

SUPREME COURT OF ARIZONA  
ADMINISTRATIVE OFFICE OF THE COURTS

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In the Matter of:	)	
	)	Administrative Directive
ADOPTION OF PROTECTIVE	)	<u>No. 2006 - 01</u>
ORDER FORMS	)	
_____	)	

The Arizona Code of Judicial Administration (ACJA) § 5-207 authorizes the Administrative Director of the Administrative Office of the Courts (AOC) to approve or modify protective order forms in response to changes in state or federal laws or procedures and make other necessary administrative amendments or corrections. The Committee on the Impact of Domestic Violence and the Courts Domestic Violence Forms Workgroup (CIDVC DV Forms Workgroup) has recommended new protective order forms (attached) to:

- incorporate the goals of Project Passport, a National Center of State Courts (NCSC) initiative to promote the use of a model template first page for protective orders for the purpose of enhancing the nationwide safety of victims and law enforcement, and
- promote the use of uniform and efficient legal forms at all levels of the court system.

Additionally, the CIDVC DV Forms Workgroup has recommended a new Defendant's Guide Sheet, which will be printed automatically for courts using AZTEC case management system and served with all protective orders. The Arizona Judicial Council approved the revised protective order forms on June 20, 2005 and the new Defendant's Guide Sheet on June 19, 2006.

Therefore, in order to promote the use of uniform and efficient legal forms at all levels of the court system, to enhance the public's access to the courts through the availability of useable and understandable legal forms, and to foster the protection of victims of domestic violence by complying with federal standards for the recording and retrieval of protective order information in accordance with Project Passport,

IT IS DIRECTED that

- The attached forms are approved for use beginning on January 1, 2007 by all Arizona courts.

- Courts may continue to use the previously approved forms until the new forms are integrated into the courts' automated systems and court staffs have been trained accordingly, but all courts must begin using the new forms no later than December 31, 2007.
- Non-AZTEC courts must report their implementation dates to the AOC Domestic Violence Specialist and use only these forms following their reported implementation dates.

IT IS FURTHER DIRECTED that use of these protective order forms is mandatory for all matters concerning injunctions against harassment, injunctions against workplace harassment, orders of protection, and emergency orders of protection effective December 31, 2007. In addition to the formatting exceptions provided by ACJA § 5-207, courts may print only those provisions that apply to the issued order, except that the first page of every protective order must contain the information in the same format and location as the mandated form. Any other proposed alterations to or deviations from the approved forms, including text changes, shall be submitted to the AOC Administrative Director for approval prior to use, as required by ACJA § 5-207.

IT IS FURTHER DIRECTED that pursuant to A.R.S. §§ 12-1809(D) and 13-3602(D) courts shall provide all protective order forms without charge to unrepresented parties.

Dated this 21st day of November, 2006.

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DAVID K. BYERS  
Administrative Director of the Courts