

Guidelines for Filing Your Temporary Restraining Order

- Be sure to include birthdates and middle initials for both petitioner and respondent.
- You must have an address where the respondent can be served.
- The Statement of Facts is the most important aspect of the Petition. Read the legal definition carefully and write your statement as best you can.
- Sign the petition in front of a notary or the Family Court Commissioner
- When you have completed your Petition and Notice of Hearing, for domestic abuse and harassment restraining orders contact:

David Worzalla, Portage County Family Court Commissioner
Portage County Court House, Clerk of Court Office
346-1364

For child abuse restraining orders contact:

Portage County Clerk of Courts Office
for direction to the appropriate judge
David Worzella or a Judge (for Children's Orders) must sign the Petition

- After the Petition and Notice of Hearing are signed by the Family Court Commissioner or Judge, you may return to the Family Crisis Center for copies to be made. You will need a minimum of seven "packets," in the following order: Notice of Hearing first, Petition, and then any additional pages of the Statement last. No further copies of the Injunction are necessary. Be sure to take Injunction form with you to the hearing. *You must attend the Injunction Hearing.*
- Take the packets to the Portage County Clerk of Courts Office on the 2nd floor of the Court House for authentication and filing. The Clerk of Courts will keep the original forms.
- You will then distribute the authenticated packets as follows:
 - 3 copies to the Portage County Sheriff's Department [A Deputy will serve a copy on the perpetrator (Respondent)]
 - 1 copy to the Stevens Point Police Department
 - 1 copy to Plover Police Department, if applicable
 - 1 copy for FCC if you choose
 - Remaining copies for your home, work, school, car, purse as needed.
- Within twelve to twenty-four hours, contact the Portage County Sheriff's Department to determine whether the respondent has been served. Remember that the restraining order is only one part of your safety plan and keep your other safety strategies in mind. *The Order is not in force until served on the perpetrator.*

Pick up the "Proof of Service" from the Portage County Sheriff's Department prior to the Injunction Hearing and be sure to take it with you, along with the Injunction form, to the Injunction Hearing.

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Temporary Restraining Order.doc**