

**Plaintiff's Guide Sheet for Protective Orders - Please Read Carefully**

The following information is provided to further explain the protective order process. It is recommended, but not required, that the Plaintiff carry a copy of the protective order at all times.

**1. You can request one of the following types of protective orders:**

**ORDER OF PROTECTION:** An Order of Protection is used for a "family" relationship between you and the Defendant. This can include any of the following: 1) married now or in the past, 2) live together now or lived together in the past, 3) parent of a child in common, 4) one of you is pregnant by the other, 5) you are a relative (parent, in-law, brother, sister, or grandparent), or 6) current or previous romantic or sexual relationship. Also, you must state how an act of domestic violence was threatened or committed against you within the last year.

**INJUNCTION AGAINST HARASSMENT:** The Defendant has committed a series of acts (more than one) of harassment against you in the last year. There is no fee for service of process if the petition arises out of a dating relationship.

**INJUNCTION AGAINST WORKPLACE HARASSMENT:** This Injunction may be filed by an employer or owner of a business or operation for the benefit of an employee or the business against a single act or series of acts of harassment.

**2. OTHER PROTECTED PERSONS:** It is possible that you will be referred to Superior Court if your children are listed as protected persons in this order. Only a Superior Court Judge can decide child custody or parenting time in a separate action.

**3. ONE DEFENDANT:** You must list only one defendant per petition. A separate petition must be filed for each defendant. **A copy of your petition and the order will be given to the Defendant and may be used in future judicial proceedings.**

**4. SERVICE AND EFFECT:** This protective order is valid for one year from the date it is served on the Defendant and is enforceable by law enforcement in any state or tribal nation in the United States. There is no fee for law enforcement service of an Order of Protection or Injunction Against Harassment involving a dating relationship. There is a fee to serve an Injunction Against Harassment not involving a dating relationship or an Injunction Against Workplace Harassment. The court will instruct you on how service can be made. The cost to serve injunctions varies depending on mileage and number of attempts. If you cannot afford to hire a process server, you can ask the judge to defer or waive the fee.

**5. PROTECTIVE ORDER HEARING:** If the Defendant disagrees with this protective order, he/she has the right to request a hearing, which will be held within 5 to 10 business days after a written request has been filed in the court that issued this order. If you do not appear at the hearing, your Order may be quashed (dismissed); therefore, you must notify the court of any change in your contact information to assure you are notified of any hearing dates and times.

**6. MODIFYING OR QUASHING (DISMISSING) THIS PROTECTIVE ORDER:** Only a judge can modify or quash (dismiss) this protective order. If you file an action for maternity, paternity, annulment, legal separation, or dissolution against the Defendant, advise this court at once. **Nothing you do can stop, change, or undo this protective order without the Court's written approval.**

**7. PLAINTIFF CONTACT:** Even if you initiate contact, the Defendant could be arrested for violating this protective order. **If the Defendant does not want you to contact him/her, the Defendant has the right to request a protective order against you.**

**8. LAW ENFORCEMENT STANDBY:** If you or the Defendant needs to get personal belongings from the other, you may request standby from the judge. Standby allows you or the Defendant to return once with a law enforcement officer to obtain necessary personal belongings from the residence. Neither law enforcement nor this protective order can resolve conflicts over property, title, furniture, finances, real estate, or other ownership issues.

**9. FIREARMS:** You may request that the judge order the Defendant not to possess, receive, or purchase firearms or ammunition.

**10. COUNSELING:** If requested, counseling for the Defendant can only be ordered at a hearing at which you and the Defendant must appear.

**11. PUBLIC ACCESS:** Only the information contained in the served protective order, not the petition, will be entered into the state computer system and will be made public on the internet. See next page to keep your address(es) private.

Case No. \_\_\_\_\_

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**PRINT ALL INFORMATION ON THIS FORM AND ON THE PETITION.**

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Your Address

(\_\_\_\_\_) \_\_\_\_\_  
Your Daytime Telephone Number

\_\_\_\_\_  
City, State, ZIP

You may request that the Court keep your address confidential if the Defendant does not know where you live or work. If checked, the following addresses will be restricted and will not appear on the petition served on the Defendant:

- Restrict home address       Restrict work address       Restrict other address  
 Restrict school address

Your relationship to the defendant is: (Choose only the FIRST category that applies to your relationship to the defendant.)

- married now or in the past  
 live together now or lived together in the past  
 parent of a child in common  
 one party is pregnant by the other  
 relative (parent, in-law, brother, sister, or grandparent)  
 romantic or sexual relationship (current or previous)  
 dating but not a romantic or sexual relationship  
 other

\_\_\_\_\_  
Defendant's Name

\_\_\_\_\_  
Defendant's Address

(\_\_\_\_\_) \_\_\_\_\_  
Defendant's Daytime Telephone Number

\_\_\_\_\_  
City, State, ZIP

**DEFENDANT IDENTIFIERS**

Please provide all information below to the best of your knowledge. If you do not know the Defendant's date of birth, an estimated date of birth is acceptable. Please indicate the date of birth is an estimate by checking the "Est." box below.

SEX	RACE	DOB	Est. <input type="checkbox"/>	HT	WT
EYES	HAIR	SOC SEC NUMBER			
DRIVER'S LICENSE #		STATE	EXP DATE		

**ANIMALS and ORDERS OF PROTECTION** – If you are requesting an Order of Protection to protect yourself, you may also ask the court to grant you the custody, care, and control of any animal owned by you, the defendant, or a minor child living in your household if you believe that the defendant is a danger to the animals. (A.R.S. § 13-3602(G)(7)) If you are asking the court to include animals on an Order of Protection, please write your request on Line 9 of the Petition.

_____ <b>Plaintiff / Plaintiff Employer</b> (Work Injunction ONLY) Birth Date: _____ _____ Agent's Name (Work Injunction ONLY)	_____ <b>Defendant</b> _____ Address _____ City, State, Zip Code, Phone	Case No. _____ <p style="text-align: center;"><b>This is not a court order</b></p> PETITION for <input type="checkbox"/> Order of Protection <input type="checkbox"/> Injunction Against Harassment <input type="checkbox"/> Workplace Injunction
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**DIRECTIONS: Please read the Plaintiff's Guide Sheet before filling out this form.**

1. Defendant/Plaintiff Relationship:  Married now or in the past  Live together now or lived together in the past  
 Child in common  One of us pregnant by the other  Related (Parent, In-law, Brother, Sister or Grandparent)  Romantic or sexual relationship (current or previous)  Dating but not a romantic or sexual relationship  
 Other: \_\_\_\_\_

2.  If checked, there is a pending action involving maternity, paternity, annulment, legal separation, dissolution, custody, parenting time or support in \_\_\_\_\_ Superior Court, Case #: \_\_\_\_\_  
 (COUNTY)

3. Have you or the Defendant been charged or arrested for domestic violence OR requested a Protective Order?  
 Yes  No  Not sure  
 If yes or not sure, explain: \_\_\_\_\_

4. I need a Court Order because: (PRINT both the dates and a brief description of what happened):

Tell the judge what happened and why you need this order. A copy of this petition is provided to the defendant  
 Date \_\_\_\_\_ when the order is served. (Do not write on back or in the margin. Attach additional paper if necessary)


5. The following persons should also be on this Order. As stated in number 4, the Defendant is a danger to them:

\_\_\_\_\_ ( / / ) \_\_\_\_\_ ( / / )  
 Birth Date Birth Date  
 \_\_\_\_\_ ( / / ) \_\_\_\_\_ ( / / )  
 Birth Date Birth Date

6. Defendant should be ordered to stay away from these locations, at all times, even when I am not present:

- Home \_\_\_\_\_
- Work \_\_\_\_\_
- School/Others \_\_\_\_\_

Case No. \_\_\_\_\_

- 7.  If checked, because of the risk of harm, order the defendant NOT to possess firearms or ammunition.
- 8.  If checked, order the Defendant to participate in domestic violence counseling or other counseling. This can be ordered only after a hearing of which Defendant had notice and an opportunity to participate.

9. Other: \_\_\_\_\_

Under penalty of perjury, I swear or affirm the above statements are true to the best of my knowledge, and I request an Order / Injunction granting relief as allowed by law.

\_\_\_\_\_  
Plaintiff

Attest: \_\_\_\_\_ / / \_\_\_\_\_  
Judicial Officer/ Clerk / Notary Date

Instructions to Complete the Service of Process Information Form

INFORMATION ABOUT THE DEFENDANT

The DEFENDANT is the person from whom you are seeking protections. (You are the Plaintiff)

Your protective order must be served on the DEFENDANT by law enforcement or a process server to be in effect. After service, the order is enforceable by law enforcement.

You can help get your protective order served by giving more information about the DEFENDANT on the Service of Process Information Form. This will help law enforcement or a process server find the DEFENDANT and serve the order. The information you provide on the Service of Process Information form is confidential.

When you are ready to have your order served, please give the Service of Process Information Form to law enforcement or process server, along with a copy of the petition, the protective order, the Defendant's Guide Sheet, and the Declaration of Service. The court should provide you with copies of all these forms before you leave the courthouse.

**DO NOT SERVE THIS FORM ON THE DEFENDANT. DESTROY WHEN SERVED.**

Notice: This form will be used by the agency that will serve your court documents. Be accurate and complete when filling out this form. Without this information, your documents may not get served.  
**THIS FORM IS CONFIDENTIAL AND WILL NOT BE GIVEN TO THE DEFENDANT.**

_____	M- 0757-CV _____	<b>SERVICE OF PROCESS INFORMATION FORM</b>
Plaintiff (Your name/Su Nombre)	Case No.	
_____	_____	
Defendant	Date Issued	
CONFIDENTIAL	CONFIDENTIAL	CONFIDENTIAL

Your Name (Su Nombre): \_\_\_\_\_  
Your home address/city/state/zip: \_\_\_\_\_  
(Dirección/Ciudad/Estado/Código Postal)  
Safe phone number for you: \_\_\_\_\_ Other safe phone number for you: \_\_\_\_\_  
(Número de Teléfono Seguro) (Otro número de teléfono seguro)

**DEFENDANT'S INFORMATION (PERSON YOU WANT SERVED)**

Does the defendant need an interpreter?  Yes  No Language: \_\_\_\_\_  
Is the defendant currently living with you?  Yes  No  
Defendant's Name (Nombre): \_\_\_\_\_  
Defendant's home address/city/state/zip: \_\_\_\_\_  
Apartment Name: \_\_\_\_\_  
Company work name/address/city/state/zip: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Work Hours: \_\_\_\_\_ Normal days off: \_\_\_\_\_  
Best Time at Home: \_\_\_\_\_ Best Time at Work: \_\_\_\_\_  
Other Places Defendant goes; day or times most likely to be there: \_\_\_\_\_

Vehicle year/make/color: \_\_\_\_\_ License plate and state: \_\_\_\_\_  
Vehículo Año/Modelo/Color  
Distinguishing features/scars/tattoos/marks: \_\_\_\_\_  
Características distintivas, tatuajes, marcas  
Is Defendant:  Violent toward police  Drug User  Heavy Drinker  Mentally Ill  On Probation/Parole  
Does Defendant:  Carry a gun or a knife  Have a gun or a knife  
Location of weapons now: \_\_\_\_\_