LEADS Daily Bulletin
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Protection Orders - CANCEL versus CLEAR

Since the implementation of LEADS 3.0, there has been some confusion on protection orders and using the cancellation message versus the clear message. The below information can be found in the LEADS 3.0 Manual, Protection Order Chapter.

RECORD RETENTION PERIOD

A POF record (EPO or ETO) will remain active until it is canceled or cleared by the entering agency or until the order expires. Five days prior to an order's expiration date, an unsolicited $.P. administrative message will be sent to the ORI of record. This message will serve to notify the agency of the order's impending expiration date (EXP). It also serves to remind the agency that the record will have to be modified if the EXP is changed by the court.

If no action is taken by the entering agency to modify the EXP, the record will expire after the fifth day. **Inactive records (cleared or expired) will be maintained on-line for the remainder of the year plus 5 years, at which time the record will be retired**. Records that are in inactive status cannot be modified or cleared; however, inactive records can be canceled.

WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message will immediately retire the POF record. These records are not available in the inactive database. POF records that have been expunged or are determined to be inaccurate should be canceled. Active, expired, and cleared records can be canceled.

WHEN TO USE A CLEAR MESSAGE

When a court notifies the owner of the record that the protection order has been canceled, the entire corresponding POF record must be cleared. The clear transaction will change the status of the POF record from active to inactive. Clearance of a POF record is restricted to the agency that entered the record. **Expired records cannot be cleared.**

If you have any questions or need help, please contact the ISP Help Desk
ISP.HelpDesk@illinois.gov or at 866/LEADS-00 (866/532-3700).

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date