

Instructions for Temporary Order for Protection and Notice of Hearing

This is the Temporary Protection Order. If signed by the judge, this order will:

- Tell the respondent which restraints are currently in effect; and
- Set the date for the next hearing (full hearing).

The clerk will file the original order in the public court record and distribute copies for:

- You (free certified copies).
- Law enforcement, to enter into the statewide database.
- Service on the respondent.

Please check with the court clerk before filling out the order.

In some courts, the judge will fill out this order. In other courts, you will be expected to fill out the order. Please check with the court clerk.

- If you are expected to fill out the form, follow the instructions below.
- It may be helpful to ask the court clerk for advocate services to help you fill out this form.

Please Print Clearly Using Black or Blue Ink!

Page 1:

- Fill in your name (first, middle initial, last) as the Petitioner, and put your date of birth where it says “DOB.”
- The person you want protection from is the “Respondent.” Fill in the respondent's name (first, middle initial, last) and date of birth. If you do not know the date of birth, put in the respondent’s age.

Next Hearing

The judge or court clerk will write in the next hearing date, time and place, on the first page of the order.

- You must attend this hearing to continue the protection of this order.
- If you do not come to this hearing, the petition will be dismissed and you will not be protected by an order.
- If the respondent does not come to the hearing and has been served, the court may still grant a protection order.

Names of Minors

- **If no minors are involved**, check the box “No Minors Involved.”
- **If minors are involved**, list the name (first, middle initial, last) and age of each child involved in this case.
- If you have questions about safety for your children, ask for advocate resources for help in filling out this section.

Respondent's Identifiers

- Describe the respondent's physical appearance: sex, race, hair color, height, weight, and eye color.
- List any of respondent's distinguishing features, such as moles, scars or tattoos.
- Check the box to show if the respondent has access to weapons.

Pages 1 and 2:

Protection Provisions

- Check the same boxes that you checked on the Petition.
- In each provision, be sure to identify the people and places you want protected.
- Remember: You have the right to keep your residential address confidential. You do not need to write it down on this form.

Page 3:

Law Enforcement Data Entry

The order will be entered into a state-wide database used by law enforcement so any officer in the state knows of it. Name the agency which has jurisdiction where you reside:

- If your address is within city limits, name the city police.
- If your address is outside of city limits, name the county sheriff.

Service of the Order

This order and the petition must be served on the respondent. The respondent must know what restraint provisions are in place, and when and where the hearing will be held. You may choose service by:

- A law enforcement agency.
- A hired professional process server.
- Another person 18 or over, who is not a party to this action.

If you want law enforcement to serve the order, you must identify the police or sheriff agency where the respondent lives or works:

- If the respondent's service address is within city limits, name the city police.
- If the respondent's service address is outside of city limits, name the county sheriff.

If you are making private arrangements for service of the petition and this order, check that box. Private arrangements include:

- A hired professional process server.
- Another person 18 or over, who is not a party to this action.

You will need to provide an address where the respondent can be located for service. This could be a home or work address. If you do not have a service address for the respondent, contact the clerk or advocate for information.

If personal service cannot be made, the court shall set a new hearing date and shall either require:

- one more attempt at personal service; or
- allow service by publication or service by mail.

The petitioner has the option to continue personal service; but the court may not **require** personal service more than twice. If there are two failed attempts at personal service of the order, the court must allow service of the order by publication or by mail.

Law Enforcement Assistance

The court can order law enforcement to assist you in limited ways such as assisting you in (check all boxes that apply):

- reoccupying your home.
- retrieving personal belongings.
- transferring custody of children, in some cases.
- other assistance as described.

Sign the Form

The judge will fill in the date and time when the order is granted and sign his or her name.

Sign the bottom of the form where it says “Presented by” and “Petitioner.”