

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN DIEGO**

**DOMESTIC VIOLENCE –  
RESTRAINING ORDER  
APPLICANT PACKET**



**FORMS INCLUDED IN THIS PACKET**

<b>FORMS INCLUDED IN THIS PACKET</b>	
Can a Domestic Violence Restraining Order Help Me?	Judicial Council Form #DV-500-INFO
Family Law General Self-Help Information	SDSC Form #D-280
Family Law Certificate of Assignment – Venue Declaration	SDSC Form #D-049
Request for Domestic Violence Restraining Order	Judicial Council Form #DV-100
Description of Abuse	Judicial Council Form #DV-101
Additional page to attach to Judicial Council form or other court paper	Judicial Council Form #MC-020
Temporary Restraining Order (CLETS-TRO)	Judicial Council Form #DV-110
Notice of Court Hearing	Judicial Council Form #DV-109
How to Ask for a New Hearing Date	Judicial Council Form #DV-115-INFO
Order for Removal from Residence (Domestic Violence – Elder/Dependent Abuse)	SDSC Form #D-072
Confidential Information for Law Enforcement	Judicial Council Form #CLETS-001
Request for Sheriff to Serve Court Papers	Judicial Council Form #SER-001

**What is a “domestic violence restraining order”?**

It is a court order that can help protect people who have been abused by someone they've had an intimate relationship with, are closely related to, or have lived with as more than just roommates.

**How can a restraining order help me?**

A judge can order the restrained person to:

- Not contact you, your children or relatives, or people you live with;
- Stay away from you, your children or relatives, or people you live with, your home, your job, etc.;
- Not have any firearms (guns, including "ghost guns"), firearm parts, ammunition, or body armor;
- Move out of a home that you live in;
- Obey child custody and visitation orders;
- Pay child support;
- Pay spousal support;
- Pay debt for property; and
- Give you control of property (examples: cell phone, car, home).

**Does this request cost money to file?**

No, filing this request with the court is free.

**How long can a restraining order last?**

If the judge makes a temporary order, it will last until your hearing date (court date). Your hearing is usually three weeks after you turn in your court papers. At your hearing, the judge will decide whether to grant you a long-term restraining order that can last up to five years.

**How soon can I get the order?**

If you decide to ask for a restraining order, you will need to complete court papers. Once you turn in your court papers, a judge will decide the same day or next business day on whether to grant you a temporary restraining order.

**How old must I be to ask for one?**

To ask for a restraining order on your own, you must be 12 years old or older. In some cases, the judge may ask that an adult (someone 18 years old or older), like a trusted relative, help you in your case.

**What if I don't have a green card?**

You can get a restraining order even if you are not a U.S. citizen. If you are worried about deportation, you may want to talk with an immigration lawyer.

**Can a restraining order protect my children?**

Yes, you can ask the judge to protect your children. If you are asking for a restraining order against someone you have children with, you can also ask the judge to make child custody and visitation orders. And if you think that the other parent might abduct (kidnap) your children, you can ask for orders to prevent kidnapping.

**Can I use a restraining order to get divorced or terminate a registered domestic partnership?**

No. These forms will not end your marriage or registered domestic partnership. You must file other forms to end your marriage or registered domestic partnership.



**Am I eligible?**

To qualify for a domestic violence restraining order, you must have a (1) required relationship and (2) show that the person you want a restraining order against has been abusive.

**Required relationship**

- Your spouse, ex-spouse, registered domestic partner, or ex-registered domestic partner;
- Someone you have a child with;
- Your parent, child, sibling, or grandparent (includes in-laws and step relationships);
- Someone you live with or used to live with (more than just roommates);

**Abuse**

Abuse can be spoken, written, or physical. It can be physical, sexual, or emotional. It includes threats to harm you or your family, stalking, harassment, destroying personal property, repeated contact, and disturbing the peace.

What does disturbing the peace mean?

It means to destroy someone's mental or emotional calm. Disturbing the peace includes coercive control. Coercive control means a number of acts that unreasonably limit the free will and individual rights of any person. Examples include:

- Isolating someone from their friends, relatives, or other support;
- Keeping them from food or basic needs;
- Controlling or keeping track of them, including their movements, contacts, actions, money, or access to services;
- Threats to immigration status;
- Making them do something that they don't want to do; and
- Controlling or interfering with someone's contraception (birth control, condoms); pregnancy or ability to become a parent; or access to health information.

**What if I don't qualify for a domestic violence restraining order?**

There are other kinds of restraining orders you can ask for. Here are some examples:

- Civil harassment order (can be used for neighbors, roommates, cousins, uncles, and aunts).
- Dependent adult or elder abuse restraining order (if you are at least 65 or a dependent adult).
- Gun violence restraining order (to prevent someone from hurting themselves or others with a firearm).

Note that all restraining orders include a firearms and ammunition restriction. A gun violence restraining order gives limited protection because it only restrains the person from having firearms and ammunition. To learn more about other kinds of restraining orders, go to <https://selfhelp.courts.ca.gov/restraining-orders>.

**How do I ask for a domestic violence restraining order?**

See form [DV-505-INFO](#), *How to Ask for a Domestic Violence Restraining Order*. The forms are available online at [www.courts.ca.gov/forms](http://www.courts.ca.gov/forms). If you want a paper copy, go to any California courthouse. You can also check with your county's law library.

**Will I have a court hearing (court date)?**

Yes. The court will give you a day and time to attend court. If you want to attend court remotely (by phone or videoconference), go to the court's website to find out how to attend remotely. To learn more about what to expect at your hearing, read form [DV-520-INFO](#), *Get Ready for Your Restraining Order Court Hearing*, or go to <https://selfhelp.courts.ca.gov/DV-restraining-order/prepare-court-date>.



### Do I need a lawyer to make this request?

No, but this type of request can be hard to get through on your own. Free help may be available at your local court's self-help center. (See below.)

### Where can I find a self-help center?

Find your local court's self-help center at [www.selfhelp.courts.ca.gov/find](http://www.selfhelp.courts.ca.gov/find). Self-help center staff will not act as your lawyer but may be able to give you information to help you decide what to do in your case, and help you with the forms.

### What if I need an interpreter?



If you decide to ask for a restraining order, you will need to talk to a judge. If you need an interpreter, use form [INT-300](#) to request an interpreter or ask the court clerk how you can request one.

### I have a disability. How can I get help?

You may use form [MC-410](#) to request assistance. Contact the disability or ADA coordinator at your local court for more information.

### Request for Accommodations



Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to [www.courts.ca.gov/forms.htm](http://www.courts.ca.gov/forms.htm) for *Disability Accommodation Request* (form [MC-410](#)). (Civil Code section 54.8.)

### Confidential Address Program

If you are a victim of domestic violence or live with a victim of domestic violence, there is a special program called Safe At Home that you can apply for. It is a free program that would help you keep your address private. To learn more about the program, go to <https://www.sos.ca.gov/registries/safe-home/>. Note that it may take several weeks to be approved.

### For more information on other steps of the process

- Form [DV-505-INFO](#), *How to Ask for a Domestic Violence Restraining Order*
- Form [DV-200-INFO](#), *What Is "Proof of Personal Service"?*
- Form [DV-520-INFO](#), *Get Ready For Your Restraining Order Court Hearing*
- Form [DV-530-INFO](#), *How to Enforce Your Restraining Order*

### Information about the court process is also available online

<https://selfhelp.courts.ca.gov/DV-restraining-order/process>.

### Where can I find other help?

The National Domestic Violence Hotline provides free and private safety tips. Help is available every day, 24 hours a day, and in over 100 languages. Visit online at [www.thehotline.org](http://www.thehotline.org) or call 1-800-799-7233; 1-800-787-3224 (TTY).



# SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

## FAMILY LAW SELF-HELP GENERAL INFORMATION

The information contained in this form is intended to provide self-help guidance on family law cases. San Diego City and County Public Libraries, as well as the San Diego Law Library, have computers with free Internet access available.

**STATE SELF-HELP RESOURCES.** The California Courts website, maintained by the Judicial Council of California, contains information about resources for self-help. Go to the California Courts Home page (<http://www.courts.ca.gov/home.htm>) and click on the category that best matches your needs from the "Self-Help" drop down menu. The primary categories for family law are: (1) Divorce or Separation (<http://www.courts.ca.gov/selfhelp-divorce.htm>); (2) Families & Children (<http://www.courts.ca.gov/selfhelp-family.htm>); and (3) Abuse & Harassment (<http://www.courts.ca.gov/selfhelp-abuse.htm>). Each category includes basic information with links to subcategories that include FAQs, step-by-step instructions for filing and serving the necessary documents, and links to the required forms with video instructions on how to complete each form. Click on the blue links of each category and subcategories that match your needs and follow the instructions. Parentage cases, also known as paternity cases, can be found as a subcategory under "Families & Children" (<http://www.courts.ca.gov/selfhelp-parentage.htm>).

**LOCAL SELF-HELP RESOURCES.** Visit the San Diego Superior Court's website at [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov). On the Home page, click on the "Family" category (drop down menu) for information about various case types and Self-Help Services within family law, including family law rules and forms.

**FAMILY LAW FACILITATORS (FLF).** Relying solely on information obtained from the Internet is not the only option. FLF provides hands-on help to any Self-Represented Litigant (SRL). FLF offices are located at every division of the court. They offer both one-on-one services and group workshops. The services are free but offered on a first-come, first-served basis. Click on the link to "Self-Help Services" in the "Family" drop down menu on the court's website for detailed information about FLF.

**REQUEST FOR ORDER (RFO).** An RFO is the process used to get most court orders both before and after a judgment has been entered in a case. The most common temporary orders requested are child custody and visitation, and child and spousal support. As in most family law matters, there are mandatory forms and procedures. Detailed information and instructions are on the California Courts website. Go to the Self-Help drop down menu and click on "Families & Children" (<http://www.courts.ca.gov/selfhelp-family.htm>). Follow the links to the subcategories that best match your needs.

**DOMESTIC VIOLENCE (DV).** Detailed information, forms, and step-by-step instructions can be found on the California Courts website. Click on the "Domestic Violence" subcategory under "Abuse & Harassment" (<http://www.courts.ca.gov/selfhelp-domesticviolence.htm>). Any person may also get free help at any Domestic Violence Restraining Order Clinic. Detailed information about the clinics can be found on the San Diego Superior Court's website at [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov) by clicking on "Domestic Violence" in the "Family" drop down menu.

### Domestic Violence Hotline (800) 799-SAFE (7233) / Domestic Violence Restraining Order Clinics listed below:

Downtown San Diego	Downtown San Diego	East County	North County	South County
Central Courthouse 1100 Union St. San Diego, CA 92101	Family Justice Center 1122 Broadway, Suite 200 San Diego, CA 92101 (619) 533-6000	El Cajon Courthouse 250 E. Main Street El Cajon, CA 92020	Vista Courthouse 325 S. Melrose Drive Vista, CA 92081	South Bay Courthouse 500 Third Avenue Chula Vista, CA 91911
Operated by San Diego Volunteer Lawyer Program (SDVLP) <a href="http://www.sdvlp.org">www.sdvlp.org</a>	<a href="http://www.sandiegofjc.org">www.sandiegofjc.org</a>	Operated by San Diego Volunteer Lawyer Program (SDVLP) <a href="http://www.sdvlp.org">www.sdvlp.org</a> & Center for Community Solutions <a href="http://www.ccssd.org">www.ccssd.org</a>	Operated by San Diego Volunteer Lawyer Program (SDVLP) <a href="http://www.sdvlp.org">www.sdvlp.org</a>	Operated by Legal Aid Society of San Diego <a href="http://www.lassd.org">www.lassd.org</a>

**ALTERNATIVE DISPUTE RESOLUTION (ADR).** Mediation, arbitration, collaborative family law, and the use of a privately compensated temporary judge are methods of ADR available to litigants in most family law cases. ADR is offered through private businesses at the parties' own cost. The court does not provide a list of these outside resources, nor does it endorse any private business.

**OTHER INFORMATIONAL FORMS.** The court's website has other local court forms which provide detailed information on topics not included in this form. Click on "Forms" in the "Family" drop down menu and find the forms listed in alphabetical order.

- Family Centered Case Resolution Process General Information (SDSC Form #D-080)
- Mandatory Settlement Conference General Information (SDSC Form #D-047)

**NOTE:** This form is intended to provide only general information. It is not legal advice, and should not be used as a substitute for legal advice from an attorney licensed by the State Bar of California. If you have any questions about your legal rights, you should talk to an attorney. Also, the San Diego Superior Court does not control or maintain the websites on this form and cannot be responsible for the accuracy of the information or content they contain. In addition, the content of a website may change, and the court would not necessarily be aware of the change. When you access one of these websites, you are subject to the terms of use and privacy policies of that website.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):   TELEPHONE NO.: _____ FAX NO. (Optional): _____ EMAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO</b> <input type="checkbox"/> CENTRAL DIVISION, CENTRAL COURTHOUSE, 1100 UNION ST., SAN DIEGO, CA 92101 <input type="checkbox"/> EAST COUNTY DIVISION, 250 E. MAIN ST., EL CAJON, CA 92020 <input type="checkbox"/> NORTH COUNTY DIVISION, 325 S. MELROSE DR., VISTA, CA 92081 <input type="checkbox"/> SOUTH COUNTY DIVISION, 500 3RD AVE., CHULA VISTA, CA 91910	
PETITIONER(S)	
RESPONDENT(S)	
OTHER	
<b>FAMILY LAW CERTIFICATE OF ASSIGNMENT-VENUE DECLARATION</b>	CASE NUMBER

**INSTRUCTIONS:** In order for the court to assign your case to the proper court location, this venue declaration is required when an individual files a new family law case, including domestic violence cases. For active cases with the Family Support Division (FSD), filed by the Department of Child Support Services, this venue declaration must be submitted with the first papers filed by a party requesting custody or visitation orders after both parents have become parties to the FSD case, or when a party files a request for domestic violence restraining orders.

**SANCTIONS:** Notice is hereby given that knowingly or purposefully filing a case in the improper venue is good cause for imposing monetary sanctions.

I (*type or print name*), \_\_\_\_\_, declare that this action is filed in the proper venue within the County of San Diego based on the type of case and the applicable residential Zip Code in accordance with the Code of Civil Procedure §§ 395(a), 402, the California Rules of Court, and the San Diego Superior Court Rules.

(Check one)

- Petitioner resides in the County of San Diego within Zip Code \_\_\_\_\_
- Respondent resides in the County of San Diego within Zip Code \_\_\_\_\_
- In the FSD case, the party requesting custody, visitation, or domestic violence restraining orders resides in the County of San Diego within Zip Code \_\_\_\_\_
- In the FSD case, the other parent resides in the County of San Diego within Zip Code \_\_\_\_\_
- Other (*specify—include type of case and venue statute*) \_\_\_\_\_

The Zip Code stated above is within the filing boundaries of the family court location marked below, according to the Zip Code List of the San Diego Superior Court (SDSC Form #ADM-254).

(Check one)

- Central Division (1100 Union St., San Diego, CA 92101)
- East County Division (250 E. Main St., El Cajon, CA 92020)
- North County Division (325 S. Melrose Dr., Vista, CA 92081)
- South County Division (500 3rd Ave., Chula Vista, CA 91910)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party or Attorney

Clerk stamps date here when form is filed.

Instructions

To ask for a domestic violence restraining order, you will need to complete this form and other forms (see page 13 for list of forms). If this case includes sensitive information about a minor child (under 18 years old), see form DV-160-INFO, Privacy Protection for a Minor (Person Under 18 Years Old), for more information on how to protect the child's information.

Fill in court name and street address:

- Superior Court of California, County of San Diego
CENTRAL DIVISION, CENTRAL COURTHOUSE, 1100 UNION ST., SAN DIEGO, CA 92101
EAST COUNTY DIVISION, 250 E. MAIN ST., EL CAJON, CA 92020
NORTH COUNTY DIVISION, 325 S. MELROSE DR., VISTA, CA 92081
SOUTH COUNTY DIVISION, 500 3RD AVE., CHULA VISTA, CA 91910

Court fills in case number when form is filed.

Case Number: [ ]

1 Person Asking for Protection

a. Your name: [ ]

b. Your age: [ ]

c. Address where you can receive court papers

(This address will be used by the court and by the person in 2 to send you official court dates, orders, and papers. For privacy, you may use another address like a post office box, a Safe at Home address, or another person's address, if you have their permission and can get your mail regularly. If you have a lawyer, give their information.)

Address: [ ]
City: [ ] State: [ ] Zip: [ ]

d. Your contact information (optional)

(The court could use this information to contact you. If you don't want the person in 2 to have this information, leave it blank or provide a safe phone number or email address. If you have a lawyer, give their information.)

Telephone: [ ] Fax: [ ]
Email Address: [ ]

e. Your lawyer's information (if you have one)

Name: [ ] State Bar No.: [ ]
Firm Name: [ ]

2 Person You Want Protection From

a. Full name: [ ]

b. Age (give estimate if you do not know exact age): [ ]

c. Date of birth (if known): [ ]

d. Gender: [ ] M [ ] F [ ] Nonbinary

e. Race: [ ]

This is not a Court Order.



**3 Your Relationship to the Person in 2**

(If you do not have one of these relationships with the person in 2, do not complete the rest of this form. You may be eligible for another type of restraining order. Learn more at <https://selfhelp.courts.ca.gov/restraining-orders>.)

*(Check all that apply)*

- a.  We have a child or children together (*names of children*): \_\_\_\_\_
- b.  We are married or registered domestic partners.
- c.  We used to be married or registered domestic partners.
- d.  We are dating or used to date.
- e.  We are or used to be engaged to be married.
- f.  We are related. The person in 2 is my (*check all that apply*):
- |   |   |
|---|---|
| <input type="checkbox"/> Parent, stepparent, or parent-in-law       | <input type="checkbox"/> Brother, sister, sibling, stepsibling, or sibling in-law |
| <input type="checkbox"/> Child, stepchild, or legally adopted child | <input type="checkbox"/> Grandparent, step-grandparent, or grandparent-in-law     |
| <input type="checkbox"/> Child's spouse                             | <input type="checkbox"/> Grandchild, step-grandchild, or grandchild-in-law        |
- g.  We live together or used to live together. (*If checked, answer question below*):  
 Have you lived together with the person in 2 as a family or household (more than just roommates)?  
 Yes  No (If no, you do not qualify for this kind of restraining order unless you checked one of the other relationships listed above.)

**4 Other Restraining Orders and Court Cases**

- a. Are there any restraining orders currently in place or that have expired in the last six months (examples: Did the police give you a restraining order that lasts a few days? Do you have one from the criminal court?)
- No
- Yes (*If yes, give information below and attach a copy if you have one.*)
- (1) (*date of order*): \_\_\_\_\_ (*date it expires*): \_\_\_\_\_
- (2) (*date of order*): \_\_\_\_\_ (*date it expires*): \_\_\_\_\_
- b. Are you involved in any other court case with the person in 2?
- No
- Yes (*If you know, list where the case was filed (city, state, or tribe), the year it was filed, and case number.*)
- Custody \_\_\_\_\_
- Divorce \_\_\_\_\_
- Juvenile (*child welfare or juvenile justice*): \_\_\_\_\_
- Guardianship \_\_\_\_\_
- Criminal \_\_\_\_\_
- Other (*what kind of case?*): \_\_\_\_\_

**This is not a Court Order.**





**Describe Abuse**

In this section, explain how the person in (2) has been abusive. The judge will use this information to decide your request. Listed below are some examples of what “abuse” means under the law. **It is not a complete list** of all examples of abuse. Give information on any incident that you believe was abusive.

- made repeated unwanted contact with you
- tracked, controlled, or blocked your movements
- kept you from getting food or basic needs
- isolated you from friends, family, or other support
- made threats based on actual or suspected immigration status
- made you do something by force, threat, or intimidation
- stopped you from accessing or earning money
- tried to control/interfere with your contraception, birth control, pregnancy, or access to health information
- harassed you
- hit, kicked, pushed, or bit you
- injured you or tried to
- threatened to hurt or kill you
- sexually abused you
- abused a pet or animal
- destroyed your property
- choked or strangled you
- abused your children

**5 Most Recent Abuse**

- a. Date of abuse (*give an estimate if you don't know the exact date*): \_\_\_\_\_
- b. Did anyone else hear or see what happened on this day?  
 I don't know  No  Yes (*If yes, give names*): \_\_\_\_\_
- c. Did the person in (2) use or threaten to use a gun or other weapon?  
 No  Yes (*If yes, describe gun or weapon*): \_\_\_\_\_
- d. Did the person in (2) cause you any emotional or physical harm?  
 No  Yes (*If yes, describe harm*): \_\_\_\_\_  
 \_\_\_\_\_
- e. Did the police come?  I don't know  No  Yes (*If the police gave you a restraining order, list it in (4).*)
- f. Give more details about how the person in (2) was abusive on this day. Details can include what was said, done, or sent to you (examples: text messages, emails, or pictures), how often something happened, etc.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- g. How often has the person in (2) abused you like this?  
 Just this once  2–5 times  Weekly  Other: \_\_\_\_\_  
 Give dates or estimates of when it happened, if known:  
 \_\_\_\_\_  
 \_\_\_\_\_

**This is not a Court Order.**

**6** Has the person in **2** abused you in a different way from the abuse you described in **5**?  
If yes, describe below.

a. Date of abuse (give an estimate if you don't know the exact date): \_\_\_\_\_

b. Did anyone else hear or see what happened on this day?  
 I don't know  No  Yes (If yes, give names): \_\_\_\_\_

c. Did the person in **2** use or threaten to use a gun or other weapon?  
 No  Yes (If yes, describe gun or weapon): \_\_\_\_\_

d. Did the person in **2** cause you any emotional or physical harm?  
 No  Yes (If yes, describe harm):  
\_\_\_\_\_  
\_\_\_\_\_

e. Did the police come?  I don't know  No  Yes (If the police gave you a restraining order, list it in **4**.)

f. Give more details about how the person in **2** was abusive on this day. Details can include what was said, done, or sent to you (examples: text messages, emails, or pictures), how often something happened, etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g. How often has the person in **2** abused you like this?  
 Just this once  2-5 times  Weekly  Other: \_\_\_\_\_  
Give dates or estimates of when it happened, if known:  
\_\_\_\_\_  
\_\_\_\_\_

**This is not a Court Order.**

**7 Is there other abuse by the person in 2 that you want the judge to know about? If yes, describe below.**

a. Date of abuse (give an estimate if you don't know the exact date): \_\_\_\_\_

b. Did anyone else hear or see what happened on this day?  
 I don't know  No  Yes (If yes, give names): \_\_\_\_\_

c. Did the person in 2 use or threaten to use a gun or other weapon?  
 No  Yes (If yes, describe gun or weapon): \_\_\_\_\_

d. Did the person in 2 cause you any emotional or physical harm?  
 No  Yes (If yes, describe harm):  
\_\_\_\_\_  
\_\_\_\_\_

e. Did the police come?  I don't know  No  Yes (If the police gave you a restraining order, list it in 4.)

f. Give more details about how the person in 2 was abusive on this day. Details can include what was said, done, or sent to you (examples: text messages, emails, or pictures), how often something happened, etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g. How often has the person in 2 abused you like this?  
 Just this once  2-5 times  Weekly  Other: \_\_\_\_\_  
Give dates or estimates of when it happened, if known:  
\_\_\_\_\_  
\_\_\_\_\_

Check this box if you need more space to describe the abuse. You can use form DV-101, Description of Abuse, and turn it in with this form. You can also use a separate sheet of paper, write "Describe Abuse" abuse at the top, and turn it in with this form.

**This is not a Court Order.**

**8 Other Protected People**

Do you want the restraining order to protect your children, family, or someone you live with?

- a.  No
- b.  Yes *(If yes, complete the section below):*

<u>(1) Full name</u>	<u>Age</u>	<u>Relationship to you</u>	<u>Lives with you?</u>
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Check this box if you need to list more people. Use a separate piece of paper and write "DV-100, Other Protected People" at the top. Turn it in with this form.

(2) Why do these people need protection?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9 Does person in (2) have firearms (guns), firearm parts, or ammunition?**

(A firearm includes a handgun, rifle, shotgun, and assault weapon. A firearm part means a receiver or frame or any item that may be used as or easily turned into a receiver or frame. Ammunition includes bullets, shells, cartridges, and clips.)

- a.  I don't know
- b.  No
- c.  Yes *(If you have information, complete the section below.)*

<u>Describe Firearms (Guns), Firearm Parts, or Ammunition</u>	<u>Number or Amount</u>	<u>Location, if known</u>
---	-------------------------	---------------------------

(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____
(4) _____	_____	_____
(5) _____	_____	_____
(6) _____	_____	_____

**This is not a Court Order.**



### Choose the Orders That You Want a Judge to Make

In this section, you will choose the orders you want a judge to make now. Every situation is different.  
Choose the orders that fit your situation.

Check all the orders that you want a judge to make (order).

**10**  **Order to Not Abuse**

I ask the judge to order the person in **(2)** to not do the following things to me or anyone listed in **(8)**:

Harass, attack, strike, threaten, assault (sexually or otherwise), hit, follow, stalk, molest, destroy personal property, keep under surveillance, impersonate (on the internet, electronically, or otherwise), block movements, annoy by phone or other electronic means (including repeatedly contact), or disturb the peace. (For more information on what “disturbing the peace” means, read form [DV-500-INFO](#), *Can A Domestic Violence Restraining Order Help Me?*)

**11**  **No-Contact Order**

I ask the judge to order the person in **(2)** to not contact me or anyone listed in **(8)**.

**12**  **Stay-Away Order**

a. I ask the judge to order the person in **(2)** to stay away from *(check all that apply)*:

- |   |  |
|---|--|
| <input type="checkbox"/> Me.                  | <input type="checkbox"/> My school.                            |
| <input type="checkbox"/> My home.             | <input type="checkbox"/> Each person in <b>(8)</b> .           |
| <input type="checkbox"/> My job or workplace. | <input type="checkbox"/> My children’s school or childcare.    |
| <input type="checkbox"/> My vehicle.          | <input type="checkbox"/> Other <i>(please explain)</i> : _____ |

b. How far do you want the person to stay away from all the places you checked above?

- 100 yards (300 feet)     Other *(give distance in yards)*: \_\_\_\_\_

c. Do you and the person in **(2)** live together or live close to each other?

- No     Yes *(If yes, check one)*:
- Live together *(If you live together, you can ask that the person in **(2)** move out in **(13)** .)*
- Live in the same building, but not in the same home
- Live in the same neighborhood
- Other *(please explain)*: \_\_\_\_\_

d. Do you and the person in **(2)** have the same workplace or go to the same school?

- No     Yes *(If yes, check all that apply)*:
- Work together at *(name of company)*: \_\_\_\_\_
- Go to the same school *(name of school)*: \_\_\_\_\_
- Other *(please explain)*: \_\_\_\_\_

**This is not a Court Order.**



**13**  **Order to Move Out**

a. I ask the judge to order the person in **(2)** to move out of the home, located at:  
(Give address): \_\_\_\_\_

b. I have a right to live at this address because:

(Check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> I own the home.                            | <input type="checkbox"/> I have lived at this address for _____ years, _____ months. |
| <input type="checkbox"/> My name is on the lease.                   | <input type="checkbox"/> I pay for some or all the rent or mortgage.                 |
| <input type="checkbox"/> I live at this address with my child(ren). | <input type="checkbox"/> Other (please explain): _____                               |

**14**  **Other Orders**

(Describe any additional orders you want the judge to make to keep you, your children, or the people in **(8)** safe):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**15**  **Child Custody and Visitation**

(Check this box if you have a child with the person in **(2)** and want the judge to make or change a child custody or visitation order. **You must fill out form DV-105, Request for Child Custody and Visitation Orders, and attach it to this form.**)

Orders that you can request on form DV-105 include:

- Child custody
- Stop person in **(2)** from accessing your child's school or medical information
- No visits with your children
- Virtual visits with your children
- Supervised (monitored) visits with your children
- Unsupervised (unmonitored) visits with your children

**This is not a Court Order.**



**16**  **Protect Animals**

a. (You may ask the court to protect your animals, your children’s animals, or the person in ②’s animals.)

Name (or other way to ID animal)	Type of animal	Breed (if known)	Color
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____
(4) _____	_____	_____	_____

b. I ask the judge to protect the animals listed above by ordering the person in ② to:

(Check all that apply)

- (1)  Stay away from the animals by at least:  100 yards (300 feet)     Other (number of yards): \_\_\_\_\_
- (2)  **Not** take, sell, hide, molest, attack, strike, threaten, harm, get rid of, transfer, or borrow against the animals.
- (3)  Give me sole possession, care, and control of the animals because (check all that apply):
  - Person in ② abuses the animals.     I take care of these animals.
  - I purchased these animals.     Other (please explain): \_\_\_\_\_

**17**  **Control of Property**

a. I ask the judge to give **only me** temporary use, possession, and control of the property listed here (describe):

\_\_\_\_\_  
\_\_\_\_\_

b. Explain why you want control of the property you listed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**18**  **Health and Other Insurance**

I ask the judge to order the person in ② to **not** make any changes to any insurance or other coverage for me, the person in ②, or our children, including not being allowed to cancel, cash, borrow against, transfer, dispose of, or change the beneficiaries for the insurance.

**19**  **Record Communications**

I ask the judge to allow me to record calls or communications the person in ② makes to me, when those calls or communications violate this restraining order.

**This is not a Court Order.**



**20**  **Property Restraint** *(only if you are married or a registered domestic partner with the person in 2.)*

I ask the judge to order the person in 2 **not** to borrow against, sell, hide, or get rid of or destroy any possessions or property, except in the usual course of business or for necessities of life. I also ask the judge to order the person in 2 to notify me of any new or big expenses and to explain them to the court.

**21**  **Extend my deadline to give notice to person in 2**

(Usually, the judge will give you about two weeks to give notice, or to “serve” the person in 2 of your request. If you need more time to serve, the judge may be able to give you a few extra days.)

I ask the judge to give me more time to serve the person in 2 because *(explain why you need more time)*:

\_\_\_\_\_

**22**  **Pay Debts (Bills) Owed for Property**

(If you want the person in 2 to pay any debts owed for property, list them and explain why. The amount can be for the entire bill or only a portion. Some examples include rent, mortgage, car payment, etc.)

a. I ask the judge to order the person in 2 to make these payments while the restraining order is in effect:

- |                   |            |                  |                 |
|-------------------|------------|------------------|-----------------|
| (1) Pay to: _____ | For: _____ | Amount: \$ _____ | Due date: _____ |
| (2) Pay to: _____ | For: _____ | Amount: \$ _____ | Due date: _____ |
| (3) Pay to: _____ | For: _____ | Amount: \$ _____ | Due date: _____ |

Explain why you want the person in 2 to pay the debts listed above:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b. **Special decision (finding) by the judge if you did not agree to the debt** *(optional)*

(If you did not agree to the debt or debts listed above, you can ask the judge to decide (find) that one or more debts was made without your permission and resulted from the person in 2’s abuse. This may help you defend against the debt if you are sued in another case.)

Do you want the judge to make this special decision (finding)?

No  Yes *(If yes, answer the questions below.)*

(1) Which of the debts listed above resulted from the abuse? *(check all that apply)*:

a(1)  a(2)  a(3)

(2) Do you know how the person in 2 made the debt or debts?

No  Yes

*(If yes, explain how the person in 2 made the debt or debts):*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**This is not a Court Order.**





### Orders That You Want a Judge to Make at Your Court Date

Below is a list of orders that a judge cannot make right away but can make at your court date in a few weeks. The person in (2) must be notified of your court date before the judge can consider making any of the orders listed below. Check all the orders that you want the judge to make at your court date.

**(23)  Pay Expenses Caused by the Abuse**

I ask the judge to order the person in (2) to pay for things **caused directly** by the person in (2) (damaged property, medical care, counseling, temporary housing, etc.). Bring proof of these amounts to your court date.

Pay to: _____	For: _____	Amount: \$ _____
Pay to: _____	For: _____	Amount: \$ _____
Pay to: _____	For: _____	Amount: \$ _____
Pay to: _____	For: _____	Amount: \$ _____

**(24)  Child Support** *(this applies only if you have a minor child with the person in (2))*

*(Check all that apply)*

- I do not have a child support order and I want one.
- I have a child support order and I want it changed *(attach a copy if you have one)*.
- I now receive or have applied for TANF, Welfare, or CalWORKS.

**(25)  Spousal Support**

*(You must be married or a registered domestic partner with person in (2).)*

I ask the judge to order the person in (2) to give me financial assistance.

**(26)  Lawyer's Fees and Costs**

I ask that the person in (2) pay for some or all of my lawyer's fees and costs. (If you ask for fees and costs and the court grants your restraining order, the court must award you fees and costs if the respondent can afford to pay.)

**This is not a Court Order.**



**27**  **Batterer Intervention Program**

I ask the judge to order the person listed in (2) to go to a 52-week batterer intervention program. (The goal of this program is to stop abuse. There are weekly classes on accountability, abuse effects, and gender roles. If ordered, the person in (2) has to show the judge that they enrolled and completed the program.)

**28**  **Transfer of Wireless Phone Account**

(If the person in (2) holds the rights to your cell phone account, you can ask the judge to transfer your number or your child's number to you. This means you will be financially responsible for these accounts. If you want to have control over a mobile device, like a cell phone, make this request at (17).)

I ask the judge to order the wireless service provider to transfer the billing responsibility and rights to the wireless phone numbers listed below to me because the account currently belongs to the person in (2):

- a.  My number     Number of child in my care (including area code): \_\_\_\_\_
- b.  My number     Number of child in my care (including area code): \_\_\_\_\_
- c.  My number     Number of child in my care (including area code): \_\_\_\_\_
- d.  My number     Number of child in my care (including area code): \_\_\_\_\_

**Automatic Orders if the Judge Grants Restraining Order**

In this section are orders that the person in (2) would have to follow if the judge grants a restraining order.

**29** **No Firearms (Guns), Firearm Parts, or Ammunition**

- Cannot own, possess, or buy firearms (guns), firearm parts, and ammunition.
- Must turn in, sell, or store any firearms (guns), firearm parts, or ammunition that they have or control.

**30** **No Body Armor**

- Cannot own, possess, or buy body armor.
- Must relinquish any body armor in their possession.

**31** **Cannot Look for Protected People**

Cannot look for the address or location of any person protected by the restraining order, unless the court finds good cause not to make this order.

**This is not a Court Order.**



**32 Additional Pages**

If you used additional paper or forms, enter the number of extra pages attached to this form: \_\_\_\_\_

**33 Your Signature**

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Type or print your name*



\_\_\_\_\_  
*Sign your name*

**34 Your Lawyer's Signature** *(if you have one)*

Date: \_\_\_\_\_

\_\_\_\_\_  
*Lawyer's name*



\_\_\_\_\_  
*Lawyer's signature*

**Your Next Steps****1 You must complete at least three additional forms:**

- Form [DV-110](#), *Temporary Restraining Order (only items 1, 2 and 3)*
- Form [DV-109](#), *Notice of Court Hearing (only items 1 and 2)*
- Form [CLETS-001](#), *Confidential Information for Law Enforcement*
- **If you are asking for child custody and visitation orders**, you must complete form [DV-105](#), *Request for Child Custody and Visitation Orders*, and form [DV-140](#), *Child Custody and Visitation Order*.

**2** Turn in your completed forms to the court. Find out when your forms will be ready for you.

**3** Once you get your forms back from the court, have someone “serve” a copy of all forms on the person in **(2)**. The sheriff or marshal can do this for free. See form [SER-001](#), *Request for Sheriff to Serve Court Papers*. Learn more about service at <https://selfhelp.courts.ca.gov/sheriff-serves-your-request-restraining-order>.

**4** If you are asking for child support or spousal support you must also complete form [FL-150](#), *Income and Expense Declaration*. If you are only asking for child support, you may be eligible to fill out a simpler form, [FL-155](#). Read form [DV-570](#) to see if you are eligible. Turn in your completed form to the court before your court date. You must also have someone mail or personally deliver a copy to the person in **(2)**.

**This is not a Court Order.**

This form is attached to DV-100, *Request for Domestic Violence Restraining Order*.

① Name of person asking for protection: \_\_\_\_\_

② Name of person you want protection from: \_\_\_\_\_

③ Describe abuse to you or your children.

a. Date of abuse: \_\_\_\_\_

b. Who was there? \_\_\_\_\_  
\_\_\_\_\_

Describe how the person in ② abused you or your children:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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d. Describe any use or threatened use of guns or other weapons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Describe any injuries: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. Did the police or other law enforcement come?  No  Yes  
If yes, did they give you or the person in ② an Emergency Protective Order?  Yes  No  I don't know  
The Emergency Protective Order protects  You  The person in ②  
*Attach a copy of the Emergency Protective Order if you have one.*

**4 Describe abuse to you or your children.**

**Has the person in ② abused you (or your children) other times?**

a. Date of abuse: \_\_\_\_\_

b. Who was there? \_\_\_\_\_

c. Describe how the person in ② abused you or your children:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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d. Describe any use or threatened use of guns or other weapons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Describe any injuries: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. Did the police or other law enforcement come?  No  Yes

If yes, did they give you or the person in ② an Emergency Protective Order?  Yes  No  I don't know

The Emergency Protective Order protects  You  The person in ②

*Attach a copy of the Emergency Protective Order if you have one.*

**5 Describe abuse to you or your children.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check here if you need more space. Attach a sheet of paper and write "DV-101—Description of Abuse" for a title.

SHORT TITLE: _____	CASE NUMBER:
-----------------------	--------------

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
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- 22
- 23
- 24
- 25
- 26
- 27

*(Required for verified pleading)* The items on this page stated on information and belief are *(specify item numbers, **not** line numbers)*:

This page may be used with any Judicial Council form or any other paper filed with the court.

Page \_\_\_\_\_

Clerk stamps date here when form is filed.

Original Order  Amended Order

Instruction: The person asking for a restraining order must complete 1, 2, and 3 only. The court will complete the rest of this form.

1 Protected Person (name): \_\_\_\_\_

2 Restrained Person

\*Full Name: \_\_\_\_\_
\*Gender:  M  F  Nonbinary \*Race: \_\_\_\_\_
\*Age: \_\_\_\_\_ (estimate, if age unknown) Date of Birth: \_\_\_\_\_
Height: \_\_\_\_\_ Weight: \_\_\_\_\_
Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_
Relationship to person in 1: \_\_\_\_\_
Address of restrained person: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Firearms, firearm parts, or ammunition that restrained person may have:
(Include information from form DV-100, item 9)
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
(Information that has a star (\*) next to it is required to add this order into a California police database. Give all the information you know.)

Fill in court name and street address:

Superior Court of California, County of San Diego
 CENTRAL DIVISION, CENTRAL COURTHOUSE, 1100 UNION ST., SAN DIEGO, CA 92101
 EAST COUNTY DIVISION, 250 E. MAIN ST., EL CAJON, CA 92020
 NORTH COUNTY DIVISION, 325 S. MELROSE DR., VISTA, CA 92081
 SOUTH COUNTY DIVISION, 500 3RD AVE., CHULA VISTA, CA 91910

Court fills in case number when form is filed.

Case Number: \_\_\_\_\_

3 Other Protected People

In addition to the person named in 1, the people listed below are protected by the orders listed in 9 through 12.

Table with 3 columns: Full name, Relationship to person in 1, Age. Includes blank rows for entry.

Check here if you need to list more people. List them on a separate piece of paper, write "DV-110, Other Protected People" at the top, and attach it to this form.

(The court will complete the rest of this form)

4 Your Hearing Date (Court Date)



This order expires at the end of the hearing listed below:

Hearing Date: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.

This order must be enforced throughout the United States. See page 7.

This is a Court Order.



**To the Person in ②:** The judge has granted temporary orders. See ⑤ through ⑳. If you do not obey these orders, you can be charged with a crime, go to jail or prison, and/or pay a fine. It is a felony to take or hide a child in violation of this order.

**⑤ No Firearms (Guns), Firearm Parts, or Ammunition**

- a. You cannot own, possess, have, buy or try to buy, receive or try to receive, or in any other way get any prohibited item listed below in b.
- b. **Prohibited items are:**
  - (1) Firearms (guns);
  - (2) Firearm parts, meaning receivers, frames, and any item that may be used as or easily turned into a receiver or frame (see Penal Code section 16531); and
  - (3) Ammunition.
- c. Within 24 hours of receiving this order, you must sell to or store with a licensed gun dealer, or turn in to law enforcement, any prohibited items you have in your immediate possession or control.
- d. If law enforcement asks you for your prohibited items, you must turn them over immediately.
- e. Within 48 hours of receiving this order, you must file a receipt with the court that proves all prohibited items have been turned in, sold, or stored. (You may use form [DV-800/JV-270](#), *Receipt for Firearms, Firearm Parts, and Ammunition*.) If law enforcement served you with the restraining order, you must give a copy of the receipt to that law enforcement agency.

**⑥  Restrained person has prohibited items**

The court finds that you have the following prohibited items:

a. Firearms and/or firearm parts

Description <i>(include serial number, if known)</i>	Location, if known	Proof of compliance received by the court
(1) _____	_____	<input type="checkbox"/> (date): _____
(2) _____	_____	<input type="checkbox"/> (date): _____
(3) _____	_____	<input type="checkbox"/> (date): _____
(4) _____	_____	<input type="checkbox"/> (date): _____

b. Ammunition

Description	Amount, if known	Location, if known	Proof of compliance received by the court
(1) _____	_____	_____	<input type="checkbox"/> (date): _____
(2) _____	_____	_____	<input type="checkbox"/> (date): _____

**This is a Court Order.**





**7**  **Court Hearing to Review Firearms (Guns), Firearm Parts, and Ammunition Compliance**

In addition to the hearing listed on form DV-109, item **(3)**, you must attend the court hearing listed below to prove that you have properly turned in, sold, or stored all prohibited items (described in **(5)b**) you still have or own, including any items listed in **(6)**. If you do not attend the court hearing listed below, a judge may find that you have violated the restraining order and notify law enforcement and a prosecuting attorney of the violation.



Date: \_\_\_\_\_ Dept.: \_\_\_\_\_  
Time: \_\_\_\_\_ Room: \_\_\_\_\_  
\_\_\_\_\_

Name and address of court, if different than court address listed on page 1

**8** **No Body Armor**

You cannot own, possess, or buy body armor (defined in Penal Code section 16288). You must relinquish any body armor you have in your possession.

**9** **Cannot Look for Protected People**

You must not take any action to look for any person protected by this order, including their addresses or locations.

If checked, this order was **not granted** because the judge found good cause not to make the order.

**10** **Order to Not Abuse**     Not requested     Denied until the hearing     Granted as follows:

**You must not do the following things to the person in **(1)** and any person listed in **(3)**:**

- Harass, attack, strike, threaten, assault (sexually or otherwise), hit, follow, stalk, molest, destroy personal property, keep under surveillance, impersonate (on the internet, electronically, or otherwise), block movements, annoy by phone or other electronic means (including repeatedly contact), or disturb the peace.
- "Disturb the peace" means to destroy someone's mental or emotional calm. This can be done directly or indirectly, such as through someone else. This can also be done in any way, such as by phone, over text, or online. Disturbing the peace includes coercive control.
- "Coercive control" means a number of acts that unreasonably limit the free will and individual rights of any person protected by this restraining order. Examples include isolating them from friends, relatives, or other support; keeping them from food or basic needs; controlling or keeping track of them, including their movements, contacts, actions, money, or access to services; and making them do something by force, threat, or intimidation, including threats based on actual or suspected immigration status. Coercive control includes reproductive coercion meaning controlling someone's reproductive choices, such as using force, threat, or intimidation to pressure someone to be or not be pregnant, and to control or interfere with someone's contraception, birth control, pregnancy, or access to health information.

**This is a Court Order.**



**11 No-Contact Order**     Not requested     Denied until the hearing     Granted as follows:

- a. You must **not contact**     the person in ①     the persons in ③ directly or indirectly, by any means, including by telephone, mail, email, or other electronic means.
- b.  Exception to 11a:
  - (1)  You may have brief and peaceful contact with the person in ① only to communicate about your children for court-ordered visits.
  - (2)  You may have contact with your children only during court-ordered contact or visits.
  - (3)  Other (*explain*): \_\_\_\_\_
- c. Peaceful written contact through a lawyer or process server or another person for service of legal papers related to a court case is allowed and does not violate this order.

**12 Stay-Away Order**     Not requested     Denied until the hearing     Granted as follows:

- a. You must stay at least (*specify*): \_\_\_\_\_ yards away from (*check all that apply*):
 

<input type="checkbox"/> Person in ①.	<input type="checkbox"/> School of person in ①.
<input type="checkbox"/> Home of person in ①.	<input type="checkbox"/> Persons in ③.
<input type="checkbox"/> Job or workplace of person in ①.	<input type="checkbox"/> Children’s school or child care.
<input type="checkbox"/> Vehicle of person in ①.	<input type="checkbox"/> Other ( <i>explain</i> ): _____
- b.  Exception to 12a:  
The stay-away orders do not apply:
  - (1)  For you to exchange your children for court-ordered visits. You must do so briefly and peacefully.
  - (2)  For you to visit with your children for court-ordered contact or visits.
  - (3)  Other (*explain*): \_\_\_\_\_

**13 Order to Move Out**     Not requested     Denied until the hearing     Granted as follows:

You must take only personal clothing and belongings needed until the hearing and move out immediately from (*address*): \_\_\_\_\_

**14 Other Orders**     Not requested     Denied until the hearing     Granted as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This is a Court Order.**



**15 Child Custody and Visitation**     Not requested     Denied until the hearing     Granted as follows:  
 Granted on the attached form [DV-140](#), *Child Custody and Visitation Order*, and  
 (list other form): \_\_\_\_\_.

**16 Protect Animals**     Not requested     Denied until the hearing     Granted as follows:  
 a.  You must stay at least \_\_\_\_\_ yards away from the animals listed below.  
 b.  You must not take, sell, hide, molest, attack, strike, threaten, harm, get rid of, transfer, or borrow against the animals.  
 c.  The person in ① is given the sole possession, care, and control of the animals listed below.

Name (or other way to ID animal)	Type of animal	Breed (if known)	Color
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**17 Control of Property**     Not requested     Denied until the hearing     Granted as follows:  
 Until the hearing, **only** the person in ① can use, control, and possess the following property:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**18 Health and Other Insurance**     Not requested     Denied until the hearing     Granted as follows:  
 The person  in ①  in ② is ordered **not** to cash, borrow against, cancel, transfer, dispose of, or change the beneficiaries of any insurance or coverage held for the benefit of the parties—or their children, if any—for whom support may be ordered, or both.

**19 Record Communications**     Not requested     Denied until the hearing     Granted as follows:  
 The person in ① may record communications made by the person in ② that violate this order.

**This is a Court Order.**



**20 Property Restraint**     Not requested     Denied until the hearing     Granted as follows:

The person  in ①  in ② must not transfer, borrow against, sell, hide, or get rid of or destroy any property, including animals, except in the usual course of business or for necessities of life. In addition, each person must notify the other of any new or big expenses and explain them to the court. (If the court granted ①, the person in ② must not contact the person in ①. To notify the person in ① of new or big expenses, have a server mail or personally give the information to the person in ① or contact their lawyer, if they have one.)

**21 Pay Debts Owed for Property**     Not requested     Denied until the hearing     Granted as follows:

The person in ② must make these payments until this order ends:

Pay to: \_\_\_\_\_ For: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Due date: \_\_\_\_\_  
Pay to: \_\_\_\_\_ For: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Due date: \_\_\_\_\_  
Pay to: \_\_\_\_\_ For: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Due date: \_\_\_\_\_

**22 Orders That May Be Made at the Hearing Date (Court Date)**

If the person in ① checked any of these orders on form DV-100, a judge could grant them at your court date.

- Child Support                      • Lawyer’s Fees and Costs                      • Batterer Intervention Program
- Spousal Support                      • Pay Expenses Caused by Abuse                      • Transfer of Wireless Phone Account

**23 No Fee to Serve (Notify) Restrained Person**

The sheriff or marshal will serve this order for free. If you want the sheriff to serve your papers, complete form [SER-001](#), *Request for Sheriff to Serve Court Papers*. Give form SER-001 and a copy of this order to the sheriff.

**24**  **Attached Pages** (*All of the attached pages are part of this order.*)

- a. Number of pages attached to this nine-page form: \_\_\_\_\_
- b. Attachments include forms (*check all that apply*):
- DV-140     DV-145     DV-820     Other: \_\_\_\_\_

**Judge's Signature**

Date: \_\_\_\_\_

\_\_\_\_\_  
*Judge or Judicial Officer*

**This is a Court Order.**



### Certificate of Compliance With VAWA

This temporary protective order meets all “full faith and credit” requirements of the Violence Against Women Act, 18 U.S.C. section 2265 (1994) (VAWA), upon notice of the restrained person. This court has jurisdiction over the parties and the subject matter; the restrained person has been or will be afforded notice and a timely opportunity to be heard as provided by the laws of this jurisdiction. **This order is valid and entitled to enforcement in each jurisdiction throughout the 50 states of the United States, the District of Columbia, all tribal lands, and all U.S. territories, commonwealths, and possessions and shall be enforced as if it were an order of that jurisdiction.**

## Warnings and Notices to the Restrained Person in ②

### Your Address to Receive Court Orders

If the judge makes a restraining order at the hearing (court date), which has the same orders as in this Temporary Restraining Order, you will get a copy of that order by mail at your last known address, which is written in ② on page 1. If your address was not listed on this form or is incorrect, contact the court. If you did not attend your hearing and want to know if the judge granted a restraining order against you, contact the court.

### Child Custody, Visitation, and Support

- **Child custody and visitation:** If you do not attend your hearing (court date), the judge can make custody and visitation orders for your children without hearing from you.
- **Child support:** The judge can order child support based on the income of both parents. The judge can also have that support taken directly from a parent's paycheck. Child support can be a lot of money, and usually you have to pay until the child is age 18. File and serve **form FL-150, *Income and Expense Declaration***, or **form FL-155, *Financial Statement (Simplified)***, if you want the judge to have information about your finances. Otherwise, the court may make support orders without hearing from you.
- **Spousal support:** File and serve **form FL-150, *Income and Expense Declaration***, so the judge will have information about your finances. Otherwise, the court may make support orders without hearing from you.

### Firearms (Guns), Firearm Parts, and Ammunition

Under California law, you cannot have any firearms (guns), certain firearm parts, or ammunition. (Family Code sections 6216 and 6389(a)). Ask the court for information on how to properly turn in, sell, or store these items in your city or county. You can also contact your local police department for instructions.

**This is a Court Order.**



## Instructions for Law Enforcement

This order is effective when made. It is enforceable by any law enforcement agency that has received the order, is shown a copy of the order, or has verified its existence on the California Law Enforcement Telecommunications System (CLETS). If the law enforcement agency has not received proof of service on the restrained person, and the restrained person was not present at the court hearing, the agency shall advise the restrained person of the terms of the order and then shall enforce it. Violations of this order are subject to criminal penalties.

### Duties of Officer Serving This Order

The officer who serves this order on the Restrained Person must do the following:

- Ask if the Restrained Person is in possession of any of the prohibited items listed in (6), or has custody or control of any that they have not already turned in.
- Order the Restrained Person to immediately surrender to you all prohibited items.
- Issue a receipt to the Restrained Person for all prohibited items that have been surrendered.
- Complete a proof of personal service and file it with the court. You may use form DV-200 for this purpose.

Within one business day of service, submit the proof of service directly into the California Restraining and Protective Order System (CARPOS), including the serving officer's name and law enforcement agency.

### Arrest Required if Order Is Violated

If an officer has probable cause to believe that the restrained person had notice of the order and has disobeyed the order, the officer must arrest the restrained person. (Penal Code sections 836(c)(1), 13701(b).) A violation of the order may be a violation of Penal Code section 166 or 273.6.

### If the Protected Person Contacts the Restrained Person

Even if the protected person invites or consents to contact with the restrained person, the orders remain in effect and must be enforced. The protected person cannot be arrested for inviting or consenting to contact with the restrained person. The orders can be changed only by another court order. (Penal Code section 13710(b).)

### Child Custody and Visitation

Child custody and visitation orders are listed on form DV-140 or another attached form. If the judge made these orders, look at (11) and (12) of this order to see if the judge granted an exception for brief and peaceful contact with the person in (1) as needed to follow court-ordered visits. Contact by the person in (2) that is **not** brief and peaceful is a violation of this order. **Forms DV-100 and DV-105 are not orders. Do not enforce them.**

**This is a Court Order.**



## Conflicting Orders—Priorities for Enforcement

If more than one restraining order has been issued protecting the protected person from the restrained person, the orders must be enforced in the following priority (see Penal Code section 136.2 and Family Code sections 6383(h)(2), 6405(b)):

1. **Emergency Protective Order (EPO):** If one of the orders is an *Emergency Protective Order* (form EPO-001), provisions (e.g., stay away order) that are more restrictive than in the other restraining/protective orders must be enforced. Provisions of another order that do not conflict with the EPO must be enforced.
2. **No-Contact Order:** If a restraining/protective order includes a no-contact order, the no-contact order must be enforced. Item ⑪ is an example of a no-contact order.
3. **Criminal Protective Order (CPO):** If none of the orders include an EPO or a no-contact order, the most recent CPO must be enforced. (Family Code sections 6383(h)(2) and 6405(b).) Additionally, a CPO issued in a criminal case involving charges of domestic violence, Penal Code sections 261, 261.5, or former 262, or charges requiring sex offender registration must be enforced over any civil court order. (Penal Code section 136.2(e)(2).) All provisions in the civil court order that do not conflict with the CPO must be enforced.
4. **Civil Restraining Orders:** If there is more than one civil restraining order (e.g., domestic violence, juvenile, elder abuse, civil harassment), then the order that was issued last must be enforced. Provisions that do not conflict with the most recent civil restraining order must be enforced.

*(The clerk will fill out this part.)*

**Instructions to Clerk:** You must give up to three free (certified, stamped, and endorsed) copies of this order to the protected party.

*Clerk's Certificate*  
[seal]

### —Clerk's Certificate—

I certify that this *Temporary Restraining Order* is a true and correct copy of the original on file in the court.

Date: \_\_\_\_\_ Clerk, by \_\_\_\_\_, Deputy

**This is a Court Order.**

Clerk stamps date here when form is filed.

Instruction: The person asking for a restraining order must complete items 1 and 2. The court will complete the rest of this form.

1 Person Asking for Protection

Name: \_\_\_\_\_

2 Person to Be Restrained

Name: \_\_\_\_\_

3 Notice of Hearing

A court hearing is scheduled on the request for restraining orders against the person in 2 :

Fill in court name and street address:

Superior Court of California, County of San Diego

- Central Division, East County Division, North County Division, South County Division

Court fills in case number when form is filed.

Case Number: \_\_\_\_\_



Date: \_\_\_\_\_ Time: \_\_\_\_\_
Dept.: \_\_\_\_\_ Room: \_\_\_\_\_

Name and address of court if different from above: \_\_\_\_\_

You may attend your court date remotely, such as by phone or videoconference. For more information, go to the court's website for the county listed above. To find the court's website, go to: www.courts.ca.gov/find-my-court.htm

At the hearing, the court must consider whether failure to make any of the orders requested by the person in 1 might risk the safety of the person in 1 or any children listed on form DV-105. If child or spousal support was requested, the court must consider whether failure to make support orders would risk the safety of the person in 1 or any children listed on form DV-105.

To the person in 2:

- If you attend the hearing (in person, by phone, or by videoconference) and the judge grants a restraining order against you, the order will be effective immediately, and you could be arrested if you violate the order.
If you do not attend the hearing, the judge may still grant the restraining order that could last up to five years. After you receive a copy of the order, you could be arrested if you violate the order.





**4 Temporary Restraining Orders (Any orders granted are attached on form DV-110.)**

- a. Temporary Restraining Orders (*any order requested under Family Code section 6320*): (check one)
- (1)  All **granted** until the court hearing.
- (2)  All **denied** until the court hearing. (*Reasons for denial are given below in b.*)
- (3)  Partly **granted** and partly **denied** until the court hearing. (*Reasons for denial are given in b.*)
- b.  Reasons for denial of some or all of the orders requested on form DV-100.
- (1)  The facts given in the request (form DV-100) do not show reasonable proof of a past act or acts of abuse. (Family Code sections 6300, 6320, and 6320.5.)
- (2)  The facts given in the request do not give enough detail about the most recent incidents of abuse, including what happened, the dates, who did what to whom, or any injuries or history of abuse.
- (3)  Other reasons for denial:
- 

**5 Confidential Information Regarding Minor**

- a.  A request to keep minor's information confidential was made (see form DV-160) and **granted**. (*See form DV-165, Order on Request to Keep Minor's Information Confidential, served with this form.*)
- b. **If the request was granted, the information described on the order (form DV-165, item 7) must be kept CONFIDENTIAL. The disclosure or misuse of the information is punishable as a sanction, with a fine of up to \$1,000 or other court penalties.**

**6 Service of Documents by the Person in 1**

At least  five  \_\_\_\_\_ days before the hearing, someone age 18 or older—**not you or anyone to be protected**—must personally give (serve) a court file-stamped copy of this form (DV-109, *Notice of Court Hearing*) to the person in 2 along with a copy of all the forms indicated below:

- a. DV-100, *Request for Domestic Violence Restraining Order* (file-stamped)
- b.  DV-110, *Temporary Restraining Order* (file-stamped), **if granted**
- c. DV-120, *Response to Request for Domestic Violence Restraining Order* (blank form)
- d. DV-120-INFO, *How Can I Respond to a Request for Domestic Violence Restraining Order?*
- e.  DV-170, *Notice of Order Protecting Information of Minor*, and DV-165, *Order on Request to Keep Minor's Information Confidential* (file-stamped), **if granted**
- f.  Other (*specify*): \_\_\_\_\_

**Judge's Signature**

Date: \_\_\_\_\_

\_\_\_\_\_  
*Judicial Officer*

**To the Person in ① :**

- **At the hearing:** The judge will decide if a restraining order is needed to keep you or your children safe. If the judge grants you a restraining order at the hearing, it can last up to five years. You must attend the hearing if you want the judge to make any of the orders you requested on form DV-100. Bring any evidence or witnesses you have. For more information, read form [DV-520-INFO](#), *Get Ready for Your Restraining Order Court Hearing*.
- **Option to cancel hearing:** If item ④a(2) or ④a(3) is checked, you have the option of canceling the hearing. If you cancel the hearing, your request for restraining order will not move forward. Any temporary orders made will expire on the day of the hearing. If you want to cancel the hearing, use form [DV-112](#), *Waiver of Hearing on Denied Request for Temporary Restraining Order*.
- **Before the hearing:** You must have someone personally serve (give) the person in ② a copy of all the papers listed in ⑥ by the deadline listed in ⑥. For more information, read form DV-200-INFO, *What Is "Proof of Personal Service"?* You may ask to reschedule the hearing if you are unable to serve the person in ② and need more time to serve the documents, or for other good reasons. Read form [DV-115-INFO](#), *How to Ask for a New Hearing Date*.

**To the Person in ② :**

- **Respond in writing** (optional): You can respond in writing by completing form DV-120, *Response to Request for Domestic Violence Restraining Order*. For more information, read form [DV-120-INFO](#), *How Can I Respond to a Request for Domestic Violence Restraining Order?*
- **At the hearing:** Whether or not you respond in writing, attend the hearing if you want the judge to hear from you before making an order. At the hearing, tell the judge why you agree or disagree with the orders requested. Bring any evidence or witnesses you have. Read form [DV-520-INFO](#), *Get Ready for Your Restraining Order Court Hearing*.
- If you are unable to attend your court hearing or need more time to prepare your case, you may ask the judge to reschedule your court date. Read form [DV-115-INFO](#), *How to Ask for a New Hearing Date*.

**Request for Accommodations**

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to [www.courts.ca.gov/forms](http://www.courts.ca.gov/forms) for *Disability Accommodation Request* (form MC-410). (Civil Code section 54.8.)

*(Clerk will fill out this part.)*

*Clerk's Certificate*  
[seal]

**—Clerk's Certificate—**

I certify that this *Notice of Court Hearing* is a true and correct copy of the original on file in the court.

Date: \_\_\_\_\_ Clerk, by \_\_\_\_\_, Deputy

## 1 You may need to ask for a new court date if:

- You are the **protected party** and are unable to have form [DV-109](#), *Notice of Court Hearing*, and other papers served in time before your court date.
- You are the **restrained party** and it is your first time asking the court to reschedule your court date.
- You have a good reason for needing a new court date (the court may grant your request to reschedule your court date on a showing of “good cause”).

## 2 What does form DV-115 do?

Use form [DV-115](#) to ask the court to reschedule your court date. If your court date is rescheduled and a *Temporary Restraining Order* (form [DV-110](#)) was granted, that order will be extended until the end of your new court date, unless the court decides to modify or terminate it. “Extend” means to keep any temporary orders in effect until the new court date.

## 3 Follow these steps:

- Fill out all of form [DV-115](#).
- Fill out items ① through ② on form [DV-116](#), *Order on Request to Continue Hearing*.
- The judge will need to review your papers. In some courts, you must give your papers to the clerk. Ask the court clerk for information on how you ask the judge to review your papers.
- After you turn in your forms as required by your local court, check with the clerk’s office to see if the judge approved (granted) your request to reschedule your court date.
- If the judge signed form [DV-116](#), you will have a new court date. If the judge did NOT sign the form, you should go to court at the date, time, and location that is on form [DV-109](#).
- Next, file both forms [DV-115](#) and [DV-116](#) with the clerk. The clerk will make up to three file-stamped copies for you. Keep at least one copy to bring to your court date.
- The other party must be served a copy of the court papers as described in item ⑥ on form [DV-116](#).
- Ask the person who serves the papers to complete a proof of service form and give it to you. If service was in person, use form [DV-200](#), *Proof of Personal Service*. If service was by mail, use form [DV-250](#), *Proof of Service by Mail*. Make two copies of the completed forms.
- File the completed and signed proof of service form with the clerk’s office before your court date.
- If the court reschedules your court date and extends the expiration date of the temporary restraining order to the end of your new court date, the clerk will send the restraining order to law enforcement or CLETS for you. CLETS is a statewide computer system that lets police know about the order.

## 4 Go to your court date

- Take at least two copies of your documents and filed forms to your court date. Include a copy of the filed proof of service form. Your documents may include exhibits, declarations, and financial statements, and the court may enter them into evidence at its discretion.
- If the protected party does not go to the court date, the temporary domestic violence restraining orders will expire on the date and time of the court date. If the restrained party does not go to the court date, the court can still make orders against them that can last for up to five years.

## 5 Need help?

Ask the court clerk about free or low-cost legal help. For a referral to a local domestic violence or legal assistance program, call the [National Domestic Violence Hotline](#): 1-800-799-7233 (TDD: 1-800-787-3224). It’s free and private. They can help you in more than 100 languages.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):  TELEPHONE NO.: _____ FAX NO. (Optional): _____ EMAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO</b> <input type="checkbox"/> CENTRAL DIVISION, CENTRAL COURTHOUSE, 1100 UNION ST., SAN DIEGO, CA 92101 <input type="checkbox"/> CENTRAL DIVISION, HALL OF JUSTICE, 330 W. BROADWAY, SAN DIEGO, CA 92101 <input type="checkbox"/> EAST COUNTY DIVISION, 250 E. MAIN ST., EL CAJON, CA 92020 <input type="checkbox"/> NORTH COUNTY DIVISION, 325 S. MELROSE DR., VISTA, CA 92081 <input type="checkbox"/> SOUTH COUNTY DIVISION, 500 3RD AVE., CHULA VISTA, CA 91910	
PETITIONER(S)	
RESPONDENT(S)	JUDGE/DEPT
<b>ORDER FOR REMOVAL FROM RESIDENCE (DOMESTIC VIOLENCE – ELDER/DEPENDENT ABUSE)</b>	CASE NUMBER

TO: **SAN DIEGO COUNTY SHERIFF**

Pursuant to the following TRO/RO issued on \_\_\_\_\_:

- Temporary Restraining Order (CLETS-TRO) (Domestic Violence Prevention) (JC Form #DV-110)
- Temporary Restraining Order (CLETS-TEA or TEF) (Elder or Dependent Adult Abuse Prevention) (JC Form #EA-110)
- Restraining Order After Hearing (CLETS-OAH) (Order of Protection) (Domestic Violence Prevention) (JC Form #DV-130)
- Elder or Dependent Adult Abuse Restraining Order After Hearing (CLETS-EAR or EAF) (Elder or Dependent Adult Abuse Prevention) (JC Form #EA-130)

**YOU ARE ORDERED** to remove (name of party to be removed): \_\_\_\_\_

from the residence located at: \_\_\_\_\_

Street

California

City

State

Zip Code

**YOU ARE FURTHER ORDERED** to remain on the premises of said residence for a reasonable period in order to provide an opportunity for the removed party to take personal effects from those premises.

Date: \_\_\_\_\_

\_\_\_\_\_  
Judge/Commissioner of the Superior Court

**CLERK'S CERTIFICATE**



The foregoing document, consisting of \_\_\_\_\_ page(s), is a full, true, and correct copy of the  original  copy on file in this office.

Clerk of the Superior Court

Date: \_\_\_\_\_

by \_\_\_\_\_, Deputy

# CLETS-001 Confidential Information for Law Enforcement

**Instructions:** If you are asking for a restraining order, you must complete this form and give it to the court clerk, along with the other court forms required in your case. If the judge grants the restraining order, information you give on this form will be entered into a database (called CLETS) to help law enforcement enforce the order. If information changes later, you may complete this form again and turn it in to the court.

**To Court Clerk: Do not file this form. The information on this form must be entered into the protective order registry in CLETS.**

*Court fills in case number when form is received.*

**Case Number:** \_\_\_\_\_

**Information that has a star (\*) next to it is required. All other information is helpful.**

Date received by court: \_\_\_\_\_

## 1 Person You Want a Restraining Order Against

**\*Name:** \_\_\_\_\_  
Other names used: \_\_\_\_\_  
Marks, scars, or tattoos: \_\_\_\_\_ SSN: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Driver's license (*number and state*): \_\_\_\_\_  
Vehicle type: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Plate number: \_\_\_\_\_  
Name of employer and address: \_\_\_\_\_

Does the person speak English?  Yes  I don't know  No (*list language*): \_\_\_\_\_

Does the person have any firearms (guns), firearm parts, ammunition, or body armor?

No  I don't know

Yes (*Give any information you have below, like the type, amount, or location of any items, if known.*)

\_\_\_\_\_  
\_\_\_\_\_

## 2 \*Your Name: \_\_\_\_\_

*(Skip 3 and 4 if you are asking for a gun violence restraining order (form GV-100).)*

## 3 Your Information

**\*Age:** \_\_\_\_\_ Date of Birth (*month, day, year*): \_\_\_\_\_ **\*Gender:**  M  F  X (nonbinary)

Race: \_\_\_\_\_ Telephone: \_\_\_\_\_

Do you speak English?  Yes  No (*list language*): \_\_\_\_\_

## 4 Other People You Want Protected

<b>*Name:</b> _____	<b>*Gender:</b> _____	Race: _____	Date of Birth: _____
<b>*Name:</b> _____	<b>*Gender:</b> _____	Race: _____	Date of Birth: _____
<b>*Name:</b> _____	<b>*Gender:</b> _____	Race: _____	Date of Birth: _____
<b>*Name:</b> _____	<b>*Gender:</b> _____	Race: _____	Date of Birth: _____

Check here if you have more people to list. Write them on a separate piece of paper, write "Item 4" at the top, and attach it to this form.

**This is not a Court Order—Do not place in court file.**

**CONFIDENTIAL**

**Instructions:** Each county in California has a sheriff (and sometimes a marshal's office) that can serve different types of court papers, including restraining orders. Note that the sheriff cannot guarantee that they will be successful in finding the person you need served, but they will try to serve based on the information you put on this form.

- Complete this form for each set of papers you need served. You must complete a separate form for each person you need served.
- Find out where the person you need served is located. Give your papers to the sheriff or marshal's office in that county.
- You may have to pay for service of some court papers. For more information, see page 5 of this form, or go to <https://selfhelp.courts.ca.gov/sheriff-serves>.
- Do not use this form if you are asking the sheriff to enforce a wage garnishment order on an employer. Instead, use forms WG-001, *Application for Earnings Withholding Order*, and WG-035, *Confidential Statement of Judgment Debtor's Social Security Number*.
- If you want the sheriff to enforce a writ or levy, complete this form and form SER-001A, *Special Instructions for Writs and Levies—Attachment*.

**To Court Clerk: Do not file this form.**

**Sheriff File Number** (for sheriff to complete, if needed):

Fill in case number:

**Court Case Number:**

All information is required unless it is listed as optional or does not apply to your case.

① **To the Sheriff or Marshal of (name of county):** \_\_\_\_\_

② **Your Information**

a. Your name (party requesting service): \_\_\_\_\_

b. Your lawyer's information (if you have one)

Name: \_\_\_\_\_

Firm name: \_\_\_\_\_

c. Court case name: \_\_\_\_\_

(example: Garcia v. Smith)

d. Contact information for the sheriff or marshal to reach you

(Give an address where you can receive mail regularly, like a post office box, a Safe at Home address, or another safe address. If you have a lawyer, give the lawyer's information.)

Address to receive mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number (optional): \_\_\_\_\_ Email address (optional): \_\_\_\_\_

**CONFIDENTIAL****This is not a court form. Do not file with the court.**

**3 Information About Person or Entity You Want Served**

(Check a or b)

a.  I ask the sheriff to serve a person (complete section below)

(1) Name of person: \_\_\_\_\_  
Nicknames or aliases (optional): \_\_\_\_\_

(2) Telephone number (optional): \_\_\_\_\_

(3) Can you describe the person?

No, I do not have any information about the person's description.

Yes (complete the section below with any information you have):

Gender:  Male  Female  Nonbinary

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair color: \_\_\_\_\_ Eye color: \_\_\_\_\_

Date of birth or age (give estimate, if unknown): \_\_\_\_\_

Race/Ethnicity: \_\_\_\_\_

Special marks or features (tattoos, scars, etc.): \_\_\_\_\_

Vehicle (type, model, year, color, plate number): \_\_\_\_\_

Check here if you are including a picture of the person.

(4) Do you know of any safety or accessibility issues?

No

Yes (complete the section below with any information you have):

The person (check all that apply):

Has a gun or other weapon.

Is on probation or parole.

Has a history of violence or abuse.

Has an aggressive animal.

Has special training (examples: military, first responder).

Has mental health issues.

Is deaf or hard of hearing.

Does not speak English (list language): \_\_\_\_\_

Add any other information about safety or accessibility that you know about:

\_\_\_\_\_  
\_\_\_\_\_

b.  I ask the sheriff to serve an entity (examples: business or government agency)

(1) Name and type of entity: \_\_\_\_\_  
Telephone number (optional): \_\_\_\_\_

(2) If there is a specific person who should be served, give name: \_\_\_\_\_

(3) If there is an agent for service of process, give name: \_\_\_\_\_

(4) List any safety or accessibility issues (examples: weapons, aggressive animals, language barrier):

\_\_\_\_\_

**CONFIDENTIAL**

**This is not a court form. Do not file with the court.**



**4 Address Where Person or Entity Should Be Served**

*(The sheriff typically serves during normal business hours. Check with the sheriff's office for the exact times.)*

Address: \_\_\_\_\_  Home  Business

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Gate code or special instructions: \_\_\_\_\_

Best time to serve at this address *(example: 8 a.m.–noon)*: \_\_\_\_\_

Check here if the person is in jail or prison *(give name of facility)*: \_\_\_\_\_

*Alternate address (optional)*

*(If the person cannot be found at the address listed above, some sheriffs may try a second address if it's in the same county. If you have a second address for the person you want served, complete the section below.)*

Address: \_\_\_\_\_  Home  Business

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Gate code or special instructions: \_\_\_\_\_

Best time to serve at this address *(example: 8 a.m.–noon)*: \_\_\_\_\_

**5 Information About Your Request**

a. What type of court papers are you giving the sheriff to serve *(examples: summons, restraining order, eviction, small claims, bank levy, or writ of attachment)*?

\_\_\_\_\_

b. List all forms or court papers you want served on the person in **3** a. *(optional)*.

*(Note: You can list each form by its form number (example: FL-100, SC-100). If there is no form number, give the title of the document. The court may have ordered you to serve certain papers. Look at the court's order and list all forms required. If you do not know which papers you need to serve, ask a lawyer, or contact your local self-help center for free information.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Is there a court hearing (court date)?

I don't know

No

Yes *(if yes, give date of hearing)*: \_\_\_\_\_

**CONFIDENTIAL**

**This is not a court form. Do not file with the court.**





5 d. Is there a deadline for service?  
 I don't know  
 No  
 Yes (if yes, give deadline): \_\_\_\_\_

e. Has the court allowed you to serve your court papers in another way besides personal service (example: substituted service)?  
 I don't know  
 No  
 Yes (if yes, include a copy of the order allowing another type of service)

f. Is there any other information you want or need to give to the sheriff to serve your court papers?  
 No  
 Yes (if yes, give information below):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6 Enforcement of Writ or Levy

If you want the sheriff to enforce a writ or levy, you must complete form SER-001A, Special Instructions for Writs and Levies—Attachment, and turn it in with this form.

(Only complete this section if you want the sheriff to enforce a writ or levy.)

Do you want the sheriff to both serve your court papers and act as levying officer?  
 Yes  
 No. I only want the sheriff to act as levying officer. A registered process server has or will serve my papers.

Your Signature (party asking for service, or their lawyer)

Date: \_\_\_\_\_

\_\_\_\_\_  
Type or print your name



\_\_\_\_\_  
Sign your name (may be electronic)

**CONFIDENTIAL**

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## Your Next Steps

- Find out if you need to pay a fee for service by asking the court's self-help center, a lawyer, or the sheriff's office. Here are some situations where you **do not** need to pay for service:
  - If you have a fee waiver in your case (fee waiver granted by a judge on form FW-003 or FW-005).
  - If you are serving a domestic violence, elder abuse, or gun violence restraining order.
  - If you have a civil harassment, workplace violence, or school violence restraining order based on a credible threat of violence or stalking.
- Give this form and a copy of all the court papers you need served to the sheriff or marshal, including a copy of a fee waiver (if you have one). If you do not have to pay a fee to the sheriff, you can send your papers electronically. If you have to pay a fee, contact the sheriff to find out your options for turning in your request. Note that you can always turn in your request in person.
- You should get a form back from the sheriff.
  - If the sheriff was able to serve your court papers, you should receive a form (called a proof of service). **Make sure you get a copy from the sheriff and file it with the court.** Note that if there is a court stamp at the top right corner of the first page, it has already been filed and you do not need to file it with the court.
  - If the sheriff was unable to serve your court papers, you should receive a form (sometimes called declaration of due diligence) that tells you that service was unsuccessful and will give details about when the sheriff tried to serve the person. If the sheriff was unable to serve your papers, you can ask a lawyer or court's self-help center about your next steps.
- To find your local court self-help center, go to [www.courts.ca.gov/selfhelp](http://www.courts.ca.gov/selfhelp). Self-help center staff will not act as your lawyer but may be able to give you information to help you decide what to do in your case. Services are free.

### To Sheriff or Marshal

- This form is confidential and must not be made public.
- Any papers submitted with this form should be served and listed on the applicable proof of service form.
- Note that (5) b is optional and may help to identify documents that should have been submitted but were not received by your office.
- Under Government Code section 26666.2, once you've received a completed copy of this form and forms for service, you must attempt service unless:
  - Any order submitted does not have a judge's signature or other representation of a judge's signature; clerk's endorsement; or court stamp, seal, or other court endorsement; or
  - A court case number is not listed on the order, summons, or other notice.

**CONFIDENTIAL**

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