

PPO CASE NUMBER _____
JUDGE: _____

A GUIDE TO PERSONAL PROTECTION ORDERS

STEP ONE: GETTING FORMS FROM THE COURT

Personal Protection Order (“PPO”) forms may be obtained from the Circuit Court Clerks office on the 2nd floor of the Eaton County courthouse in Charlotte.

HOURS: Monday – Friday: 8:00 a.m. to 5:00 p.m.

STEP TWO: FILLING OUT THE FORMS

Review the instructions and the Legal Obligations form.

1) The Petition This form tells the judge what type of order you are requesting, why you need the order, and what protections you are requesting.

You must fill out ALL of the sections on the petition. The court needs an address where each party can receive mail. If you do not want your address on the forms, which will be served on the respondent, speak with a Circuit Court Clerk before you fill out this portion.

Make sure you include the respondent’s name, address, and date of birth or approximate age. Then check the boxes that apply to your situation.

Under Section B – Please check **ALL** the boxes that describe your relationship with the respondent.

Write “See Attached” in the portion for explanation. Be sure to date and sign your petition.

Remember: The judge cannot order the respondent to stay away from his or her own children or a person other than the petitioner. The PPO ONLY applies to you.

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2) The Order

You must fill out Sections C and D. Make sure to include approximate height, weight, race, sex, age, hair color, and other information. If your petition is granted, this information is entered into the law enforcement database. DO NOT fill out the rest of the form.

If your PPO is granted, carefully review this form for the protections you have been given and the expiration date.

3) The Sheriff's Information

This is given to the Eaton County Sheriff's Department to assist with service. However, you are responsible for service if the order is granted. Fill out this form to the best of your knowledge.

4) Statement of Facts (Affidavit)

This is the most important part because this is what the judge bases the decision on. It is also the most difficult. You can use the attached statement of facts form or use this format to write a statement on a separate sheet of white paper. Please write on only one side of the paper.

The important elements are:

- **The relationship between you and the respondent.**
- **Dates and time.** (These do not have to be exact: last week, early this month, etc.)
- **Locations.** (Such as: at home, at his apartment, at work, at my sister's, etc.)
- **What occurred.** (**Domestic Violence:** slap, closed fist punch, kick-steel toe boots or bare foot, type of injury, location of injury on your body, quotes of threats, name calling, weapons, damage to property, harm to children or pets, etc.) (**Stalking:** establish that the respondent knows the contact is unwanted, pattern of behavior, repeated contact by phone or in person, notes, trying to run you off the road, quotes of threats, etc.)

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- **Witnesses.** (Name, phone number, and address if you have it.) The judge will not contact them when the petition is reviewed, but they may be contacted if there is a hearing.
- **Evidence.** (Such as: a caller ID box that has the respondent's number on it, photographs, copies of letters, text messages, and anything else that shows what has happened to you.)
- **How often these events occur.**
- **Police involvement.**
- **Why you are afraid.**

This statement is served on the respondent and put in the court file. The respondent can request a hearing to terminate the PPO. At that hearing *you will be required to testify about your statement.* You should put dates, but if you are not sure of the date, you should not put an exact date, because the respondent may be able to otherwise refute your statement.

For a Minor Petitioner

A Next Friend must be appointed. On the **Next Friend form**, the parent or guardian must fill out the first portion up to the double line. On the **petition and order**, you should write “**NXF**” on the Next Friend's (parent or guardian's) name above the minor's name and address in the petitioner's box.

STEP THREE: FILE THE PAPERWORK

When you are finished with the paperwork, file the paperwork with the Circuit Court Clerk's Office. At the clerk's office you will be assigned a judge. If the judge is available, the order will be taken to the judge and a decision will be made. If the judge is not available, you may be asked to come back. Your petition may be granted, denied, or denied but allowing you to request a hearing.

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If your petition is denied but allowing you to have a hearing you will have to go to the Circuit Court Clerks office to fill out the petition to request a hearing.

To check if you PPO is Granted or Denied please go to our web page and follow the instructions below:

Web site: www.eatoncounty.org

Go to: Department – Circuit Court Clerk

Go to: Calendar - click on today's date

Click on: "See by month"

Find your case number

After you find your case number, you will see either a "G" for granted (follow step 4) or "D" for denied.

If Denied, but a hearing allowed, there will also be a "W" by the case number (see above).

If there is no G,D,or W following your case number then your case is still being reviewed. Please check the calendar at a later time.

STEP FOUR: IF THE ORDER IS GRANTED

(Review Legal Obligations)

1. Pick up the signed copies of the order.
2. Have a copy of the ORDER served on the respondent (Do NOT do this yourself).
3. FILE the Proof of Service with the court clerk.

Eaton County Circuit Court Clerks Office
1045 Independence Blvd.,
Charlotte MI 48813
517-543-4335

To download forms and receive more information, go to:

<http://www.eatoncounty.org/prosecutor/ppo.htm>