

PFAD: The Protection from Abuse Database

An Overview for Court Personnel and Victim Services Staff

Objectives

Describe how to enter a
Petition into PFAD

Explain how to create a good
datasheet and the court's
requirements

Summarize how to enter
Temporary and Final Orders
on PFAD

Discuss solutions to common
issues court personnel
encounter on PFAD

Requesting a PFAD Account

www.pfad.pa.gov



Protection From Abuse Database

Login

Request Account

Help -

About PFAD

In October 1994, Governor Robert Casey signed into law Act 85, a bill providing extensive amendments to Pennsylvania's Protection From Abuse Act, which included the legislative mandate for a statewide protection order registry, operated by the Pennsylvania State Police (PSP).

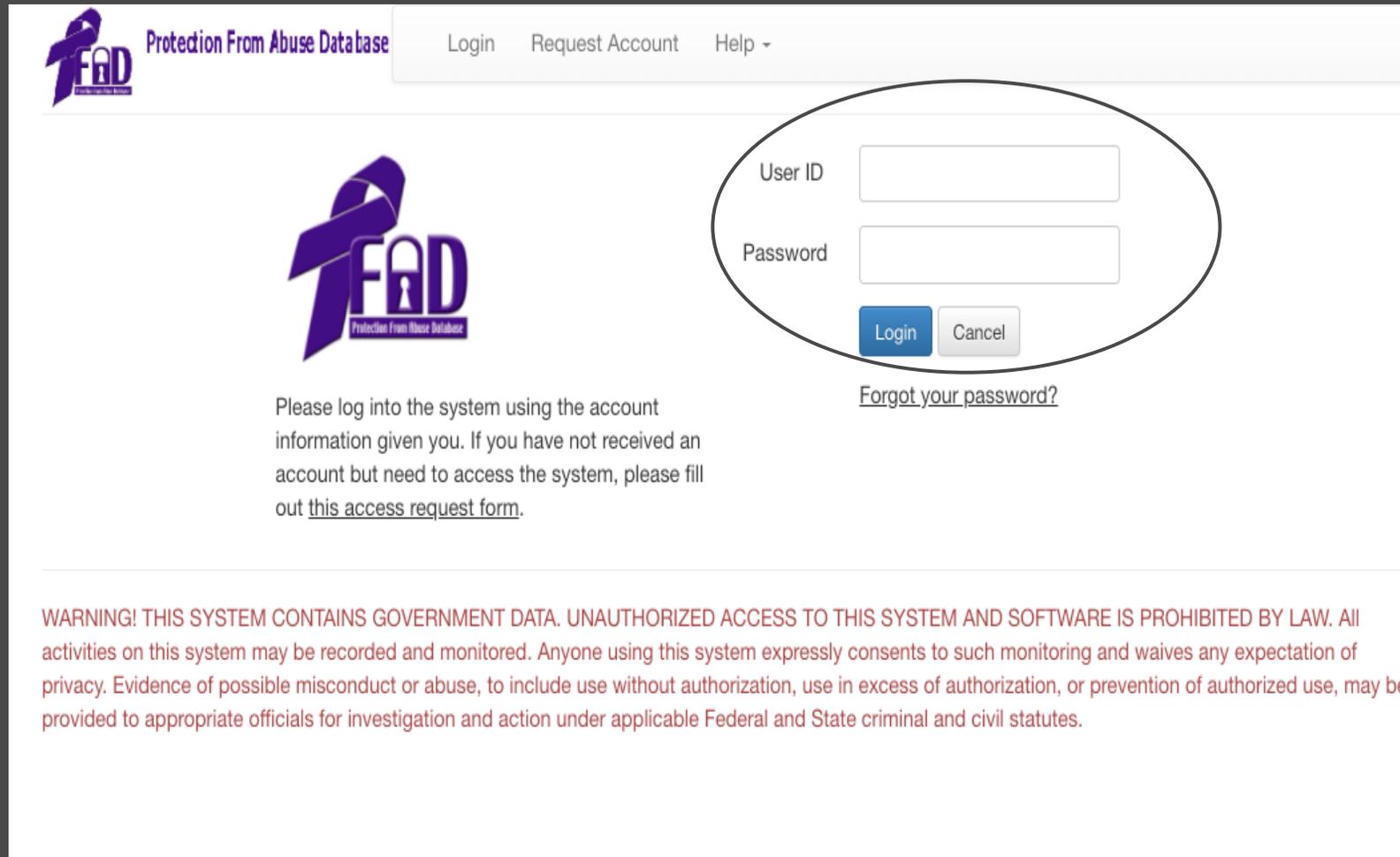
In May 1996, PCADV submitted to the Pennsylvania Commission on Crime and Delinquency (PCCD), a concept paper and preliminary budget for a 3-year project to establish a Pennsylvania PFA Database. The information contained in those documents was subsequently included in PCCD's application for National Criminal History Improvement Program funding for Fiscal Year 1996. That funding was granted and the Protection From Abuse Database Project began in February 1997.

Since that time, PCADV has developed and implemented PFAD, an electronic statewide database. PFAD's mission is to establish and maintain a database that includes all PFA proceedings in the Commonwealth. It is a computer archival system designed to complement the operation of the Pennsylvania State Police Protection Order Registry.

This archival database automates the PFA process in the courts; provides critical statewide data for analysis by the courts and law enforcement; creates and disseminates the PSP Protection From Abuse Summary Data Sheet - information necessary for inclusion in the PSP Registry; and contains all standardized PFA forms approved by the Pennsylvania Supreme Court as well as other forms necessary for protection from abuse cases. PFAD is currently working on developing and implementing electronic forms for Indirect Criminal Contempts. Records from PFAD are immediately available 24 hours a day/365 days a year to authorized users (includes courts, legal agencies and the private bar) via a SECURED Internet website.

Due to PFAD's experience in developing this web-based database, other states have requested technical assistance as they begin to launch their own databases.

Logging In



The screenshot shows the login interface for the Protection From Abuse Database. At the top left is the logo and name. A navigation bar contains 'Login', 'Request Account', and 'Help'. The main content area features a large logo on the left and a login form on the right. The form includes fields for 'User ID' and 'Password', and buttons for 'Login' and 'Cancel'. A 'Forgot your password?' link is positioned below the form. A large black oval highlights the 'User ID' and 'Password' input fields. Below the form is a paragraph of instructions and a warning section at the bottom.

 Protection From Abuse Database

Login Request Account Help ▾

 Protection From Abuse Database

User ID

Password

Login Cancel

[Forgot your password?](#)

Please log into the system using the account information given you. If you have not received an account but need to access the system, please fill out [this access request form](#).

WARNING! THIS SYSTEM CONTAINS GOVERNMENT DATA. UNAUTHORIZED ACCESS TO THIS SYSTEM AND SOFTWARE IS PROHIBITED BY LAW. All activities on this system may be recorded and monitored. Anyone using this system expressly consents to such monitoring and waives any expectation of privacy. Evidence of possible misconduct or abuse, to include use without authorization, use in excess of authorization, or prevention of authorized use, may be provided to appropriate officials for investigation and action under applicable Federal and State criminal and civil statutes.

Petitions

Creating a robust document

Start with the Petition

The system assigns cases a unique PFAD#; Enter the docket number carefully

PFAD validates your work as you go; cannot move forward without approval of previous entries

Best practice:

- File Petitions on PFAD
- Petition not required to be entered into PFAD

Create New Case

Select an order below to create a new case with. Note that depending on the type of order you select (traditional, sexual violence, intimidation), only those types of orders can be added to the case in the future.

Protection from Abuse Orders

Petition

Temporary Order

Final Order

Petition for Civil Contempt

ICC Summary

Indirect Criminal Contempt Complaint

Indirect Criminal Contempt Private Complaint

ICC Order of Disposition

Attachment A

The list of weapons a Petitioner believes the Defendant possesses

Can be found on the Add Order page

A new Attachment A should be filed with each subsequent order to allow the list of weapons to be edited by the court

Add Order to Case

[Back to Order Summary](#)

Temporary Order

Continued Temporary Order from the Temporary Order filed on 7/28/2015

Amended Temporary Order from the Temporary Order filed on 7/28/2015

Final Order

Final Order from the Temporary Order filed on 7/28/2015

Order To Dismiss

Order To Dismiss from the Temporary Order filed on 7/28/2015

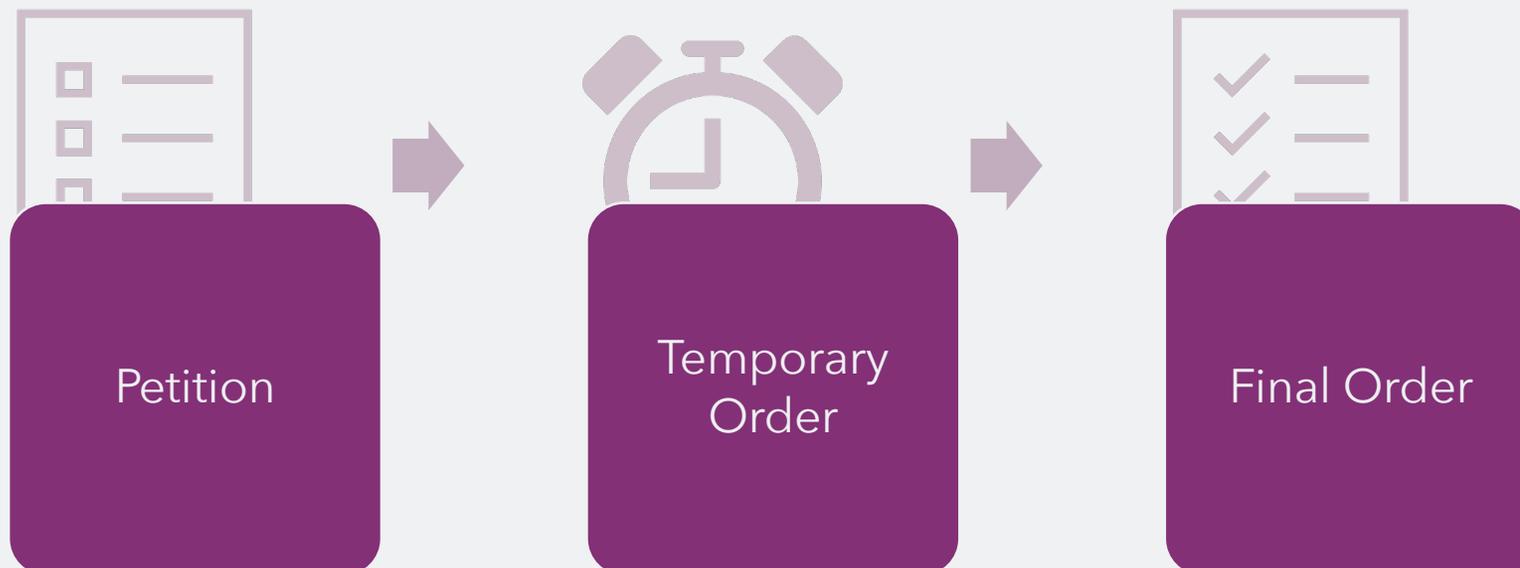
Attachment A

Attachment A from the Temporary Order filed on 7/28/2015

Attachment A from the Final Order edited on 10/20/2021

Workflow

The workflow for filing PFAD petitions mirrors the PFA legal process and requires entry in a specific order; For instance, you cannot file a petition after submitting a temporary or final order



Workflow Issues

You've selected "create new case" instead of "add order"



Go with the filed and active order - this is one the system will recognize



What about the Attachment A?

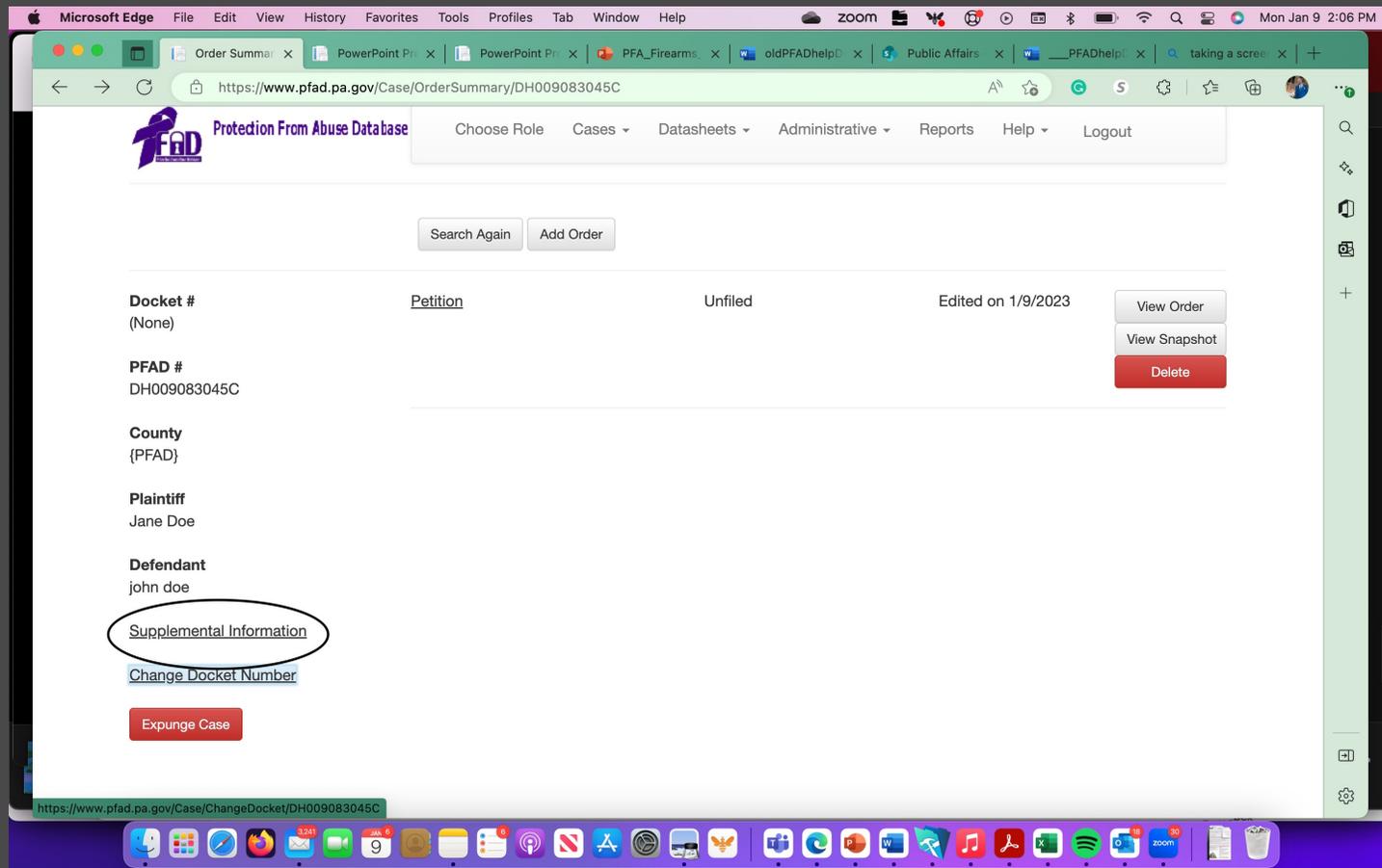


Go to "Case Summary" for the original case, print the Attachment A, select "Add Order -Attachment A" for current case and retype it in; On paper file and final order can include PFAD # for Petition reference

Supplemental Information

Creating a good datasheet

Supplemental Information



The screenshot shows a web browser window displaying the Protection From Abuse Database. The URL is <https://www.pfad.pa.gov/Case/OrderSummary/DH009083045C>. The page features a navigation menu with options: Choose Role, Cases, Datasheets, Administrative, Reports, Help, and Logout. Below the navigation, there are buttons for 'Search Again' and 'Add Order'. The main content area displays case details:

- Docket #**: (None)
- Petition**: Unfiled
- Edited on**: 1/9/2023
- Buttons**: View Order, View Snapshot, Delete
- PFAD #**: DH009083045C
- County**: {PFAD}
- Plaintiff**: Jane Doe
- Defendant**: john doe
- Supplemental Information**: [Supplemental Information](#) (circled)
- Change Docket Number**: [Change Docket Number](#)
- Expunge Case**: [Expunge Case](#)

The browser's taskbar at the bottom shows various application icons, including Microsoft Edge, Firefox, and Zoom. The system tray indicates the date as Monday, January 9, 2023, at 2:06 PM.

Names



Entering Names

No punctuation other than
hyphen

No Spaces (first names)



Deleting Names

Step 1: Delete or Remove

Step 2: Save and Exit

Other Information (Identifiers)

Race

American Indian or Alaskan
Native

Asian or Pacific Islander

Black

White

Unknown

Weight

Maximum Weight in PFAD is
499 lbs

Date of Birth (DOB)

Why?

Officer safety! Law enforcement needs to identify individuals before making contact, so the more information, the better

Unknown
Defendant
DOB

Don't use a generic DOB

Process for
unknown
DOB?

Leave it blank and put that DOB is unknown into Misc. on the Supplemental Information page

Datasheets

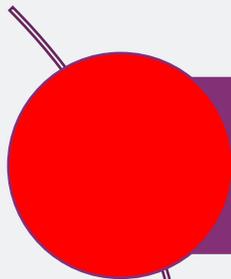
Once an order is filed at the Prothonotary's office, a **datasheet** must be created by the Prothonotary; The datasheet, along with the Order, must be sent to the Pennsylvania State Police (PSP) to be entered into the Commonwealth Law Enforcement Assistance Network (CLEAN)

PENNSYLVANIA STATE POLICE						ORIGINATING AGENCY	
PROTECTION FROM ABUSE DATA SHEET							
PROTECTION ORDER DATE	<input type="checkbox"/> VACATED		<input type="checkbox"/> CANCELLED		PROTECTION ORDER NUMBER		
ORIGINATING AGENCY IDENTIFIER (ORI):	Defendant's Name (NAM):(Last, First Middle):			SEX (M/F):	RACE (R/R):		
36015J	TESTD,DTEST			F	B		
PROTECTION ORDER EXPIRATION DATE (EXP):	PROTECTION ORDER CONDITIONS (PCO):	BRADY RECORD INDICATOR (BRD):	DATE ORDER ISSUED (ISD):	COURT ORDER NUMBER (CO):			
21213	08	N	20221212	PA036			
PROTECTION ORDER NUMBER (PNO):	DNA PROFILE INDICATOR (DNA):			DNA LOCATION (DNA LOC):			
112062022							
DEFENDANT'S ADDRESS (ADR):			CITY (CTY):	STATE (STA):			
DEFENDANT'S MISCELLANEOUS NUMBER		DEFENDANT'S SOCIAL SECURITY NUMBER (SOC):		DEFENDANT'S FBI NUMBER (FBI):			
DEFENDANT'S OPERATOR LICENSE NUMBER (OLN):			OPERATOR'S LICENSE STATE (OLS):	OPERATOR'S LICENSE EXPIRATION DATE (OLEX):			
DEFENDANT'S VEHICLE REGISTRATION NUMBER (LIC):			VEHICLE REGISTRATION STATE (LIS):	VEHICLE REGISTRATION EXPIRATION DATE (LIEX):			
VEHICLE IDENTIFICATION NUMBER (VIN):	VEHICLE YEAR (VYR):	VEHICLE MAKE (VMA):	VEHICLE MODEL (VMO):	VEHICLE BODY STYLE (VBS):			
MISCELLANEOUS NUMBER (MIS): * PLB DOB UNKNOWN							
DEFENDANT'S PLACE OF BIRTH (POB):	DEFENDANT'S SKIN TONE (SKN):	DEFENDANT'S HEIGHT (HGT):	DEFENDANT'S WEIGHT (WGT):	DEFENDANT'S EYE COLOR (EYE):	DEFENDANT'S HAIR COLOR (HAI):	DEFENDANT'S COUNTRY OF CITIZENSHIP (CTZ):	
DEFENDANT'S SCARS, MARKS, TATTOOS (SMT):		DEFENDANT'S ETHNICITY (ETN):		RELATIONSHIP OF PROTECTED PERSON/DEFENDANT (RPD):		DEFENDANT'S SEX (SEX):	
						N	
PROTECTED PERSON'S NAME (PPN): (LAST, FIRST, MIDDLE):		PROTECTED PERSON'S SEX (PSX):	PROTECTED PERSON'S RACE (PPR):	PROTECTED PERSON'S DATE OF BIRTH (PPB):	PROTECTED PERSON'S SOCIAL SECURITY NUMBER (PSN):		
TEST,TESTDP		F	B	19010101			
PROTECTED PERSON'S ADDRESS (PPA):				PROTECTED PERSON'S CITY (PPC):	PROTECTED PERSON'S STATE (PPS):		
PLAINTIFF'S NAME (PLN): (LAST, FIRST, MIDDLE):			PLAINTIFF'S SEX (PLX):	PLAINTIFF'S RACE (PLR):	PLAINTIFF'S STATE (PLS):		
TEST,TESTDP			F	B			
PLAINTIFF'S ADDRESS (PLA):				PLAINTIFF'S CITY (PLC):	PLAINTIFF'S STATE (PLS):		
PENNSYLVANIA STATE POLICE							
PROTECTION FROM ABUSE DATA SHEET - SUPPLEMENTAL							
PROTECTION ORDER NUMBER	DEFENDANT'S NAME (NAM) (LAST, FIRST, MIDDLE)			ORIGINATING CASE AGENCY NUMBER (OCA)			
112062022	TESTD,DTEST						
ALIAS (AKA):	ALIAS (AKA):	ALIAS (AKA):	ALIAS (AKA):	ALIAS (AKA):	ALIAS (AKA):		
DATE OF BIRTH (DOB):	DATE OF BIRTH (DOB):	DATE OF BIRTH (DOB):	DATE OF BIRTH (DOB):	DATE OF BIRTH (DOB):	DATE OF BIRTH (DOB):		
SCARS, MARKS, TATTOOS (SMT):	SCARS, MARKS, TATTOOS (SMT):	SCARS, MARKS, TATTOOS (SMT):	SCARS, MARKS, TATTOOS (SMT):	SCARS, MARKS, TATTOOS (SMT):	SCARS, MARKS, TATTOOS (SMT):		
SOCIAL SECURITY NUMBER	SOCIAL SECURITY NUMBER (SOC):	SOCIAL SECURITY NUMBER (SOC):	SOCIAL SECURITY NUMBER (SOC):	SOCIAL SECURITY NUMBER (SOC):	SOCIAL SECURITY NUMBER (SOC):		

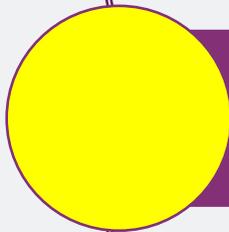
More on datasheets

- The Prothonotary's office must file completed PFA Orders in PFAD and transfer datasheets to the PSP registry within **24 hours** of entry
- It is crucial to ensure that the datasheet has no errors before entering it into the PSP registry; **If a datasheet is rejected, its data will not be uploaded into CLEAN**, and it will not be possible for law enforcement to confirm the existence of a protection order for enforcement purposes
- To check a datasheet's status, go to the **"Datasheets"** Tab on the PFAD Homepage, then select **"Search Datasheets;"** The search defaults to your county; Enter the date range for the transferred datasheets; A datasheet and order must be filed at the Prothonotary's office and sent to the Pennsylvania State Police (PSP) to be entered into CLEAN

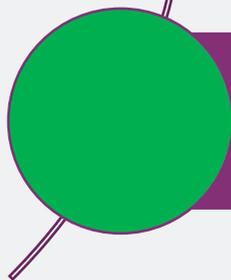
Datasheet Status Colors on PFAD



Red status: The order has not been accepted into the registry; To fix this, the county filer needs to correct and resubmit the datasheet



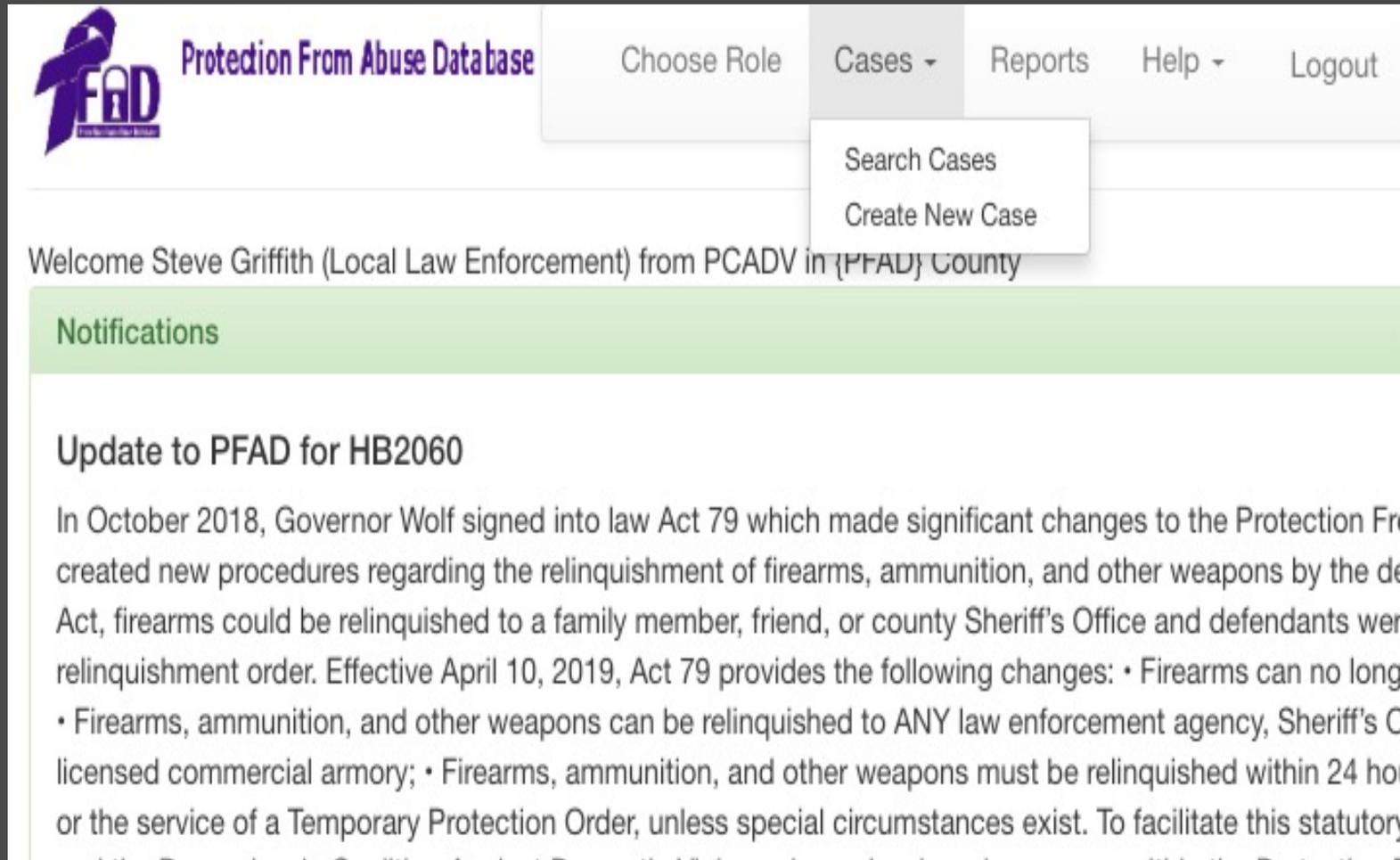
Yellow status: The order is still being processed; However, if the Yellow status lasts for more than 24 hours, it's recommended to resubmit a new datasheet



Green status: the order was successfully entered into the CLEAN system, and no action is required

Contact information for red and yellow datasheets: RA-Clean@pa.gov,
pfad@pcadv.org or 717-545-6400 x3

Using the Search Function



 Protection From Abuse Database

Choose Role Cases ▾ Reports Help ▾ Logout

Search Cases
Create New Case

Welcome Steve Griffith (Local Law Enforcement) from PCADV in {PFAD} County

Notifications

Update to PFAD for HB2060

In October 2018, Governor Wolf signed into law Act 79 which made significant changes to the Protection From Abuse Act. Act 79 created new procedures regarding the relinquishment of firearms, ammunition, and other weapons by the defendant. Under the new Act, firearms could be relinquished to a family member, friend, or county Sheriff's Office and defendants were not required to sign a relinquishment order. Effective April 10, 2019, Act 79 provides the following changes:

- Firearms can no longer be relinquished to a family member, friend, or county Sheriff's Office
- Firearms, ammunition, and other weapons can be relinquished to ANY law enforcement agency, Sheriff's Office, or licensed commercial armory;
- Firearms, ammunition, and other weapons must be relinquished within 24 hours of the issuance of a Temporary Protection Order, unless special circumstances exist. To facilitate this statutory change, the Protection From Abuse Act was amended to allow for the relinquishment of firearms, ammunition, and other weapons to a law enforcement agency, Sheriff's Office, or licensed commercial armory.

Case Search

- When searching for a case, the best way to do it is by using the Docket #
- If you can't find the case, try changing the county as it may have been filed in a different jurisdiction
- Note down the PFAD# that is generated by the system; This allows you to view a petition that you didn't create
- You can also search for a case using the names of both the Plaintiff and Defendant, the county, and the date it was last edited

Case Search

Plaintiff	<input type="text" value="First"/>	<input type="text"/>	Tester
Defendant	<input type="text" value="First"/>	<input type="text"/>	Last
Name Soundex	<input type="checkbox"/> (Note: Searches may be slower)		
PFAD #	<input type="text" value="ex: XX#####X"/>		
Docket #	<input type="text"/>		
Docket Wildcard	<input type="checkbox"/> (Note: Match any part)		
County	<input type="text" value="{PFAD}"/>		
Sort Order	<input type="text" value="- Select -"/>		
	<input type="button" value="Search"/>	<input type="button" value="Cancel"/>	<input type="button" value="Clear Search"/>

Selecting A Case

PFAD: XE006134288J, Docket: 1 , County: {PFAD}			
Jane Tester (Plaintiff)	James Tester (Defendant)	Filed 11/19/2015	<input type="button" value="View Case"/>
PFAD: YG006874958M, Docket: Test1 , County: {PFAD}			
Susan Testube (Plaintiff)	Bart Testube (Defendant)	Filed 2/15/2018	<input type="button" value="View Case"/>

Selecting a Document

[Search Again](#) [Add Order](#)

Docket #
2023-01172

PFAD #
RR009091796R

County
{PFAD}

Plaintiff
Shania Lee Tucker

Defendant
George J Twitty

[Supplemental Information](#)

[Change Docket Number](#)

[Expunge Case](#)

Most Recent Effective Order

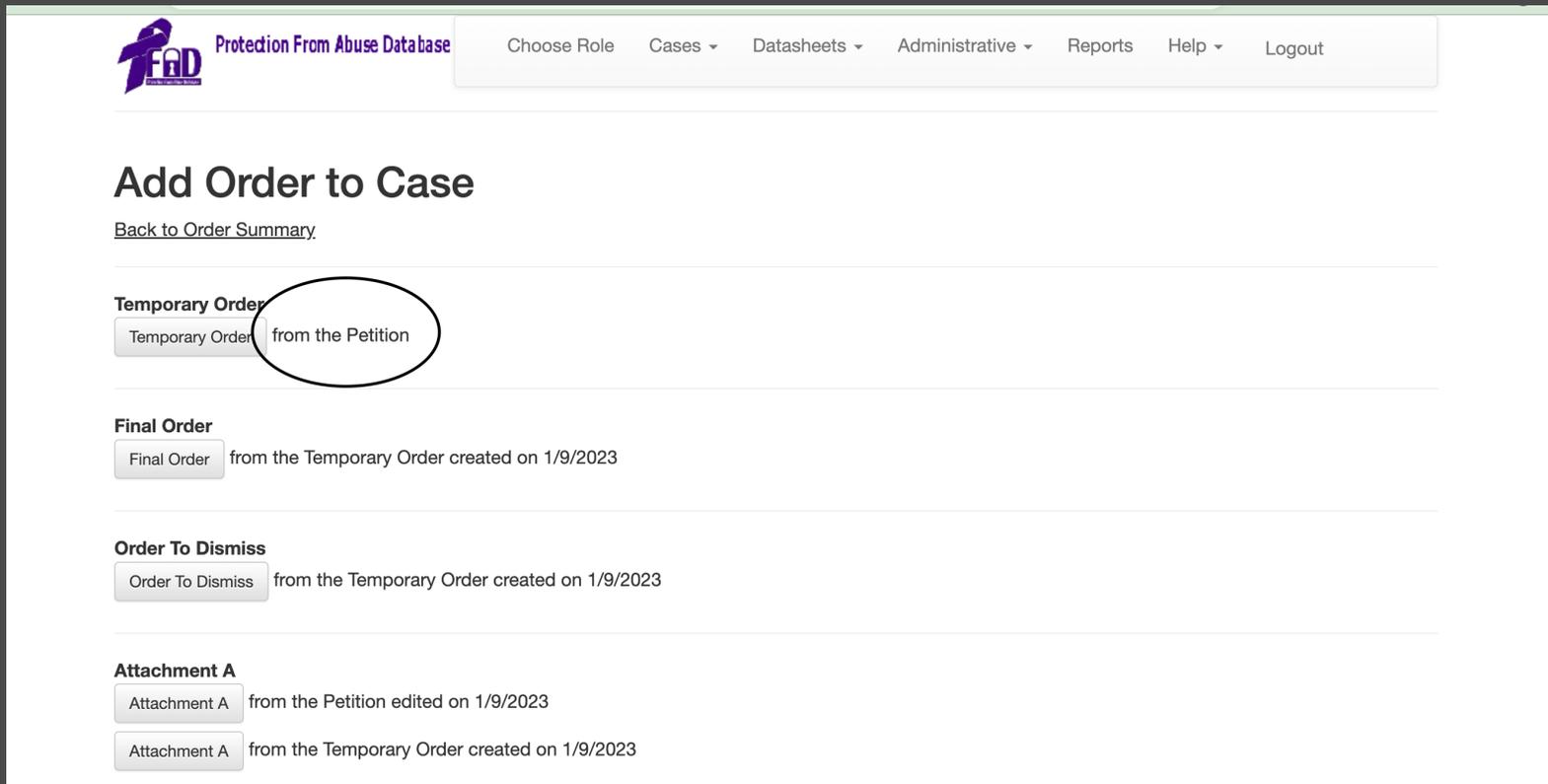
[Temporary Order](#)
Expires on a date TBD, Last Edited or Filed 12 second(s) ago

Temporary Order Effective on 1/17/2023	Active	Filed on 1/17/2023	View Order View Snapshot Delete Send Datasheet
Petition	Filed	Filed on 1/17/2023	View Order View Snapshot Delete

Creating Orders

Temporary and Final PFA Orders

Adding Orders



FAD Protection From Abuse Database

Choose Role Cases ▾ Datasheets ▾ Administrative ▾ Reports Help ▾ Logout

Add Order to Case

[Back to Order Summary.](#)

Temporary Order

Temporary Order from the Petition

Final Order

Final Order from the Temporary Order created on 1/9/2023

Order To Dismiss

Order To Dismiss from the Temporary Order created on 1/9/2023

Attachment A

Attachment A from the Petition edited on 1/9/2023

Attachment A from the Temporary Order created on 1/9/2023

Updated Firearms Info

Save and Exit

File

Print

Cancel

More Time

Top of Page

Plaintiff

Prot. Person

Defendant Info

Cautions

Reliefs

6 FIREARMS, OTHER WEAPONS, OR AMMUNITION RESTRICTIONS:

Defendant is prohibited from possessing or acquiring any firearms for the duration of this order.

Defendant shall relinquish to the sheriff or the appropriate law enforcement agency the following firearm licenses owned or possessed by Defendant.

Defendant is directed to relinquish to the sheriff or the appropriate law enforcement agency any firearm, other weapon, or ammunition listed in Attachment A to Temporary Order, which is incorporated herein by reference, under Defendant's control or in Defendant's possession.

Defendant may relinquish any firearms, other weapons, or ammunition to the sheriff or the appropriate law enforcement agency. As an alternative, Defendant may relinquish firearms, other weapons, or ammunition to a third party provided Defendant and the third party first comply with all the requirements to obtain a safekeeping permit. Defendant must relinquish any firearm, other weapon, ammunition or firearm license ordered to be relinquished no later than 24 hours after service of this order. If, due to their current location, firearms, other weapons, or ammunition cannot reasonably be retrieved within the time for relinquishment, Defendant shall provide to the sheriff or the appropriate law enforcement agency an affidavit listing the firearms, other weapons or ammunition and their current location no later than 24 hours after service of this order. Failure to timely relinquish any firearm, other weapon, ammunition or any firearm license shall result in a violation of this order and may result in criminal conviction under the Uniform Firearms Act, 18 Pa.C.S. § 6105.

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🖨

Originating Agency Identifier (ORI)

To make sure that the defendant surrenders their weapons, we need to identify the agencies responsible for this task; These agencies must have primary jurisdiction in both the plaintiff's **AND** defendant's areas of residence; The Prothonotary or the agency responsible for entering orders into PFAD is responsible for selecting the agencies that will be notified

13 A certified copy of this order shall be provided to the sheriff or police department where the Plaintiff and Defendant reside and any other agency specified hereafter:

County

ORI

ORI Name	Custom Delete ORI
----------	-------------------

Temporary and Final Orders

When checking the Relief boxes in #6, as shown on the last slide, PFAD will show the following prompt when you go to file the order

It will include the 24-hour period to relinquish; This period is only adjustable by court order

File Order

WARNING: Once the document is "FILED", it cannot be edited. Are you sure you want to file this document?

Cancel the Filing Process

Edit Unfiled Order

Back To Case History

File the Order

Enter a date and time:

3/21/2019 8:00 AM



Set to Today and Now

Number of Hours to Relinquish Weapons:

24



File this Document

Temporary and Final Orders

The summary page will now show that the Defendant has 24 hours to relinquish weapons

<input type="button" value="Search Again"/> <input type="button" value="Add Order"/>			
Docket # dau00111	<u>Temporary Order</u>	Active	Filed on 3/20/2019
	Effective on 3/20/2019		
PFAD # KD006486604V	Number of Hours to Relinquish Weapons: 24		
	<u>PSP Datasheet</u>	PRIMARY CLEAN SCREEN SUCCESSFUL	3/20/2019
County {PFAD}			
	<u>Attachment A</u>	Filed	Filed on 3/20/2019
Plaintiff Snap Shot			
Defendant Slap Shot			

ORI Continued

Once the Prothonotary files the Order, the selected police jurisdiction(s) will receive a notification immediately

Law enforcement and sheriffs are responsible for entering a *Receipt of Firearms Relinquishment* into the PFAD system

If a police department receives a non-compliance notice, they must investigate whether any weapons were surrendered to the serving officers

Non-Compliance Notice

WEAPON RELINQUISHMENT ORDERED COMPLIANCE REQUIRED BY BELOW DATE

DEFENDANT: Joe Smith

PLAINTIFF: Joann Smith

Protection From Abuse Order #xxxxxx has been entered into the Protection From Abuse Database (PFAD).

This order requires the Defendant Joe Smith to relinquish firearms, ammunition and/or other weapons to the sheriff, the appropriate law enforcement agency or authorized third party for safekeeping by April 21, 2020.

Any entity receiving the weapons from the Defendant should immediately enter them into PFAD using the Relinquish of Firearms Receipt (SP 4-411).

Assistance on how to access and use the Relinquish of Firearms Receipt (SP 4-411) form through PFAD can be found by going to: <https://www.pfad.pa.gov/System/UserManual>

Investigation Notice

INVESTIGATION REQUIRED: FAILURE TO RELIQUISH FIREARM/WEAPONS

DEFENDANT: Joe Smith

PLAINTIFF: Joan Smith

The agency having jurisdiction where the Defendant resides must investigate why the weapons have not been relinquished.

Protection From Abuse Order #xxxxx was entered into the Protection From Abuse Database (PFAD). This order required the Defendant Joe Smith to relinquish firearms, ammunition and/or other weapons to the sheriff, appropriate law enforcement agency, or authorized third party for safekeeping by September 11, 2019.

An investigation shall be initiated by the appropriate law enforcement agency having primary jurisdiction for a possible violation of Title 18 of the Pennsylvania Consolidated Statutes Section 6105, Persons not to possess, use, manufacture, control, sell or transfer firearms.

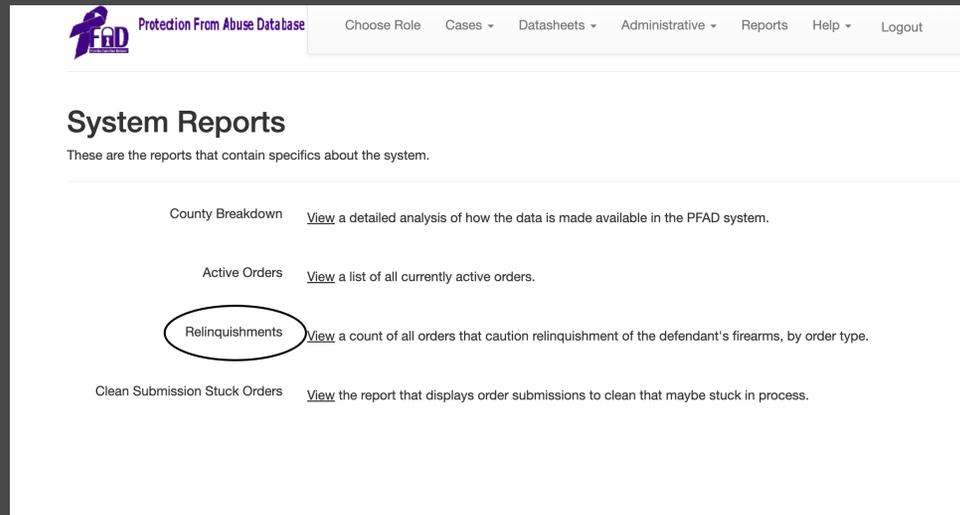
In accordance with Act 79 of 2018, the Plaintiff and Court shall also be notified by the appropriate law enforcement agency having primary jurisdiction that the Defendant failed to relinquish his/her firearms as required.

Assistance on how to update PFAD for Act 79 can be found by going to: <https://www.pfad.pa.gov/System/UserManual>

Your agency will continue to receive this message every 24 hours until the proper action is taken in PFAD.

Relinquishment Reports

- Can help determine what agencies are receiving non-compliance notices
- Can run a report for individual counties or statewide
- The ORI can be selected for one or all agencies in the selected county
- Date range searches last **update** to the order



The screenshot shows the 'Protection From Abuse Database' interface. The top navigation bar includes 'Choose Role', 'Cases', 'Datashets', 'Administrative', 'Reports', 'Help', and 'Logout'. The main heading is 'System Reports' with a sub-heading 'These are the reports that contain specifics about the system.' Below this, there are four report options, each with a 'View' link:

- County Breakdown: [View](#) a detailed analysis of how the data is made available in the PFAD system.
- Active Orders: [View](#) a list of all currently active orders.
- Relinquishments: [View](#) a count of all orders that caution relinquishment of the defendant's firearms, by order type.
- Clean Submission Stuck Orders: [View](#) the report that displays order submissions to clean that maybe stuck in process.

The 'Relinquishments' link is circled in red in the original image.

Relinquishment Reports

What you will see:

- Total cases that require relinquishment
- The number of those cases that have weapons relinquishment receipts
- The number of those cases with no weapons relinquishment receipts
- The number of those cases with no action from law enforcement on firearms

PFAD Cases Cautioning Relinquishment				
From: 04/01/2019 To: 07/01/2019				
County	Cases Requiring Weapon Relinquishment	Cases Completed Weapon Relinquishment	Cases With No Relinquishment Receipt	Cases With No LE Action or No Relinquishment Receipt
Dauphin	153	96	57	41

A bit more on Relinquishment Reports

The report will provide access to information about the law enforcement agencies that the Prothonotary has identified to be notified for each PFA that requires weapons relinquishment

You can access more information on the case and add orders by clicking on the PFAD number

Final Troubleshooting

How to fix some common issues court personnel encounter when using PFAD

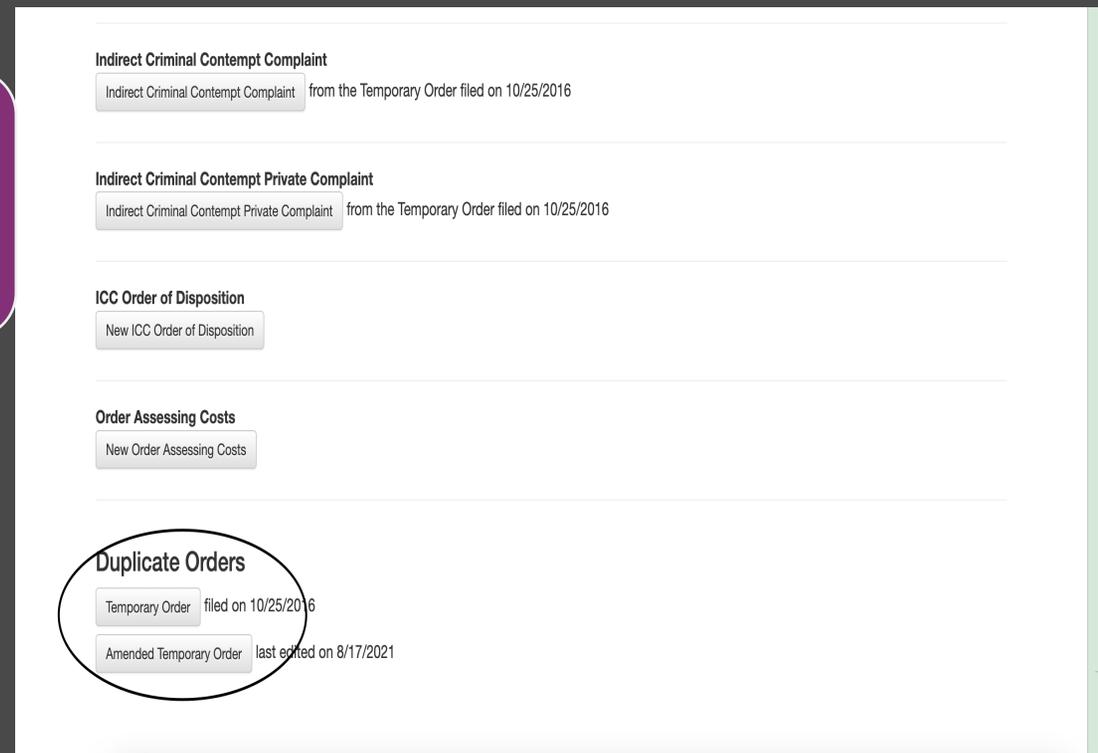
Changing A Docket Number

<p>Docket # Test20161025A</p> <p>PFAD # AB006494354S</p> <p>County {PFAD}</p> <p>Plaintiff Jane X Doe</p> <p>Defendant John X Doe</p> <p><u>Supplemental Information</u></p> <p><u>Change Docket Number</u></p> <p><input type="button" value="Expunge Case"/></p>	<p>Most Recent Effective Order</p> <p><u>Temporary Order</u> Expires on a date TBD, Last Edited or Filed 10/25/2016</p>																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><u>Amended Temporary Order</u> Effective on 8/16/2021</td> <td style="padding: 5px;">Unfiled</td> <td style="padding: 5px;">Edited on 8/17/2021</td> <td style="padding: 5px; text-align: center;"> <input type="button" value="View Order"/> <input type="button" value="View Snapshot"/> <input type="button" value="Delete"/> </td> </tr> <tr> <td style="padding: 5px;"><u>Notice of Hearing</u></td> <td style="padding: 5px;">Unfiled</td> <td style="padding: 5px;">Edited on 10/25/2019</td> <td style="padding: 5px; text-align: center;"> <input type="button" value="View Order"/> <input type="button" value="View Snapshot"/> <input type="button" value="Delete"/> </td> </tr> <tr> <td style="padding: 5px;"><u>Temporary Order</u> Effective on 10/6/2016</td> <td style="padding: 5px;">Active</td> <td style="padding: 5px;">Filed on 10/25/2016</td> <td style="padding: 5px; text-align: center;"> <input type="button" value="View Order"/> <input type="button" value="View Snapshot"/> <input type="button" value="Delete"/> <input type="button" value="Send Datasheet"/> </td> </tr> <tr> <td style="padding: 5px;"><u>Attachment A</u></td> <td style="padding: 5px;">Unfiled</td> <td style="padding: 5px;">Created on 8/28/2016</td> <td style="padding: 5px; text-align: center;"> <input type="button" value="View Order"/> </td> </tr> </table>	<u>Amended Temporary Order</u> Effective on 8/16/2021	Unfiled	Edited on 8/17/2021	<input type="button" value="View Order"/> <input type="button" value="View Snapshot"/> <input type="button" value="Delete"/>	<u>Notice of Hearing</u>	Unfiled	Edited on 10/25/2019	<input type="button" value="View Order"/> <input type="button" value="View Snapshot"/> <input type="button" value="Delete"/>	<u>Temporary Order</u> Effective on 10/6/2016	Active	Filed on 10/25/2016	<input type="button" value="View Order"/> <input type="button" value="View Snapshot"/> <input type="button" value="Delete"/> <input type="button" value="Send Datasheet"/>	<u>Attachment A</u>	Unfiled	Created on 8/28/2016	<input type="button" value="View Order"/>
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Mistakes Before Datasheet is Sent

Fixing a clerical mistake
close to when the Order
is filed BEFORE the
Datasheet is sent:

- Duplicate Order (at the bottom of the Add Order Page)
- Make the change
- Refile the Order
- Send Datasheet



The screenshot displays a web interface for managing legal orders. It features several sections with buttons for adding new orders:

- Indirect Criminal Contempt Complaint**: Includes a button for "Indirect Criminal Contempt Complaint" with a note "from the Temporary Order filed on 10/25/2016".
- Indirect Criminal Contempt Private Complaint**: Includes a button for "Indirect Criminal Contempt Private Complaint" with a note "from the Temporary Order filed on 10/25/2016".
- ICC Order of Disposition**: Includes a button for "New ICC Order of Disposition".
- Order Assessing Costs**: Includes a button for "New Order Assessing Costs".

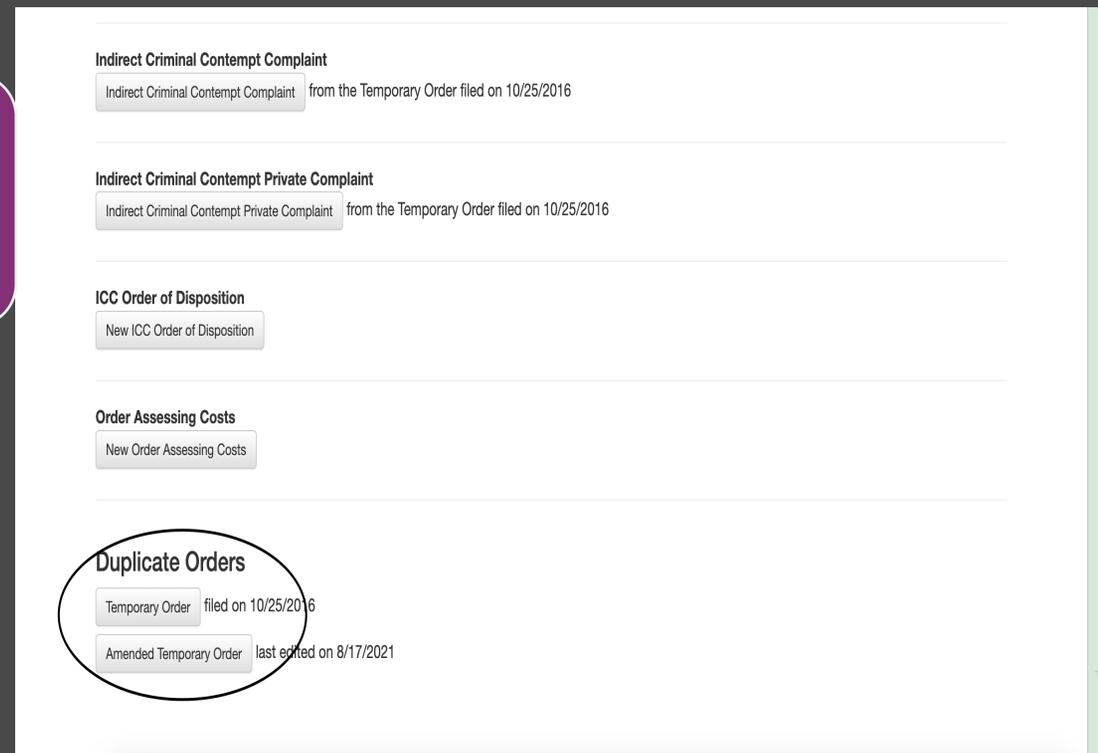
A section titled **Duplicate Orders** is circled in black and contains two entries:

- Temporary Order filed on 10/25/2016
- Amended Temporary Order last edited on 8/17/2021

Fixing Mistakes Later

If it is a change to add or update information at a later date:

- Add Order
- Click “Amended Order ”
- Choose the Type of Order (temp or final)
- Make the change
- File the Order



The screenshot shows a web form with several sections, each with a button to add or amend an order:

- Indirect Criminal Contempt Complaint**
Indirect Criminal Contempt Complaint from the Temporary Order filed on 10/25/2016
- Indirect Criminal Contempt Private Complaint**
Indirect Criminal Contempt Private Complaint from the Temporary Order filed on 10/25/2016
- ICC Order of Disposition**
New ICC Order of Disposition
- Order Assessing Costs**
New Order Assessing Costs
- Duplicate Orders**
Temporary Order filed on 10/25/2016
Amended Temporary Order last edited on 8/17/2021

The "Duplicate Orders" section is circled in black in the original image.

Extended Orders

I don't get an option to send a datasheet

- To proceed with the order, make sure that the "date filed" is set after the effective date of the previous order

I received an error message requesting the identity of the police department responsible for investigating a defendant's non-compliance with firearms regulations

- Check "amended" and "extended" in Duplicate Order to view all PFA options, including ORI; Verify and update ORI

I can't find the "Custody" section in the error message

- To access additional options, simply click on "amended" and "extended" buttons located on the order

Extended Orders

TEMPORARY PROTECTION FROM ABUSE ORDER

Amended Order Continued Order

IN THE COURT OF COMMON PLEAS OF
PENNSYLVANIA

NO.

Plaintiff Information

Changing a Party's name

Do an amended
order with a
correct name



The resulting
datasheet will
automatically
include the new
name



If it is an
alternate name,
go to
"Supplemental
Information" and
add the name as
an ALIAS

Expungements

Expungement of particular *ex parte* PFA records is permitted by case law

Expungement of the records will be by court order

Prothonotary will complete the expungement

Please get in touch with PCADV if you need to delete PFA records and do not possess the authority to do so in PFAD

Questions? Direct
helpline:
pfad@pcadv.org
717-545-6400 Ext. 3

PSP Help Desk:
877-777-3375



Thank You!

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