

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

PRINT ALL INFORMATION ON THIS FORM AND THE PETITION.

Your Name

Your Address

Your Daytime Telephone Number

City, State, Zip

Date of Birth

E-mail address (if available): _____

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

Restrict: Home Address Work Address School Address Other Address

Your relationship to the defendant is (choose only the **FIRST** category that applies to your relationship to the defendant):

- | | |
|--|--|
| <input type="checkbox"/> Married now or in the past | <input type="checkbox"/> Relative (parent, in-law, brother, sister, grandparent) |
| <input type="checkbox"/> Live together now or lived together in the past | <input type="checkbox"/> Romantic or sexual relationship (current or previous) |
| <input type="checkbox"/> Parent of a child in common | <input type="checkbox"/> Dating but not a romantic or sexual relationship |
| <input type="checkbox"/> One party is pregnant by the other | <input type="checkbox"/> Other: _____ |

Defendant's Name

Defendant's Address

Defendant's Daytime Telephone Number

City, State, Zip

Date of Birth

DEFENDANT IDENTIFIERS

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

SEX	RACE	DOB	EST.	HEIGHT	WEIGHT
			<input type="checkbox"/>		
EYES	HAIR	SOCIAL SECURITY #			
DRIVER LICENSE #		STATE	EXP. DATE		

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

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It is important to remember that a protective order does not guarantee your personal safety. The Plaintiff should carry a copy of the court issued protective order at all times and give copies to others (e.g. employer, apartment manager, school, etc.). The Plaintiff should immediately report any protective order violations to law enforcement.

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

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

INJUNCTION AGAINST HARASSMENT (IAH): The Defendant, who is not a “family” member, has committed a series of acts (more than one) of harassment against you in the last year. There is no fee for service of process if the petition arises out of a dating relationship.

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

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

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

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

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

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

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

8. **PLAINTIFF CONTACT:** Even if you initiate contact, the Defendant could be arrested for violating this protective order. If the Defendant does not want contact with you they have the right to request a protective order against you. However, orders are not automatically granted upon request. Legal requirements must be met.

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

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

11. **COUNSELING:** If requested, counseling for the Defendant can only be ordered at a hearing of which the Defendant had an opportunity to participate.

12. **PUBLIC ACCESS:** To comply with federal law no identifying information about you will be published on the Judicial Branch Website (www.azcourts.gov).

Instructions to Complete the Service of Process Information Form

INFORMATION ABOUT THE DEFENDANT

The **DEFENDANT** is the person from whom you are seeking protection. (You are the **plaintiff**.)

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

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

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

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

Notice: This form will be used by the agency that will serve your court documents. Be accurate and complete when filling out this form. Without this information, your documents may not get served.

THIS FORM IS CONFIDENTIAL AND WILL NOT BE GIVEN TO THE DEFENDANT.

_____	_____	SERVICE OF PROCESS INFORMATION FORM
Case No.	Case No.	
_____	_____	
Date Issued	Date Issued	

Your name (*Su Nombre*): _____

Your home address/city/state/zip: _____
(*Dirección/Ciudad/Estado/Código Postal*)

Safe phone number for you: _____ Other safe phone number for you: _____
(*Numero de Teléfono Seguro*) (*Otro Numero de Teléfono*)

DEFENDANT INFORMATION (Person you want served)

Does the defendant need an interpreter? [] Yes [] No Language _____

Is the defendant currently living with you? [] Yes [] No

Defendant's name (*Nombre*): _____

Defendant's home address/city/state/zip: _____
(*Dirección/Ciudad/Estado/Código Postal*)

Apartment name: _____

Company/work name/address/city/state/zip: _____

Work phone: _____ Work hours: _____ Normal days off: _____

Best time at home: _____ Best time at work: _____

Other places Defendant goes; days or times most likely to be there _____

Vehicle year/make/color: _____ License plate and state: _____
(*Vehículo Año/Modelo/Color*)

Distinguishing features/scars/tattoos/marks: _____
(*Características distintivas, tatuajes, marcas*)

Is Defendant: [] violent toward police [] drug user [] heavy drinker [] mentally ill [] on probation/parole Does

Defendant: [] carry a gun or a knife [] have a gun or a knife

Location of weapons now _____