

SUPREME COURT OF ARIZONA  
ADMINISTRATIVE OFFICE OF THE COURTS

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In the Matter of:	)	
	)	Administrative Directive
MODIFICATION OF	)	No. 2022 - <u>07</u>
PROTECTIVE ORDER FORMS	)	(Affecting Administrative Directives
	)	2019-10, 2020-15, and 2021-16)
	)	
	)	

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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.

Senate Bill 1653, signed by the Governor on June 7, 2022, amended A.R.S. § 12-1809(D) by striking a reference to a “dating relationship” in an Injunction Against Harassment. This statutory change affects the Plaintiff’s Information Sheet, the General Petition, and the Injunction Against Harassment forms.

In addition, minor amendments are needed to four other forms, including the Injunction Against Workplace Harassment, the Emergency Order of Protection, the Request for Hearing, and the Transfer Order.

Therefore, in order to implement changes in court forms required by the amendment of A.R.S. § 12-1809(D), as well as the minor textual changes to the forms indicated above,

IT IS DIRECTED that the Plaintiff’s Information Sheet, General Petition, Injunction Against Harassment, Injunction Against Workplace Harassment, and Transfer Order forms, as approved by Administrative Directive No. 2019-10, shall be replaced by the versions illustrated in Appendix A of this Directive, and

IT IS FURTHER DIRECTED that the Request for Hearing form, as approved by Administrative Directive No. 2020-15, shall be replaced by the version illustrated in Appendix B of this Directive, and

IT IS FURTHER DIRECTED that the Emergency Order of Protection form, as approved by Administrative Directive No. 2021-16, shall be replaced by the version illustrated in Appendix C of this Directive, and

IT IS FURTHER DIRECTED that beginning September 24, 2022, all Arizona courts shall use the versions of the protective order forms as provided by this administrative directive, except that courts may make technical formatting changes as permitted by ACJA § 5-207.

Dated this 25<sup>th</sup> day of July, 2022.

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DAVID K. BYERS  
Administrative Director of the Courts

# **Appendix A**

**THIS FORM IS CONFIDENTIAL AND IS NOT A PUBLIC RECORD.**

ALL COURTS IN ARIZONA

ADDRESS

CITY, AZ ZIP CODE

TELEPHONE NUMBER

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

**Plaintiff's Information Sheet**

Please PRINT all information on this form and on the petition *after* you have read the Plaintiff's Guide Sheet for Protective Orders.

Your name \_\_\_\_\_ Your birth date \_\_\_\_\_

Address \_\_\_\_\_ Main phone number

City, State, ZIP \_\_\_\_\_ \*Cell phone

Mailing address \_\_\_\_\_ \*Allow texts from court?  Yes  No

(if different) \_\_\_\_\_ \*Alternate cell phone

Email \_\_\_\_\_ \*Allow texts from court?  Yes  No

**CONFIDENTIAL ADDRESS.** Your address and contact information are confidential. Indicate any other addresses that should be kept confidential. Do **not** include confidential addresses on the petition because a copy of it will be served on the defendant.  Keep work address confidential.  Keep school address confidential.

**RELATIONSHIP\***

Choose the options that best describe your relationship to the defendant. \*If you are applying on behalf of another person, choose the relationship between the **other person** and the defendant.

- Married (past or present)
- Live/lived together as intimate partners
- Parent of a child in common
- One party is pregnant by the other
- Romantic or sexual relationship (past or present)
- Related as parent, grandparent, child, grandchild, brother, sister (including step or in-law)
- Live/lived together but not as intimate partners
- Other (describe) \_\_\_\_\_

Defendant's name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Cell phone \_\_\_\_\_

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

<b>DEFENDANT IDENTIFIERS</b> Please provide all information to the best of your knowledge. <i>If you do not know the defendant's birth date, make your best guess.</i> If you have the birth date, please check the "Estimated" box.	Sex	Race	Birth date	Height	Weight
			<i>required</i> <input type="checkbox"/> Actual <input type="checkbox"/> Estimated		
	Eye color	Hair color	Social Security #		
Driver license #: _____ State: _____ Expiration date: _____					

All Courts in Arizona/NCIC#/DPS# Address, City, AZ Zip Telephone Number

<b>Plaintiff</b> <input type="checkbox"/> Employer-Plaintiff if Workplace Injunction	<b>Defendant</b>	<b>Case No.</b>
<input type="checkbox"/> <b>On behalf of minor/person in need of protection named:</b>	Defendant's address	<b>PETITION for:</b>  <input type="checkbox"/> <b>Order of Protection</b> <input type="checkbox"/> <b>Injunction Against Harassment</b> <input type="checkbox"/> <b>Workplace Injunction</b>
<b>Agent's name</b> (if Workplace Injunction)	Defendant's birth date	
	Defendant's phone	

**This is NOT a court order.**  
**This petition contains Plaintiff's allegations and requests. To see what the court has ordered, see "Order" form.**

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

1. **Defendant/Plaintiff Relationship.** Choose the options that best describe your relationship to the defendant. \*If you are applying on behalf of another person, choose the relationship between the **other person** and the defendant.

- |  |  |
|--|--|
| <input type="checkbox"/> Married (past or present)<br><input type="checkbox"/> Live/lived together as intimate partners<br><input type="checkbox"/> Parent of child in common<br><input type="checkbox"/> One party is pregnant by the other<br><input type="checkbox"/> Romantic/sexual (past or present) | <input type="checkbox"/> Related as parent, grandparent, child, grandchild, brother, sister (or in-law/step)<br><input type="checkbox"/> Live/lived together but not as intimate partners<br><input type="checkbox"/> Other (describe): _____<br>_____ |
|--|--|

2.  If checked, Defendant and I have a pending action involving maternity, paternity, annulment, legal separation, dissolution, custody, parenting time, or support in \_\_\_\_\_ County Superior Court, Case # \_\_\_\_\_.

3. Name of court, if any, in which any other protective order related to this conduct has been filed.  
 Court name \_\_\_\_\_ Case # \_\_\_\_\_

**(Continue to next page)**

4. Tell the judge what happened and why you need this order. PRINT both the dates and a brief description of what happened. If there is a contested hearing, a judge can consider only what you write here.

**NOTE: Defendant will receive a copy of this petition when the order is served.**

Approx. Date	(Do not write on back or in the margin. Attach additional paper if necessary.)
required	
required	
required	
required	
required	

5. The following persons should also be on this order. They should be protected because Defendant is a danger to them:

Birthdate:	Birthdate:
Birthdate:	Birthdate:

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

**NOTE:** Do not list confidential addresses here.

Residence (confidential)

Work/Business Leave blank if address is confidential.

School/other Leave blank if address is confidential.

7a.  Defendant owns or carries a firearm or other weapons.

7b.  Defendant should be ordered NOT to possess firearms while this order is in effect because of the risk of harm to me or other protected persons.

8.  Defendant should be ordered to stay away from any animal that is owned, possessed, leased, kept or held by me, Defendant, or a minor child living in either my household or Defendant's household.

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

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

\_\_\_\_\_  
Plaintiff

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

## INJUNCTION AGAINST HARASSMENT

Amended Order

Sexual violence—no service fee

Case No.

Court ORI No. \_\_\_\_\_

County  State

**PLAINTIFF**

First Middle Last

**PLAINTIFF IDENTIFIERS**

Plaintiff's Date of Birth

And on behalf of any minor family member or other Protected Person listed below. (List name and DOB.)

\_\_\_\_\_

\_\_\_\_\_

**v.**

**DEFENDANT**

First Middle Last

Defendant/Plaintiff Relationship: \_\_\_\_\_

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

\_\_\_\_\_

**CAUTION:**  Weapon Alleged in Petition

**DEFENDANT IDENTIFIERS**

SEX	RACE	DOB	HT	WT
EYES	HAIR	<b>Arizona Prohibits Release of Social Security Numbers</b>		
DRIVER'S LICENSE #		STATE	EXP DATE	

Estimated Date of Birth

**WARNINGS TO DEFENDANT:** This injunction shall be enforced, even without registration, by the courts of any state, the District of Columbia, any U.S. territory, and may be enforced by Tribal Lands (18 U.S.C. § 2265). Crossing state, territorial, or tribal boundaries to violate this injunction may result in federal imprisonment (18 U.S.C. § 2262). **Only the court, in writing, can change this injunction.**

**This injunction is effective for one year from date of service.**

Court name, phone number, business hours

**THE COURT HEREBY FINDS THAT:**

It has jurisdiction over the parties and the subject matter.

Defendant received actual notice of this hearing and had an opportunity to participate.

**THE COURT**, finding reasonable evidence of harassment or that great or irreparable harm would result if this injunction is not granted before Defendant can be heard in opposition, and there are specific facts attesting to efforts to give notice to Defendant or there are reasons why notice should not be given, **HEREBY ORDERS:**

**NO CRIMES.** Defendant shall not commit any act of harassment (A.R.S. § 12-1809(T)) or sexual violence (A.R.S. § 23-371) against Plaintiff or Protected Persons.

**NO CONTACT.** Defendant shall have no contact with **Plaintiff** except through attorneys, legal process, court hearings, and as checked:  Phone  Electronic (email, text, etc.)  Mail  Other: \_\_\_\_\_

**NO CONTACT.** Defendant shall have no contact with **Protected Persons** except through attorneys, legal process, court hearings and as checked:  Phone  Electronic (email, text, etc.)  Mail  Other: \_\_\_\_\_



## INJUNCTION AGAINST WORKPLACE HARASSMENT

[ ] Amended Order

Case No.

Court ORI No.

County  State

PLAINTIFF EMPLOYER

AUTHORIZED AGENT

And on behalf of all Protected Persons listed below. (List names.)

\_\_\_\_\_

\_\_\_\_\_

v.

DEFENDANT

First Middle Last

Defendant/Plaintiff Relationship: \_\_\_\_\_

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

\_\_\_\_\_

**CAUTION:** [ ] Weapon Alleged in Petition

DEFENDANT IDENTIFIERS

SEX	RACE	DOB	HT	WT
EYES	HAIR	<b>Arizona Prohibits Release of Social Security Numbers</b>		
DRIVER'S LICENSE #		STATE	EXP DATE	

[ ] Estimated Date of Birth

**WARNINGS TO DEFENDANT:** This injunction shall be enforced, even without registration, by the courts of any state, the District of Columbia, any U.S. Territory, and may be enforced by Tribal Lands (18 U.S.C. § 2265). Crossing state, territorial, or tribal boundaries to violate this injunction may result in federal imprisonment (18 U.S.C. § 2262). **Only the court, in writing, can change this injunction.**

**This injunction is effective for one year from date of service.**

*Court name, phone number, business hours*

**THE COURT HEREBY FINDS THAT:** It has jurisdiction over the parties and subject matter.

[ ] Defendant received actual notice of this hearing and had an opportunity to participate.

**THE COURT**, finding reasonable evidence of workplace harassment or that great or irreparable harm would result if this injunction is not granted before Defendant can be heard in opposition, and there are specific facts attesting to the efforts to give notice to Defendant or there are reasons why notice should not be given, **HEREBY ORDERS:**

[ ] **NO CONTACT.** Defendant shall have no contact with **Plaintiff Employer** or other person while that person is on or at employer's property or place of business or is performing official work duties, except through attorneys, legal process, court hearings and as checked: [ ] Phone [ ] Electronic (email, text, etc.) [ ] Mail [ ] Other: \_\_\_\_\_

[ ] **NO CONTACT.** Defendant shall have no contact with any **Protected Person**, except through attorneys, legal process, court hearings and as checked: [ ] Phone [ ] Electronic (email, text, etc.) [ ] Mail [ ] Other: \_\_\_\_\_

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

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**THE COURT FURTHER ORDERS:**

**PROTECTED LOCATIONS.** Defendant shall not go to or near the Plaintiff Employer's or other Protected Person's:

[ ] Workplace: \_\_\_\_\_

**OTHER ORDERS.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Judicial Officer

\_\_\_\_\_

Printed Name

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**WARNING:** This is an official court order. If you disobey this order, you may be arrested and prosecuted for the crime of interfering with judicial proceedings and any other crime you may have committed in disobeying this order.

**NOTICE:** If you disagree with this injunction, you have the right to request a hearing, which will be held within 10 business days after your written request has been filed in the court that issued this injunction. Violations of this injunction should be reported to a law enforcement agency, not the court.

**ADDITIONAL WARNINGS TO DEFENDANT:** Nothing the plaintiff does can stop, change, or undo this injunction without the court's written approval. You must appear in court to ask a judge to change (modify) or dismiss (quash) this injunction.

All Courts in Arizona/NCIC#/DPS#	Address	City, Arizona Zip Code	Telephone Number
Plaintiff _____ v. Defendant _____	Case No. _____	<b>TRANSFER ORDER</b>  <b>Date Issued:</b> ___/___/___  <b>Served:</b> ___/___/___	

This court has determined that the transfer of this case is necessary in the interest of justice; therefore,

**IT IS ORDERED:**

- Limited Jurisdiction Court Transfer.** This case is transferred to \_\_\_\_\_  
(name of court)
- Superior Court Transfer.** This case is transferred to \_\_\_\_\_ because:  
(name of superior court)
  - An action for dissolution of marriage (divorce), annulment, legal separation, maternity or paternity is pending in the Superior Court in \_\_\_\_\_ County, Arizona, in Case No. \_\_\_\_\_.
  - Pursuant to Rule 35(e), Rules of Protective Order Procedure, a family law action is not pending but there is an active legal decision-making order issued by an Arizona court that involves a child of the defendant.
  - This court has been ordered to transfer this case to another court.

All relevant documents, together with a certified copy of docket entries or any other record in this action, shall be transferred to the court identified above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judicial Officer

<b>FOR USE BY LIMITED JURISDICTION COURT ONLY</b>
The file was transferred to the above court on ___/___/___ by _____ <span style="margin-left: 100px;">(date)</span> <span style="margin-left: 200px;">(Clerk)</span>

# **Appendix B**



# **Appendix C**

All Courts in Arizona/NCIC#/DPS#      Address      City,      AZ      Zip Code      Telephone Number

## EMERGENCY ORDER OF PROTECTION

ORDER EXPIRES

Case No.

County

State

PLAINTIFF

PLAINTIFF IDENTIFIERS

First

Middle

Last

Plaintiff's Date of Birth

And on behalf of the minor family members or Protected Persons listed below. (List name and DOB.)

**V.**

DEFENDANT

DEFENDANT IDENTIFIERS

First

Middle

Last

Defendant/Plaintiff Relationship: \_\_\_\_\_

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

**CAUTION:** [ ] Weapon Alleged in Petition

SEX	RACE	DOB	HT	WT
EYES	HAIR	<b>Arizona Prohibits Release of Social Security Numbers</b>		
DRIVER'S LICENSE #		STATE	EXP DATE	

[ ] Estimated Date of Birth

**WARNINGS TO DEFENDANT:** This order shall be enforced, even without registration, by the courts of any state, the District of Columbia, any U.S. Territory, and may be enforced by Tribal Lands (18 U.S.C. § 2265). Crossing state, territorial, or tribal boundaries to violate this order may result in federal imprisonment (18 U.S.C. § 2262). **Only the court, in writing, can change this order.**

A peace officer has reasonable grounds to believe that Plaintiff is in immediate and present danger of domestic violence based on an allegation or a recent incident of violence and has stated those grounds to a judicial officer.

This judicial officer finds that Plaintiff's life or health is in imminent danger and authorizes the issuance of this Emergency Order of Protection.

### IT IS ORDERED:

**NO CRIMES.** Defendant shall not commit any crimes against Plaintiff or Protected Persons.

[ ] **NO CONTACT.** Defendant shall have no contact with **Plaintiff** except through attorneys, legal process, court hearings, and as checked: [ ] Phone [ ] Electronic (email, text, etc.) [ ] Mail [ ] Other: \_\_\_\_\_

[ ] **NO CONTACT.** Defendant shall have no contact with **Protected Persons** except through attorneys, legal process, court hearings and as checked: [ ] Phone [ ] Electronic (email, text, etc.) [ ] Mail [ ] Other: \_\_\_\_\_

**THE COURT FURTHER ORDERS:**

**RESIDENCE.** Plaintiff is granted exclusive use and possession of the residence listed below.

**PROTECTED LOCATIONS.** Defendant shall not go to or near Plaintiff's or Protected Person's:

Residence: \_\_\_\_\_

Workplace: \_\_\_\_\_

School/Other: \_\_\_\_\_

**ARIZONA FIREARMS LAW (A.R.S. § 13-3624(D)(4).** The court finds that Defendant may inflict bodily injury or death on Plaintiff and, therefore, Defendant is prohibited from possessing or purchasing a firearm for the duration of this order.

**OTHER ORDERS.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Order issued by: \_\_\_\_\_  
Date Judicial Officer's Name and Court

**WARNING:** This is an official court order. If you disobey this order, you may be arrested and prosecuted for the crime of interfering with judicial proceedings and any other crime you may have committed in disobeying this order. **Even if the plaintiff initiates contact, you could be arrested and prosecuted for violating this protective order. If you do not want the plaintiff to contact you, you have the right to request a protective order against the plaintiff. But orders are not automatically granted upon request. Legal requirements must be met.**

**NOTICES:**

- This order expires seven calendar days from date of service.
- A person can file a petition for an Order of Protection at a municipal, justice of the peace, or superior court. See <https://azpoint.azcourts.gov>.
- Violations of this order should be reported to a law enforcement agency, not the court.

**CERTIFICATE OF SERVICE**

The undersigned, being first duly qualified by law, certifies that Defendant was served with a copy of this Emergency Order of Protection on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_ a.m./p.m. at  
(date) (time)

\_\_\_\_\_  
(address where Defendant was served)

\_\_\_\_\_  
Reporting Peace Officer, Agency, and ID No.

\_\_\_\_\_  
Serving Peace Officer, Agency, and ID No.