

IN THE SUPREME COURT OF THE STATE OF ARIZONA
ADMINISTRATIVE OFFICE OF THE COURTS

In the Matter of:)	
)	Administrative Directive
ADOPTION AND MODIFICATION)	No. 2019 - <u>10</u>
OF PROTECTIVE ORDER FORMS)	(Amending Administrative Directives
)	Nos. 2013-03 and 2006-01)
)	

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.

In the 2018 53rd Legislature-Second Regular Session, HB2249 was signed into law, with a delayed effective date of January 1, 2020. The legislation modifies the statutes governing Orders of Protection, Emergency Orders of Protection, Injunctions Against Harassment, and Injunctions Against Workplace Harassment. In the 2019 54th Legislature-First Regular Session, SB1250 was enacted, with a delayed effective date of January 1, 2020. This bill modifies the Injunction Against Harassment statute. In response to these statutory changes, protective order forms must be revised.

The AOC also has undertaken technology projects for statewide use that will allow plaintiffs to complete paperwork for protective order petitions in a web-based portal and will enable courts and law enforcement agencies to exchange data regarding service of Orders of Protection.

The Committee on the Impact of Domestic Violence and the Courts (CIDVC) has made additional recommendations to simplify the forms for users of either the web-based portal or those who file on paper. CIDVC also recommends adoption of a new Plaintiff Information Sheet and a Service of Process Information Form. The Plaintiff Information Sheet will assist the courts in collecting relevant information from plaintiffs when initiating protective order cases. The Service of Process Information Form will aid law enforcement agencies in serving protective orders.

Therefore, in order to conform language on the protective order forms with recent legislation; promote the use of uniform and efficient legal forms at all levels of the court system; and enhance the public’s access to the courts through the availability of useable and understandable legal forms,

IT IS DIRECTED that two new forms, the Plaintiff Information Sheet and the Service of Process Information Form, as shown in Appendix A, shall be adopted;

IT IS FURTHER DIRECTED that the protective order forms approved by Administrative Directive No. 2013-03 shall be replaced by the revised forms in Appendix B of this directive; and

IT IS FURTHER DIRECTED that beginning January 1, 2020, all Arizona courts shall use 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 22nd day of July, 2019.

DAVID K. BYERS
Administrative Director

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 _____ *Cell _____
 City, State, ZIP _____ *May the court text you at this or another number?
 Mailing address _____ Yes No Alternate number _____
 (if different) _____ Email _____

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 as a copy of it will be served on the defendant. Keep work address confidential. Keep school address confidential.

RELATIONSHIP*

Choose the option that best describes 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
- Romantic or sexual relationship (past or present)
- Parent of a child in common
- One party is pregnant by the other
- Related as parent, grandparent, child, grandchild, brother, sister (including step or in-law)
- Live/lived together but not as intimate partners
- Dating (but not romantic or sexual)
- Other _____

Defendant's name _____ Telephone _____
 Address _____ Cell phone _____
 City, State, ZIP _____ Email _____

DEFENDANT IDENTIFIERS 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 estimated 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: _____				

DO NOT SERVE THIS FORM ON THE DEFENDANT. DESTROY WHEN SERVED.

Notice: This form will be used by the agency that will serve your court documents. Be accurate and complete when filling out this form. Without this information, your documents may not get served.

THIS FORM IS CONFIDENTIAL AND WILL NOT BE GIVEN TO THE DEFENDANT.

Plaintiff _____ v. Defendant _____	Case No. _____ Date Issued _____	SERVICE OF PROCESS INFORMATION FORM
--	-------------------------------------	--

Your name	Email
Address	Main phone *Cell
City, State, ZIP	*Will you accept text messages on this cell or at another number? <input type="checkbox"/> Yes <input type="checkbox"/> No Alternate number

DEFENDANT'S INFORMATION (person you want to be served)

Defendant's name	Birthdate <input type="checkbox"/> Actual <input type="checkbox"/> Estimated
Address <i>include apartment and building number</i>	Does Defendant need an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, language needed
City, State, ZIP Apartment complex name	Does Defendant live with you now? <input type="checkbox"/> Yes <input type="checkbox"/> No

Sex	Race	Height	Weight	Eye color	Hair color	Driver license #	State	Expiration date

Defendant's ethnicity is: Hispanic Not Hispanic

Company/work name	Work phone
Work address City, state, ZIP	
Work hours	Normal days off
Best time at work	Best time at home
Other places Defendant goes	Days/times most likely to be there
Vehicle year/make/color	License plate/state

Distinguishing features, scars, tattoos, marks (and location):

Is Defendant violent toward police drug user heavy drinker mentally ill
 on probation/parole > Probation officer name/phone:

Does Defendant *carry* a gun a knife?
Does Defendant *have* a gun a knife?

Location of weapons now

APPENDIX B

Plaintiff's Guide Sheet for Protective Orders

This guide sheet provides basic information about protective orders. Keep this guide for future reference. If you receive a protective order, you should always carry a copy of the order with you.

TYPES OF PROTECTIVE ORDERS

1. ORDER OF PROTECTION (OP)—An OP is used when you and the defendant (the person from whom you want protection) have a specific relationship. In addition to having a qualifying relationship, you must state how an act of domestic violence was threatened or committed against you within the last year.

A qualifying relationship for an Order of Protection includes any of the following:

- married to each other (past or present)
- one party is pregnant by the other
- live together (past or present)—intimate partners
- related as parent, grandparent, child, grandchild, brother, sister (including step or in-law)
- romantic or sexual relationship (past or present)
- live together (past or present)—not intimate partners
- parent of a child in common

2. INJUNCTION AGAINST HARASSMENT (IAH)—If you and the defendant do not share any of these relationships, you may ask for an Injunction Against Harassment (IAH). You must tell on the petition how the defendant has committed a series of acts (more than one) of harassment against you in the last year or one act of sexual violence (as defined in ARS § 23-371) against you.

3. INJUNCTION AGAINST WORKPLACE HARASSMENT (IAWH)—An employer or owner of a business or operation may file for this type of injunction for the benefit of an employee or the business based on a single act or a series of acts of harassment.

PETITION

Your request for a protective order begins when you file a petition with the court. There is no cost to file the petition for an OP or an IAH. In the petition, you must provide dates and facts about the domestic violence or harassing acts that you allege the defendant has committed against you or why you believe domestic violence or harm may occur without protection. **NOTE: If the judge grants your request, the defendant will be given a copy of your *petition* and the order. The petition may be used in future judicial proceedings.** You can list only one defendant per petition. If you want to file against more than one person, you must file a separate petition for each defendant.

CHILDREN AS OTHER PROTECTED PERSONS

You may ask for a child be included as a protected person only if (1) the child is not the defendant's child or (2) the child is the defendant's child and the domestic violence involved the child. Only a superior court judge can decide child custody (legal decision-making) or parenting time in a separate family law action.

FAMILY COURT

If either you or the defendant file an action for maternity, paternity, annulment, legal separation, or divorce, tell the clerk immediately so the protective order case can be transferred to the superior court.

FILING A PETITION ON BEHALF OF A MINOR OR ANOTHER PERSON

If you are:

- a parent, guardian, or custodian of a minor who is asking for protection from someone else, choose the relationship between the *minor* and the *defendant* on the petition.
- applying on behalf of a person who is either temporarily or permanently unable to request an order, choose the relationship between the *person* and the *defendant* on the petition.

**READ THIS
FIRST.**

SERVICE AND EFFECT

Order of Protection: The court will send the OP to the appropriate law enforcement agency for service. There is no cost for service of an OP. If law enforcement is unable to serve the OP within 15 days, law enforcement will contact you. Law enforcement has a continuing duty to attempt service, so if you have additional information about the defendant’s location, please contact the law enforcement agency. The OP will be valid and enforceable for one year from the date of service. A served OP is enforceable by law enforcement in any state or tribal nation in the United States.

Injunction Against Harassment or an **Injunction Against Workplace Harassment:** You have one year from the date of issuance to ask for an IAH or IAWH to be served on the defendant. The order will be valid and enforceable for one year from the date of service. The court will instruct you on how service can be made. Law enforcement will serve an IAH involving a dating relationship or based on an act of sexual violence at no cost. There is a fee to serve an IAWH or an IAH not involving a dating relationship or sexual violence. The cost to serve injunctions depends on mileage and number of attempts. If you cannot afford pay for service, you can ask the judge to defer or waive the fee.

CONTESTED HEARING

If the defendant disagrees with the protective order, the defendant has the right to ask for a hearing. The court will conduct the hearing within 5 to 10 business days after the defendant makes a written request. At this hearing, you may present evidence (exhibits) and have witnesses testify on your behalf. The judge will take testimony from you, the defendant, and any witnesses to decide whether there is a legal reason to keep the order in place. If you do not appear for the hearing, the court may dismiss your order; therefore, you must notify the court of any change in your contact information to ensure you get notice of any hearing dates and times.

NO-CONTACT ORDERS

The defendant can be arrested for violating this protective order, even if you initiate contact. **If the defendant does not want you to contact him or her, the defendant has the right to request a protective order against you.** Orders are not automatically granted upon request—legal requirements must be met.

RESIDENCE AND PROPERTY

You may ask the judge to give you exclusive use of a residence you share with the defendant. If the defendant needs to retrieve personal belongings, the judge may order a standby. Standby allows the defendant to return once with a law enforcement officer to get necessary personal belongings. Neither law enforcement nor a protective order can resolve conflicts over property, title, furniture, finances, real estate, or other ownership issues. If the judge grants the defendant standby, the defendant must arrange a time and date with a law enforcement agency.

FIREARMS

You may ask the judge to order the defendant not to possess, receive, or purchase firearms or ammunition while the protective order is in effect.

ANIMALS

If you are asking for an Order of Protection, you may also ask the court to grant you the custody, care, and control of any animal owned by you, the defendant, or a minor child living in your household if you believe the defendant is a danger to the animal.

COUNSELING

Counseling for the defendant can be ordered only at a hearing of which the defendant has notice and an opportunity to participate.

CHANGING OR DISMISSING THE ORDER

Nothing you do on your own can dismiss or change this protective order. If you want to change or dismiss this order, you must make a written request to the court.

PUBLIC ACCESS

To comply with federal law, no identifying information about you from this protective order case will be published on the Judicial Branch website (www.azcourts.gov).

RESOURCES, SAFETY PLANS

See Domestic Violence Info (<http://www.azcourts.gov/domesticviolencelaw>) and the booklet *Things You Should Know About Protective Orders* for information about protective orders, resources, and safety plans.

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

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

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

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	

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

ORDER OF PROTECTION

Amended Order

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 Protected Person listed below. (List name and DOB.)

v.

DEFENDANT

First Middle Last

Defendant/Plaintiff Relationship: _____

Defendant's Address : _____

DEFENDANT IDENTIFIERS

SEX	RACE	DOB	HT	WT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EYES	HAIR	Arizona Prohibits Release of Social Security Numbers		
<input type="text"/>	<input type="text"/>			
DRIVER LICENSE #		STATE	EXP DATE	
<input type="text"/>		<input type="text"/>	<input type="text"/>	

CAUTION: Weapon Alleged in Petition

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, or 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). Because of this order, it may be unlawful for you to possess or purchase a firearm or ammunition pursuant to federal law under 18 U.S.C. § 922(g)(8) or state, tribal, territorial, or local law. If you have any questions whether these laws make it illegal for you to possess or purchase a firearm, you should consult an attorney. **Only the court, in writing, can change this order.**

This order 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 cause to believe that Defendant may commit an act of domestic violence or has committed an act of domestic violence within the past year (or good cause exists to consider a longer period),

HEREBY ORDERS:

NO CRIMES. Defendant shall not commit any crimes, including but not limited to harassment, stalking, or conduct involving the use, attempted use, or threatened use of physical force that would reasonably be expected to cause bodily injury, 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 Email/Fax Mail Other: _____

NO CONTACT. Defendant shall have no contact with **Protected Persons** except through attorneys, legal process, court hearings and as checked: Phone Email/Fax Mail Other: _____

INJUNCTION AGAINST HARASSMENT

Amended Order

Dating relationship/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	Arizona Prohibits Release of Social Security Numbers		
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(S)) 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 Email/Fax Mail Other: _____

NO CONTACT. Defendant shall have no contact with **Protected Persons** except through attorneys, legal process, court hearings and as checked: Phone Email/Fax 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: _____

DEFENDANT IDENTIFIERS

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

CAUTION: [] Weapon Alleged in Petition

[] 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 [] Email/Fax [] Mail [] Other: _____

[] **NO CONTACT.** Defendant shall have no contact with any **Protected Person**, except through attorneys, legal process, court hearings and as checked: [] Phone [] Email/Fax [] Mail [] Other: _____

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

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.

EMERGENCY ORDER OF PROTECTION

ORDER EXPIRES AT

Case No.

County State

PLAINTIFF

First Middle Last

PLAINTIFF IDENTIFIERS

Plaintiff's Date of Birth

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

V.

DEFENDANT

First Middle Last

Defendant/Plaintiff Relationship: _____

Defendant's Address: _____

DEFENDANT IDENTIFIERS

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

CAUTION: Weapon Alleged in Petition

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 Email/Fax Mail Other: _____

NO CONTACT. Defendant shall have no contact with **Protected Persons** except through attorneys, legal process, court hearings and as checked: Phone Email/Fax 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 (leave blank if confidential): _____

Workplace (leave blank if confidential): _____

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.**

NOTICE: 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.

MODIFYING OR DISMISSING THIS ORDER Only a judge can modify or dismiss this protective order. **The plaintiff cannot dismiss or change this protective order without the court's written approval.**

CONTACT WITH THE PLAINTIFF You can be arrested for violating this protective order, even if the plaintiff initiates contact with you. You have the right to request a protective order against the plaintiff if you do not want the plaintiff to contact you. But orders are not automatically granted upon request. Legal requirements must be met.

RESIDENCE AND PROPERTY The judge may have given the plaintiff exclusive use of a residence shared with you and may have allowed you a law enforcement standby. If the judge has granted standby on the protective order, you may return to the residence once with a law enforcement officer to obtain necessary personal belongings. You must arrange a date and time with law enforcement for the standby. Neither law enforcement nor this protective order can resolve conflicts over property, title, furniture, finances, real estate, or other ownership issues.

FIREARMS If the judge has ordered under Arizona law that you cannot possess, receive, or purchase firearms, you must surrender them within 24 hours after service of this protective order to the law enforcement agency named on this order. You should ask law enforcement to issue proof of the surrender. You may also have to provide documentation to the court that firearms were transferred to the specified law enforcement agency. If you have questions about a firearms prohibition and surrender, you should contact an attorney. The court cannot give you legal advice.

All Courts in Arizona/NCIC#/DPS#	Address	City, Arizona Zip Code	Telephone Number
Plaintiff _____ v. Defendant _____	Case No. _____	DECLARATION OF SERVICE OP/IAH/IAWH Issue Date ___/___/___	

**USE THIS FORM ONLY IF YOU ARE AUTHORIZED TO SERVE LEGAL PAPERS
UNDER ARCP 4 OR ARS § 13-3602(K).**

The undersigned, being first duly qualified by law, swears or certifies that a copy of the following was personally served on Defendant on ___/___/___ at _____ a.m. / p.m. at the following location:
(date) (time)

(address where Defendant was served)

- | | |
|--|---|
| <input type="checkbox"/> Petition and Order of Protection (OP) | <input type="checkbox"/> Modified OP, dated ___/___/___ |
| <input type="checkbox"/> Petition and Injunction Against Harassment (IAH) | <input type="checkbox"/> Modified IAH, dated ___/___/___ |
| <input type="checkbox"/> Petition and Injunction Against Workplace Harassment (IAWH) | <input type="checkbox"/> Modified IAWH, dated ___/___/___ |
| <input type="checkbox"/> Notice of Hearing | |

Plaintiff has been advised of service. Yes No

Declarant is a: registered process server peace/correction/detention officer authorized by the court

Print: Name	Agency	Identification No.
-------------	--------	--------------------

Charges*: Services \$_____ Mileage \$_____ Fees Paid \$_____ Total \$_____

***No charges/fees for any OP or for any IAH that arises from a dating relationship or sexual violence.**

I declare under penalty of perjury that the foregoing is true and correct pursuant to ARCP 80(c).

Signature of Person Serving Document (Declarant)

Date

Defendant description:

Sex	Race	DOB	HT	WT	Eyes	Hair	Driver's License #	State	Distinguishing Features

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

Plaintiff v. Defendant	Case No.	<p style="text-align: center;">REQUEST:</p> <p> <input type="checkbox"/> Hearing <input type="checkbox"/> Dismiss Order <input type="checkbox"/> Cancel Hearing <input type="checkbox"/> Continue Hearing </p> <p>OP/IAH/IAWH Issue Date: ___/___/___</p>
--------------------------------------	----------	--

- Defendant*** requests:
- a hearing.
 - that the court cancel the hearing requested by the defendant in this case.
 - that the court continue the scheduled hearing on ___/___/___ (date).

- Plaintiff** requests that:
- the protective order listed above be dismissed.
 - the court cancel the hearing set prior to the issuance of the protective order in this case.
 - the court continue the scheduled hearing on ___/___/___ (date).

***NOTE TO DEFENDANT:**

If Plaintiff is:

- a current or former spouse, or
- someone with whom you live or lived intimately, or
- the child of an intimate partner, or a parent of your child

AND the order remains in effect or is changed after the hearing,

It may be unlawful for you to possess or purchase a firearm or ammunition until the order expires (one year after the service of the original order). By making this request, even if you fail to appear for the hearing, the prohibition against you possessing or purchasing firearms or ammunition may apply. If you have questions about whether federal law (18 U.S.C. § 922(g)(8)) makes it illegal for you to possess or purchase a firearm, you should consult an attorney.

List the reasons for your request:

_____ Date

_____ Requesting Person's Signature

Please inform court staff if interpreter services are needed for this hearing. Yes, I need interpreter services for _____.

_____ Address and telephone number if Defendant is the requesting party.

CERTIFICATE OF TRANSMITTAL

Copy mailed provided personally to Plaintiff on ___/___/___ by _____

Copy mailed provided personally to Defendant on ___/___/___ by _____

All Courts in Arizona/NCIC#/DPS#	Address	City, Arizona Zip Code	Telephone Number
Plaintiff _____ v. Defendant _____	Case No. _____	NOTICE OF HEARING PRIOR TO ISSUANCE OF: <input type="checkbox"/> Order of Protection <input type="checkbox"/> Injunction Against Harassment <input type="checkbox"/> Injunction Against Workplace Harassment	

A petition for a protective order has been filed with this court. To allow each party to be heard before deciding whether to issue a protective order in this matter, the court has set a hearing on:

Date: ___/___/___ Location/Courtroom: _____

Time: _____ a.m./p.m.

At this hearing, Plaintiff and Defendant will be permitted to present testimony and evidence to the court.

DEFENDANT’S WARNING: *If you fail to appear at this hearing, a protective order may be issued against you as requested by the plaintiff.*

Date

Judicial Officer/Clerk

CERTIFICATE OF TRANSMITTAL

Notice mailed provided personally to Plaintiff on ___/___/___ by _____

Notice mailed provided personally to Defendant on ___/___/___ by _____

DEFENDANT’S MAILING ADDRESS:

DEFENDANT’S WORK ADDRESS:

Telephone Number: _____

Defendant description:

Sex	Race	Birth Date	Height	Weight	Eyes	Hair	Driver’s License No. & State

All Courts in Arizona/NCIC#/DPS#	Address	City, Arizona Zip Code	Telephone Number
Plaintiff _____ v. Defendant _____	Case No. _____	NOTICE OF HEARING <input type="checkbox"/> Order of Protection <input type="checkbox"/> Injunction Against Harassment <input type="checkbox"/> Injunction Against Workplace Harassment Issued Date: ___/___/___	

Upon request of a party or the court, this matter is set for hearing on ___/___/___ at
 _____ a.m./p.m. in Location/Courtroom_____.

The parties are to present testimony and evidence as to whether the court should continue, revoke, or modify the protective order listed above.

 Date

 Clerk

CERTIFICATE OF TRANSMITTAL

Notice mailed provided personally to Plaintiff on ___/___/___ by _____

Notice mailed provided personally to Defendant on ___/___/___ by _____

All Courts in Arizona/NCIC#/DPS#	Address	City, AZ Zip Code	Telephone Number
Plaintiff _____ v. Defendant _____	Case No. _____	HEARING ORDER <input type="checkbox"/> Order of Protection <input type="checkbox"/> Injunction Against Harassment <input type="checkbox"/> Injunction Against Workplace Harassment Issued Date: ___/___/___	

- The request for:
- A protective order is granted denied withdrawn. Reason: _____
 - A hearing is denied.
 - A motion to continue is denied.
 - A motion to modify is denied.
- The court continues the hearing to ___/___/___ (date).
- The court cancels the hearing set for ___/___/___ (date).
- At Plaintiff's request, the court dismisses the protective order listed above.

At time of hearing:

- Plaintiff: Appeared Failed to appear but did not have notice Failed to appear but had notice
- Defendant: Appeared Failed to appear but did not have notice Failed to appear but had notice
- The court dismisses the protective order listed above.
- A protective order is denied granted. Brady applies.
- The protective order listed above remains in effect. Brady applies.
- As attached, the court modifies the protective order listed above. Brady applies.

Date

Judicial Officer

CERTIFICATE OF TRANSMITTAL

Copy mailed provided personally to Plaintiff on ___/___/___ by _____

Copy mailed provided personally to Defendant on ___/___/___ by _____

All Courts in Arizona/NCIC#/DPS#	Address	City, AZ Zip Code	Telephone Number
Plaintiff _____ v. Defendant _____	Case No. _____	NOTICE OF BRADY INDICATOR OP Issue Date ___/___/___	

Under the "Brady" federal law (18 USC § 922(g)(8)), the defendant is disqualified from purchasing or possessing a firearm or ammunition for the duration of the Order of Protection referenced above, based upon the following:

- [] The plaintiff and the defendant are intimate partners. As defined in 18 U.S.C. § 921(a)(32), "intimate partner" means with respect to a person, the spouse of a person, a former spouse of the person, an individual who is a parent of a child of the person, or an individual who lives or has lived in an intimate relationship with the person.
- [] The Order of Protection was issued or affirmed after a hearing of which the defendant received actual notice and at which the defendant had an opportunity to participate.
- The defendant is subject to an Order of Protection that restrains him or her from harassing, stalking, or threatening an intimate partner or a child of an intimate partner or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to himself or herself or to a child in common.
- The defendant is subject to an Order of Protection that explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury.

Date

Judicial Officer

CERTIFICATE OF TRANSMITTAL

Copy [] mailed [] provided personally to Plaintiff on ___/___/___ by _____
 Copy [] mailed [] provided personally to Defendant on ___/___/___ by _____

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

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. 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. _____, or 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

FOR USE BY LIMITED JURISDICTION COURT ONLY

The file was transferred to the above court on ___/___/___.
(date)

By: _____
 Clerk of the Court