

## 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. However, orders are not automatically granted upon request. Legal requirements must be met.**

**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 of which the defendant had notice and an opportunity to participate.

**11. PUBLIC ACCESS:** To comply with federal law, no identifying information about you will be published on the Judicial Branch website ([www.azcourts.gov](http://www.azcourts.gov)).

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

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

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

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

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

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

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

\_\_\_\_\_  
Date of Birth

E-mail address (if available) \_\_\_\_\_

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  work address  other address  school address

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

- |  |   |
|--|---|
| <input type="checkbox"/> married now or in the past                      | <input type="checkbox"/> relative (parent, in-law, brother, sister, or grandparent) |
| <input type="checkbox"/> live together now or lived together in the past | <input type="checkbox"/> romantic or sexual relationship (current or previous)      |
| <input type="checkbox"/> parent of a child in common                     | <input type="checkbox"/> dating but not a romantic or sexual relationship           |
| <input type="checkbox"/> one party is pregnant by the other              | <input type="checkbox"/> 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.	HT	WT
			<input type="checkbox"/>		
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.

NCIC#/DPS#

		Case No. _____
<b>Plaintiff / Plaintiff Employer</b> (Work Injunction ONLY) Birth Date: _____	<b>Defendant</b> _____	<div style="border: 1px solid black; padding: 5px; background-color: black; color: white; width: fit-content; margin: 0 auto;"><b>This is not a court order.</b></div>
	Address _____	<b>PETITION for</b>
Agent's Name (Work Injunction ONLY)	City, State, Zip Code, Phone _____	<input type="checkbox"/> <b>Order of Protection</b> <input type="checkbox"/> <b>Injunction Against Harassment</b> <input type="checkbox"/> <b>Workplace Injunction</b>

**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 date(s) 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(s) when the order is served. (Do not write on the back or in the margin. Attach additional paper if necessary.)


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

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 \_\_\_\_\_

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

## **INFORMATION ABOUT THE DEFENDANT**

The DEFENDANT is the person from whom you are seeking protection. (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 in the Service of Process INFORMATION Form. This will help law enforcement or a process server find the DEFENDANT and serve your 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 a 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.

## **INFORMACIÓN ACERCA DEL DEMANDADO**

El DEMANDADO es la persona de la cual usted está tratando de obtener protección. (Usted es el demandante.)

Es necesario que autoridades del orden público o un notificador tramiten la notificación de su orden de protección al DEMANDADO para que ésta esté en vigor. Después de la tramitación de la notificación de su orden de protección, autoridades del orden público pueden hacer cumplir la orden.

Usted puede ayudar a que se haga la tramitación de la notificación de su orden de protección suministrando más información acerca del DEMANDADO en el formulario de Información para practicar la notificación de actos procesales. Esto ayudará a las autoridades del orden público o al notificador a encontrar al DEMANDADO y tramitar la notificación de su orden. La información que usted suministre en el formulario de Información para practicar la notificación de actos procesales es confidencial.

Cuando esté listo para que se practique la notificación de su orden, por favor entregue el formulario de Información para practicar la notificación de actos procesales a la autoridad del orden público o a un notificador, junto con una copia de la petición, la orden de protección, la Hoja informativa para el demandado, y la Declaración de notificación. El tribunal deberá suministrarle copias de todos estos formularios antes de que usted salga de la sede del tribunal.

**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.**

**(NO ENTREGUE ESTE FORMULARIO AL DEMANDADO. DESTRÚYALO UNA VEZ QUE HAYA TRAMITADO LA NOTIFICACIÓN.)**

**(Aviso: La agencia que tramitará la notificación de sus documentos judiciales usará este formulario. Use información correcta y completa cuando llene este formulario. Sin esta información, podría no tramitarse la notificación de sus documentos.)**

**(ESTE FORMULARIO ES CONFIDENCIAL Y NO SE ENTREGARÁ AL DEMANDADO.)**

Plaintiff ( <i>Demandante</i> ) (Your Name/( <i>Su Nombre</i> )) vs.	Case No. / ( <i>Caso núm.</i> )	<b>SERVICE OF PROCESS INFORMATION FORM</b> <i>(FORMULARIO DE INFORMACIÓN PARA PRACTICAR LA NOTIFICACIÓN DE ACTOS PROCESALES)</i>
Defendant / ( <i>Demandado</i> )	Date Issued / ( <i>Fecha de expedición</i> )	

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: \_\_\_\_\_  
(*Numero de Teléfono Seguro*) (Otro Numero de Teléfono)

**DEFENDANT INFORMATION (Person you want served)**

**(INFORMACIÓN ACERCA DEL DEMANDADO (Persona a la que usted quiere que se le notifique))**

Does the defendant need an interpreter? [ ] Yes [ ] No Language \_\_\_\_\_  
(¿Necesita el demandado los servicios de un intérprete? Sí No Idioma)

Is the defendant currently living with you? [ ] Yes [ ] No  
(¿Vive el demandado con usted actualmente? Sí No)

Defendant's name: \_\_\_\_\_  
(Nombre del demandado.)

Defendant's home address/city/state/zip: \_\_\_\_\_  
(Domicilio/ciudad/estado/código postal del demandado)

Apartment name: \_\_\_\_\_  
(Nombre del apartamento.)

Company/work name/address/city/state/zip: \_\_\_\_\_  
(Empresa/nombre del lugar donde trabaja/domicilio/ciudad/estado/código postal.)

Work phone: \_\_\_\_\_ Work hours: \_\_\_\_\_ Normal days off: \_\_\_\_\_  
(Núm. de teléf. del trabajo:) (Horas de trabajo:) (Días libres usuales:)

Best time at home: \_\_\_\_\_ Best time at work: \_\_\_\_\_

(Mejor momento en casa:)

(Mejor momento en el trabajo:)

Other places Defendant goes; days or times most likely to be there (Otros lugares a donde el demandado va; días u horas en la que es más probable que esté ahí) \_\_\_\_\_

Vehicle year/make/color: \_\_\_\_\_ License plate and state: \_\_\_\_\_  
(Año de su vehículo / marca / color) (Matrícula (placa) del vehículo y estado:)

Distinguishing features/scars/tattoos/marks: \_\_\_\_\_  
(Características distintivas / cicatrices / tatuajes / marcas:)

Is Defendant:  violent toward police  drug user  heavy drinker  mentally ill  on probation/parole  
(¿Es/está el demandado: ? violento con la policía drogadicto bebedor empedernido enfermo mental en libertad condicional / en régimen probatorio)

Does Defendant:  carry a gun or a knife  have a gun or a knife  
(¿El demandado: ? lleva una pistola o cuchillo consigo tiene una pistola o cuchillo)

Location of weapons now \_\_\_\_\_  
(Lugar donde las armas están actualmente)