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| Completed by: | |  |  | Title/Position: | |  |  | Date: |  |
| County: |  | | | |  | |  | | |
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**Instructions:**

Please complete the questions below. Please be as specific and detailed as possible with your answers. The SC-CMS Project Team will use your answers to discuss business processes with you and to help with the configuration of Odyssey for your implementation.

**Protection Orders (Domestic Violence, Vulnerable Adult, Harassment, Stalking, Sexual Assault and Foreign Protection Order,)**

1. What is your process for case initiation?  At what point do you assign a case number?

1. Are Anti-Harassment Orders handled in Superior or District Court?

1. If hearings are held immediately (ex parte), what documents/files are delivered to the Judge/Commissioner for the hearing?

1. If a temporary Protection Order is granted, please explain the process for scheduling the hearing for the permanent Protection Order. Please include the process for notifying the Respondent of that hearing.

1. Are Judges/Commissioners assigned to any of the Protection Order case types?  If so, at what point are they assigned?

1. What is the process for resolution/completion of the case?  (e.g., is the case resolved/completed at case initiation or when/if a temporary or permanent order is entered?)

**List Existing Forms and Reports**

1. Please provide copies of any forms/notices (in Word format, if possible) the court originates at any time during a protection order process.

1. Please list any reports necessary for compiling data on protection order cases.

Please submit the completed worksheet to [sccmsproject@courts.wa.gov](mailto:sccmsproject@courts.wa.gov).