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ATTORNEY GENERAL

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Protection Order Registry (POR) User Guide

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ABOUT PROTECTION ORDER REGISTRY (POR)

ONLY COURT CLERKS ENTER PROTECTION ORDERS INTO THE PROTECTION ORDER REGISTRY (POR), NOT LAW ENFORCEMENT OR E-911.

The purpose of the Protection Order Registry (POR) website is to accurately, consistently, and electronically record and process both civil and criminal protection orders and have that data entered to NCIC. Once a protection order (PO) is entered into the system and passes all validations, it is automatically submitted to NCIC.

The Protection Order Registry workflow consists of:

- 1) Login to the POR website: <https://por.ago.ms.gov> using your CAPSLock account.
- 2) Use the tabs at the top to **Create** a new report or **Modify** an existing report.
To update an ex parte or temporary order, do not create a new report. Search for the existing report and modify it. You will not be able to modify an expired order. Please watch the “Recent Orders” section so the court can deal with orders before they expire.
- 3) Enter all data from the judge’s order.
- 4) Attach the judge’s order to the report.

NOTE: The process flow for creating new reports is different than with ReportBeam in that once you submit the report it is automatically submitted to NCIC. You no longer are required to look for the report in the Pending queue and approve it for inclusion to NCIC.

- 5) To check the NCIC Status of a submitted PO, click the corresponding tab at the top of the POR website.
- 6) Use the Search function to locate any PO in the system.

REPORTBEAM LEGACY PROTECTION ORDER DATA

Over 41,000 PO records from the ReportBeam system were imported to POR and are available to search, view and print in the new system. All orders with the “In Effect” status should be available as well. For questions about ReportBeam data availability in POR please contact support at mcapssupport@ua.edu.

ABOUT THIS GUIDE

This User Guide provides instructions for court clerks on how to use the POR website to view, create, and modify POs. County TAC officers and E-911 supervisors should have read-only access to both DVR and POR.

This guide is not comprehensive. It may not cover all available features or data entry fields found in the application. The guide is designed to show an overview of the application’s primary interfaces and features. To reduce redundancy, many of the sections of this guide depend on knowledge of the previous section.

Law enforcement responsibilities to pack the record, etc. under POR remain the same as under ReportBeam.

GETTING STARTED

Before you start, you need credentials to access the system. All users must have a CAPSLock account with a court agency to access the POR website: <https://por.ago.ms.gov>.

If you do not have a CAPSLock account notify your agency's CAPSLock administrator. If your agency does not have a CAPSLock administrator, please contact support at mscapssupport@ua.edu.

IMPORTANT: No special privileges are required, all court agencies in the state of Mississippi have the PORS Court privilege assigned; therefore, all personnel with a CAPSLock account with any court will inherit the PORS Court privilege and will be able to access the website.

GETTING ACCESS

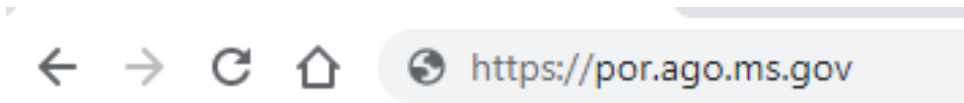
If your organization does not have a CAPSLock Administrator, send an email requesting an account to the MS CAPS Support Help Desk – mscapssupport@ua.edu. Your email must include the following for each user:

1. Agency or Organization Name
2. Phone #
3. First and Last Name
4. Unique Email Address
5. Position

IMPORTANT: Ideally, you will need to identify someone to act as your court's CAPSLock administrator so they can take on the responsibility of adding new users to the court, resetting accounts and passwords, and disabling accounts when personnel leave employment with the court.

LOGGING IN TO THE POR WEBSITE

1. Enter the website's URL to access the POR website login page: <https://por.ago.ms.gov>



2. Enter your CAPSLock username and password:

A screenshot of the Mississippi Protection Order Registry (MSPOR) login page. The header includes the Mississippi Attorney General's Office logo and the text 'Mississippi Protection Order Registry'. The main content area features a large 'MSPOR' logo with a shield icon. Below the logo are two input fields: the first contains the username 'darrell.arnold' and the second contains a masked password '*****'. A 'Login' button is positioned below the password field.

3. If your CAPSLock account is assigned to more than one agency, you will be prompted to select which agency you want to use for this session. **NOTE: In most cases you will not see this page.**

A screenshot of a web interface showing a 'Select Organization' dropdown menu. The menu is open, displaying 'Harrison County First Judicial Dist' with a downward arrow. Below the dropdown is a 'Submit' button. The top navigation bar includes links for 'Dashboard', 'Workflow', 'Admin', and 'Search'.

4. Each time you log in, you must read the MS AGO's POR Confidential Warning and User Agreement. Upon agreeing to the terms of the MS AGO's POR Confidential Warning and User Agreement, select the **'I AGREE'** button to agree with the terms and continue to the workflow page.



CONFIDENTIALITY WARNING AND USER AGREEMENT

I UNDERSTAND THAT THE INFORMATION CONTAINED IN THE MISSISSIPPI DOMESTIC ABUSE PROTECTION ORDER REGISTRY IS CONFIDENTIAL AND IS TO BE USED FOR COURT AND LAW ENFORCEMENT PURPOSES ONLY. I HEREBY PLEDGE THAT I WILL USE MY BEST EFFORTS AND GREATEST DILIGENCE TO PROTECT AND MAINTAIN THE SECURITY OF THESE RECORDS AND OTHER CONFIDENTIAL OR PRIVILEGED INFORMATION AS REQUIRED BY MISS. CODE ANN. § 93-21-25. I UNDERSTAND THAT DISCLOSURE TO ANY UNAUTHORIZED USER OF THIS SYSTEM OF ANY INFORMATION HEREIN MAY VIOLATE THE PURPOSES AND INTENT OF STATE AND FEDERAL LAW. I FURTHER AGREE THAT I WILL NOT KNOWINGLY PERMIT ANY UNAUTHORIZED USE OF THE SYSTEM OR PERMIT ANY UNAUTHORIZED PERSON TO HAVE ACCESS TO THE SYSTEM. I FURTHER ACKNOWLEDGE THAT IF I BREACH THE DUTIES SET FORTH HEREIN, I WILL BE SUBJECT TO DISCIPLINARY ACTION AND MAY BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.

I Agree

WORKFLOW PAGE OVERVIEW

The following is an overview of the **Workflow** page. The **Workflow** page is the first place you'll be taken to after accepting the Confidentiality Agreement. From here, you can quickly view any NCIC rejections for your court's submitted POs and a list of POs generated within the past 30 days. You also have the option to create a new report, modify an existing report, or search for any report in the system.

The screenshot shows the 'Registry Reports Workflow - BILOXI MUNICIPAL COURT' page. The top navigation bar includes the Lynn Fitch Attorney General logo, the title 'MS Protection Order Registry', and links for 'Workflow', 'Search', and 'Resources'. A user profile 'darrell.arnold' is visible in the top right. The main content area has three tabs: 'Create New Report', 'Modify Existing Report', and 'NCIC Report Status'. The 'Reports' table on the left lists several protection orders with their IDs, court names, and dates. The main area on the right is a large grey box with a light blue button that says 'Select a Protection Order Report to View'.

Reports		
HARRISON - 1234567	BILOXI MUNICIPAL COURT	6/7/2022 In Effect
HARRISON - 22-222	BILOXI MUNICIPAL COURT	6/7/2022 In Effect
HARRISON - 22-222	BILOXI MUNICIPAL COURT	6/7/2022 In Effect
HARRISON - 22-001	BILOXI MUNICIPAL COURT	6/8/2022 In Effect
HARRISON - 22-002	BILOXI MUNICIPAL COURT	6/8/2022 Order Renewed / Extended
HARRISON - 11-111	BILOXI MUNICIPAL COURT	6/15/2022 In Effect

NCIC REJECTIONS REPORT STATUS

Important status messages from NCIC will appear in this area. Normally, reports are sent directly to NCIC just after the data entry process **so there is no need to approve a newly entered PO in this system**. However, if for some reason the PO was rejected by the NCIC server or there is a network error, a rejection status message will appear in this area. We'll discuss PO entry and NCIC later in this guide.

The screenshot shows the 'NCIC Rejections' tab in the 'Registry Reports Workflow' section. The top navigation bar is the same as the previous screenshot. The 'Report Status' and 'NCIC Rejections' tabs are visible. The 'Rejected Reports' table lists one rejected report with its ID, court name, date, and a detailed rejection message from the NCIC server.

Rejected Reports		
HARRISON - 2222	6/6/2022 In Effect	(1) ({"Image":null,"Report":"","SupplementPORecord":REJECTED BY MCHS - AT LEAST ONE SUPPLEMENTAL VALUE REQUIRED AT 15:01:58 08/03/2022v\nMRI-2719020 ","Data":"","Source":null})

RECENT PROTECTION ORDER REPORTS

Your court's most recent reports will appear in this area. The list normally displays the last 30 days of reports created by your court.

The screenshot shows the 'MS Protection Order Registry' interface. At the top, there is a navigation bar with the 'Workflow' button highlighted. Below the navigation bar, the 'Registry Reports Workflow - BILOXI MUNICIPAL COURT' section is visible. On the left, the 'Recent Reports (Last 30 Days)' list shows one report: 'HARRISON - 23-222' by 'BILOXI MUNICIPAL COURT' dated '9/19/2022' with status 'In Effect'. A red box highlights this report, and a yellow text overlay reads 'List of most recent reports for your court.' To the right, the details for report 'HARRISON - 23-222' are shown. It includes fields for 'Order Type' (Ex Parte), 'Order Status' (In Effect), and 'Entered By' (darrell.arnold). There is a 'Click Here to Upload File' button and a 'File Not Uploaded 0.00 MB' status. Below these are tabs for 'Commands', 'Activity', 'Attachments', and 'Snapshots'. The 'Commands' tab is active, showing options: 'View Report' (View a PDF of the Report), 'Modify Report' (Modify/Update Report Information), 'Dissolve Report' (Dissolve Report in System), 'Dismiss Report' (Dismiss Report in System), and 'Deny Report' (Deny Report in System).

NOTE: The list displays the last 30 days of recently created reports for your court in date order. To search for and view a list of all reports for your court, use the Search button at the top of the page. We'll explain this feature later in the guide.

PROTECTION ORDER REPORT COMMANDS

Clicking on a report in the list will display a list of commands available. From here, you have the option to view a printed version of the report, modify the report, upload attachments, view activity/audit trail, and view attachments. All of these options will be explained later in this guide.

This screenshot is similar to the previous one, showing the 'Recent Reports' list and the details for report 'HARRISON - 23-222'. A red box highlights the 'Commands' tab in the 'Commands', 'Activity', 'Attachments', and 'Snapshots' section. A yellow text overlay reads 'Click on a report to view list of Commands.' An arrow points from the report in the 'Recent Reports' list to the 'Commands' tab.

CREATE NEW PROTECTION ORDER REPORT

To create a new protection order report, click on the tab “**Create New Report**” and enter the **Cause #** and the **Respondent’s Last Name, First Name, and DOB** if available.

The screenshot shows the 'Registry Reports Workflow - BILOXI MUNICIPAL COURT' interface. A red box highlights the form fields: County (HARRISON), Court (BILOXI MUNICIPAL COURT), Cause # (11-11111), Respondent's Last Name (Doe), Respondent's First Name (John), and Respondent's Date of Birth (01/01/2000). A green 'Create Report' button is visible. A callout box with a red arrow points to the '+ Create New Report' button, with the text 'Click Create New Report'.

Enter Cause #, Respondent's Last & First Names and DOB then click the Create Report button.

IMPORTANT: If a record exists with your agency for the exact Cause # entered you will be prompted to Modify the existing record instead if it is still In Effect instead of creating a new report.

The screenshot shows the 'Modify Existing Report' dialog box overlaid on the form. The dialog box contains the text: 'Cause #11-111 already exists! Would you like to modify the existing protection order registry report?'. There are 'No' and 'Yes' buttons.

When you are prompted to modify the existing record, click **Yes**, or select **No** to be returned to the **Create New Report** page.

WARNING: If you do not know the DOB for the respondent at the time of entry, leave this field blank. Do not enter a made-up DOB.

GENERAL INFORMATION

Complete the first section. The information in this section is self-explanatory. Notice that your **County** and **Court** name are pre-selected based on your login and cannot be changed. The **Cause #** is pre-filled based on the data you entered on the previous page.

Create Protection Order Registry

General Information

i Instructions: If the Protection Order doesn't expire, please leave the Expiration Date blank and check the Non-Expiring box.

Date Order Issued 7/06/2022	County HARRISON	NOTE: In Effect will be selected by default on all new POs. This cannot be changed.
Order Type Ex Parte	Order Status In Effect	
Expiration Date 8/07/2022	<input type="checkbox"/> Non-Expiring	
Cause # 88-888	Process Served On 7/05/2022	
	Issuing Judge Judge Lightfellow	
		Weapons Involved <input type="radio"/> Yes <input checked="" type="radio"/> No
		# of Person(s) Protected 1

NOTE: Only PO types your court may issue will be visible in the Order Type dropdown list.

Order Types by Court

- Chancery
 - Ex Parte
 - Final
- Circuit
 - Criminal Domestic Abuse
 - Criminal Sexual Assault
- County
 - Ex Parte
 - Final
 - Criminal Domestic Abuse
 - Criminal Sexual Assault
- Justice
 - Ex Parte
 - Temporary
 - Criminal Domestic Abuse
- Municipal
 - Ex Parte
 - Temporary
 - Criminal Domestic Abuse

Order Type

Ex Parte

Ex Parte

Temporary

Criminal – Domestic Abuse

NUMBER OF PERSON(S) PROTECTED

You can add as many people as necessary for this order keeping in mind that if the **Petitioner** is to be protected (defaults to Yes), that person will always populate as **Person #1**.

Cause #
88-888

Issuing Judge
Judge Lightfellow

of Person(s) Protected
2

Persons Involved

Petitioner

Is the Petitioner to be protected?
☒ Yes ☐ No

Last Name

First Name

Middle Initial

Date of Birth

Sex
☐ MALE ☐ FEMALE

Race

Person(s) to be Protected

Person #1

Last Name

First Name

Middle Initial

Date of Birth

Sex
☐ MALE ☐ FEMALE

Race

Person #2

Last Name

First Name

Middle Initial

Date of Birth

Sex
☐ MALE ☐ FEMALE

Race

Use arrows to select
number of Person(s)
to be Protected.

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PERSONS INVOLVED

In this section of the report, you will enter information about the **Petitioner** and **Person(s) to be Protected**.

By default, the **Petitioner** is selected to be the first person to be protected, i.e., “**Person #1**.” Select “No” if the petitioner is not to be protected.

Information entered for **Petitioner** is automatically populated to **Person #1** (see below).

Persons Involved

Petitioner

Is the Petitioner to be protected? ☒ Yes ☐ No

Last Name: Doe

First Name: Janet

Middle Initial: J

Date of Birth: 1/02/2001

Sex: ☐ MALE ☒ FEMALE

Race: White

Person(s) to be Protected

Person #1

Last Name: Doe

First Name: Janet

Middle Initial: J

Date of Birth: 1/02/2001

Sex: ☐ MALE ☒ FEMALE

Race: White

Person #2

Last Name: Doe

First Name: Earl

Middle Initial: E

Date of Birth: 4/04/2018

Sex: ☒ MALE ☐ FEMALE

Race: White

Callout 1: By default, Petitioner is selected as the first/primary person to be protected (Person #1).

Callout 2: Information entered for the Petitioner is automatically populated in the Person #1 section.

Continue entering information for all persons to be protected and then move to the Respondent section.

RESPONDENT INFORMATION

In this section, you will enter information regarding the Respondent. The **Last Name**, **First Name**, and **DOB** will be populated based on the data you entered in the **Create New Report** page. Enter the other required information for the **Respondent**, being sure to enter all required data for a successful entry into NCIC.

Respondent's name and DOB pre-filled (if DOB was entered when creating the order).

Don't forget to enter middle initial.

Respondent

Instructions: It is recommended to provide the Respondent's Date of Birth, Driver License Number and Social Security Number for all orders. The more identifying information provided, the more accurate the results will be. If none of the information is available, please leave the field blank. DO NOT fill in invalid data such as all zeros or 9s in these fields.

Last Name Doe	First Name John	Middle Initial
------------------	--------------------	--------------------

Respondent's Address

Address 1 		Address 2
City 	State ▼	Zip Code

Respondent's Identifiers

Date of Birth 1/01/2000	Eye Color ▼	Sex <input type="radio"/> MALE <input type="radio"/> FEMALE
Weight lbs	Hair Color ▼	Race ▼
Height ft in	Driver License # 	Social Security #
Driver License # 	Driver License State ▼	Driver License Exp. Date
Alias(es) 		Features

Respondent's Cautions and Medical Conditions

<input type="checkbox"/> Alcoholic	<input type="checkbox"/> Escape Risk	<input type="checkbox"/> Known to Abuse Drugs
<input type="checkbox"/> Allergies	<input type="checkbox"/> Explosive Expertise	<input type="checkbox"/> Martial Arts Expert
<input type="checkbox"/> Armed and Dangerous	<input type="checkbox"/> Heart Condition	<input type="checkbox"/> Medication Required
<input type="checkbox"/> Diabetic	<input type="checkbox"/> Hemophiliac	<input type="checkbox"/> Other (Enter Below)
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> International Flight Risk	

RESPONDENT'S ADDRESS

Enter here.

Respondent's Address

Address 1

500 Test Street

Address 2

City

Biloxi

State

Mississippi

Zip Code

33333

RESPONDENT'S IDENTIFIERS

Enter identifying information about the Respondent in this section. For Aliases and Features fields, enter the data and press the comma, Enter, or Tab keys on your keyboard after each entry. Click the red "x" on any entry to remove it from the list.

Respondent's Identifiers

Date of Birth

1/01/2000

Weight

165

lbs

Height

6

ft

0

in

Driver License #

1234567

Alias(es)

John Jonathan Johnny J

Eye Color

Brown

Hair Color

Brown

Sex

MALE

FEMALE

Race

White

Driver License State

Mississippi

Driver License Exp. Date

9/22/2022

Features

Tattoo of a dragon on upper left arm

Tip: When entering any part of the DL information, all parts must be entered, or all should be left blank.

After each entry in the Aliases and Features fields, press the Comma, Enter, or Tab key.

RESPONDENT'S CAUTIONS AND MEDICAL CONDITIONS

Select all Cautions and Medical Conditions that apply.

Respondent's Cautions and Medical Conditions		
<input checked="" type="checkbox"/> Alcoholic	<input type="checkbox"/> Escape Risk	<input checked="" type="checkbox"/> Known to Abuse Drugs
<input type="checkbox"/> Allergies	<input type="checkbox"/> Explosive Expertise	<input type="checkbox"/> Martial Arts Expert
<input type="checkbox"/> Armed and Dangerous	<input type="checkbox"/> Heart Condition	<input checked="" type="checkbox"/> Medication Required
<input type="checkbox"/> Diabetic	<input type="checkbox"/> Hemophiliac	<input type="checkbox"/> Other (Enter Below)
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> International Flight Risk	

RESPONDENT DATA ENTRY – BEST PRACTICES

Keep these data entry rules in mind:

- For all new POs, “In Effect” will be selected for Order Status. This cannot be changed. If you need to modify an existing order, you should locate the report and use the Modify Report option (explained later in this guide).
- Name, Sex, and Race are mandatory.
- At least one of these fields is strongly recommended: DOB, Social Security Number, or Driver’s License Number + State + Expiration Date. Enter all this information if known.
- Enter all known Cautions and Medical Conditions.
- DO NOT ENTER zeros (except height inches), all 9’s or any other incorrect data as a substitute.

RELATIONSHIPS

In this section you will check all relationships that apply.

Relationship of Protected Person(s) to Respondent: (Check all that apply).	
<input type="checkbox"/>	Current or former spouse
<input type="checkbox"/>	Person currently living as spouses or who formerly lived as spouses
<input type="checkbox"/>	Current or former dating partner
<input type="checkbox"/>	Person related by blood or marriage and currently residing together or formerly resided together
<input type="checkbox"/>	Persons with a child in common <input type="radio"/> Under the Age of 18 <input type="radio"/> Over the Age of 18

NOTE: For some orders, e.g., criminal protection orders, the relationships may display additional options.

COURT FINDINGS

In this section you will select all the court findings according to the PO. Some options may be pre-selected, unavailable, or different based on the PO type selected in the first section.

The Court Hereby Finds: (Check all that apply).

- ☒ The Court has jurisdiction over the parties and subject matter under the laws of the State of Mississippi.
- ☐ Respondent has been provided with reasonable notice and an opportunity to be heard as prescribed by law.
- ☒ The Respondent is prohibited from abusing, harassing, stalking, following or threatening the protected person(s) or in any manner whatsoever including by electronic means, that would place the Protected Person(s) in reasonable fear of bodily injury; this includes the use or attempted use or threatened use of force or physical violence against the Protected Person(s) that would reasonably be expected to cause bodily injury.
- ☐ The Respondent is prohibited from contacting the Protected Person(s)
- ☐ The Respondent is prohibited from going within yard(s) of the Protected Person(s).
- ☐ No Exceptions.
- ☐ Exceptions to the contact and/or distance prohibition(s):
 - ☐ To exchange the minor child(ren) for visitation pursuant to an existing court order.
 - ☐ During medical emergencies involving the minor child(ren).
 - ☐ To attend special events involving the minor child(ren) (sporting events, school functions, etc.) as deemed appropriate by the Court. Please specify events:
 - ☐ Other (If other exceptions are permitted, please detail in the space provided below).
- ☐ Petitioner is granted exclusive use of the residence located at (Address, City, State)
- ☐ Respondent or a representative shall be allowed to retrieve the items listed below from the Protected Person(s) and/or residence provided that Respondent is accompanied by a law enforcement officer to ensure the protection and safety of the parties. The law enforcement agency having jurisdiction in the locality of the Protected Person(s) and/or residence shall accompany the Respondent or representative at a date and time deemed appropriate by that agency. Retrieval of said items shall be scheduled without delay and at a date and time most likely to result in successful retrieval of the necessary items. NO FORCED ENTRY ALLOWED.
Items to be retrieved:
- ☐ Respondent is prohibited from transferring or disposing of property mutually owned or leased by the parties.
- ☐ The Respondent's conviction underlying this **Temporary** Protection Order qualifies under 18 U.S.C. § 922(g)(8) for the federal firearms prohibition, and, therefore, the Respondent is prohibited from shipping, transporting, possessing, or receiving a firearm or ammunition.
- ☐ For additional terms and details, see full text of Order.

When selecting No Exceptions, the remaining exception fields are locked.

Select this box to enter additional terms and details.

NOTE: Ownership of weapons by the Respondent does not equate to weapons involved in the act of domestic abuse.

ADDITIONAL ORDER TEXT

You will enter additional details, terms, and any other pertinent information in this section. Unlimited data can be entered here. This field has a spellcheck feature so misspelled words will be underlined in red. Enter only information that would be relevant to law enforcement in enforcing this order. You are not required to enter anything in this field.

Additional Order Text

Respondant is a bad person!

Right click on misspelled words to correct.

Additional Order Text

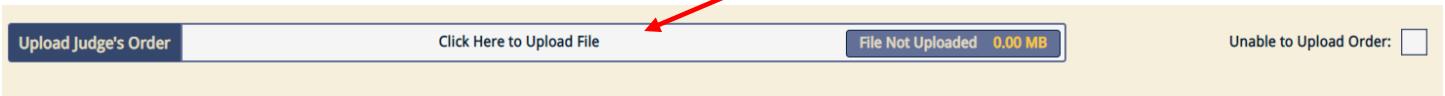
- Respondent
- Respond ant
- Respondents
- Add to dictionary
- ✓ Use enhanced spell check
- Search Google for "Respondant"
- Cut
- Copy

There is no limit to how much text you can enter.

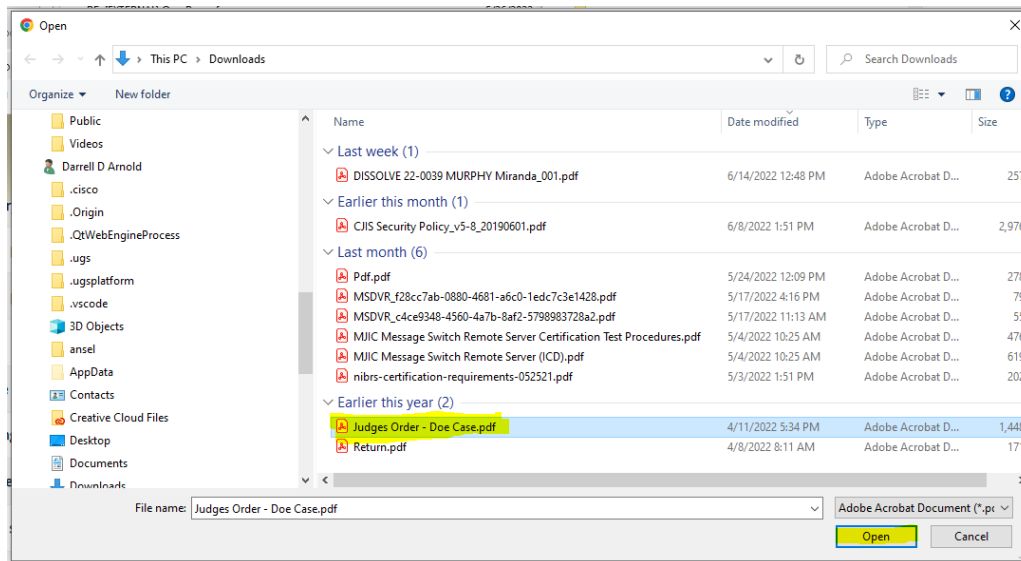
ATTACH AND UPLOAD JUDGE'S ORDER

The judge's order should be uploaded in PDF format with the report. To upload the order, click the "Click here to Upload File" button as shown below.

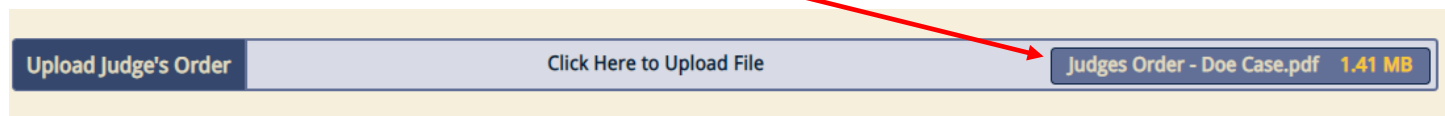
Click here to upload the judge's order.



Navigate to the location of your file and double-click or select and click the **Open** button.



The file name will now appear next to the upload button.



If you uploaded the wrong file, simply click the upload button again and select the correct one.

IMPORTANT: You may only upload one file per order. If you need to add additional orders, you may do so from the **Workflow** page (discussed later in this guide.)

NOTE: Uploaded documents will not be sent to NCIC.

If for some reason you are unable to upload a PDF of the judge's order when you enter the report, you can click on the **"Unable to Upload Order"** checkbox and provide a reason in the text entry field that appears.

Upload Judge's Order Click Here to Upload File File Not Uploaded 0.00 MB Unable to Upload Order: ☒

Reason for not uploading the Judge's Order:

Select this checkbox if you do not have an order to upload.

ORDERS UNDER SEAL

In rare cases, protection orders are filed under seal. These orders will not be viewable to other courts in POR. Only the originating court and the TAC officer for that county will be able to access sealed orders.

Under Seal means the judge has ordered the court file sealed or the order to be filed under seal.

Order Under Seal: ☐ ? Check this box if the Protection Order is filed Under Seal.

Orders filed **Under Seal** will display a lock icon on the **Workflow** page and a disclaimer message where the **Commands** normally appear unless the report originated in your agency.

Search Results

Reports

Report	Status
TESTVILLE - 111111 TESTVILLE COUNTY COURT	6/22/2022 In Effect
TESTVILLE - 77-777 TESTVILLE CIRCUIT COURT	6/14/2022 In Effect
TESTVILLE - 111111 TESTVILLE CHANCERY COURT	6/22/2022 In Effect

TESTVILLE - 111111 TESTVILLE COUNTY COURT

Date Issued: Wednesday, June 22, 2022 Order Status: In Effect

Current Report Status: Processing Entered By: porago.court

Reports filed Under Seal will display a lock next to the Cause #.

This order is filed under seal and cannot be viewed or printed.

REVIEWING, CORRECTING ERRORS, AND SUBMITTING

After entering all information and uploading the judge's order, you are now ready to review and submit your report.

Click the **Review** button at the bottom of the page to check your report for accuracy.

Upload Judge's Order Click Here to Upload File Judges Order - Doe

Order Under Seal: ☐ ? ! Check this box if the Protection Order is filed Under Seal.

Cancel Review

If any errors are found, they will be highlighted in red, and POR will direct you to that section of the report. In this example, the Driver License number was omitted. NCIC requires that if any part of the driver license data is entered, all three fields (number, state, and expiration date) must be completed to successfully upload the report to NCIC.

Respondent's Identifiers

Date of Birth: 1/01/2000

Weight: 165 lbs

Height: 6 ft 0 in

Eye Color: Brown

Hair Color: Brown

Sex: ☒ MALE ☐ FEMALE

Race: White

Social Security #: 345-45-2345

Driver License #: [Redacted]

Driver License State: Mississippi

Driver License Exp. Date: [Redacted]

Alias(es): John Jonathan Johnny J

Features: Tattoo of dragon on upper left arm

Respondent's Cautions and Medical Conditions

<input checked="" type="checkbox"/> Alcoholic	<input type="checkbox"/> Escape Risk	<input checked="" type="checkbox"/> Known to Abuse Drugs
<input type="checkbox"/> Allergies	<input type="checkbox"/> Explosive Expertise	<input type="checkbox"/> Martial Arts Expert
<input type="checkbox"/> Armed and Dangerous	<input type="checkbox"/> Heart Condition	<input checked="" type="checkbox"/> Medication Required
<input type="checkbox"/> Diabetic	<input type="checkbox"/> Hemophiliac	<input type="checkbox"/> Other (Enter Below)
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> International Flight Risk	

Correct any errors or omissions, then scroll down to the bottom of the page and click the **Review** button again to check for validation errors. If no errors are found, the **Submit** button will now be displayed in place of the **Review** button.

This screenshot shows the bottom of a form. On the left is a red 'Back' button. On the right is a blue 'Submit' button. A red callout box with yellow text points to the 'Submit' button, stating: 'When there are no validation errors, the "Submit" button will be displayed.'

If you need to make a correction at this point (i.e., while the **Submit** button is displayed), you will need to click the **"Back"** button to unlock the form for further editing.

This screenshot shows the bottom of a form. On the left is a red 'Back' button. On the right is a blue 'Submit' button. A red callout box with yellow text points to the 'Back' button, stating: 'If you need to make a correction AFTER the "Submit" button is displayed, you will need to click the "Back" button to unlock the form for further edits.'

Once you click the **Submit** button, your report is saved in POR and sent to NCIC.

REMINDER: You are no longer required to sign back in to approve POs you've entered. Once the report passes all validations and you've clicked the Submit button, the data is sent to NCIC.

After your report is submitted, you will be taken back to the **Workflow** page, and your newly created report will appear in the **Recent Reports** list to the left. Any NCIC related messages will appear in the **NCIC Rejections** tab.

This screenshot shows the 'MS Protection Order Registry' Workflow page. The top navigation bar includes 'Workflow' and 'Search' buttons. Below the navigation bar, there are tabs for 'Registry Reports Workflow - BILOXI MUNICIPAL COURT', 'Create New Report', 'Modify Existing Report', 'Report Status', and 'NCIC Rejections'. The 'Recent Reports (Last 30 Days)' tab is active, showing a list of reports. A red callout box with yellow text points to the 'HARRISON - 23-222' report, stating: 'Newly created reports will appear here for 30 days.' The 'HARRISON - 23-222' report is highlighted in red. The report details include: Date Issued: Monday, September 19, 2022; Order Type: Ex Parte; Order Status: In Effect; Current Status: Processing; Entered By: darrell.arnold. Below the report details, there are buttons for 'View Report' (View a PDF of the Report), 'Modify Report' (Modify/Update Report Information), 'Dismiss Report' (Dismiss Report in System), and 'Deny Report' (Deny Report in System). A red callout box with yellow text points to the 'NCIC Rejections' tab, stating: 'NCIC rejection messages relating to this report will appear in this tab.'

MODIFYING AN EXISTING PROTECTION ORDER REPORT

When a subsequent order is entered (extension/continuance, temporary, dismissed, etc.), you will Modify the previous report, so search for the report by using the search feature or scroll through **Recent Reports**. You can click on the report to pull up the **Commands** window. From there, click **Modify Report**.

Registry Reports Workflow - BILOXI MUNICIPAL COURT

+ Create New Report Modify Existing Report Report Status NCIC Rejections

Recent Reports (Last 30 Days) (1)

HARRISON - 23-222 9/19/2022
BILOXI MUNICIPAL COURT In Effect

HARRISON - 23-222 BILOXI MUNICIPAL COURT

Date Issued: Monday, September 19, 2022 Order Type: Ex Parte Order Status: In Effect

Current Status: Processing Entered By: darrell.arnold

Order Click Here to Upload File File Not Uploaded 0.00 MB Upload

Commands Activity Attachments Snapshots

View Report Modify Report
View a PDF of the Report Modify/Update Report Information

Dissolve Report Dismiss Report Deny Report
Dissolve Report in System Dismiss Report in System Deny Report in System

2. If the report was submitted in the last 30 days, it should appear in this list. Click on a report to bring up the Commands window.

1. Click Modify Report.

To search, you will need to use the **Modify Existing Report** tab to quickly locate and open the report for modification. You will need to enter the **Cause #** to locate the report. If you do not have the **Cause #**, you can use the **Search** page to locate the report to search by name.

Registry Reports Workflow - BILOXI MUNICIPAL COURT

+ Create New Report Modify Existing Report Report Status NCIC Rejections

Enter information below to search for and modify "In Effect" orders.

County: HARRISON Court: BILOXI MUNICIPAL COURT Cause #: 23-222 Modify Report

Click the Modify Existing Order tab and then enter the Cause #.

Click the Modify Report button to open the report.

The report should open for editing. Make all the necessary changes and then re-submit the report. Updates are uploaded to NCIC.

If you cannot locate the report using the **Cause #**, you can perform a comprehensive search from the **Search** page (later in this guide).

IMPORTANT: You can only modify an "In Effect" order in POR. Expired POs cannot be modified. A new PO with a new Cause # will need to be created instead.

DISSOLVING, DISMISSING, OR DENYING AN EXISTING PROTECTION ORDER REPORT

If you need to dissolve, dismiss, or deny an “In Effect” order you will need to locate the report and access the **Commands** tab. Select the appropriate command according to the judge’s order. These commands will not be available unless the order is “In Effect.”

The screenshot displays the 'Registry Reports Workflow - BILOXI MUNICIPAL COURT' interface. On the left, a 'Recent Reports (Last 30 Days)' sidebar shows a report for 'HARRISON - 23-222' with status 'In Effect'. Three numbered instructions are overlaid on the left: 1. Click on the report. (points to the report in the sidebar), 2. Click Commands (points to the 'Commands' tab), and 3. Click the appropriate command. (points to the 'Dissolve Report' button). The main panel shows the report details for 'HARRISON - 23-222', including 'Date Issued: Monday, September 19, 2022', 'Order Type: Ex Parte', and 'Order Status: In Effect'. Below this, the 'Commands' tab is active, showing options: 'View Report', 'Modify Report', 'Dissolve Report', 'Dismiss Report', and 'Deny Report'. The 'Dissolve Report', 'Dismiss Report', and 'Deny Report' buttons are highlighted with a red box.

1. Click on the report.

2. Click Commands

3. Click the appropriate command.

NOTE: Only “In Effect” orders can be modified, dissolved, dismissed, or denied.

SEARCH

Any credentialed user may search for and view all POs except those marked Under Seal. To locate reports, click on the **Search** button at the top of the application. This will prompt a page with multiple fields for search for and locate a report.

If you know the **Cause #**, enter it in the **Quick Search** section and click the **Cause # Search** button. If the **Cause #** is unknown, you can use the **Advanced Search** options to narrow down or broaden your query. In the example below, we searched for all reports originating in *Biloxi Municipal Court* involving any person with the name of *John Doe*.

Quick Search section.

IMPORTANT: Cause # must be an exact match.

Protection Order Registry Search

Quick Search Cause #: Cause # Search

Report Information

County: Court: Order Type: Order Status: Report Status:

Order Issued Date Range: to Order Expiration Date Range: to Non-Expiring: ☐

Persons Involved

Involved Party Last Name: Involved Party First Name: Respondent Date of Birth: Respondent DL #: Respondent DL State: Respondent SSN:

Advanced Search

Advanced Search Options (above).
A list of the first 100+ reports matching the search criteria entered will be displayed.

Search Results

Reports (14)	HARRISON - 77-777
<ul style="list-style-type: none">TESTVILLE - 45-9000 TESTVILLE COUNTY COURT 7/11/2022 In EffectFORREST - 202206291211LC PETAL MUNICIPAL COURT 6/29/2022 In EffectHARRISON - 77-777 BILOXI MUNICIPAL COURT 6/24/2022 In EffectHARRISON - 44-444 BILOXI MUNICIPAL COURT 6/22/2022 In EffectHARRISON - 11-111 BILOXI MUNICIPAL COURT 6/15/2022 In EffectTESTVILLE - 77-777 TESTVILLE CIRCUIT COURT 6/14/2022 In EffectHARRISON - 22-222 BILOXI MUNICIPAL COURT 6/7/2022 In EffectHARRISON - 1234567 BILOXI MUNICIPAL COURT 6/7/2022 In EffectHARRISON - 2222 HARRISON COUNTY FIRST JUDICIAL DISTRICT 6/6/2022 In EffectHINDS - 2270-9044 9/28/2017	<p>BILOXI MUNICIPAL COURT</p> <p>Date Issued: Friday, June 24, 2022 Order Status: In Effect</p> <p>Current Report Status: Processing Entered By: darrell.arnold</p> <p>Commands Activity Attachments</p> <p> View Report View a PDF of the Report</p> <p> Delete Report Delete Report from System</p>

EXAMPLES OF TYPICAL SEARCHES

Below are examples of common searches. The fewer fields you search by, the more results you're likely going to have returned. Conversely, the more fields you search by will result in fewer results and you may not find what you are looking for in the system.

NOTE: All records from ReportBeam are in the new system and will be included in your search results.

SEARCH PERSONS INVOLVED

If you know the name of any party involved in the report, you may enter First and/or Last Name in the fields provided.

Persons Involved

Involved Party Last Name	Involved Party First Name	Respondent Date of Birth	Respondent DL #	Respondent DL State	Respondent SSN
<input type="text" value="Doe"/>	<input type="text" value="John"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Advanced Search

The above search will return all reports matching both **Last Name: "Doe"** and **First Name: "John"** for all courts for all time (see below for Results window).

Search Results

Reports (31)

	HARRISON - 23-222	9/19/2022
	BILOXI MUNICIPAL COURT	In Effect
	TESTVILLE - FT555555	8/8/2022
	TESTVILLE MUNICIPAL COURT	In Effect
	TESTVILLE - FT5000000	8/8/2022
	TESTVILLE COUNTY COURT	In Effect
	HARRISON - 99-234	8/3/2022
	BILOXI MUNICIPAL COURT	Expired
	HARRISON - 99-123	7/27/2022
	BILOXI MUNICIPAL COURT	Expired
	TESTVILLE - 45-9000	7/11/2022
	TESTVILLE COUNTY COURT	Expired
	FORREST - 202206291211LC	6/29/2022
	PETAL MUNICIPAL COURT	In Effect
	HARRISON - 77-777	6/24/2022
	BILOXI MUNICIPAL COURT	Expired
	HARRISON - 44-444	6/22/2022
	BILOXI MUNICIPAL COURT	In Effect
	HARRISON - 11-111	6/15/2022

HARRISON - 23-222

BILOXI MUNICIPAL COURT

Date Issued: Monday, September 19, 2022

Order Type: Ex Parte

Order Status: In Effect

Current Status: Processing

Entered By: darrell.arnold

Order

Click Here to Upload File

File Not Uploaded 0.00 MB

Upload

Commands

Activity

Attachments

Snapshots

View Report
View a PDF of the Report

Modify Report
Modify/Update Report Information

Dissolve Report
Dissolve Report in System

Dismiss Report
Dismiss Report in System

Deny Report
Deny Report in System

TIP: You can use any combination of fields in the Report Information + Persons Involved sections to perform your search.

Report Information

County

HARRISON

Court

BILOXI MUNICIPAL COURT

Order Type

Ex Parte

Order Status

Report Status

Order Issued
Date Range

6/02/2022

to

6/28/2022

Order Expiration Date Range

to

Non-Expiring:

Persons Involved

Involved Party Last Name

Doe

Involved Party First Name

Respondent Date of Birth

Respondent DL #

Respondent DL State

Respondent SSN

Advanced Search

The above search will return all Ex Parte POs from Biloxi Municipal Court that were issued between June 2, 2022 - June 28, 2022, where any of the involved parties have a Last Name of “Doe.”

SEARCH BY REPORT

If you know the **County** and **Court**, this would be good place to start and will help narrow your results down to a single court or all the courts within a given county.

Report Information

County

HARRISON

Order Issued Date Range

Persons Involved

Involved Party Name

Court

HARRISON COUNTY CHANCERY COURT 2ND JUDICIAL DISTRICT

HARRISON COUNTY CIRCUIT COURT 1ST JUDICIAL DISTRICT

HARRISON COUNTY CIRCUIT COURT 2ND JUDICIAL DISTRICT

HARRISON COUNTY FIRST JUDICIAL DISTRICT

HARRISON COUNTY SECOND JUDICIAL DISTRICT

BILOXI MUNICIPAL COURT

DIBERVILLE MUNICIPAL COURT

Search Results

Reports

HARRISON - 77-777	BILOXI MUNICIPAL COURT	6/24/2022	In Effect
HARRISON - 22-003	BILOXI MUNICIPAL COURT	6/24/2022	In Effect
HARRISON - 44-444	BILOXI MUNICIPAL COURT	6/22/2022	In Effect
HARRISON - 11-111	BILOXI MUNICIPAL COURT	6/15/2022	In Effect
HARRISON - 22-002	BILOXI MUNICIPAL COURT	6/9/2022	In Effect
HARRISON - 22-001	BILOXI MUNICIPAL COURT	6/17/2022	In Effect
HARRISON - 22-222	BILOXI MUNICIPAL COURT	6/7/2022	In Effect
HARRISON - 22-222	BILOXI MUNICIPAL COURT	6/7/2022	In Effect
HARRISON - 1234567	BILOXI MUNICIPAL COURT	6/7/2022	In Effect

Results are displayed on the Workflow page. Use sliders to scroll through the results.

To narrow your results even further, you can add the **Order Type**:

Report Information

County
HARRISON

Court
BILOXI MUNICIPAL COURT

Order Issued Date Range
6/02/2022
to
6/28/2022

Persons Involved

Order Type

Ex Parte
Ex Parte
Temporary
Final
Criminal - Sexual Assault
Criminal - Domestic Abuse

Search Results		
Reports		
HARRISON - CP014-022799	BILOXI MUNICIPAL COURT	11/12/2014 Expired
HARRISON - CP014-006591	BILOXI MUNICIPAL COURT	11/5/2014 Expired
HARRISON - CP014-019564	BILOXI MUNICIPAL COURT	8/29/2014 Expired
HARRISON - CP014-016269	BILOXI MUNICIPAL COURT	8/8/2014 Expired
HARRISON - CP014-004196	BILOXI MUNICIPAL COURT	7/31/2014 Expired
HARRISON - CP014-014909	BILOXI MUNICIPAL COURT	7/23/2014 Expired
HARRISON - 14-0019	BILOXI MUNICIPAL COURT	7/9/2014 Expired
HARRISON - 44-444	BILOXI MUNICIPAL COURT	6/22/2022 In Effect
HARRISON - 1234567	BILOXI MUNICIPAL COURT	6/7/2022 In Effect

You should experiment with different search queries by entering as much information as possible and then using fewer search fields if you don't find what you need. You might use the date range filters as well.

Order Issued Date Range

1/01/2020
to
1/30/2020

Order Expiration Date Range

to

Non-Expiring:

Page 26 | 35

UPLOADING JUDGE'S SUBSEQUENT ORDERS

When an order is modified by entry of a subsequent order, it should be uploaded during that modification process. To add additional attachments (i.e., judge's order) to a report, locate the report using one of the methods mentioned previously in this guide and then click on it while displayed on the **Workflow** page.

From here, you can click on the **Upload** button and attach the judge's order.

Registry Reports Workflow - BILOXI MUNICIPAL COURT

+ Create New Report | Modify Existing Report | Report Status | NCIC Rejections

Recent Reports (Last 30 Days) (1)

- HARRISON - 23-222** 9/19/2022 In Effect

HARRISON - 23-222 BILOXI MUNICIPAL COURT

Date Issued: Monday, September 19, 2022 Order Type: Ex Parte Order Status: In Effect

Current Status: Processing Entered By: darrell.arnold

Order Click Here to Upload File File Not Uploaded 0.00 MB Upload

Commands Activity Attachments Snapshots

View Report
View a PDF of the Report

Modify Report
Modify/Update Report Information

Dissolve Report
Dissolve Report in System

Dismiss Report
Dismiss Report in System

Deny Report
Deny Report in System

VIEWING JUDGE'S ORDER(S)

To view attachments, locate the corresponding report using one of the methods mentioned previously in this guide and then click on it while displayed on the **Workflow** page.

Registry Reports Workflow - BILOXI MUNICIPAL COURT

+ Create New Report | Modify Existing Report | Report Status | NCIC Rejections

Recent Reports (Last 30 Days) (2)

- HARRISON - 55-555** 9/21/2022 In Effect
- HARRISON - 23-222** 9/19/2022 In Effect

HARRISON - 55-555 BILOXI MUNICIPAL COURT

Date Issued: Submitted Order Status: In Effect

Current Status: Submitted Entered By: darrell.arnold5

Order Click Here to Upload File File Not Uploaded 0.00 MB Upload

Commands Activity **Attachments** Snapshots

View	Date & Time	Type	Name	Owner	Delete
	9/21/2022 9:13:05 AM	Order	Judges Order.pdf	darrell.arnold5	

REMOVING ATTACHMENTS

To delete an attachment, you can click the **Attachments** tab to display a list of files associated with this report. From here, click the red box with the “X” in the middle of it to delete the attachment.

Registry Reports Workflow - BILOXI MUNICIPAL COURT

Recent Reports (Last 30 Days) (2)

- HARRISON - 55-555 BILOXI MUNICIPAL COURT 9/21/2022 In Effect
- HARRISON - 23-222 BILOXI MUNICIPAL COURT 9/19/2022 In Effect

HARRISON - 55-555

Date Issued: Wednesday, September 21, 2022 Order Type: Temporary Order Status: In Effect

Current Status: Submitted Entered By: darrell.arnold5

Order Click Here to Upload File File Not Uploaded 0.00 MB Upload

Commands Activity Attachments Snapshots

View	Date & Time	Type	Name	Owner	Delete
	9/21/2022 9:13:05 AM	Order	Judges Order.pdf	darrell.arnold5	

Click to delete attachment.

Confirm that you want to delete this attachment.

MS Protection Order Registry

Registry Reports Workflow - BILOXI MUNICIPAL COURT

Recent Reports

- HARRISON - 1234567 BILOXI MUNICIPAL COURT
- HARRISON - 22-222 BILOXI MUNICIPAL COURT
- HARRISON - 22-222 BILOXI MUNICIPAL COURT
- HARRISON - 22-001 BILOXI MUNICIPAL COURT 6/17/2022 In Effect
- HARRISON - 22-002 BILOXI MUNICIPAL COURT 6/9/2022 In Effect
- HARRISON - 11-111 BILOXI MUNICIPAL COURT 6/15/2022 In Effect

Delete Attachment

Attachment MJIC Message Switch Remote Server Certification Test Procedures.pdf will be deleted!

Are you sure you want to delete this file?

No Yes

Click on report and then click on the Attachments tab.

A confirmation window will appear confirming the deletion. Click OK.

Attachment Deleted

Attachment MJIC Message Switch Remote Server Certification Test Procedures.pdf removed!

Ok

NOTE: Attachments are not available for legacy reports (i.e., those from ReportBeam) in the new system. You will have to contact the originating court if you need access to the judge's order.

PRINTING PROTECTION ORDER REPORTS

Locate the report using the tools described in the previous sections and click the **View Report** button. The system opens the report (in Adobe PDF format) in another browser tab and/or downloads the PDF directly to your computer's Downloads folder.

The screenshot shows the MS Protection Order Registry interface. At the top, there is a header with the Mississippi Attorney General's Office logo, the title 'MS Protection Order Registry', and navigation links for 'Workflow', 'Search', and 'Resources'. The user 'darrell.arnold5' is logged in. Below the header, there is a section for 'Registry Reports Workflow - BILOXI MUNICIPAL COURT' with buttons for 'Create New Report', 'Modify Existing Report', 'Report Status', and 'NCIC Rejections'. On the left, a 'Recent Reports' list shows a report for 'HARRISON - 23-222' issued on 9/19/2022. The main area displays details for this report, including 'Date Issued', 'Current Status', and 'Order Status'. A red box highlights the 'View Report' button with the text: 'Click "View Report" to open the report for viewing, saving, and printing.' A red arrow points from the text to the 'View Report' button. Below the 'View Report' button, there are tabs for 'Commands', 'Activity', 'Attachments', and 'Snapshots'. The 'Commands' tab is active, showing options like 'View Report', 'Modify Report', 'Dissolve Report', 'Dismiss Report', and 'Deny Report'.

All official printed reports display the official Mississippi Attorney General's Office state seal at the top.



STATE OF MISSISSIPPI PROTECTION ORDER REGISTRY

DOMESTIC ABUSE PROTECTION ORDER

☐ WEAPONS INVOLVED

Report Information			
County	Court	Order Type	
HARRISON	BILOXI MUNICIPAL COURT	EX PARTE	
Cause #	Expiration Date	Served On	Served By
23-222	9/30/2022	9/19/2022	Deputy Dog

Examples of printed Protection Order Registry reports are below.



STATE OF MISSISSIPPI
PROTECTION ORDER REGISTRY

DOMESTIC ABUSE PROTECTION ORDER

☐ WEAPONS INVOLVED

Report Information

County	Court	Order Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cause #	Expiration Date	Served On
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Served By	
	<input type="text"/>	

Petitioner

Last Name	First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Sex	Race
<input type="text"/>	<input type="text"/>	<input type="text"/>

Protected Person(s)

Last Name	First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Sex	Race
<input type="text"/>	<input type="text"/>	<input type="text"/>

Last Name	First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Sex	Race
<input type="text"/>	<input type="text"/>	<input type="text"/>

Last Name	First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Sex	Race
<input type="text"/>	<input type="text"/>	<input type="text"/>

Last Name	First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Sex	Race
<input type="text"/>	<input type="text"/>	<input type="text"/>

Last Name	First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Sex	Race
<input type="text"/>	<input type="text"/>	<input type="text"/>

Last Name	First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Sex	Race
<input type="text"/>	<input type="text"/>	<input type="text"/>

Respondent

Last Name	First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Sex	Race
<input type="text"/>	<input type="text"/>	<input type="text"/>

Eye Color	Hair Color	Height
<input type="text"/>	<input type="text"/>	<input type="text"/>

Weight	SSN	DL Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

DL State	DL Expiration Date
<input type="text"/>	<input type="text"/>

Address Line 1
<input type="text"/>

Address Line 2
<input type="text"/>

City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Aliases	Features
<input type="text"/>	<input type="text"/>

Respondent Cautions and Medical Conditions

<input type="checkbox"/> 55 Alcoholic	<input type="checkbox"/> 60 Allergies	<input type="checkbox"/> 25 Escape Risk
<input type="checkbox"/> 50 Heart Condition	<input type="checkbox"/> 90 Diabetic	<input type="checkbox"/> 65 Epilepsy
<input type="checkbox"/> 10 Martial Arts Expert	<input type="checkbox"/> 85 Hemophiliac	<input type="checkbox"/> 15 Explosive Expertise
<input type="checkbox"/> 00 Armed and Dangerous	<input type="checkbox"/> 20 Known to Abuse Drugs	<input type="checkbox"/> 80 Medication Required
<input type="checkbox"/> 40 International Flight Risk	<input type="checkbox"/> Other (See below)	
<input type="text"/>		

Relationship of Protected Person(s) to Respondent


<input type="checkbox"/> Current or former spouse	<input type="checkbox"/> Persons currently living as spouses or who formerly lived as spouses	<input type="checkbox"/> Current or former dating partner
<input type="checkbox"/> Persons related by blood or marriage and currently residing together or formerly resided together	<input type="checkbox"/> Persons with a child in common	

Issuing Judge:

Date Issued:

Page 1 of 3

NOTE: Ownership of weapons by the Respondent does not equate to Weapons Involved in the act of domestic abuse.

	STATE OF MISSISSIPPI PROTECTION ORDER REGISTRY	DOMESTIC ABUSE PROTECTION ORDER <input type="checkbox"/> WEAPONS INVOLVED
The Court Hereby Finds:		
<input type="checkbox"/> The Court has jurisdiction over the parties and subject matter under the laws of the State of Mississippi.		
<input type="checkbox"/> Respondent has been provided with reasonable notice and an opportunity to be heard as prescribed by law.		
<input type="checkbox"/> Respondent is prohibited from abusing, harassing, stalking, following or threatening the Protected Person(s) in any manner whatsoever including by electronic means, that would place the Protected Person(s) in reasonable fear of bodily injury; this includes the use or attempted use or threatened use of force or physical violence against the Protected Person(s) that would reasonably be expected to cause bodily injury.		
<input type="checkbox"/> Respondent is prohibited from contacting the Protected Person(s).		
<input type="checkbox"/> Respondent is prohibited from going within <input style="width: 50px;" type="text"/> yard(s) of the Protected Person(s).		
<input type="checkbox"/> No Exceptions.		
<input type="checkbox"/> Exceptions to the contact and/or distance prohibition(s):		
<div style="border: 1px solid #ccc; padding: 2px;"><input type="checkbox"/> To exchange the minor child(ren) for visitation pursuant to an existing court order.</div>		
<div style="border: 1px solid #ccc; padding: 2px;"><input type="checkbox"/> During medical emergencies involving the minor child(ren).</div>		
<div style="border: 1px solid #ccc; padding: 2px;"><input type="checkbox"/> To attend special events involving the minor child(ren) (sporting events, school functions, etc.) as deemed appropriate by the Court. Please specify events: <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div></div>		
<div style="border: 1px solid #ccc; padding: 2px;"><input type="checkbox"/> Other (If other exceptions are permitted, please detail in the space provided below). <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div></div>		
<input type="checkbox"/> Petitioner is granted exclusive use of the residence located at <input style="width: 200px;" type="text"/>		
<div style="border: 1px solid #ccc; padding: 2px;"><input type="checkbox"/> Respondent or a representative shall be allowed to retrieve the items listed below from the Protected Person(s) and/or residence provided that Respondent is accompanied by a law enforcement officer to ensure the protection and safety of the parties. The law enforcement agency having jurisdiction in the locality of the Protected Person(s) and/or residence shall accompany the Respondent or representative at a date and time deemed appropriate by that agency. Retrieval of said items shall be scheduled without delay and at a date and time most likely to result in successful retrieval of the necessary items. NO FORCED ENTRY ALLOWED.</div>		
<div style="border: 1px solid #ccc; padding: 2px;">Items to be retrieved: <input style="width: 400px;" type="text"/></div>		
<input type="checkbox"/> Respondent is prohibited from transferring or disposing of property mutually owned or leased by the parties.		
<input type="checkbox"/> For additional terms and details, see full text of Order.		
Issuing Judge:		Date Issued:



STATE OF MISSISSIPPI
PROTECTION ORDER REGISTRY

DOMESTIC ABUSE PROTECTION ORDER

☐ WEAPONS INVOLVED

Additional Order Text

Issuing Judge:

Date Issued:

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SYSTEM ACTIVITY/AUDIT TRAIL

POR implements an activity log that tracks when each POR report is created, viewed, edited, modified, accepted/rejected by NCIC and/or printed. The user's name, date, and time will be stamped for all these actions.

To view the audit trail, click on the **Activity** tab.

The screenshot shows the 'Registry Reports Workflow - BILOXI MUNICIPAL COURT' interface. On the left, the 'Recent Reports (Last 30 Days)' list contains one report: 'HARRISON - 23-222' by 'BILOXI MUNICIPAL COURT' dated '9/19/2022' with status 'In Effect'. The main panel displays the details for this report. A red box highlights the 'Activity' tab, with a yellow text box stating: 'Click on a report and then select the Activity tab to view activity logs.' Below the tabs, the 'Activity' table shows one entry:

Date & Time	User	Status	Description
9/19/2022 8:27:17 AM	darrell.arnold	In Effect	PO has been created in the POR system.

NOTE: Activity log entries are not included with legacy reports (i.e., those from ReportBeam).

SNAPSHOTS

Each time a report is modified, a snapshot is taken of its current state. If needed, you can access previous versions of a report by clicking on the **Snapshots** tab.

The screenshot shows the 'Registry Reports Workflow - LEAKE COUNTY CHANCERY COURT' interface. The 'Recent Reports (Last 30 Days)' list on the left contains five reports, with 'LEAKE - Leake-3' selected. The main panel displays the details for this report. A red box highlights the 'Snapshots' tab, with a yellow text box stating: 'Click on a report and then select the Snapshots tab to view previous versions of the report.' Below the tabs, the 'Snapshots' table shows one entry:

Date & Time	User	NCIC Command	NCIC Response	Report
9/27/2022 2:45:28 PM	por.test	EPO	Message Routed	

A yellow text box at the bottom of the main panel states: 'Current and previous versions of the report will appear in this area.'

CRIMINAL DOMESTIC ABUSE AND SEXUAL ASSAULT PROTECTION ORDERS

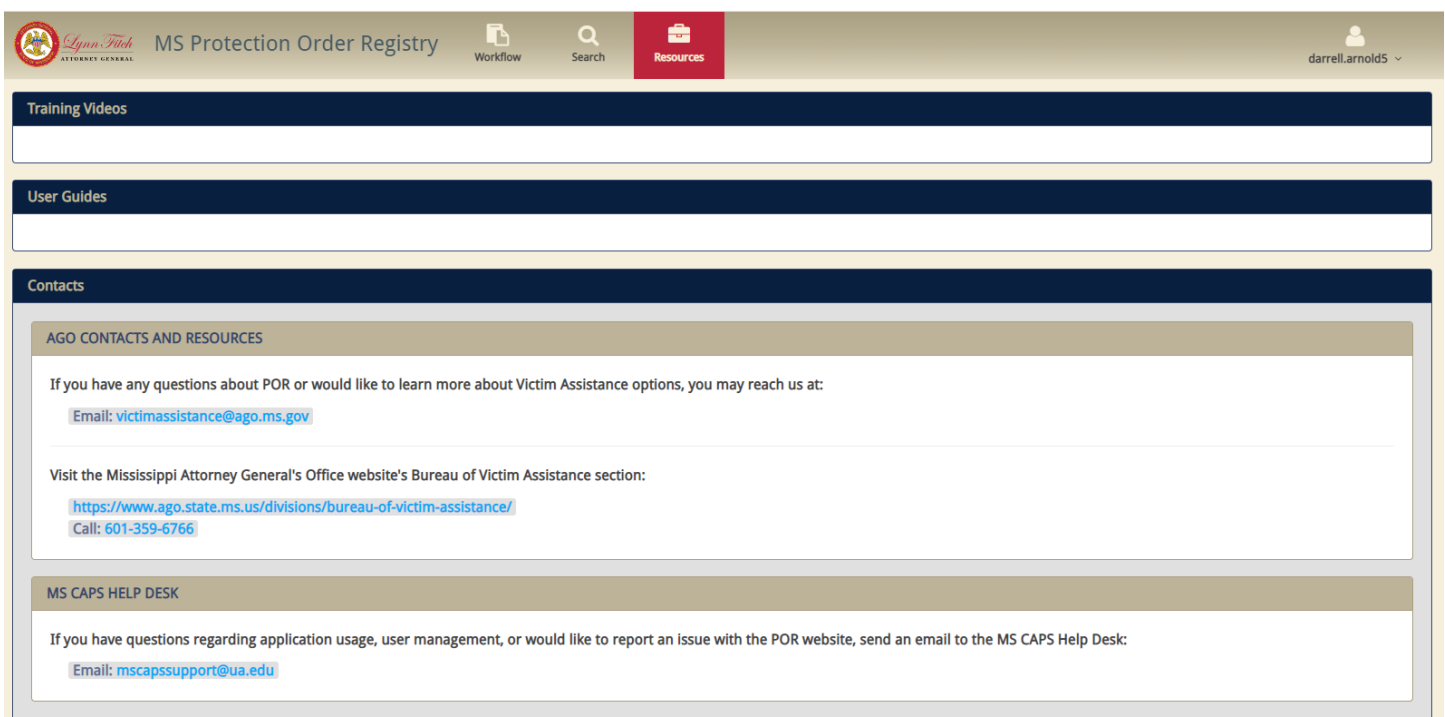
Depending on the court, you may have access to create Criminal Protection Orders. All Criminal Domestic Abuse Protection Orders shall be entered into POR. These orders are entered at the request of the prosecutor or by discretion of the court as part of a plea agreement or sentencing. There is no petition.



The screenshot shows a web form with a dropdown menu labeled "Order Type". The dropdown is open, showing four options: "Temporary", "Ex Parte", "Temporary", and "Criminal - Domestic Abuse". The "Criminal - Domestic Abuse" option is highlighted in blue. To the right of the dropdown is a checkbox labeled "Non-Expiring:", which is currently unchecked.

RESOURCES AND GETTING HELP

The Resources page contains information, documents, and links to training aids.



The screenshot shows the "Resources" page of the MS Protection Order Registry. The page has a header with the logo of the Mississippi Attorney General, Lynn Fitch, and the text "MS Protection Order Registry". Below the header are navigation links for "Workflow", "Search", and "Resources". The "Resources" link is highlighted in red. The page content is organized into sections: "Training Videos", "User Guides", and "Contacts". The "Contacts" section is expanded, showing "AGO CONTACTS AND RESOURCES" and "MS CAPS HELP DESK".

AGO CONTACTS AND RESOURCES

If you have any questions about POR or would like to learn more about Victim Assistance options, you may reach us at:

Email: victimassistance@ago.ms.gov

Visit the Mississippi Attorney General's Office website's Bureau of Victim Assistance section:

<https://www.ago.state.ms.us/divisions/bureau-of-victim-assistance/>
Call: 601-359-6766

MS CAPS HELP DESK

If you have questions regarding application usage, user management, or would like to report an issue with the POR website, send an email to the MS CAPS Help Desk:

Email: mscapssupport@ua.edu

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