

Lorain County Domestic Relations Court Reporting to Law Enforcement & Compliance Plan

The Reporting to Law Enforcement & Compliance Plan has been created for the purpose of ensuring complete, accurate, and timely submission of information into Ohio's computerized criminal history repository at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), and other law enforcement databases and in compliance with Rule 5 of the Rules of Superintendence for Ohio Courts.

This plan was developed by the Lorain County Domestic Relations Court, in consultation with the Lorain County Clerk of Courts Office (hereinafter "Clerk's Office"), Lorain County Sheriff Office- Civil Division (hereinafter "Sheriff Office- Civil Division"), and Lorain County 911 Warrants Department (hereinafter "Lorain County 911").

I. Protection Order Reporting

- A. As required by Sup. R. 10(A) and Civil Rule 58(B), upon the issuance, modification, dismissal, or termination of an ex parte order, consent agreement, or full protection order, the Clerk or Courts or their designee shall send the Protection Order Notice to NCIC Form (NCIC Form) and the Court's order to the Sheriff's Office- Civil Division within one (1) business day, but no more than three (3) days after the filing of the order.
- B. The Sheriff's Office- Civil Division shall then forward the information to Lorain County 911.
 - 1. When the NCIC Form has sufficient personal identifiers, Lorain County 911 shall promptly enter the protection order information into LEADS.
 - 2. If the NCIC Form lacks sufficient personal identifiers or contains discrepancies, the Lorain County 911 will coordinate with the Clerk's Office or the Court to correct the record. This process may include a court order requiring the petitioner to provide additional information. Upon receiving this information, Lorain County 911 shall promptly enter the protection order information into LEADS.
- C. When a respondent has been served with a protection order, the following should occur to ensure that LEADS is updated properly:
 - 1. If service is completed by the Lorain County Sheriff's Office, the Lorain County Sheriff's Office is responsible for notifying the Sheriff's Office- Civil Division, who will forward the information to the Lorain County 911.
 - 2. When the Clerk's Office enters successful service of a protection order, the Clerk's Office shall also send an email Lorain County 911 at lc911records@loraincounty.us notifying that service was completed outside

of Lorain County.

3. To ensure accuracy, either before or after any hearing in which service has been completed, the Judicial Officer hearing the case will notify Court's Assignment Commissioners, who will send an email to Lorain County 911 at lc911records@loraincounty.us, notifying that service was completed outside of Lorain County.
4. To ensure completeness and accuracy of the records, every three months, Lorain County 911 reviews a validation list to determine if outstanding orders have been served.

II. Sealing and Expunging Records

- A. If the Court grants the sealing and / or expungement or if a record is sealed and /or expunged by operation of law, the Clerk's Office will send a letter to the law enforcement agency notifying of the sealing and/or expunging.
- B. Upon the Court's order sealing a record, the record is sealed in the Clerk's Office's case management system and is only viewable in the case management system to those with specific credentials.
- C. Upon the Court's order expunging a case, the Clerk's Office or its designee will shred the physical file and render the record irretrievable.

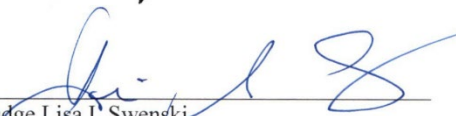
This Reporting to Law Enforcement & Compliance Plan is effective July 1, 2026, and was reviewed and approved on June 26, 2026 by:



Judge Sherry L. Glass, Administrative Judge



Judge Frank J. Janik



Judge Lisa I. Swenski