



Protective Order / DPS Handbook

Justice Court



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On March 12, 2012, a new method for creating protective orders and transmitting protective order information to the Department of Public Safety was released in CORIS - the courts' case management system. This document contains information on that application. Step-by-step online tutorials for judges and judicial support staff are available at Protective Orders/DPS-An Online Training Program (25 min)

http://www.utcourts.gov/intranet/clerktraining/otp/program/Utah_Courts_OTP.htm

If you experience difficulties using the application, contact the Help Desk at 801-578-3850.

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Entering Information in CORIS

A Jail Release Court Order, Pre Trial Protective Order or Sentencing Order can be created from a criminal case. Case > Case Filing > Criminal.

Seq	Offense Date	Offense Location	Gov	Violation Code	Violation Description	Severity
1	02/17/2012		UT	76-5-102(1)(B)	ASSAULT - THREAT, SHOW MB	

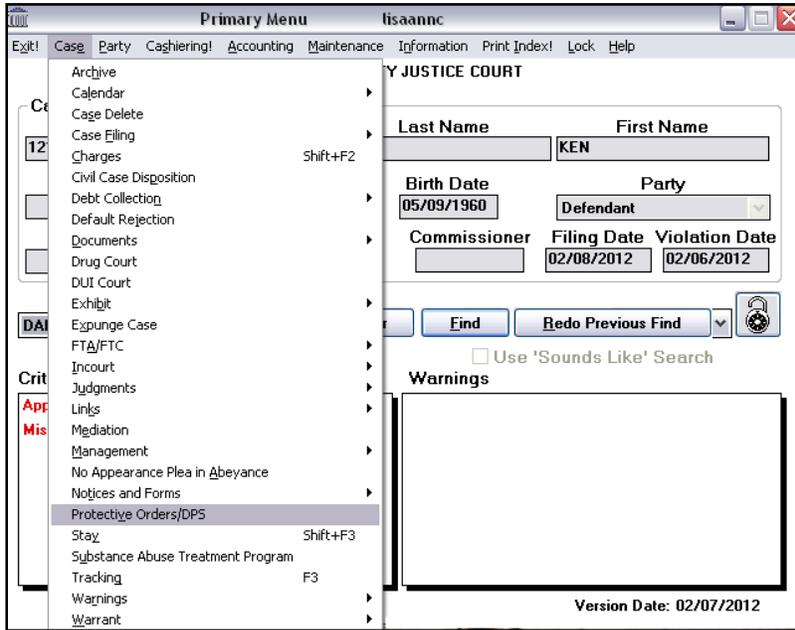
Party Information

All party information must be entered in CORIS.

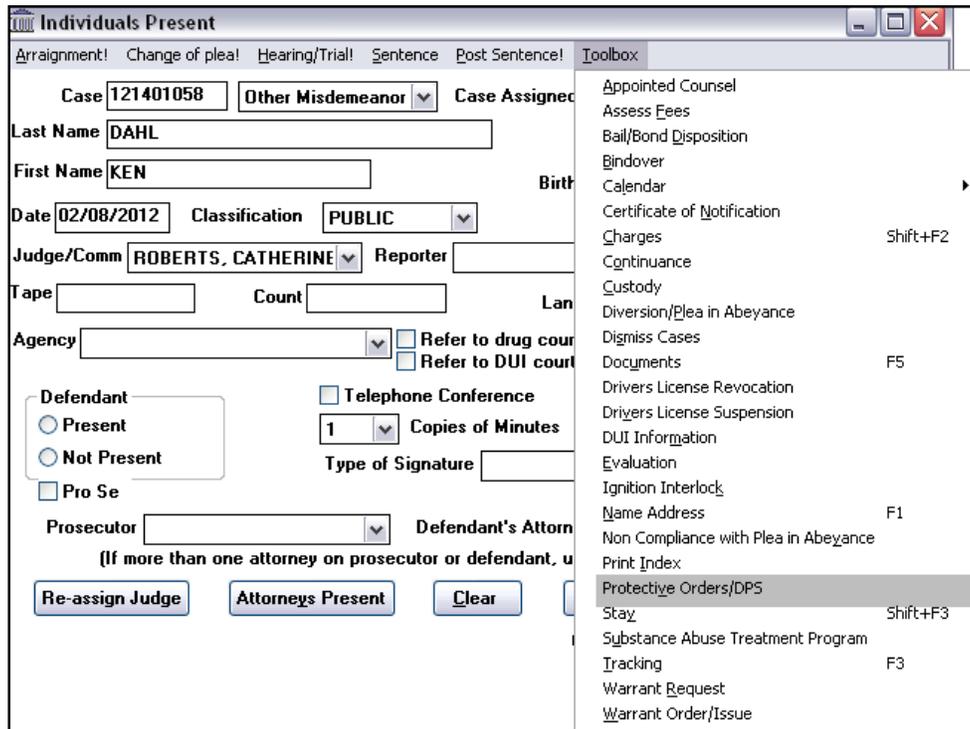
The Defendant/ Respondent party information must be complete. To update Party Information for Defendant, go to the CORIS primary menu; select DEF/RES as the party and then Party > Defendant Info. The information added will be included on the Protective Order and submitted to Department of Public Safety’s Protective Order system.

Getting to the Protective Orders/DPS Function

The Protective Orders/DPS function is available at Case > Protective Orders/DPS.



The protective order application is also accessible in the Incourt Individuals Present screen and the Sentencing screens from the Toolbox dropdown. Toolbox > Protective Order/DPS.



The Protective Orders Screen

After selecting Protective Order/DPS, the Protective Orders screen will open.

The screenshot shows a web application interface for 'Protective Orders - 121401781'. At the top is a toolbar with the following buttons: Search (1), Edit Selected (2), New Order (3), Dismiss Selected (4), Select All (5), Refresh (6), View Image (7), and Print (8). Below the toolbar is a table with the following data:

Id	Type	Title	Status	Status
163982	Pre-Trial Protective Order	Pre-Trial Protective Order	Dismissed	02/16/
163986	Pre-Trial Protective Order		Draft	02/16/

There are multiple functions on this screen.

1. **Search** allows you to search for a draft or issued Protective Order.
2. **Edit Selected** allows you to edit a draft order. The order must be selected & highlighted.
3. **New Order** allows you to create a new order.
4. **Dismiss Selected** allows you to dismiss a highlighted order. **Dismiss Selected** should only be used when an order is dismissed by judicial order.
5. **Select All** allows you to highlight all rows displayed on the screen.
6. **Refresh** will update the information shown on this screen (Typically used to display information recently entered on a Protective Order in process.
7. **View Image** allows you to view the highlighted order. (Orders in draft status cannot be viewed as an image.)
8. **Print** will print the highlighted order. (Orders in draft status cannot be printed.)

New Order

The New Order screen opens when selected from the Protective Orders screen.

Many of the fields on this screen will be populated by information already entered in CORIS. To complete a new order, you must:

1. Select the **Order Type**
2. Verify that the correct **Judge Name** is selected. If no judge is assigned or if the judge issuing the order is different than the judge assigned to the case, change the **Judge Name** now.
3. Verify the **Filing Date** shows the date the **order** is being issued or filed. (This is not the case filing date.) Change the date if it not the date the order is being issued.

The **Show All Orders for Case** button displays information on all previous protective orders on this case. The information displayed for each order includes:

- **Order ID** – The unique identification number specific to that protective order.
- **Order Type** – The type of order it is
- **Status** – The status of the order: Canceled, Dismissed, Draft, Expired or Issued
- **Issued Date** – The date the order was issued.

The **Continue** button moves you to the next action in creating the protective order: Entering **Party Information**.

NOTE: The Protective Order screen menu has changed. **Home > Protective > Close** menu has been changed to **Search > Reports > Close**.

Party Info

The **Party Info** screen displays the party information. In a pre-trial protective order, the party information includes information for the defendant and the case prosecutor. When the party name is selected, the party information will display. NOTE: Case party information cannot be changed/updated in this screen. All changes and updates must be made in the **Case Filing** or **Defendant Info** screen in CORIS. The following describes the information on this screen left to right by column.

- **Include** – All parties associated with the case will be displayed. A bond company or a payee, for example, may display. Remove the check in the **Include** column to remove parties that are not part of the protective order. All party names checked under **Include** will be included in the order.
- **Party Name** – This column displays the names of each party.
- **Case Mgmt Party Type** – This column displays the party type as they are defined in the case.
- **DOB** – The party date of birth.
- **Party Type** – These party types default to the party types entered in the case and can be changed if necessary. If a party is added (AddParty), the Party Type will default to Other Protected Party.
- **Relationship to Def/Res** – Allows you to select the relationships of the parties to the defendant/respondent.
 - The relationship of the defendant to the defendant will always be Self.
 - The **Relationship to the Def/Res** of the plaintiff in a criminal protective order is the Prosecutor. This must be selected.
 - When the Other protected Party is added, the Relationship to Def/Res must be selected.
- **Protected Party?** – Indicates the party or parties who are protected by the order. **Protected party?** will default to No for the Defendant and the Plaintiff. It will default to Yes for Other Protected Parties.

Include	Party Name	Case Mgmt Party Type	DOB	Party Type	Relationship to Def/Res	Protected Party?
<input checked="" type="checkbox"/>	KEN DAHL	Defendant	05-09-1960	Defendant	Self	No
<input checked="" type="checkbox"/>	SALT LAKE CITY	Plaintiff		Plaintiff	--Select One--	No

Defendant Relationship will default to Self. Plaintiff will need to be selected as Prosecutor from dropdown.

Save will save changes made on this screen. Save early and often. If you do not **Save** before moving to the **Add Party** screen, your changes will be lost.

Refresh from CORIS will update any party information added in the case filing screen or the defendant info screen after the Protective Order is started.

Add Note is for internal use only. Anything entered in add not is maintained in CORIS only. It is not included on the Protective Order and is not sent transmitted to DPS.

Delete Order If at some point it is determined the order is being created in error or on the wrong case, it can be deleted. Select **Delete Order** to open the Change Order Status screen.

Add Party

Most protective orders require protection for people other than those who are parties to the case. A criminal protective order, for example, includes the defendant, the prosecutor and the protected party or parties.

To add a protected party, select **Add Party**. Enter all available information on the protected party. Required fields are marked with a red asterisk *****.

Party Information

Save Save & New Save & Close Cancel

Party

First Name* Barbie
 Middle Name
 Last Name* Dahl
 Name Suffix
 Party Type* Other ProtectedParty
 Relationship to Def/Res* Spouse
 Subject of PO?* No
 Protected Party?* Yes
 SSN
 DOB (mm-dd-yyyy) 12-21-1964

DL #
 DL State --Select One--
 Email Address
 Home Phone
 Mobile Phone
 Gender Female
 Race White

Physical Description

Eye Color Blue
 Hair Color Blonde or St
 Weight (lb): 118
 Height: 5 Feet 9 Inches
 Other descriptions:

You can Add Address, Add Vehicle, Add Attorney and Add Alias for the Other Protected Party by clicking the Add buttons.

Addresses Add Address

Address Type	Address 1	Address 2	City	State	Zip Code	Protected?	Safe-guarded?	Action
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Vehicles Add Vehicle

License Plate State	License Plate Number	Year	Color	Make	Model	VIN	Action
---------------------	----------------------	------	-------	------	-------	-----	--------

Attorneys Add Attorney

First Name	Last Name	Phone	Bar Num	Bar State	Action
------------	-----------	-------	---------	-----------	--------

Alias Add Alias

Alias Type	First Name	Middle Name	Last Name	Suffix	Action
------------	------------	-------------	-----------	--------	--------

- **Party Type** will default to Other Protected Party.
- **Relationship to Def/Res** will need to be selected from the dropdown options. In this case, we chose Spouse.
- **Subject of PO?** will default to No. (The defendant is the subject of the PO).
- **Protected Party** will default to Yes. Note: if you have a date of birth and the protected party is a minor, only the protected party's initials will display in the name field.

Cancel – Selecting **Cancel** will remove any information you added prior to saving.

Save & New – If there is more than one protected party, select **Save & New** to enter the next protected party.

Save & Close – Select **Save & Close** to return to the Party Info screen.

Save & Continue – Once all party information is entered, select **Save & Continue** from the Party Info screen to move to the **Conditions** screen.

Conditions

After parties have been entered, a critical message will display on the CORIS Primary Menu screen indicating a draft protective order exists.

Critical Messages



The conditions available for criminal protective orders have been assembled from commonly submitted criminal protective orders. Additional conditions can be free-form typed or cut and pasted into **Other Conditions**.

To select a condition, click the box left of the Condition title. When all Conditions are selected or added, select **Save and Continue**.

Home | Protective | Close

New Order > Party Info > **Conditions** > Review & Issue Order > Complete

Conditions Save Save & Continue Preview Add Note Clear Conditions Delete Order

Case #: 121401057
Order ID: 163450 (Pre-Trial Protective Order)

<input checked="" type="checkbox"/>	Personal Conduct Order Condition ID: 1
<i>verbiage</i>	The Defendant is restrained from attempting, committing, or threatening to commit domestic violence or abuse against the alleged victim, designated family, and household members (protected parties) and shall not stalk, harass, or threaten, or use or attempt to use physical force.
	@@prot_party_list@@
	Tag(s)
	If a protected party does not display below, return to Party Info tab. Enter missing protected party
	Barbie Dahl @@prot_party_list@@
<input checked="" type="checkbox"/>	No Contact Order Condition ID: 63
<i>verbiage</i>	The Defendant is prohibited from directly or indirectly contacting, harassing, telephoning, mailing, e-mailing, or communicating in any way with the alleged victim.
<input type="checkbox"/>	Interference with Utility Services Prohibited Condition ID: 180
<i>verbiage</i>	The defendant is prohibited from terminating or interfering with the utility services to the alleged victim's home.
<input type="checkbox"/>	Law Enforcement to Assist Condition ID: 145
<i>verbiage</i>	An officer from the following law enforcement agency (LEA) shall facilitate the removal of the Defendant's essential belongings from the parties' residence. The LEA shall contact Defendant to make these arrangements. @@LEA@@
<input checked="" type="checkbox"/>	No Guns or Other Weapons Condition ID: 67
<i>verbiage</i>	The Court having found that Defendant's use or possession of a weapon may pose a serious threat of harm to the alleged victim, the Defendant is prohibited from purchasing, using, or possessing a firearm or any of the following WEAPONS: @@weapon@@
	Tag(s)
	Enter the specific weapons.
	Any Firearm @@weapon@@
<input checked="" type="checkbox"/>	No Alcohol or Drugs Except by Prescription Condition ID: 178
<i>verbiage</i>	Defendant shall not consume alcohol in any form or possess any controlled substance except in compliance with a valid prescription from a licensed medical or health care provider. Defendant shall take all medications as prescribed.
<input checked="" type="checkbox"/>	Other Orders Condition ID: 8
<i>Instruction</i>	If entering more than one condition, please double-space between conditions.
<i>verbiage</i>	Other Orders: @@oth_order_list@@
	Tag(s)
	Enter other orders.
	Defendant to enter counseling for outrageous behavior
	Communication regarding children can be completed by text or email @@oth_order_list@@

Save Save & Continue Preview Add Note Clear Conditions Delete Order

- **Save** saves selections made on this screen.
- **Add Note** is for internal use only. It is not included on the order or sent to DPS.
- **Clear Conditions** will remove conditions that have been selected.
- **Preview** will display an image of the draft order.
- **Save & Continue** saves selections and opens **Review & Issue Order**
- **Delete Order** links to the **Change Status** screen where you can delete the order.

Review & Issue Order

The **Review & Issue Order** screen is used to verify the order information and issue the order.

1. Party information, selected conditions and any added notes will display. If changes are needed, select **Party Info** or **Conditions** to make the changes.
2. **Signing Judge** will display the judge assigned to the case or selected previously. If this is not the judge issuing the order, select the correct judge from the **Signing Judge** dropdown box.
3. If an expiration date has been noted, enter it in **Order Expires on:**

Home | Protective | Close

New Order > Party Info > Conditions > **Review & Issue Order** > Complete

Review & Issue Order Add Note Issue Order Issue & Open Order Delete Order

Case #: 121401058
Order ID: 163558 (Pre-Trial Protective Order)

Removing check will collapse information. For this example Show Parties has been removed. Show Parties Show Conditions Show Notes

Additional Information Required

Document Security: Public (dropdown menu) Dynamically generate the order Preview Order

Order Expires on: (mm-dd-yyyy) Select Document Security and enter Expiration Date

Signing Judge: CATHERINE ROBERTS

CT	County	Assigned Judge	Commissioner	Trans ID	Status	Issue Date	User ID	Exp Date
J	SALT LAKE	CATHERINE ROBERTS			Draft		lisaannc	

Order ID	Document ID	Document	Created Date	Generated Manner	Signed Manner	Signing Judge
Currently no document is associated with this order						

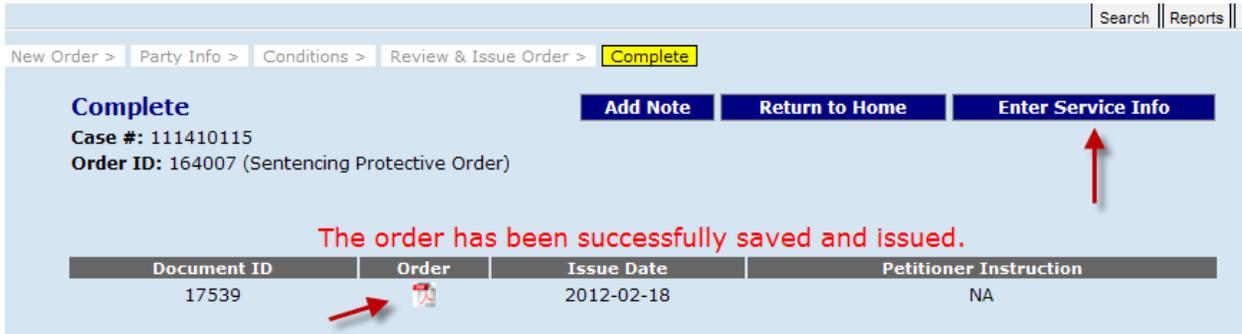
Condition ID	Conditions
1	The Defendant is restrained from attempting, committing, or threatening to commit domestic violence or abuse against the alleged victim, designated family, and household members (protected parties) and shall not stalk, harass, or threaten, or use or attempt to use physical force. <i>Barbie Dahl</i>
63	The Defendant is prohibited from directly or indirectly contacting, harassing, telephoning, mailing, e-mailing, or communicating in any way with the alleged victim.
180	The defendant is prohibited from terminating or interfering with the utility services to the alleged victim's home.
67	The Court having found that Defendant's use or possession of a weapon may pose a serious threat of harm to the alleged victim, the Defendant is prohibited from purchasing, using, or possessing a firearm or any of the following WEAPONS: Any Firearm
178	Defendant shall not consume alcohol in any form or possess any controlled substance except in compliance with a valid prescription from a licensed medical or health care provider. Defendant shall take all medications as prescribed.
8	Other Orders: <i>Defendant to enter counseling for outrageous behavior Communication regarding children can be completed by text or email.</i>

Input Time	Creator Name	Note
No notes entered		

1. Select **Preview Order** to open the draft order.
2. When **Issue Order** is selected, the judge's electronic signature is affixed and the order information is sent to the Department of Public Safety (DPS).
 - A note can be created from this screen. Notes are not sent to DPS.
 - A draft order can be deleted from this screen.

Complete

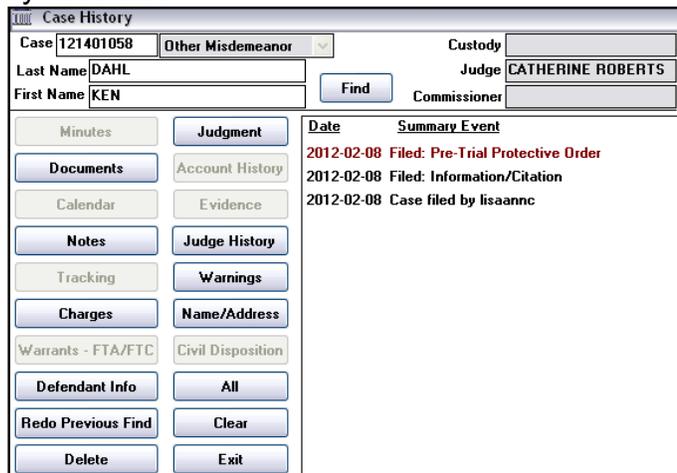
After selecting **Issue Order** or **Issue & Open Order**, the **Complete** screen opens with the message “The order has been successfully saved and issued.” The order process is complete. Clicking the PDF icon under **Order** will open the order for printing.



- **Enter Service Info** - If the order is being served in court, service information can be recorded by selecting **Enter Service Info**.
- **Return to Home** opens the Protective Order Search screen.

When a protective order is issued, the order document is entered in the CORIS Document screen and a case history entry recorded.

The document image will display in red and can be opened by double clicking on the entry.



A Critical Message will display on the Primary menu.

Critical Messages



Entering Service info

If an order is served in court, the service information needs to be entered by the clerk. The **Enter/View Service Info** screen is accessed from the **Change Order Status** screen. The **Change Order Status** screen is available from:

- **Complete** Screen
- **Protective Orders** screen
- Selecting the checkmark on an order displayed on the **Search** screen

When the **Enter/View Service Info** screen opens, the service manner, current date, ORI and location will be auto filled. The clerk must enter the service time and who served the order. The date and ORI can be changed if necessary. Service entered by the court is immediately available to Department of Public Safety.

- **Save** will any save changes made on this screen.
- **Save & Close** will save this information and close this screen.
- **Close** will end your session and close out of the protective order.

If an order is served outside of court by a law enforcement agency, the law enforcement agency is responsible to enter service information. Service information entered by law enforcement will be available in CORIS 15 minutes after entry. Service information entered either by a clerk or a LEA creates an entry in the case history.

Date	Summary Event
2012-02-18	Filed: Pre-Trial Protective Order
2012-02-18	Note: Pre-Trial Protective Order Service Date : 02-18-2012 12:35:00

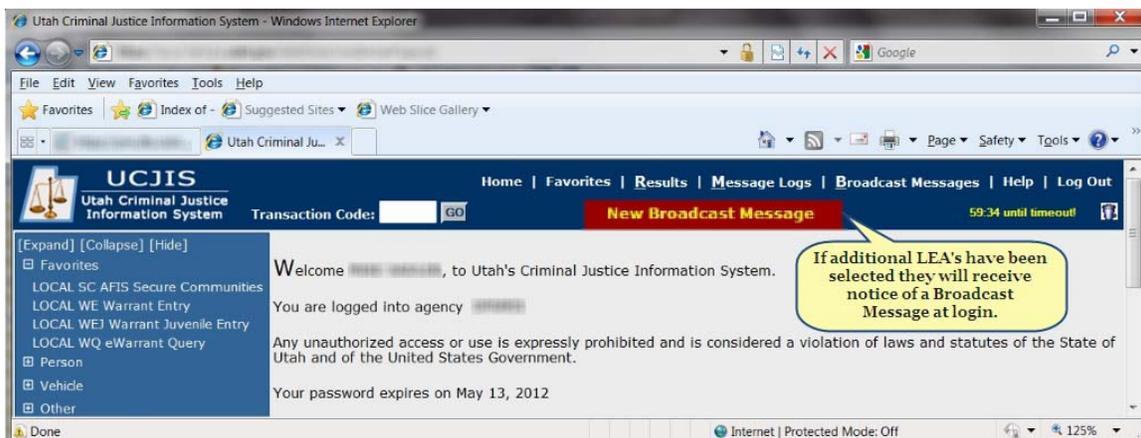
Notify Additional LEA

An additional option from the Enter/View Service Info screen is to select other law enforcement agencies that should be notified of the protective order. When the Notify Additional LEA tab is selected a list of all law enforcement agencies will display.



- **Clear all checkboxes** will remove any LEAs that are checked (✓).
- **Save** will save the selected agencies.
- **Save & Close** will save selected agencies and close the screen.
- **Close** will close the screen.

The agencies selected above will be made aware of the order(s) through a Broadcast Message on UCJIS. This Message will remain on UCJIS for 21 days.



Finding a Protective Order

From the Protective Orders screen select Search. (Case>Protective Orders/DPS)



Protective Order Search **Search** **Clear Search Fields**

Court Type: Justice **Order Type:** Sentencing Protective Order
Order ID: **Status:** Issued
Case Number: **Judge Name:**
User Name:
Party First Name: **Party Last Name:**
Issue Start Date: 01-01-2012 **Issue End Date:**
(mm-dd-yyyy)

Order ID	Status	Order Type	Case Num	First Name	Last Name	Court	CT	Issue Date	Serve Date	Judge
163037	Issued	Sentencing Protective Order	121900030	MARY ANN	LITTLEFOOT	Orem City Justice Court	J	01-10-2012	01-10-2012	REED PARKIN
163158	Issued	Sentencing Protective Order	121000010	JEREMY ROBERT	STALEY	South Ogden Justice Court	J	01-11-2012	01-11-2012	REUBEN J RENSTROM
163222	Issued	Sentencing Protective Order	121000006	ASHLEY ANN	BARBADILLO	Provo City Justice Court	J	01-18-2012	01-18-2012	VERNON F. ROMNEY

Protective Order Search allows you to select search criteria.

- **Court Type** – Select the Court Type or select All.
- **Order ID** – Order ID is a unique number assigned to each protective order.
- **Status** – Status of the order including Draft, Issued, Canceled or Deleted, Dismissed and Expired orders
- **Case Number** – The CORIS case number.
- **Judge Name** – The judge who issued the order(s).
- **User Name** – The user who created the order(s).
- **Party Name** – A party on order(s).

Select **Search** to find orders which meet the criteria entered.

Clear Search Fields will remove entries from the fields so you can complete a new search.

The results of the search will display in the columns. If an order has a checkmark by the status column, the order can be edited. Status can be changed, service information may be entered.

Orders from all locations searched will display. Clerks are only able to edit orders issued in the location the clerk is logged into.

Selecting the Order ID on an order will display information about the order.

Linking Cases

If, on the **Protective Order Search** screen, an **Order Id** has a red exclamation mark next to it, the order is not linked to a case in CORIS. You can link the order to its case manually. Search CORIS using the party name to find the correct case number. The court location, judge name and issue date of the order can help identify the correct case.

The screenshot shows the 'Protective Order Search' interface. It includes search filters for Court Type, Order ID, Case Number, User Name, Party First Name, Issue Start Date, Order Type, Status, Judge Name, Party Last Name, and Issue End Date. Below the filters is a table of search results.

Order ID	Status	Order Type	Case Num	First Name	Last Name	Court	CT	Issue Date	Serve Date	Judge
263	Issued	Protective Order	1733	SCOTT K.	ECKER	1st District Court Rich Co	D	12-04-1995		GORDON J LOW
245	Issued	Protective Order	954700306	NED	CHRISTENSEN	7th District Court Price	D	12-04-1995		BRYCE K BRYNER
195	Issued	Mutual Protective Order	954090682	RANDY L	STODDARD	3rd District Court Salt Lake	D	12-19-1995		SANDRA N PEULER
186	Issued	Mutual Protective Order	950908413	DOUGLAS SCOTT	MCCORMACK	3rd District Court Salt Lake	D	12-20-1995		KENNETH RIGTRUP
128	Issued	Protective Order	964401173	BRANDON	FULCHER	7th District Court Price	D	12-20-1995		BRYCE K BRYNER

When the CORIS case has been identified,

1. Open the case on the **Search** screen by clicking on the case.
2. The **Case Match** screen will open.
3. Enter the CORIS case number
4. Select **Research**
5. Verify it is the correct case number and **Save**

Linking the CORIS cases with orders will ensure the existing order will be expired upon issuance of a subsequent order or dismissed upon judicial order.

The screenshot shows the 'Case Match' screen. It displays the Order ID (46444) and search criteria: Case Number (Y200136), Location (2548), Court Type (J), and Judge (W. BRENT BULLOCK). Below this, there are fields for 'New Case Number' (001500136) and 'New Location' (Pleasant Grove Justice Court - 2548), with a 'Research' button. A message states 'No orders are linked to the new case.' At the bottom, a table lists party information.

Party Num	Party Code	First Name	Last Name	SSN
139	PLA	CHRISTOPHER W	PLEASANT GROVE CITY	
7694780	DEF	CHRISTOPHER W	BIXLER	585176680

Dismissing a Protective Order

The status of a protective order can be changed from the **Search** screen if there is a checkmark next to the **Order id**. Clicking the checkmark will open the **Change Order Status** screen. An option to change order status to **Dismissed** will be available.

Change Order Status Search | Reports | Close

Case #: 121901361
 Order ID: 163936 (Pre-Trial Protective Order)
 Current Status: Issued

Select new status:

Status Definitions:

- **Draft:** The status of a protective order awaiting further clerk input before being issued.
- **Issued:** The status of a protective order that has been posted to Statewide and is enforceable by any law enforcement agency.
- **Canceled/Del:** Use canceled/del when the order of protection was issued in error or otherwise should not have been issued.
- **Dismissed:** Use dismissed when the court has issued an order of protection to be dismiss.
- **Expired:** Use expired when the court has expired an order of protection.

A protective order can also be dismissed from the **Protective Orders** screen. Highlight the order to be dismissed and select **Dismiss Selected**. Only orders with a status of **Issued** can be dismissed. An order in draft status can be deleted.

Protective Orders - 001500136

Search | Edit Selected | New Order | **Dismiss Selected** | Select All

Id	Type	Title
46444	Sentencing Protective Order	Sentencing Protective

Dismissed Requested

Are you sure you want to dismiss the high lighted protective order(s)?

Yes No

Change Order Status Search | Reports | Close

Case #: 121901361
 Order ID: 163936 (Pre-Trial Protective Order)
 Current Status: Issued

Select new status:

Status Definitions:

- **Draft:** The status of a protective order awaiting further clerk input before being issued.
- **Issued:** The status of a protective order that has been posted to Statewide and is enforceable by any law enforcement agency.
- **Canceled/Del:** Use canceled/del when the order of protection was issued in error or otherwise should not have been issued.
- **Dismissed:** Use dismissed when the court has issued an order of protection to be dismiss.
- **Expired:** Use expired when the court has expired an order of protection.

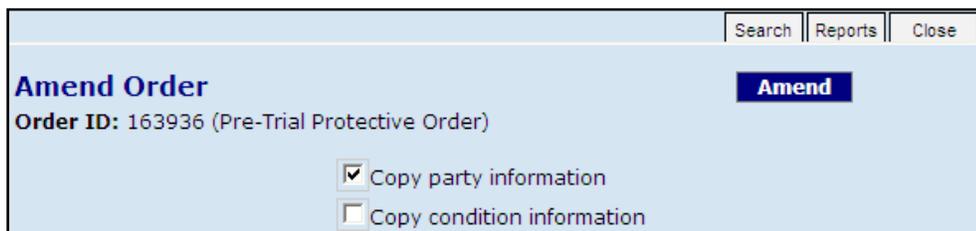
Save will save your new status information.

Amend Issued Order

An amended protective order can be created from:

- The search screen if there is a checkmark next to **Order Id**. Clicking on the checkmark will open the **Change Order Status** screen.
- The **Protective Order History** screen (view protective order list). Clicking Edit will open the **Change Order Status** screen.

When the **Change Order Status** screen opens one of the options is **Amend this issued order**. Use this if the terms of an order are changed by the court. DO NOT use this option for case party information updates. Case and party updates need to be made from the case profile/party screens.



Change an Expiration Date

Change Expiration Date is used if the judge has extended the order past the previous expiration date. **Change Expiration Date** is also used if the party was not served and a hearing date was rescheduled. The Department of Public Safety will receive notice of all changes in expiration date(s).

Reports

From the Protective Order Search screen select > Reports > Reports

- **Court Type** will display your court location.
- **Order Type** will display all order types available.
- **Status** displays all status options.
- **Issue Start Date** and **Issue End Date** allow a range of dates to be set. If an **Issue Start Date** is entered without an **Issue End Date**, the report will include protective orders matching the selected criteria from **Issue Start Date** forward.

Report Search | Reports | Close

Create Excel Report **Clear Fields**

Add CORIS case disposition info if available

Court Type: Justice
 Order Category: All
 Status: All
 Issue Start Date: (mm-dd-yyyy)

Location: Salt Lake City Justice Court
 Order Type: All
 Issue End Date: (mm-dd-yyyy)

Not applicable to Justice or Juvenile Court locations

[Retrieve Orders Pending for Judge's Approval Based on Your Court Type and Location](#)

- Select the desired criteria.
- Select **Create Excel Report** to start report or **Clear Fields** to end or select different criteria.

Report Search | Reports | Close

Create Excel Report **Clear Fields**

Add CORIS case disposition info if available

Court Type: Justice
 Order Category: All
 Status: All
 Issue Start Date: 01-01-2012
 Issue End Date: (mm-dd-yyyy)

Location: Salt Lake City Justice Court
 Order Type: All

For this example I used SLC Justice Court with no parameters but an issue date of 1/1/2012

Protective Order Report for Salt Lake City Justice Court
 Court Type: J Category: All Order Type: All Status: All
 Issue Date: 01-01-2012 -

Respondent/Defendant	Case Number	Order Type	Status	Issue Date	Expiration Date	Judge	Service Date	Service Location
JOSHUA L. DEAN	*111415082	Pre-Trial Protective Order	Issued	2/6/2012		SYDNEY MAGID	2/6/2012	Salt Lake City Justice Court
JOSHUA PAUL SAVINEU	*111408872	Sentencing Protective Order	Issued	1/26/2012		JEANNE M ROBISON	1/26/2012	Salt Lake City Justice Court
ROBERT LORENZO ROMERO	*111414385	Pre-Trial Protective Order	Issued	1/20/2012		JOHN L BAXTER	1/20/2012	Salt Lake City Justice Court
JEREMY DANIEL WILLIAMS	*111408102	Pre-Trial Protective Order	Issued	2/6/2012		JEANNE M ROBISON	2/6/2012	Salt Lake City Justice Court

Total count: 4

NOTE: You will need a Microsoft® Excel or Microsoft® Excel Viewer, a free download available at <http://www.microsoft.com/download/en/details.aspx?id=10> to view this report.

Adding Notes

Party Info, Conditions and **Review & Issue Order** screens all have a tab called **Add Note**. Adding a note from one of these screens while in a case will populate the Order ID. You can delete a note by clicking on the red **X**

The screenshot shows the 'Order Notes' interface. At the top right are 'Search', 'Reports', and 'Close' buttons. Below them is a 'Save' button and a dropdown menu with 'Add Notes', 'Blank Forms', and 'Reports'. A search bar contains 'Order Id: 160123' and a 'Search' button. A yellow callout bubble points to the search bar with the text: 'Search requires Order Id. Enter Note and select Save.' Below the search bar is a table with columns: 'Date Time', 'System', 'Creator Name', and 'Note'. The table contains one entry: '2012-01-20 16:35:58.0', '2', 'LISA CRENSHAW', and 'Petitioner in office in an attempt to cancel existing Order'. Below the table is a text input field with the placeholder 'Please enter new notes:'.

The screenshot shows the 'Order Notes' interface with a table containing one note. The note has a red 'X' in the 'Date Time' column. A dialog box titled 'Message from webpage' is overlaid on the screen, asking 'Are you sure that you want to delete this note?' with 'OK' and 'Cancel' buttons. The table has columns: 'Date Time', 'System', 'Creator Name', and 'Note'. The table contains one entry: '2012-01-20 16:35:58.0', '2', 'LISA CRENSHAW', and 'This is a case note'. Below the table is a text input field with the placeholder 'Please enter new notes:'.