

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**DEFENDANT IDENTIFIERS**

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

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

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

		Case No. _____
<b>Plaintiff / Plaintiff Employer</b> (Work Injunction ONLY)	<b>Defendant</b>	<b>PETITION for</b> <b>Order of Protection</b> <b>Injunction Against Harassment</b> <b>Workplace Injunction</b>
Birth Date: _____	Address _____	
Agent's Name (Work Injunction ONLY)	City, State, Zip Code, Phone _____	

**DIRECTIONS: Please read the Plaintiff's Guide Sheet before filling out this form.**

- Defendant/Plaintiff Relationship:  Married now or in the past  Live together now or lived together in the past  Child in common  One of us pregnant by the other  Related (Parent, In-law, Brother, Sister or Grandparent)  Romantic or sexual relationship (current or previous)  Dating but not a romantic or sexual relationship  
 Other: \_\_\_\_\_
- If checked, there is a pending action involving maternity, paternity, annulment, legal separation, dissolution, custody, parenting time or support in \_\_\_\_\_ Superior Court, Case #: \_\_\_\_\_ (COUNTY).
- Have you or the Defendant been charged or arrested for domestic violence OR requested a Protective Order?  
 Yes  No  Not sure  
If yes or not sure, explain: \_\_\_\_\_
- I need a Court Order because: (PRINT both the date(s) and briefly what happened):

Date(s)	Describe what happened (Attach additional paper if necessary – Do not write on back)

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

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

_____	(__/__/__)	_____	(__/__/__)
	Birth Date		Birth Date
_____	(__/__/__)	_____	(__/__/__)
	Birth Date		Birth Date

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

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

7.  If checked, because of the risk of harm, order the defendant NOT to possess firearms or ammunition.

8.  If checked, request an order for the Defendant to participate in domestic violence counseling or other counseling.

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

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

\_\_\_\_\_  
Plaintiff

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

## GLOBE REGIONAL CONSTABLE'S CONFIDENTIAL SERVICE INFORMATION

**Instructions:** Please complete this form, which will be used by the Constable (or other agent) to serve your court papers. Please be as accurate and complete as possible. This information will not be given to the defendant.

Court: _____	Case Type: _____	Case No. _____
Your Name (Plaintiff): _____		
Address: _____	City: _____	State: _____ ZIP: _____
Home Ph: _____	Cell Ph: _____	Work Ph: _____ Work Hrs: _____
Work Address: _____		
Does Defendant know where you live?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is Defendant living with you? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require an interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what language? _____
DEFENDANT(S) INFORMATION		
Defendant Name (Nick Names) _____	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Address: _____	City: _____	State: _____ ZIP: _____
Home Ph: _____	Cell Ph: _____	Work Ph: _____ Soc Sec No: _____
When can Defendant be found at home? _____		
DOB: _____	Age: _____	Hair Color: _____ Height: _____ Weight: _____
Glasses: _____	Beard: _____	Mustache: _____ Hair Length: _____
Marks, Scars, Tattoos: _____		
Name of Employer and Work Address: _____		
City: _____	State: _____	ZIP: _____
Occupation: _____	Supervisor: _____	
Work Schedule: _____	Type of Work: _____	
Other locations where Defendant may be found: _____		
What kind of vehicle does the Def normally drive? _____	Lic Plate No _____	State _____
Yr of Veh: _____	Make: _____	Model: _____ Color: _____ Other: _____
<b><i>Check all that apply below &amp; add descriptions where available:</i></b>		
<input type="checkbox"/> Defendant is Drug User:	_____	
<input type="checkbox"/> Defendant is Heavy Drinker:	_____	
<input type="checkbox"/> Defendant is Violent:	_____	
<input type="checkbox"/> Defendant has Weapons:	_____	
<input type="checkbox"/> Defendant has Warrants:	_____	
<input type="checkbox"/> Defendant has Criminal Arrest Record:	_____	
<input type="checkbox"/> Defendant has Previous Domestic Violence History:	_____	
<input type="checkbox"/> Defendant has been Served Before:	_____	
<input type="checkbox"/> Defendant will Avoid Service:	_____	
<input type="checkbox"/> Defendant Photo is Available (will be copied/returned)	_____	
List Names, Addresses, Phone Nos. of Friends Relatives who may know where Defendant is: _____		
Any other Information: _____		

**GLOBE REGIONAL JUSTICE COURT – MIAMI MAGISTRATE COURT  
1400 E. ASH STREET - GLOBE, AZ 85501 (928) 425-3231**

**PETITIONER'S CONFIDENTIAL INFORMATION SHEET**

The information you provide on this form will not be released to the Defendant.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip code

\_\_\_\_\_  
Employer's Name

\_\_\_\_\_  
Work Address

\_\_\_\_\_  
City State Zip code

\_\_\_\_\_  
Home Telephone Work Telephone

\_\_\_\_\_  
Message Telephone



## RESOURCES

Most importantly, if you are feeling down, upset, confused or are considering returning to the abusive relationship, call a local shelter or hotline number. They can help you talk about your feelings and safe options should you return.

### **The National Domestic Violence Hotline (24 Hours)**

1-800-799-SAFE (7233)

1-800-787-3224 (TDD)

### **Arizona Coalition Against Domestic Violence Legal Advocacy Hotline**

1-800-782-6400

602-279-2900

### **Information and Referral**

1-800-799-7739 (in the 602 area)

1-800-352-3792 (in the 520 area)

**F**or additional assistance concerning your safety, call a local shelter to discuss and develop a safety plan. In the meantime, these tips may help you.



# Domestic Violence Safety Plan

**If you are leaving an abusive relationship and have or are getting an Order of Protection or an Injunction Against Harassment due to domestic violence, this pamphlet will give some options and suggestion to help maintain your safety.**

### **Court Programs Unit**

Arizona Supreme Court-AOC  
1501 W. Washington  
Phoenix, AZ 85007

Presented by:  
Administrative Office of the Courts



## Does your partner/family member ever...

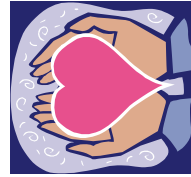
- Call you names, criticize you or put you down?
- Control what you do and whom you see?
- Threaten to hurt you or others?
- Make you feel afraid?
- Threaten to or use weapons or objects against you?
- Threaten to or use weapons or objects against you?
- Hit, kick, shove or injure you?
- Force or coerce you to engage in unwanted acts, include sexual acts?

**If** you answered yes to any of these questions, you may be in an abusive relationship. Now may be the time to consider ways to make yourself safer.

**When** someone with whom you have an intimate relationship uses physical violence, threats, emotional abuse, harassment or stalking to control your behavior, they are committing domestic violence.

## FACTS

- Each year 1 million women suffer nonfatal violence by an intimate.
- It is estimated that within a 12-month period, 4 million adult women in America experience a serious assault by an intimate.
- Violence against women occurs in 20% of dating couples.
- It is estimated that 3.3 million children are exposed to domestic violence each year.



## During a Violent Outburst

The following tips may help you during an argument:

- Leave/stay away from the kitchen or other rooms with weapons.
- Stay out of rooms without exits, like the bathroom or a closet.
- If possible get to a room with an exit and/or a closet.
- If possible get to a room with an exit and/or a phone.
- Develop a code word or signal for friends, children and neighbors to call the police.
- Call 911 or the local emergency number.
- Teach your child to call 911
- Use your instincts

## Have a Protective Order?



The following tips may help you if you have a protective order :

- Always keep at least one copy with you at all times.
- If your abuser violates the order call 911 or your local emergency number (you have the right to ask that a police report be filed).
- Give a copy of the order and a picture of the defendant to Security at your job or school.
- If the children are included on the order, give a copy of the order to their school, daycare or babysitter.

**For** added safety, you can program 911 (or the local emergency number) into the autodial on your phone.

## If You Plan to Leave

**If** you think you may want to leave, a careful plan is needed to insure safety. Do not let your abuser know of your plans; act as if things are unchanged.

**It** is important to organize the following identification cards, money, keys and any needed legal documents so they are available should you leave in a hurry.

The following are suggested items to keep together in case you leave:

- Driver's License/Picture ID
- Birth Certificates
- Social Security Cards/Numbers
- Health Benefit Cards
- Welfare Identification
- Address Book
- Keys
- Money, Credit Cards, Checkbook



## If You Leave

**Leaving** an abusive relationship is a very difficult step, one of courage and strength. This step can also be dangerous if you do not plan in advance to maintain safety.

**The** following are suggested actions you can take in order to maintain safety once you have left an abusive relationship.

- You can obtain a protective order for yourself personally.
- Your boss can obtain a protective order for the workplace.
- Inform friends, neighbors, daycare/babysitter and coworkers that you are no longer with your abuser, so they can screen your calls or call the police if your abuser shows up.
- Provide a list of people who have permission to pick up your child.
- Change the locks on your doors and install a security system.
- Avoid social places or stores that you frequented while with your abuser.