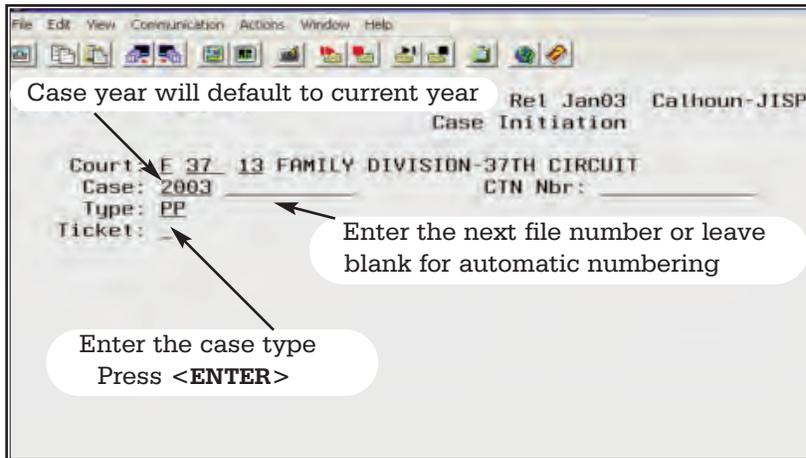


Personal Protection Orders Case Initiation

The case initiation process is generally the same for all personal protection orders. The only difference from other civil processing, is to identify if the petition is requested Ex Parte, as shown in step #2. PJ case types may include the additional Juvenile screen for completion.

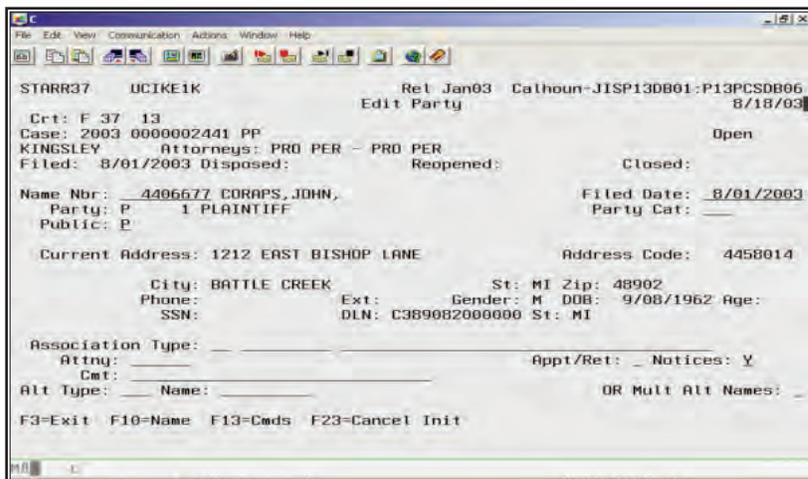
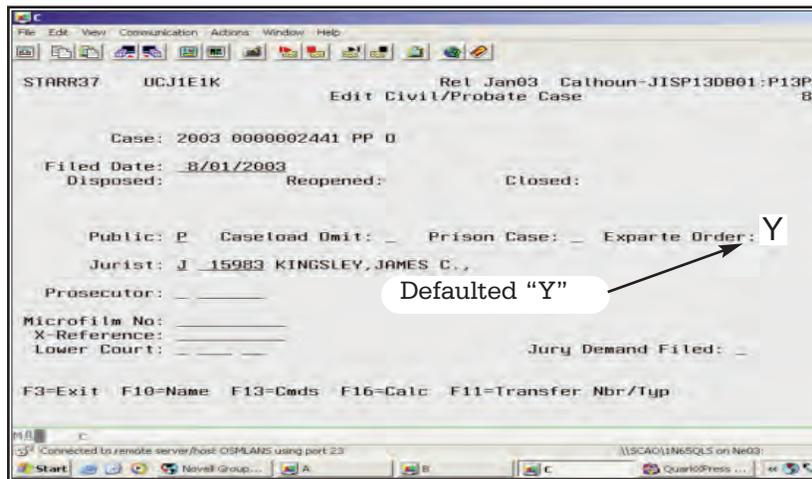


Step #1

Case Initiation
Enter the new file number, case type
Press <ENTER>

Step #2

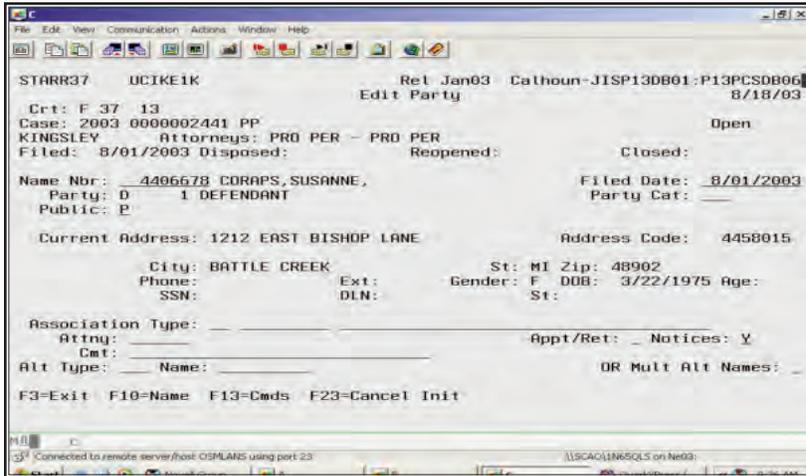
This information is defaulted to Ex Parte.
If the petition is **not** filed Ex-Parte modify to blank. This will determine where the case is counted for Method of Disposition Part 2, Sec. E & H.
Complete screen
Press <ENTER>



Step #3

Continue on with the normal case initiation processing.
Enter the Plaintiff/**P**etitioner.
Press <ENTER>

continued →



Step #4

Continue on with the normal case initiation processing.

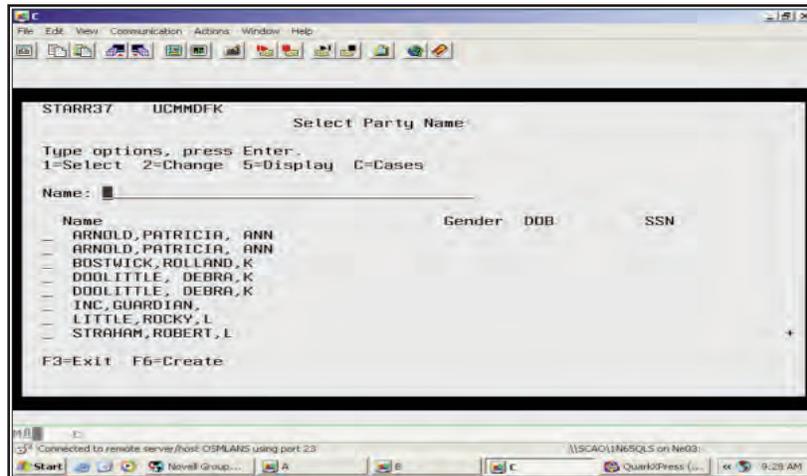
Enter the Defendant/Respondent or for PJ~Juvenile/Respondent

Press <ENTER>

Step #5

Continue on with the normal case initiation processing.

Enter any additional parties or <F3> to exit.

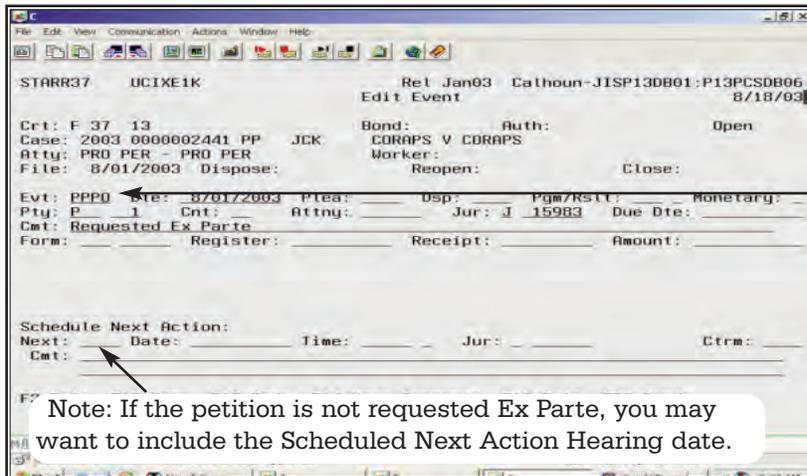


Step #6

Enter the first event as "PPPO" Petition for Personal Protection Order.

This event will automatically count the case as Not Subject to Fees on the Entry Fees Not Paid Report.

Press <ENTER>



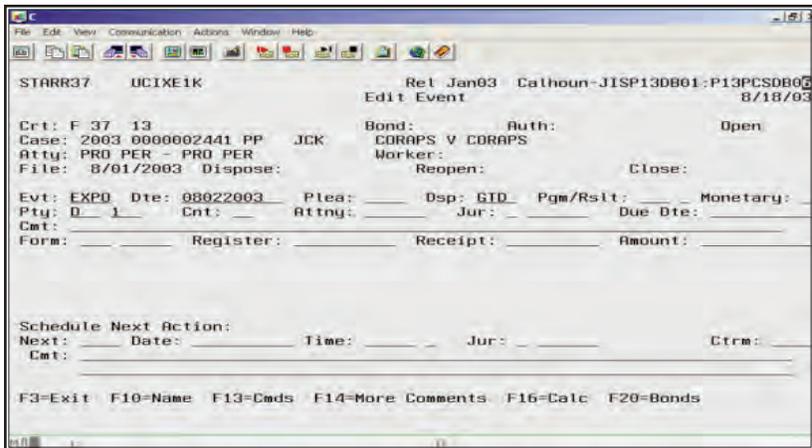
Note: If the petition is not requested Ex Parte, you may want to include the Scheduled Next Action Hearing date.

Personal Protection Orders Disposition

A disposition is entered when the Personal Protection Order is granted or denied. The event type that is entered with a disposition may determine where the case falls on the caseload report. It is important to determine which example represents the disposition for a case in order to complete the event. A petition not requested Ex Parte should be blank in the Ex Parte field on the Edit Case screen in order to be counted properly for Part 2 of caseload. It may also be helpful to reference the SCAO caseload report for further instructions.

The following examples are in caseload line number order.

Orders Issued Ex Parte - Granted



PH/PP Part 2, Sec. H; Line 1, & PJ Part 2, Sec. E; Line 26.
Orders Issued Ex Parte - Granted

Enter the event of “EXPO” EX PARTE ORDER with a disposition of “GTD” Granted and party type of D 1 or for PJ~JUV 1

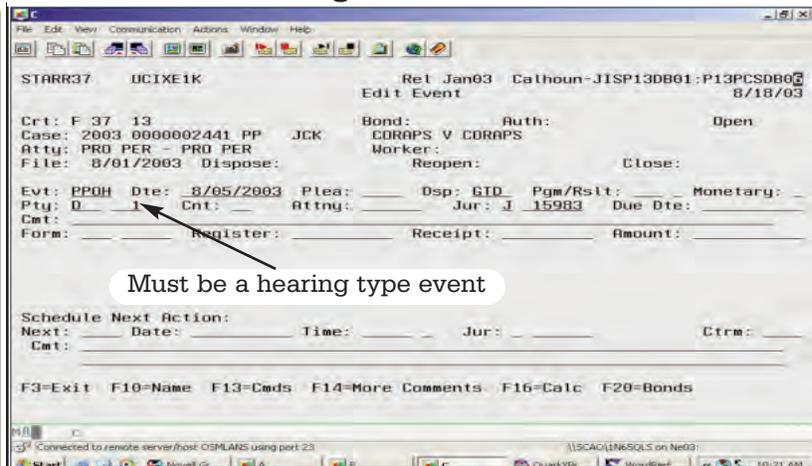
Press <ENTER>

Orders After Hearing

PH/PP Part 2, Sec. H; Line 2, & PJ Part 2, Sec E; Line 27
Orders After Hearing (Never requested Ex Parte) Granted

Enter the event of “PPOH” Personal Protection Order Hearing, with a disposition of “GTD” Granted and party type of D 1 or for PJ~JUV 1.

Press <ENTER>



Must be a hearing type event

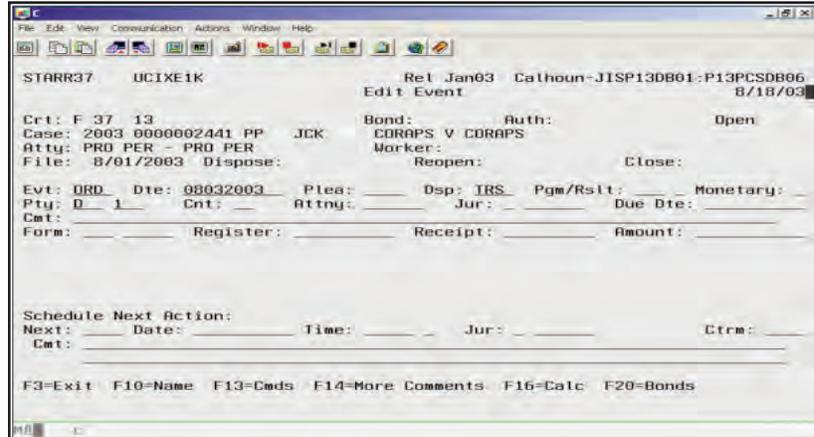
continued →

Transfer/Change of Venue

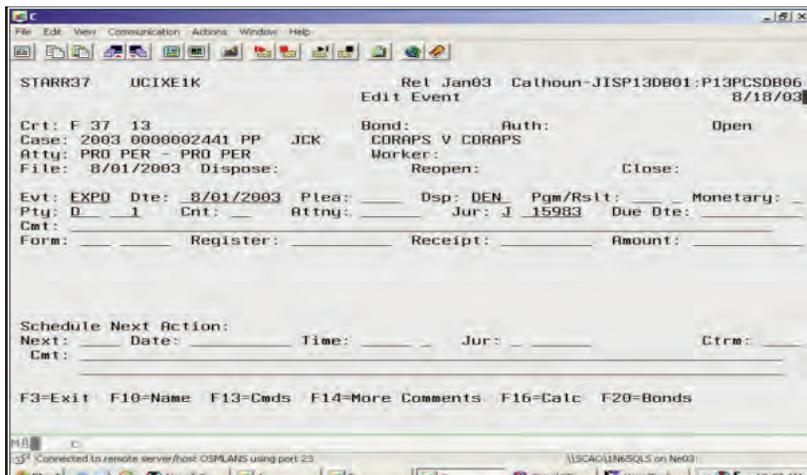
PH/PP Part 2, Sec. H; Line 3,
& PJ Part 2, Sec E; Line 28
Transfer/Change Venue

Enter any event type with a disposition of
"TRS" Transferred or
"CHV" Change Venue
and party type of D 1
or for PJ~JUV 1

Press <ENTER>



Orders Ex Parte ~ Dismissed/Denied



PH/PP Part 2, Sec. H; Line 4,
& PJ Part 2, Sec E; Line 29
**Orders Ex Parte
Dismissed/Denied**

Enter the event of
"EXPO" Ex Parte Order
with disposition of
"DEN" Denied or
"DIS" Dismissed
and party type of D 1
or for PJ~JUV 1

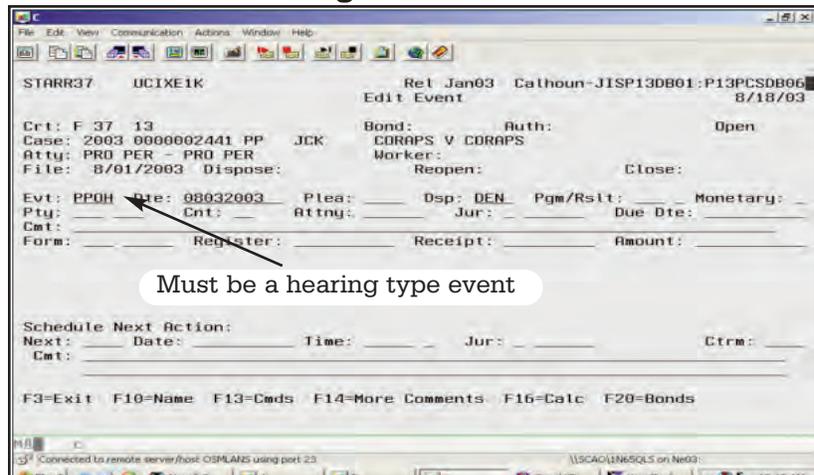
Press <ENTER>

PH/PP Part 2, Sec. H; Line 5
& PJ Part 2, Sec E; Line 30
**Orders After Hearing
(Never requested Ex Parte
or after Reopen)
Dismissed/Denied**

Enter the event of "PPOH"
Personal Protection Order Hrg
with disposition of
"DEN" Denied or
"DIS" Dismissed
and party type of D 1
or for PJ~JUV 1

Press <ENTER>

Orders After Hearing ~ Dismissed/Denied



Must be a hearing type event

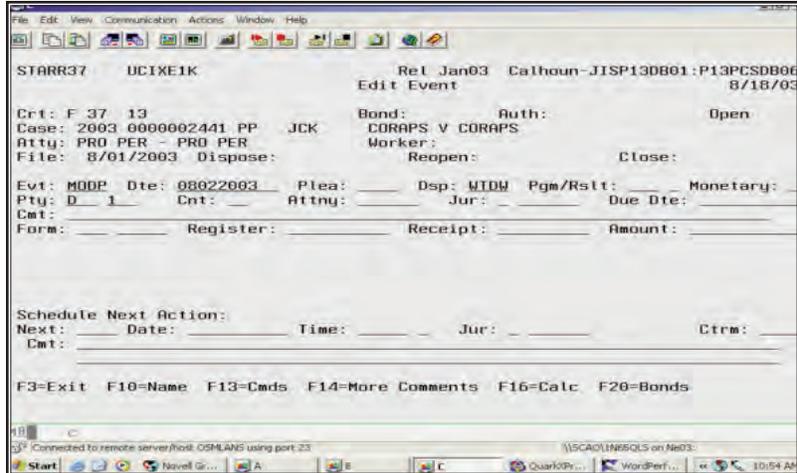
continued →

Dismissed by Petitioner

PH/PP Part 2, Sec. H; Line 6,
 & PJ Part 2, Sec E; Line 31
Dismissed by Petitioner

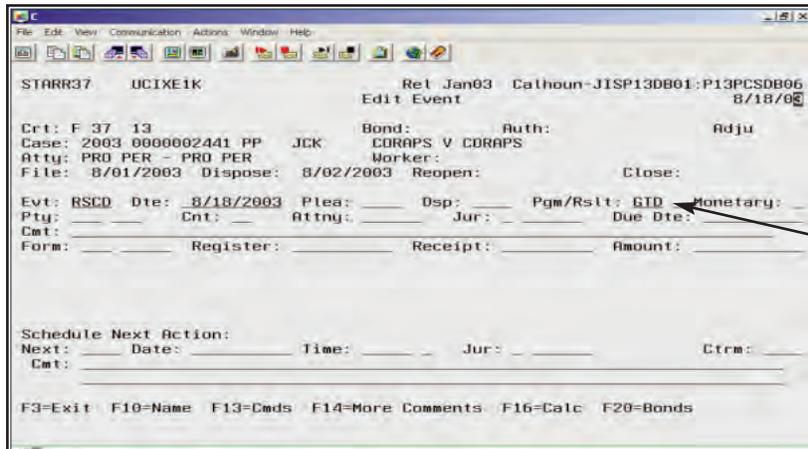
Enter the event of "MODP"
 Motion & Order to Dismiss
 Action for PPO (CC378),
 with a disposition of
 "WTDW" Withdrawn
 and party type of D 1
 or for PJ~JUV 1

Press <ENTER>



Order Rescinded

Note: The case should not be reopened



PH/PP Part 2, Sec.H; Line 7,
 & PJ Part 2, Sec. E; Line 32
Order Rescinded

Enter the event of
 "RSCD" Order Rescinded
 with a **program/result**
 of "GTD" Granted

Press <ENTER>

continued →

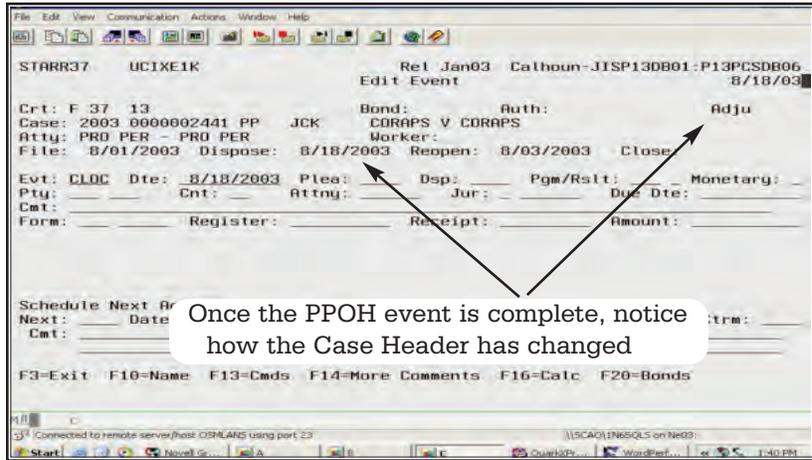
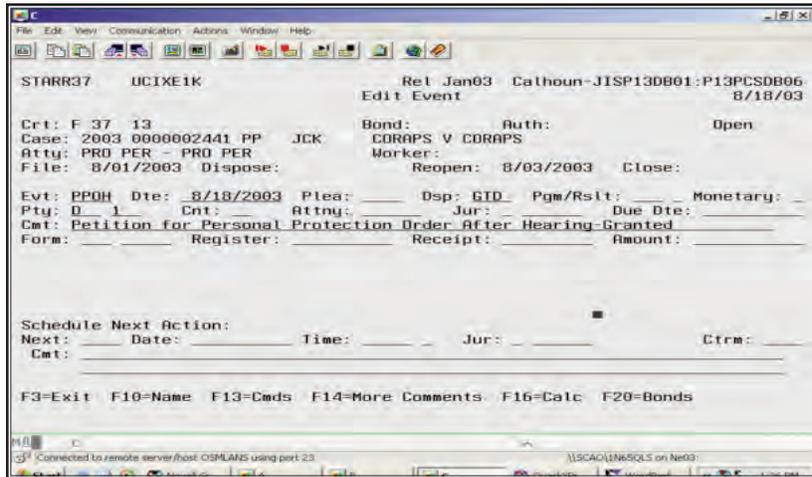
PH/PP Part 2, Sec. H: Line 8 & PJ Part 2, Sec. E: Line 33
Orders Issued After Denial
 (Case initially requested Ex Parte, disposed with Denied and then Closed)

1. Event of REO "Reopen" (will count on Caseload Part 1, Reopen)
2. Event of "RMVD" Remove Disposition with party type D 1 or Juv 1
3. Event of "PPOH" with disposition "GTD" Granted and party type D 1 or for PJ~Juv 1
4. Followed by Closing event

Part 4 Case Age:

PH/PP Line(s)
 Disposed 15,16,17
 Pending 20, 21, 22
 PJ Line(s)
 Disposed 31, 32, 33
 Pending 36, 37, 38

Orders Issued after Denial



Dismissed/Denied After Hearing

Case initially requested Ex Parte, disposed with Denied and then Closed. Respondent returns, request hearing, **but after hearing petition remains denied.**

PH/PP Part 2, Sec. H: Line 5 & PJ Part 2, Sec. E: Line 30

Dismissed/Denied After Hearing

1. Event of REO "Reopen" (will count on Caseload Part 1, Reopen)
2. Event of "RMVD" Remove Disposition with party type D 1 or for PJ~Juv 1
3. Event of "PPOH" with a disposition "DEN" Denied and party type D 1 or for PJ~Juv 1
4. Close Case

Part 4 Case Age:

PH/PP Line(s) Disposed 15,16,17 or Pending 20, 21, 22
 PJ Line(s) Disposed 31, 32, 33 or Pending 36, 37, 38