

## CIVIL HARASSMENT ~ CHECKLIST

### Step 1: Complete the following Court Forms:

- Petition for Injunction Prohibiting Harassment CH-100
- Order to Show Cause and Temporary Restraining Order (CLETS) (Harassment) CH-120
- Request and Order for Free Service of Restraining Order CH-101
- Declaration Re: Notice of Ex Parte Application for Orders (Butte County form)
  
- Fee Waiver Application/Order

### Step 2: Copy ~ File/Pay Filing Fees ~ Serve Other Party

- Make 2 copies of CH-100.  1 for you,  1 for the other party.
- Make 2 copies of CH-101.  1 for you,  1 for law enforcement.
- Make 5 copies of CH-120.  2 for you,  2 for law enforcement,  1 for the other party.  
When conforming copies for filing; original form will be first and the copies (individually stapled together) are placed directly behind and so on.  
File originals and copies at the court
- Serve 1 filed copy of CH-101 and CH-120 to the other party, along with a copy of CH-150 instructions and blank form CH-110. Someone other than you, over the age of 18 may provide service.
- Return Proof of Service (Harassment) CH-130 filled out completely and file at the courthouse.

**Remember to appear in court on \_\_\_\_\_.**

## CIVIL HARASSMENT ~ CHECKLIST

### Step 1: Complete the following Court Forms:

- Petition for Injunction Prohibiting Harassment CH-100
- Order to Show Cause and Temporary Restraining Order (CLETS) (Harassment) CH-120
- Request and Order for Free Service of Restraining Order CH-101
- Declaration Re: Notice of Ex Parte Application for Orders (Butte County form)
  
- Fee Waiver Application/Order

### Step 2: Copy ~ File/Pay Filing Fees ~ Serve Other Party

- Make 2 copies of CH-100.  1 for you,  1 for the other party.
- Make 2 copies of CH-101.  1 for you,  1 for law enforcement.
- Make 5 copies of CH-120.  2 for you,  2 for law enforcement,  1 for the other party.  
When conforming copies for filing; original form will be first and the copies (individually stapled together) are placed directly behind and so on.  
File originals and copies at the court
- Serve 1 filed copy of CH-101 and CH-120 to the other party, along with a copy of CH-150 instructions and blank form CH-110. Someone other than you, over the age of 18 may provide service.
- Return Proof of Service (Harassment) CH-130 filled out completely and file at the courthouse.

**Remember to appear in court on \_\_\_\_\_.**