



## Court Order Violation Tutorial

To begin an online court order violation report, click the "Begin an Online Report" icon. You will be directed to a page with a list of online report types. Be sure to read the provided definition and example to ensure the offense you are reporting meets the criteria for a court order violation. If so, select "Court Order Violation," go to the bottom of the page, and click the "Start Report" icon.

As you begin a violation of a court order report, you will be asked if the offense was a violation of a domestic violence court order. If the violation is in regards to a domestic violence court order you will NOT be allowed to complete an online report. Please call 661-327-7111 to file your report.

If you answered "No" to the domestic violence court order violation question you will be allowed to continue with an online report. You will then be asked if the report you are completing is an original or supplemental report. Select the "Original" option if this is the first report you are completing for this offense. Please note that each offense will require a separate report. For example, each separate violation of a court order will require a separate report.

If you have already filed a report for the offense but need to add more information, select one of the "Supplemental" options. If you completed the original report online select the first "Supplemental" option. If you completed your original report with an officer, or via telephone, select the second "Supplemental" report option. You will be required to input the original report number in order to complete a supplemental. Also, be sure to include the name of the officer you completed the report with, if the name is known. Once the information is added, press "Continue."

Next you will be asked if you are completing the report for yourself or for a business. If you personally are the victim of the offense, select the "Individual" option. If you are an employee or owner of a business and your business is the victim of the court order violation, selecting "Business" would be correct. Once you make your selection, press "Continue."

You will be directed to a page where you are required to input your personal information. Boxes with a "\*" are required fields and must be completed before continuing your report. You will also be required to input a valid e-mail address. The e-mail address will be used as the primary point of contact with you. If any corrections are needed on your report you will be notified via e-mail. Once the information is completed press "Continue."

You will be asked questions regarding the offense itself. You will need to provide where the offense occurred, when the offense occurred, and a description of the offense. Enter the address where the offense occurred. The system will check the address you provide to ensure it is within the jurisdiction of the Bakersfield Police Department. You must enter an address in the jurisdiction of the Bakersfield Police Department in order to continue. If the offense occurred outside the jurisdiction of the Bakersfield Police Department you cannot complete an online report with our department. You must contact the agency that is responsible for the area where the offense occurred. (For further information be sure to read the "Online Citizen Police Report Frequently Asked Questions.") For the "Incident Time (start)" field, input the time in which the incident began. For the "Incident Time (Stop)" field, input the time in which the offense ended. For example, if you have a restraining order against a person and that person stood outside your residence from 10:40am to 11:00am, input 10:40am in the "Incident Time (start)" field and 11:00am in the "Incident Time (stop)" field.

In the "Incident Description" field input the court case number, court order issue date, and court order violation date. Some of the fields will display a "[ ]" character in order to allow you to simply mark the box. If the field applies to your report input an "X" in the box so it looks like this, "[X]." You can then type a description of what happened during the offense. After you have provided the appropriate information, press "Continue."

You will be directed to a page to provide the information for the suspect who violated the court order. Complete all applicable boxes and press "Continue." If more than one person is in violation of the court order you may click the "Add Person" icon in order to input the additional suspect's personal identifying information. Continue to add more suspects as needed. If no additional suspects are needed, press "Done."

You will then be directed to a page that allows you to review your report. If any corrections are needed press the "modify" button over the field that requires correction. You will then be directed back to the appropriate page and be allowed to make corrections. Once your report is accurate, press the "Submit Report" button. You will also have the option to cancel your report by pressing, "Cancel Report." Remember...**\*\*\*Filing a false police report, including an online report, is illegal\*\*\***

Once your report is submitted you will be provided with a temporary report number and have the ability to print the report. After your report is submitted it will be reviewed and, if necessary, sent back to you for corrections. Once your report is approved you will be e-mailed your case number and a PDF version of the final report.