:** A dropdown menu set to "20".
- Expiration date:** A date field containing "10/21/2009".
- Status date:** A date field containing "00/00/0000".
- Serving agency:** A dropdown menu set to "[None]".
- Status:** A dropdown menu set to "Outstanding".

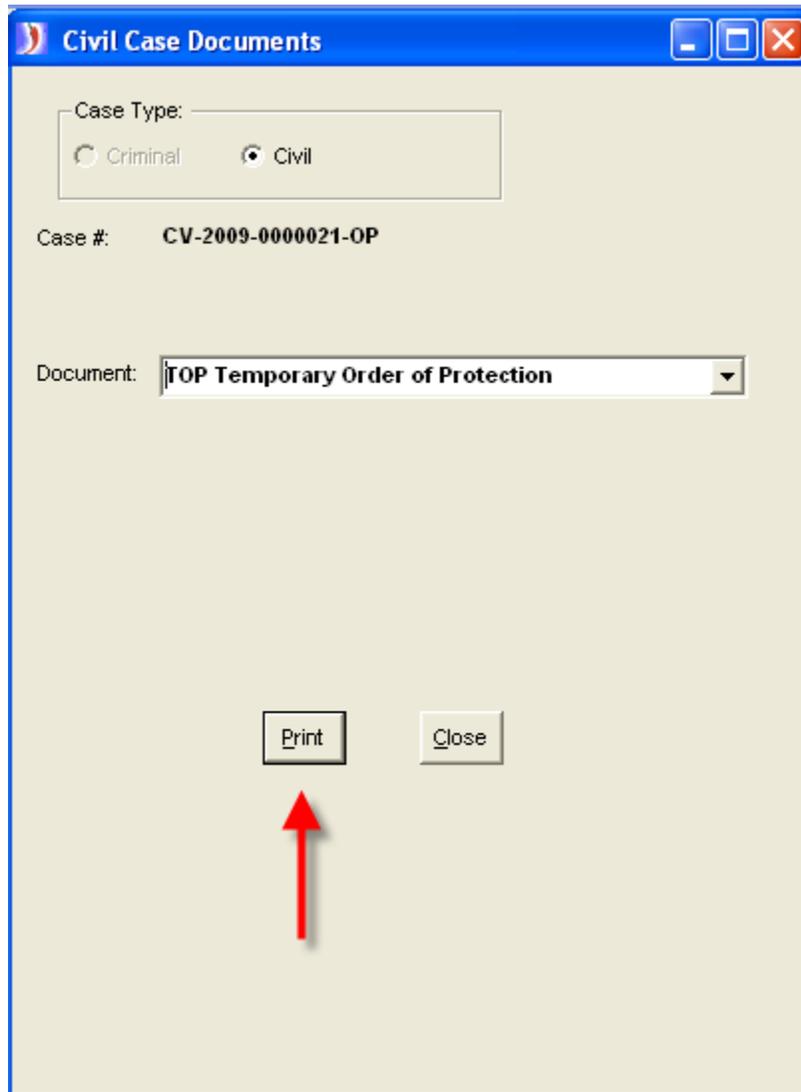
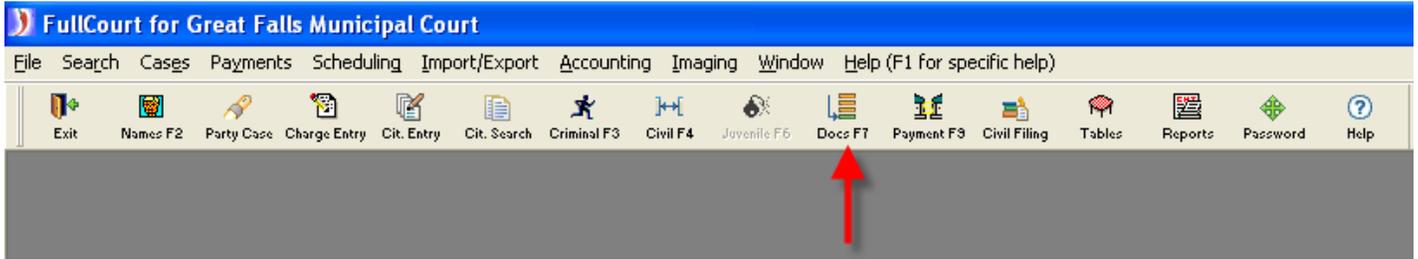
On the right side of the form, it says "Order 1 of 1".

→ Best Practice ←

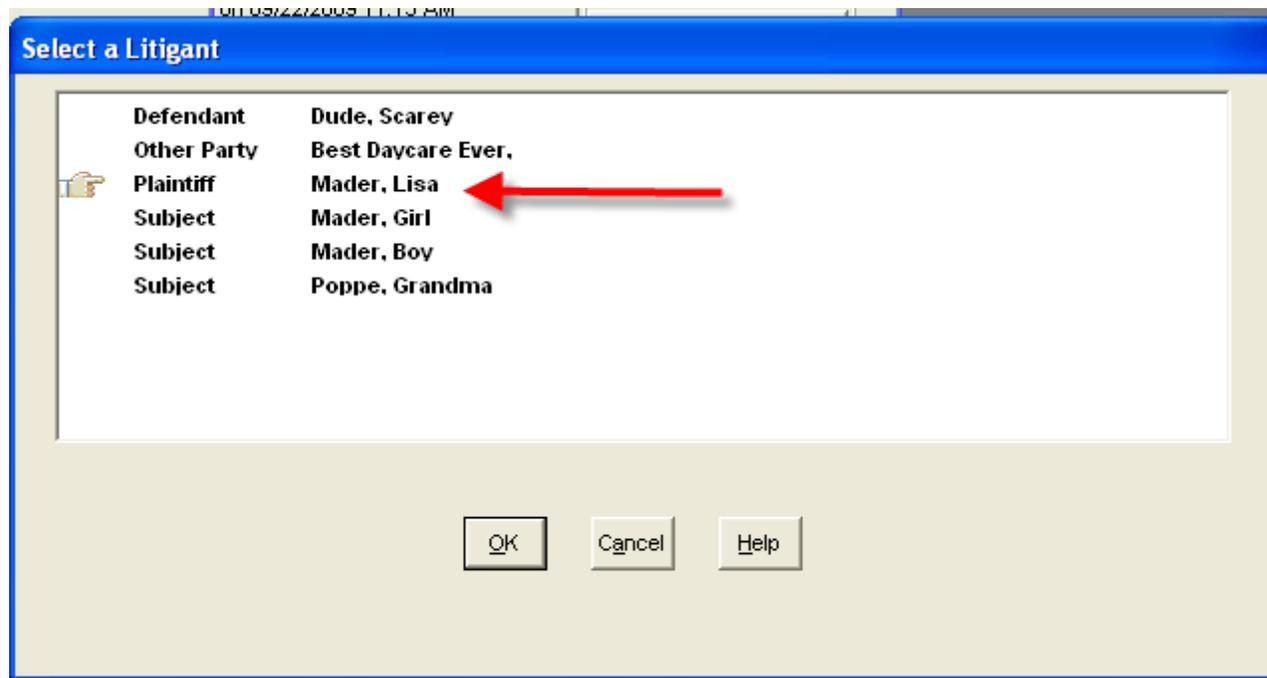
Create the Temporary Order of Protection Document

Remember: Civil Order and Hearing must be entered before creating document

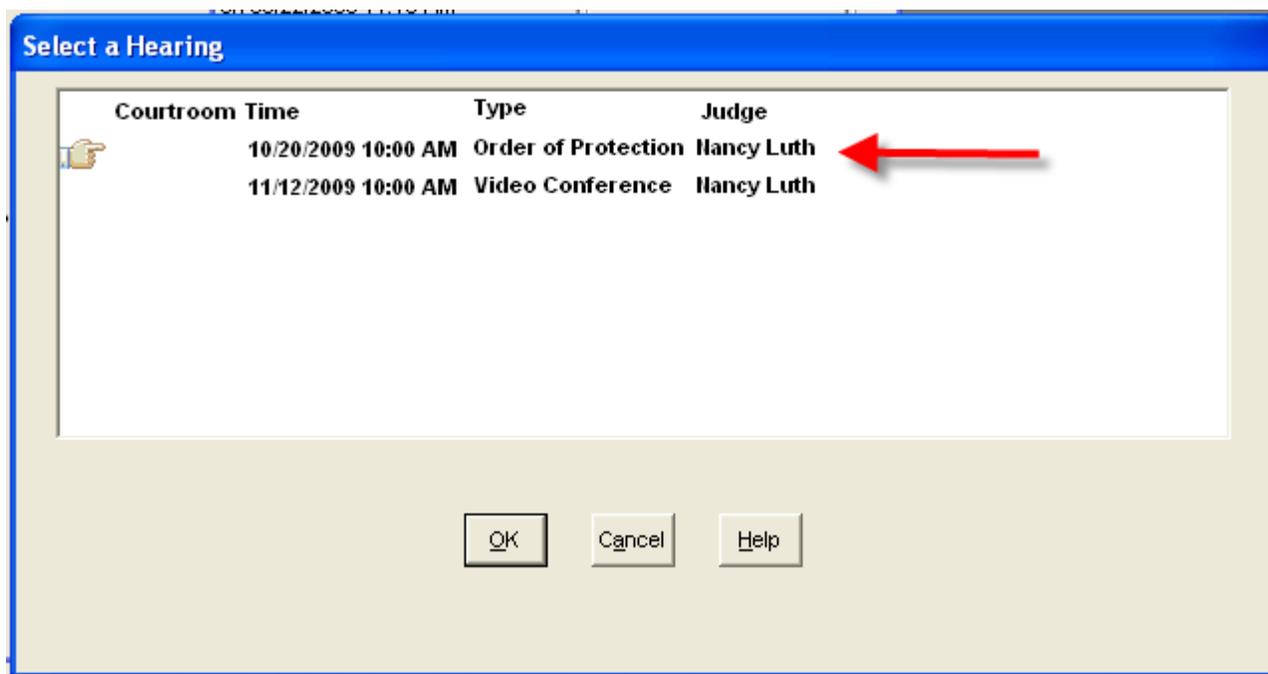
6. Docs (F7) from within case → TOP Temporary Order of Protection 2009



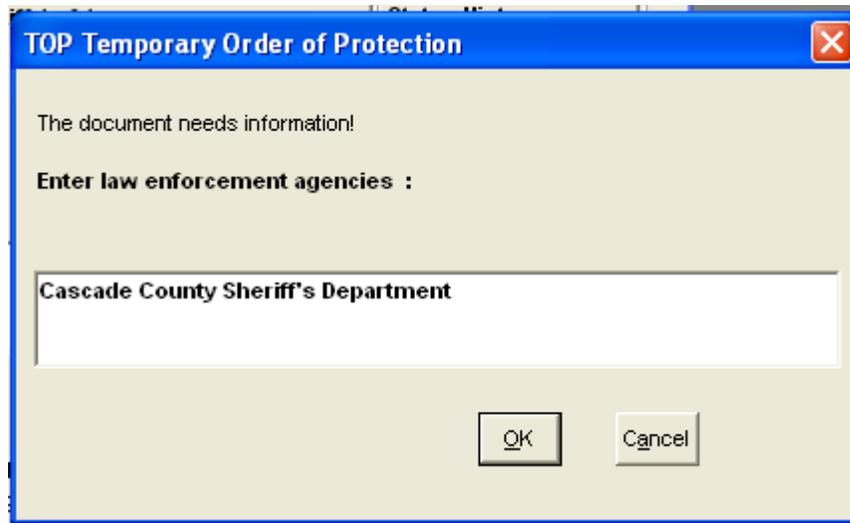
a. On the Select Litigant screen, ➔ **Select the Plaintiff** ⬅



b. If the Select a hearing window appears, ➔ **Select the Order of Protection Hearing** ⬅



- c. Enter in the appropriate Law Enforcement Agency and click OK



- d. Once the document opens, click all appropriate X's
- e. Fill in all appropriate grey fields
- f. Print the Order for Judge's signature and submit copies for service

→ Best Practice ←
Record the Document Service and Return

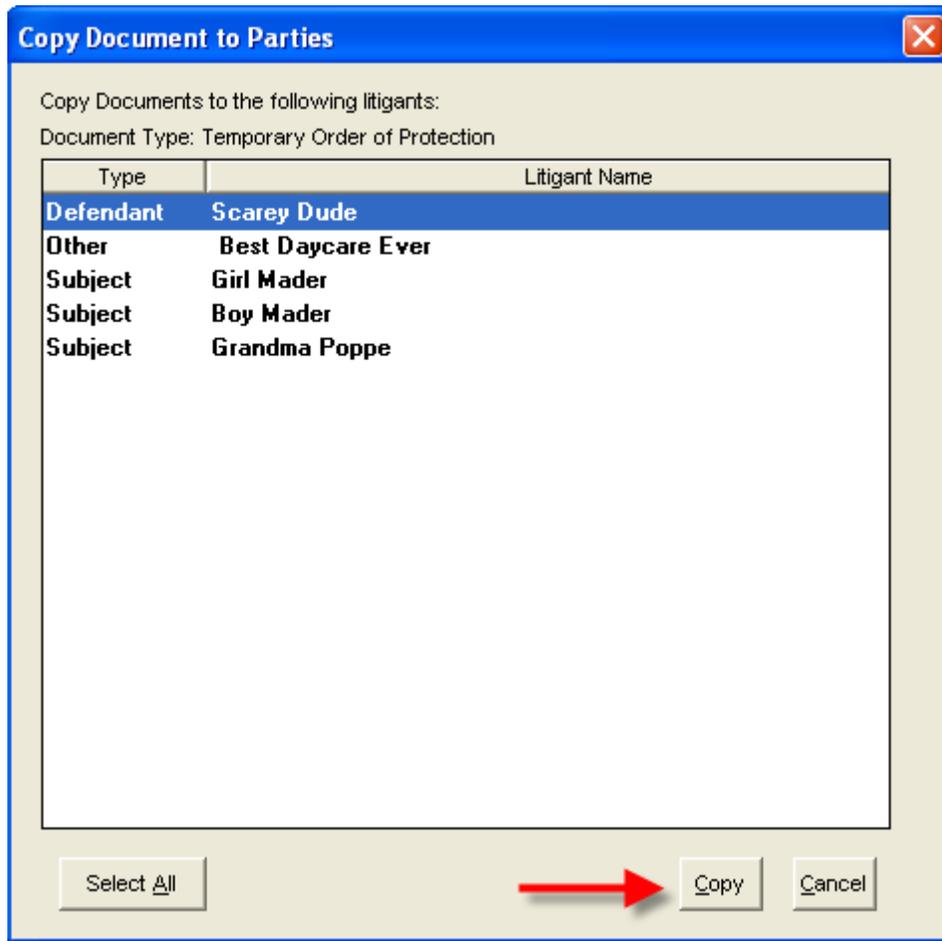
7. **→** Enter Document Service – *Petitioner* **←**

The screenshot shows a web-based interface for a legal case. At the top, there are tabs for '1 Plaintiff', '1 Defendant', '3 Subjects', '1 Other Party', and 'Ledger'. The main area displays details for 'Plaintiff 1 of 1', 'Mader, Lisa', with attorney 'Charlton, Craig D.'. It includes fields for 'Money due date' and 'Extension date', both set to '00/00/0000'. There is a 'Send notices' checkbox which is checked. Below this is a 'Comment' field. A grid of checkboxes allows for selecting various roles like 'Counter claimant', 'Third party plaintiff', etc. The 'Amount claimed' is set to '.00'. At the bottom, it shows 'Created by: SUPPORT on 09/22/2009 11:14 AM' and 'Updated by: SUPPORT on 09/22/2009 11:14 AM'. On the right side, a vertical sidebar lists various counts: 0 Reminders, 22 ROA's, Status History, 0 Witnesses, Litigant Options, 1 Attorney (Alt K), 0 Bench Warrants, 0 Bonds (Alt Q), 0 Garnishments, 1 Order, Party, 0 Document Service, 0 Supervisions, 0 Time Limits, 0 Trusts, Costs, and No costs assessed. Red arrows point to the '1 Plaintiff' tab and the '0 Document Service' item in the sidebar.

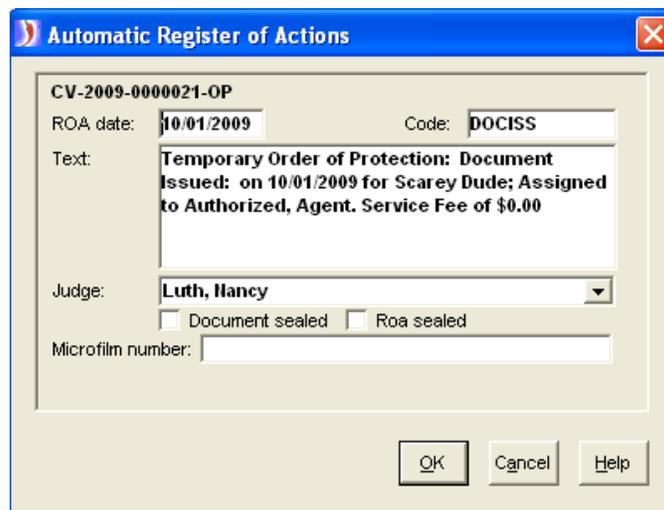
- a. Enter Document type
- b. Issue date
- c. Served by: Authorized Agent – Assigned to: Select appropriate agency
- d. Status is Outstanding
- e. **→** Save to Parties **←**

The screenshot shows a 'Document Service' window for case 'CV-2009-000021-OP' involving 'Lisa Mader'. The case is 'Pending'. The document type is 'Temporary Order of'. The issue date is '10/01/2009'. The appearance date is '00/00/0000 00:00 AM' and the expiration date is '10/21/2009'. The service is assigned to 'Authorized, Agent' with a status of 'Outstanding'. The service fee is '.00' and the service date is '00/00/0000'. There are radio buttons for 'Service by' options: '1st class mail postage ppd', 'Personal', 'Authorized agent' (selected), and 'Other'. A 'Comment' field is present. At the bottom, there are buttons for 'Newest First', 'Save To Parties', 'New', 'Save', 'Delete', and 'Close'. A red arrow points to the 'Save To Parties' button.

- f. Click OK to Register of Action for Plaintiff
- g.  Click on *Defendant Only*  (This will copy the same document services created for the plaintiff to the defendant)
- h. Click Copy



- i. Click OK to the Register of Action for Defendant



➔ **Best Practice** ⬅

Recording Returned Document Service

8. Record return of service in Document Service window for **BOTH Petitioner & Respondent**

Document Service

CV-2009-000021-OP Lisa Mader
Case is Pending

Document type: **Temporary Order of** Document Service 1 of 1

Issue date: **10/01/2009** Assigned to: **Authorized, Agent**

Appearance date: **00/00/0000 00:00 AM** Status Date: **10/01/2009**

Expiration date: **10/21/2009** Status: **Served**

Service by: Service Fee: **.00**

1st class mail postage ppd Service Date: **10/01/2009**

Personal

Authorized agent Comment: **Served: 10/01/2009 at 9:15 a.m.**

Other

Created by: SUPPORT on 10/01/2009 09:42 AM Updated by: SUPPORT on 10/01/2009 09:58 AM

Newest First Save To Parties New Save Delete Close

- a. Status Date and Status
- b. Service Date and Time (NOTE: because FullCourt does not have a spot to record service time the recommendation is to ➔ also record the service date **AND** time in the comments window ⬅)
- c. Click Save
- d. Click OK on Register of Action

Automatic Register of Actions

CV-2009-000021-OP

ROA date: 10/01/2009 Code: DOCSER

Text: Temporary Order of Protection: Document Served: to Lisa Mader on 10/01/2009; Assigned to Authorized, Agent. Service Fee of \$0.00.

Judge: Luth, Nancy

Document sealed Roa sealed

Microfilm number:

OK Cancel Help

9. → Repeat Document Return of Service steps for Respondent. ←

10. Record return of service in Civil Order window - **Petitioner**

Civil Orders

CV-2009-0000021-OP Mader, Lisa

Case is Pending Order 1 of 1

Order type: **Temporary Order of Protection**

Disposition: **Granted** Disposition date: **09/22/2009**

Comment/
protected parties: **Served: 10/01/2009 at 9:15 a.m.**

Issued: **09/22/2009** Expiration days: **20** Expiration date: **10/12/2009**

Status date: **10/01/2009** Serving agency: **Cascade County Sheriff's Office - (**

Status: **Served**

Created by: SUPPORT on 09/22/2009 11:19 AM Updated by: SUPPORT on 09/30/2009 04:27 PM

Find Underlines New Save Delete Close

- a. Service Date and Time (NOTE: because FullCourt does not have a spot to record service time the recommendation is to → also record the service date **AND** time in the comments window ←)
- b. Status -- Served

ADDITIONAL INFORMATION

- Case Status will remain **Pending** for the TOP until the hearing is held for the Permanent Order of Protection (POP).
- Case Status will change to **Closed** once all of the following bulleted items have been entered on the case:
 - Hearing for Permanent Order of Protection held and order granted or dismissed
 - Copies of the POP, Confidential document sent to LEA for service and entry into NCIC
 - POP has been recorded as a new Order, issued and served on Respondent
 - Document Service has been issued and returned on Petitioner and Respondent
 - LEA has filed the Return of Service on the Respondent to the court and it is recorded in the case.

→ Best Practice Note ←

- **Amended or Permanent Order get entered as additional civil orders on the Petitioner Tab of the case (Civil Order → New)**
- **Enter the NEW hearing for the amended or permanent order**
- **Enter the NEW document service for the amended or permanent order**