

Remote Petition Process for Order of Protection *Ex Parte* Hearing



1 Advocate

- Plaintiff fills out petition and Plaintiff's Guide Sheet.
- Contact court to request *ex parte* hearing; notify if interpreter needed; **securely*** transmit petition and guide sheet to court.



2 Court

- Judicial Officer reviews the petition; sends it back to Advocate if more information is needed.
- Court schedules time for hearing and, if requested, interpreter.



3 Advocate

- At hearing time, activate video link (e.g., Skype, FaceTime, etc.), with Plaintiff in front of camera and with copy of petition.



4 Court

- Judicial Officer or Clerk swears in Plaintiff.



5 Advocate

- Plaintiff signs petition after being sworn; Advocate transmits copy of signed petition to Court.



6 Court

- Judicial Officer conducts *ex parte* hearing; makes ruling.



7 Advocate

- Terminate video link when the hearing ends.



Remote Petition Process...



8 Court

- If the order is granted, **securely*** transmit to the Advocate copies of the order and packet of documents for service on Defendant.
 - If possible and with Plaintiff's consent, electronically transmit the order to Law Enforcement for prompt service on Defendant.
 - If Defendant is in the sheriff's custody, transmit the order to the Sheriff's Office for service.
- If the order is denied, transmit hearing order to Advocate.
- If set for pre-issuance hearing, transmit hearing order and hearing notice to Advocate.



9 Advocate

- Provide copies to Plaintiff.
- If order has been granted, assist Plaintiff with service.
 - If possible, contact local law enforcement protective order coordinator electronically to notify of court-issued order.
 - If possible, personally contact or visit the local law enforcement agency OP coordinator to ensure service.



10 Law Enforcement

- Receive Order of Protection and other documents for service on Defendant.
- Within seven business days, transmit proof of service to the Court that issued the order.
- Establish a protective order coordinator or contact person to assist advocates and courts in service of orders.
- Establish electronic communication with advocates and courts to ensure expedited service of court-issued orders.



11 Court

- Send protective order and proof of service to the county sheriff (holder of record).

