



CIVIL HARASSMENT RESTRAINING ORDER

Court Document required	A packet containing the following: CH-120 Notice of Hearing and Temporary Restraining Order CH-100 Request for Orders to Stop Harassment Any forms marked under # 12, Service Documents, on page 3 of the CH-120. Any other documents required by the court.
Purpose of Process	Notifies the restrained person of a hearing concerning various issues and restrains certain activities and conduct of the restrained person until the hearing.
Sheriff's Instructions	Use General Service Process Instruction Form
Time for Service	The papers in the packet must be served five day before the court date unless the time is modified by the court.
Manner of Service	Personal Service
Fee	The fee depends on the type of harassment. The protected person is entitled to a free service if the order is based on fear of sexual assault or stalking. If the order is not based on fear of sexual assault or stalking then the fee is \$30.00.
Proof of Service	If service is made, the original proof of service is sent to court and a copy is sent to the protected person who should file it with the police agency listed in the order. If service is not made, a not found/no service return is completed. The original proof of service is mailed to the court and a copy is mailed to the protected person along with the documents for service stating the reason for non-service.

Information Guide

A Civil Harassment Restraining Order is a court order that helps protect people from being harassed by another person. You can get a Civil Harassment Restraining order if you are worried about your safety because someone has stalked, harassed, sexually

assaulted or threatened you with violence. Civil Harassment Restraining Orders can be used to protect you from roommates, neighbors, or the general public. A Civil Harassment *Temporary* Restraining Order and Notice of Hearing are first issued by the court to notify the restrained person to appear at a hearing to determine whether a long-term injunction prohibiting certain activities should be issued. It also notifies the restrained person of certain activities and conduct they are restrained from until the court hearing. The Temporary Restraining Order must be personally served on the restrained person by someone 18 years of age or older and not protected by the orders or a Sheriff's Deputy. If the Temporary Restraining Order includes a removal order, the Sheriff's Deputy will immediately move the restrained person from the address and allow the restrained person to take only personal clothing and effects needed until the hearing.

The protected person should immediately deliver a copy of the Temporary Restraining Order to the police agency listed in the Temporary Restraining Order. After service, the proof of service should be filed with the police agency listed in the Temporary Restraining Order to update their system. The restrained person is subject to immediate arrest for violating the Temporary Restraining Order.

The Sheriff's Office accords a very high priority to restraining orders. After the restrained person is served, the Sheriff's Civil Division will mail a copy of the proof of service to the protected person and mail the original proof of service to the court the order was issued from. If service has not been made, the order will be returned to the protected person together with a copy of the certificate of not found/no service detailing the reasons for non-service and the original certificate will be sent to the court. If the restrained person appears to be evading service by the Sheriff's Office, the protected person may wish to consider using a friend or relative 18 years of age or older or hiring a registered process server to try to serve the restraining order. You **cannot** serve the order on the restrained person yourself.