

How to fill out Order of Protection Papers

On the 1st page (Ex Parte)

Write **your name** where it says “this request is being made by”
(petitioner)

Write the names of minor children you want protected in the order

Write the name of the **person you want the order against** in the box
under **RESPONDENT INFORMATION**.



On page 1

If you have children: List them all in the box at the bottom of the page

On page 2

Question 4. check one of the provided responses, fill in the details

Question 5. check one of the provided responses, fill in the details

Question 6. has a lot of blank space . What you write there is all they will let you talk
about in court. Write everything you want the Judge to know about the abuse.

Write **when** it happened. Put the date if you can. Or just the month and year.

Write **where** it happened. Put the address and the county if you know it.

Write **what happened**. Say exactly what the person did to you. Don't just write
something like, “He got in my face.” Write more like, “He pushed me against the
wall. He made a fist and said he would beat my brains out.” Request or attach
additional pages.

On page 3 and 4

Questions 3. – 14. Put a check mark in the boxes by everything you are asking the
court for. These boxes **must** be checked.

If you are asking for financial support you must fill out an affidavit of need for support.

When you finish, give the papers to the commissioner.

For help filling out the order of protection or other help:

Monday – Friday, 8am-10pm you can call the Domestic Violence Division of the police
department at 880-3000. Or visit them at 811 2nd Avenue South. They have counselors.

24 hours a day, 7 days a week, you can call Morning Star Sanctuary at 860-0003 or the
YW at 242-1199

Did they arrest the person who hurt you? That court date may not be the same as
your Order of Protection. It may be a different day, time and place. To find out more, call the
District Attorney's office at 862-5500.