

Domestic Violence/Harassment Instructions

1. Complete the Domestic Violence/Harassment forms.
2. Make _____ copies.
 - 1 to defendant
 - 1 to plaintiff
 - 1 to each law enforcement agency involved
3. If requesting temporary orders, contact the party to be restrained following the ex- parte declaration form instructions or state why notice was not given on this same declaration form.
4. Place copies behind original documents to be filed with court.
5. File your forms with the court.
6. If requesting temporary orders, contact the party to be restrained following ex- parte declaration form instructions or state why notice was not given on this same form.
7. File documents with court clerk
8. Call clerk at _____ on _____ at _____ to see if temporary ex-parte hearing is to be conducted or if the orders have been signed by the court.
9. If a contested hearing is to be held, attend temporary hearing at 3:00 pm at the _____ Superior Court on _____.
10. If no temporary hearing is required, pick up your orders from the _____ Superior Court.
11. Have defendant personally served with a copy of the permanent orders by a third person over 18 years of age not a party to the action.
12. ****Please note**** A copy of all temporary and permanent orders must be given to all Law Enforcement agencies involved.
13. Have third party who serves Orders and blank Response form complete a Proof of Service form. You can then file that form with the court.
14. You must have defendant served _____ days prior to the court hearing.
15. Attend hearing scheduled for _____ at _____.
****Please Note** IF YOU FAIL TO ATTEND THIS HEARING, YOUR RESTRAINING ORDER WILL BE DROPPED.**
16. After the hearing, serve a copy of the permanent restraining orders on the defendant.