

Domestic Violence Pattern Forms

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Mandatory Forms in Washington State Courts



WASHINGTON
COURTS
ADMINISTRATIVE OFFICE OF THE COURTS

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Washington Pattern Forms Committee and the
Administrative Office of the Courts
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Instructions for Petition for Order for Protection

This form is used to start a domestic violence protection order case. Ask the court clerk for advocate services to help you fill out this form. This form will be:

- Filed as a public court record and will start a civil court case.
- Served (personal delivery) to the person from whom you need protection.

The information in the petition is used by the court to determine if:

- The court has authority to enter an order on your behalf.
- If the relationship between you and the other party meets the legal definition of family or household member.
- If the respondent's behavior towards you meets the legal definition of domestic violence.

Use this petition to request both immediate temporary protection **and** full protection.

Immediate Protection: If you need immediate protection, and the court finds an emergency exists, the court may immediately issue a temporary order that will last until the court holds a hearing, usually within 14 days.

During the 14 days, the respondent must be served the:

- petition,
- temporary order and notice of hearing,
- any order to surrender weapons issued without notice, and
- any other declarations or documents, if any, presented to the court.

If the court orders respondent to surrender weapons, the local law enforcement agency must serve the order.

In cases without an order to surrender weapons, service may be done by:

- a law enforcement agency where the respondent lives or works, free of charge,
- a hired professional process server, or
- a person 18 or over who is not a party to this action.

The person completing service on the respondent must file an affidavit, declaration, or certificate of service with the court or the hearing cannot go forward.

Full Order for Protection: At the hearing, the court will determine if it should issue a full Order for Protection. The respondent has a right to attend that hearing.

Print Clearly! Use Black or Blue Ink only.

Top of the form (Page 1)

Fill in your name (first, middle initial, last) as the "Petitioner." The person you want protection from is the "Respondent." Fill in the respondent's name (first, middle initial, last).

Who Needs Protection (Question 1)

The court must know who needs protection. Check the first box if you need protection. Check the second box if someone in your family or household needs protection. You may check both boxes. Check the third box if you are the guardian, guardian ad litem or next friend of a minor 13 – 15 years of age who is a victim of domestic violence in a dating relationship with a person 16 years of age or older, who needs protection. Include the minor's name in the space provided within the third check box and provide additional identifying information for the minor in paragraph 5.

A next friend is a competent person, over 18 years of age, chosen by the minor who is capable of pursuing the minor's stated interest in the petition for order for protection action.

Residency (Question 2)

Check the box that applies.

Age (Question 3)

The court needs to know the ages of the petitioner/victim and the respondent. Check **one** of the boxes for the petitioner's/victim's age. Check **one** of the boxes for the respondent's age.

Relationship (Question 4)

The court must know the relationship between the petitioner/victim and the respondent. The court needs to know if the petitioner/victim and the respondent are "intimate partners" or "family or household members." Check the box that best describes your situation. If you are petitioning on behalf of a minor, the minor's relationship to the respondent is addressed in question 5.

Identification of Minors (Question 5)

- If there are no children, check the box indicating "No Minors Involved."
- If there are children, list each child's name, age, race and sex. Fill in how that child is related to you (for example, son, stepdaughter). Fill in how that child is related to the respondent. Fill in with whom that child lives (for example: me, grandparent, respondent).
- If you have questions about safety for your children, ask for advocate resources for help in filling out this section.

Court Cases (Question 6)

This may not be the first court proceeding involving you, or the minors, and the respondent. The court will need to know about other cases, such as divorce, parentage or criminal, or other restraining, protection or no-contact orders so the court does not issue an order that might conflict with an order from another court.

If there are other cases or orders involving you, or the minors, and the respondent, list the case title (the parties' names), the case number (if you know it), and the court (district, municipal, or superior) and the county in the columns provided.

Request for Protection (Page 2)

In this section, you must tell the court what you want the court to order after the hearing (the relief requested). The court can only grant the relief you request in the petition.

Some provisions allow you to ask the court to protect you, all the minors listed in paragraph 5 or only minors you name. Some provisions allow you to specify which locations you want included in the protection. Be sure to check the boxes to specify which people and places you want protected within each restraint provision.

1. The first provision asks the court to **restrain** the respondent from causing physical harm, bodily injury, assault, including sexual assault, and from molesting, harassing, threatening or stalking you and/or the children you name.
2. The second provision asks the court to restrain the respondent from harassing, following, keeping under surveillance, including cyberstalking, or from using telephonic, audiovisual or other electronic means to monitor the actions, locations or communications of you and/or the minors listed in paragraph 5, only the minors you name in this provision. You may also ask for protection in this provision for the victim's adult children and/or any of the victim's household members. Write in the names of the adult children or household members in the space provided.
3. The third provision asks the court to **restrain** the respondent from contacting you and/or the children you name.
4. The fourth provision asks the court to **exclude** the respondent from your home, workplace, school or the minor's day care or school. If there is someplace else you want to include, add it to the box called "other."

You have a right to keep your residential address confidential (secret). This restraint provision in the temporary order and in the full order has a space for you to write in your residential address. You are not required to write in your residential address if you are concerned with your safety or with identity theft. However, enforcement of the order may be easier if your address is included. If you decide to include your address, please list the complete address, including the city.

5. The fifth provision asks the court to order the respondent to **vacate** the home the two of you share and to give you exclusive rights to the home.
6. The sixth provision asks the court to **prohibit** the respondent from knowingly coming within or knowingly remaining within a specified distance (e.g. 100 feet, 2 blocks) of your home, workplace or school; or the minor's day care or school. If there is someplace else you want to include, add it to the box called "other."
7. The seventh provision asks the court to **grant** you possession of essential personal belongings. Please list the personal belongings. ("Essential personal belongings" means

those items necessary for a person's immediate health, welfare, and livelihood. "Essential personal belongings" includes but is not limited to clothing, cribs, bedding, documents, medications, and personal hygiene items. (RCW 26.50.010(7))

8. The eighth provision asks the court to **grant** you use of a vehicle (i.e., blue 1994 Ford Taurus, License Number XYZ123).
9. The ninth provision, "**Other**," is where you may list something not mentioned in the above provisions.

If There Are No Minors Involved Do Not Check Provisions 10, 11, and 12.

If You Are Requesting Restraint Provisions Involving Minors Check the Boxes in 10, 11, and 12.

10. The tenth provision asks the court to **grant** (give) you the temporary care, custody and control of the children you name, subject to any visitation with the respondent the court may order.
11. The eleventh provision asks the court to **restrain** the respondent from interfering with your custody of the children you name.
12. The twelfth provision asks the court to **restrain** the respondent from removing the listed children from the state.

Additional Requests

13. The thirteenth provision asks the court to **direct** the respondent to get treatment or counseling.
14. The fourteenth provision asks the court to **require** the respondent to pay the fees and costs of this action. (Fees and costs may include court costs, service fees and reasonable attorney's fees or reasonable fees for a limited license legal technician (LLLT) (APR 28).)
15. The fifteenth provision asks the court to make the order **remain effective** (last longer) than one year. Check this box only if there is reason to believe the respondent would resume the acts of domestic violence against you if the order expired in one year.

Protection involving pets

16. The sixteenth provision asks the court to **grant** you exclusive custody and control of pet(s). You can only ask for custody and control of a pet if it is owned, possessed, leased, kept, or held by you, the respondent, or a minor child residing with either you or the respondent.
17. The seventeenth provision asks the court to **prohibit** the respondent from interfering with your efforts to remove the pet(s).
18. The eighteenth provision asks the court to **prohibit** the respondent from knowingly coming within or knowingly remaining within a specified distance (e.g. 100 feet, 2 blocks) from the

location(s) you list where the pet(s) may regularly be found. Remember, you have a right to keep your residential address confidential.

Protection from Firearms and Other Dangerous Weapons

19. The nineteenth provision asks the court to require the respondent to immediately **surrender** all firearms, other dangerous weapons, and any concealed pistol licenses, and to prohibit the respondent from accessing, obtaining or possessing a firearm or other dangerous weapon, or concealed pistol licenses until the order ends.

Notice: If you **are** the respondent's intimate partner, after actual notice and an opportunity to be heard at the hearing, the court may be required by law to order the respondent to immediately surrender all firearms, other dangerous weapons, or concealed pistol licenses.

Please review the section you just completed to ensure that you checked the boxes to show which provisions you want the court to order. In each provision, be sure you checked the boxes to identify the people and places you want protected.

Emergency temporary protection effective immediately, without notice to the respondent, that lasts (up to 14 days) until the court hearing.

Check the box if an emergency exists and you want to ask the court to issue a temporary order immediately.

Check the box if you want to ask the court to order the respondent to surrender all firearms or other dangerous weapons, and any concealed pistol licenses immediately.

In the space below the check boxes, explain what irreparable harm (harm beyond repair) would result if the court did not issue temporary protection.

Request for Special Assistance from Law Enforcement Agencies

You might need special help from the police. Check off everything that you think you may need the police to assist you in obtaining.

1. The first item asks the court to order the police to help you get back into your home. For your safety, ask for a police escort back into your home.
2. The second item asks the court to order the police to help you get use of the vehicle.
3. The third item asks the court to order the police to help you get your personal belongings (Civil Standby). Check the box if you want the police to help you get your belongings from the shared residence, the respondent's residence or another location. Because of time limitations, availability of officers and safety, contact law enforcement to schedule a civil standby (when they will meet you and how long they can stay).
4. The fourth item asks the court to order the police to help you get custody of the children you list. There may be additional steps that you have to take for this request to be enforced.
5. The last item lets you ask for other help you might need from the police.

Statement of Petitioner

The statement of petitioner is to describe to the court why a protection order is needed. This document will be filed in the court file, which is a public record, and shall be served on the respondent. If you do not include a particular incident of domestic violence in your statement, you may not have an opportunity to tell the court at the hearing.

“Domestic violence” means physical harm, bodily injury, assault, including sexual assault, stalking, *Or* inflicting fear of imminent physical harm, bodily injury or assault between family or household members.

First read through the statement section in the petition before you start writing. There are several places for you to describe what happened.

Describe exactly what happened when you were threatened or hurt. Provide as much detail as you can such as dates, times, witnesses, injuries, if any, medical treatment, if any. The more details you can provide the more helpful it is to the judge. If there is an emergency, explain why so the court can issue an immediate temporary order before the hearing. In addition to the information requested in the statement you may want to include:

- If the respondent has hurt other people.
- If the respondent has been arrested.
- If police responded even if no arrests were made.

Examples:

It is better to say “On Sunday, January 12, at 2:00 a.m., Terry slapped my face.”
Rather than “On Sunday Terry assaulted me.”

It is better to say “Terry threatened to kill me if I left the house. He said ‘You leave and I will kill you.’” Rather than “Terry threatened me.”

It is better to say “Terry drives by me while I’m waiting at the bus stop after work every Monday evening.” Rather than “Terry is stalking me.”

It is better to say “Terry sends me emails or text messages [include number] times a day. I texted Terry to stop; but Terry keeps sending the messages.”
Rather than “Terry cyber stalks me.”

Try to use the respondent’s exact words when you were threatened with physical harm.

If any of the information requested does not apply, write, “does not apply” in that section.

Choose the appropriate box if substance abuse is involved.

Out of State Service

If the respondent cannot be personally served in Washington State, check the box. Note: The respondent will still have to be personally served, unless the court orders otherwise.

Sign the Form

When you are done with your statement, put today's date in the date line and fill in the city where you are completing this form. Sign the form.

The respondent has a right to have you served with documents in response to this petition. You have a right to keep your residential address confidential. If you want to keep your address confidential, you must list an address that is not your residential address where you agree to accept legal documents.

Complete the Temporary Orders

If you ask the court for immediate protection, complete the *Temporary Order for Protection and Notice of Hearing*, form DV 2.015. Follow the instructions for that form.

If you ask the court to order the respondent to surrender firearms and other dangerous weapons, bring the *Order to Surrender Weapons Issued Without Notice* form, All Cases 02-030, for the judge to complete.

Go to Court

Bring your completed petition and temporary order and the blank order to surrender weapons to the clerk's office of the local court. They will direct you further.

Service of Court documents

Unless the respondent or the respondent's lawyer was present at the hearing, the petition, any temporary order, and any order to surrender weapons must be served on the respondent. The respondent must know what restraint provisions are in place, when and where the hearing will occur and when the order expires.

If you filed on behalf of a vulnerable adult, unless the vulnerable adult or the vulnerable adult's lawyer was present at the hearing, the petition and any temporary order and order to surrender weapons must be served on the vulnerable adult. The vulnerable adult must know what restraint provisions are in place, when and where the hearing will occur and when the temporary order expires. The vulnerable adult's guardian, if any must also be served.

If the court orders respondent to surrender weapons, the local law enforcement agency must serve the order.

If the court does not order respondent to surrender weapons, you may choose service by:

- A law enforcement agency, which will serve your papers free of charge.
- A hired professional process server.
- Another person 18 or over, who is not a party to this action.

- Mail or publication, if the judge previously entered an order allowing service by mail or publication.

You will need to provide the address for each person to be served. If you want law enforcement to serve the documents, complete the Law Enforcement Information Sheet.

Law Enforcement Information Sheet (LEIS)

You must complete a Law Enforcement Information Sheet (LEIS), form WPF All Cases 01.0400. This form is confidential and it does not go in the public court file and is not served on the respondent.

- It is used by Law Enforcement to locate and identify the respondent when serving documents.
- It is also used by Law Enforcement when entering the order in the state-wide data base.

Complete as much information as possible, especially, first name, middle initial, last name, and date of birth.

If the respondent has a disability, brain injury, or other impairment, you may know of special assistance that law enforcement could provide when serving the documents. For example:

“Respondent has a brain injury. If respondent is rushed, respondent may freeze up and may not respond quickly, or may become verbally aggressive. Remind respondent to contact a friend.”

“Respondent has epilepsy and diabetes and may have seizures when stressed. Respondent doesn’t respond well to being rushed and will need time to get meds and supplies.”

If you know the respondent has firearms or other dangerous weapons, make sure you specify exactly what types and numbers.

Traumatic Brain injury information:

Please be advised that law enforcement responding to any domestic violence incident is encouraged to inform victims about a statewide website containing information about traumatic brain injuries.

<https://www.doh.wa.gov/YouandYourFamily/InjuryandViolencePrevention/TraumaticBrainInjuries> and <https://www.dshs.wa.gov/altsa/traumatic-brain-injury/traumatic-brain-injury-advisory-council>

Register for Automatic Notices about your Protection Order:

After the court issues a temporary or full order for protection, you can register for automatic notices.

As authorized by RCW 36.28A.410, WA VINE Protective Order is an automated service that allows you, the petitioner, to track the status of a protective order over the phone or internet. You can also register to be notified by phone and email about changes in the status of a

protective order. If you register for notification, you will receive important notifications regarding the service status of your protective order, a 90-day expiration warning, and notification if the respondent in your order attempts to purchase/transfer a firearm while they are prohibited and are denied.

To access protective order information, call [1-877-242-4055](tel:1-877-242-4055), or visit www.registervpo.com.
Do not rely solely on WA VPO for your safety. If you feel you are in danger, call 9-1-1.

The document to which this certificate is attached is a full, true and correct copy of the original on file and of record in my office. IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Court this _____ day of _____, _____

Clerk of the District Court
of the State of Washington
In and for the County of Mason

**District Court of Washington
For Mason County**

Petitioner

vs.

Respondent

No.

**Petition for Order for Protection
(PTORPRT)**

1. I am a victim of domestic violence committed by the respondent.
 A member of my family or household is a victim of domestic violence committed by the respondent.
 I am a guardian guardian ad litem next friend of a minor who is 13 to 15 years of age and is a victim of domestic violence in a dating relationship with a person age 16 or older. The name of the minor victim is _____.
This person's identifying information is provided in paragraph 5 below.
2. The victim lives in this county.
 The victim left their residence because of abuse and this is the county of their new or former residence.
3. The victim's age is: _____ Respondent's age is: _____
 Under 16 16 or 17 18 or over Under 16 16 or 17 18 or over
4. The victim and the respondent are:
 Intimate Partners because they are:
 current or former spouses or domestic partners parents of a child-in-common age 16 or older and are/were in a dating relationship, and are currently residing together or resided together in the past age 16 or older and are/were in a dating relationship, but have *never* resided together.
 Family or household members because they are:
 current or former adult cohabitants as roommates adult in-laws adults related by blood parent and child stepparent and stepchild grandparent and grandchild.

5. Identification of Minors (if applicable) No Minors involved.

Name (First, Middle Initial, Last)	Age	Race	Sex	How Related to		Resides with
				Petitioner	Respondent	

6. Other court cases or other restraining, protection or no-contact orders involving me, the minors and the respondent:

Case Name			
Case Number			
Court/County			

I Request an Order for Protection following a hearing that will:

¹ **Restrain** respondent from causing any physical harm, bodily injury, assault, including sexual assault, and from molesting, harassing, threatening, or stalking me the minors named in paragraph 5 above these minors only:

(If the court orders this relief, and you and the respondent are current or former spouses or domestic partners, parents of a child-in-common, age 16 or older and are/were in a dating relationship, and are currently residing together or resided together in the past, age 16 or older and are/were in a dating relationship, but have *never* resided together, the respondent will not be able to obtain or possess a firearm, other dangerous weapon, ammunition, or concealed pistol license for the duration of the order.)

² **Restrain** respondent from harassing, following, keeping under physical or electronic surveillance, cyberstalking as defined in RCW 9.61.260, and using telephonic, audiovisual, or other electronic means to monitor the actions, locations, or wire or electronic communication of me the minors named in paragraph 5 above only the minors listed below; members of the victim's household listed below the victim's adult children listed below:

³ **Restrain** respondent from coming near and from having any contact whatsoever, in person or through others, by phone, mail, or any means, directly or indirectly, except for mailing of court documents, with me the minors named in paragraph 5 above, subject to any court-ordered visitation these minors only, subject to any court-ordered visitation:

⁴ **Exclude** respondent from our shared residence my residence my workplace my school the residence, day care, or school of the minors named in paragraph 5 above these minors only:

other:

You have a right to keep your residential address confidential.

<p>⁵ <input type="checkbox"/> Direct respondent to vacate our shared residence and restore it to me.</p>
<p>⁶ <input type="checkbox"/> Prohibit respondent from knowingly coming within, or knowingly remaining within _____ (distance) of <input type="checkbox"/> our shared residence <input type="checkbox"/> my residence <input type="checkbox"/> my workplace <input type="checkbox"/> my school <input type="checkbox"/> the day care or school of <input type="checkbox"/> the minors named in paragraph 5 above. <input type="checkbox"/> these minors only: <input type="checkbox"/> other:</p>
<p>⁷ <input type="checkbox"/> Grant me possession of essential personal belongings, including the following:</p>
<p>⁸ <input type="checkbox"/> Grant me use of the following vehicle: Year, Make & Model _____ License No. _____</p>
<p>⁹ <input type="checkbox"/> Other:</p>
<p>Protection involving a minor:</p>
<p>¹⁰ <input type="checkbox"/> Subject to any court-ordered visitation, Grant me the care, custody and control of <input type="checkbox"/> the minors named in paragraph 5 above <input type="checkbox"/> these minors only:</p>
<p>¹¹ <input type="checkbox"/> Restrain respondent from interfering with my physical or legal custody of <input type="checkbox"/> the minors named in paragraph 5 above <input type="checkbox"/> these minors only:</p>
<p>¹² <input type="checkbox"/> Restrain the respondent from removing from the state: <input type="checkbox"/> the minors named in paragraph 5 above <input type="checkbox"/> these minors only:</p>
<p>Additional Requests:</p>
<p>¹³ <input type="checkbox"/> Direct the respondent to participate in appropriate treatment or counseling services.</p>
<p>¹⁴ <input type="checkbox"/> Require the respondent to pay the fees and costs of this action.</p>
<p>¹⁵ <input type="checkbox"/> Remain Effective longer than one year because respondent is likely to resume acts of domestic violence against me if the order expires in a year.</p>
<p>Protection involving pets.</p>
<p>¹⁶ <input type="checkbox"/> Grant me exclusive custody and control of the following pet(s) owned, possessed, leased, kept, or held by me, respondent, or a minor child residing with either me or the respondent. (Specify name of pet and type of animal.): _____.</p>

¹⁷ **Prohibit** respondent from interfering with my efforts to remove the pet(s) named above.

¹⁸ **Prohibit** respondent from knowingly coming within, or knowingly remaining within _____ (distance) of the following locations where the pet(s) are regularly found:
 petitioner's residence (You have a right to keep your residential address confidential.)
 _____ Park
 other: _____

Protection from Firearms and Other Dangerous Weapons

¹⁹ **Require** the respondent to surrender all firearms, other dangerous weapons, and any concealed pistol licenses, and prohibit the respondent from accessing, obtaining, or possessing firearms, other dangerous weapons, or concealed pistol licenses.

Notice: If you **are** the respondent's intimate partner, after actual notice and an opportunity to be heard at the hearing, the court may be required to order the respondent to surrender firearms, other dangerous weapons, or concealed pistol licenses.

I want emergency temporary protection effective immediately, that lasts (up to 14 days) until the court hearing:

- An emergency exists as described below. I request that a **Temporary Order for Protection** granting the relief requested above in 1) through 12) be issued immediately, without prior notice to the respondent, to be effective until the hearing.
- I also request temporary surrender all firearms, other dangerous weapons, and any concealed pistol licenses without notice to the other party because irreparable injury could result if an order is not issued until the hearing.

What irreparable harm would result if an order is not issued immediately without prior notice to the respondent?

Request for Special Assistance from Law Enforcement Agencies:

I request the court order the appropriate law enforcement agency to assist me in obtaining:

- Possession of my residence. Possession of the vehicle designated above.
- Possession of my essential personal belongings at the shared residence
- respondent's residence
- other location _____.

Custody of the minors named in paragraph 5 above these minors only (if applicable):

Describe any violence or threats towards children: _____

Describe any stalking behavior by respondent, including use of telephonic, audiovisual or electronic means to harass or monitor: _____

Describe medical treatment you received and for what: _____

Describe any threats of suicide or suicidal behavior by the respondent: _____

Does the respondent own or possess firearms? Yes No

Does the respondent use firearms, weapons or objects to threaten or harm you? Please describe:

Has the respondent used, displayed, or threatened to use a firearm or other dangerous weapon in a felony? Please describe:

Is the respondent ineligible to possess a firearm under the provisions of RCW 9.41.040? Please describe:

Does possession of a firearm or other dangerous weapon by the respondent present a serious and imminent threat to public health or safety, or to the health or safety of any individual?
Please describe:

If you are requesting that the protection order lasts longer than one year, describe the reasons why:

Other: _____

(Continue on separate page if necessary.)

Check box if substance abuse is involved: alcohol drugs other

Personal service cannot be made upon respondent within the state of Washington.

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Dated: _____ at _____, Washington.

Signature of Petitioner

You have a right to keep your residential address confidential. If you have one, please provide an address, other than your residence, where you may receive legal documents: _____

Law Enforcement Information Sheet

This document gives information to law enforcement officers so they can locate the respondent and serve the necessary forms on the respondent. It also allows law enforcement to enter an order into a state-wide database. Try to give as much information as you can.

This FORM will not be shown to the Respondent. It will not be served on to the Respondent.

Print Clearly!!

Restrained Person's Information

The restrained person is the respondent. Fill in each of the boxes about the respondent as best you can. The more information you can give, the easier it is for law enforcement officers to locate the respondent and serve the papers.

Protected Person's Information

The protected person is the petitioner. Fill in each of the boxes asking for information about the protected person. If you are filing on behalf of the petitioner, write your name and contact phone number in the space provided. This allows law enforcement officers to notify you if they cannot find the respondent and need more information from you.

Hazard Information

If the respondent has weapons, guns/rifles, knives, explosives, check the boxes that apply. Fill in the "Other" box if the respondent has a different kind of weapon than what is listed on the form. In "Location of Weapons," check the box that applies to where the respondent has the weapon(s).

Check the boxes regarding the respondent's history. You may check more than one box. For example, if the respondent has experienced alcohol or drug abuse and mental health problems, check both of those boxes.

Mason County Sheriff's Office Confidential Request for Subject History Information

Mason County District Court works with the Mason County Sheriff's Office to get additional information that the petitioner may not have (i.e. driver's license number, date of birth, correct address, etc.). Please complete the form the best you can.

Requestor Information: This is the petitioner's information.

Subject Information: This is the respondent's information.

**LAW ENFORCEMENT
INFORMATION**

Do NOT serve or show this sheet to the restrained person!
Do NOT FILE in the court file. Give this form to law enforcement.

Type or print clearly!

This completed form is **required** by law enforcement. This information is **necessary** to serve, enforce, and enter your order into the statewide law enforcement computer. Fill in the following information as completely as possible.

Court:	Case Number:
<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Dissolution/Separation/Invalidity/Non-parental Custody/Paternity
<input type="checkbox"/> Unlawful Harassment	<input type="checkbox"/> Vulnerable Adult
<input type="checkbox"/> Sexual Assault	<input type="checkbox"/> Stalking

Restrained Person's Information

(This is the person that you want the court to restrain.)

Name:			First	Middle	Last	Nickname	Relationship to Protected Person		
Date of Birth	Sex	Race	Height	Weight	Eye Color	Hair Color	Skin Tone	Build	
Last Known Address					Phone(s) w/Area Code		Need Interpreter? Yes or No Language:		
Street:									
City:			State:	Zip:					
Email address:									
Employer		Employer's Address				WORK Hours: Phone: ()			
Vehicle License Number	Vehicle Make and Model		Vehicle Color	Vehicle Year	Drivers License or ID number		State		

Does the restrained person have a disability, brain injury, or impairment requiring special assistance when law enforcement serves the order? No Yes. If yes, describe (continue on back, if needed):

Hazard Information Restrained Person's History Includes:

Involuntary/Voluntary Commitment Suicide Attempt or Threats
 Assault Assault with Weapons Alcohol/Drug Abuse Other:

Weapons: Handguns Rifles Knives Explosives Other:

Location of Weapons: Vehicle On Person Residence Describe in detail:

Current Status (Circle Yes, No or N/A.)

Is the restrained person a current or former cohabitant as an intimate partner? **Y N**

Are you and the restrained person living together now? **Y N**

Does the restrained person know he/she may be moved out of the home? **Y N N/A**

Does the restrained person know you're trying to get this order? **Y N**

Is the restrained person likely to react violently when served? **Y N**

Protected Person's Information
(This is the person you want the court to protect.)

Name: First			Middle			Last			Drivers License or ID number		
Date of Birth	Sex	Race	Height	Weight	Eye Color	Hair Color	Skin Tone	Build			

If your information ***is not confidential***, you must enter your address and phone number(s) below.

Current Address					Phone(s) w/Area Code		Need interpreter?	
Street:							Yes or No	
City:					State:		Language:	
					Zip:			

Email address:

If your information ***is confidential***, you must provide the name, address, and phone number of someone willing to be your "contact."

Contact Name		Contact Address			Contact Phone	
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If you filed for someone else, list your name, phone number, and address:

Minor's Information

Name: First	Middle	Last	Sex	Race	Birth date	Resides With

Below, describe the minor's relationship to the protected or restrained person using terms such as: child, grandchild, stepchild, nephew, none.

Name: First	Middle	Last	Minor's Relationship to Protected Person	Minor's Relationship to Restrained Person

Victim's Household Members or Adult Children Protected

Name:	birth date:



Mason County Sheriff's Office



P.O. Box 1037, Shelton, WA 98584

Casey Salisbury
Sheriff

Confidential Request for Subject History Information

DO NOT SERVE OR SHOW THIS SHEET TO THE RESTRAINED PERSON

*****NOTICE*****

Secondary Dissemination of this Subject/Criminal History Record Information Response is Prohibited unless in compliance with RCW 10.97.050. This information was prepared by the Mason County Sheriff's Office on _____ for the official use of the Court to assist the Court in identifying the individual hereon. It may not be revealed to any other individual and/or agency for any other purpose than stated with the expressed written consent of the Sheriff of Mason County

Instruction:

Please complete this form when requesting subject/criminal history information from the Mason County Sheriff's Office Records Division. The information will be returned to the court by email or fax.

REQUESTOR INFORMATION:

Date of Request: _____ Purpose of Request: _____

Requestor's Name: (Print) _____

Mailing Address: _____

Date of Birth: _____ Drivers License Number: _____

*****NOTICE*****

Record information furnished solely on the basis of name and date of birth or other descriptors does not constitute positive identification. Positive identification or non-identification can be effected only upon receipt of fingerprints.

SUBJECT INFORMATION: (Please provide as much information as possible in the space below)

Subject's Name: (Print) _____

Address: _____

Alias/Maiden Name: _____

Date of Birth: _____ Race: _____ Gender: _____

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Social Security Number: _____ Driver's License Number: _____

Additional Information: _____

Clerk/Deputy Signature: _____

Instructions for Temporary Order for Protection and Notice of Hearing

This is the Temporary Protection Order. If signed by the judge, this order will:

- Tell the respondent which restraints are currently in effect; and
- Set the date for the next hearing (full hearing).

The clerk will file the original order in the public court record and distribute copies for:

- You (free certified copies).
- Law enforcement, to enter into the statewide database.
- Service on the respondent.

Check with the court clerk before filling out the order.

In some courts, the judge will fill out this order. In other courts, you will be expected to fill out the order. Please check with the court clerk.

- If you are expected to fill out the form, follow the instructions below.
- It may be helpful to ask the court clerk for advocate services to help you fill out this form.

Print Clearly! Use Black or Blue Ink only.

Page 1:

- Fill in your name (first, middle initial, last) as the Petitioner, and put your date of birth where it says "DOB."
- The person you want protection from is the "Respondent." Fill in the respondent's name (first, middle initial, last) and date of birth. If you do not know the date of birth, put in the respondent's age.

Next Hearing

The judge or court clerk will write in the next hearing date, time and place, on the first page of the order.

- You must attend this hearing to continue the protection of this order.
- If you do not come to this hearing, the court will dismiss the petition and you will not be protected by an order.
- If the respondent does not come to the hearing and has been served, the court may still grant a protection order.

Names of Minors

- **If no minors are involved**, check the box "No Minors Involved."
- **If minors are involved**, list the name (first, middle initial, last) and age of each child involved in this case.
- If you have questions about safety for your children, ask advocate resources for help with filling out this section.

Respondent's Identifiers

- Describe the respondent's physical appearance: sex, race, hair color, height, weight, and eye color.
- List any of respondent's distinguishing features, such as moles, scars or tattoos.
- Check the box to show if the respondent has access to weapons.

Pages 1 and 2:

Protection Provisions

- Check the same boxes that you checked on the Petition.
- In each provision, be sure to identify the people and places you want protected.
- Remember: You have the right to keep your residential address confidential. You do not need to write it down on this form.

Page 3:

Surrender of Weapons Order filed separately

Check this box if you asked the court for a temporary order to require the respondent to surrender firearms and other dangerous weapons.

If you check this box, also bring the *Order to Surrender Weapons Issued Without Notice* form, All Cases 02.030, for the court to complete.

Washington Crime Information Center (WACIC) Data Entry

The order will be entered into a state-wide database used by law enforcement so any officer in the state knows of it. Print the name of the agency which has jurisdiction where you reside:

- If your address is outside of city limits, name the county sheriff.
- If your address is within city limits, name the city police.

Service

This order, any order to surrender weapons, and the petition must be served on the respondent. The respondent must know what restraint provisions are in place, and when and where the hearing will be held.

If the court orders respondent to surrender firearms, other dangerous weapons, and concealed pistol licenses, local law enforcement must serve the respondent.

The Law Enforcement Officer serving is required to inform the respondent that the order is in effect upon service and that the respondent must immediately surrender all firearms, other dangerous weapons, and any concealed pistol licenses issued under RCW 9.41.070.

If the court does not order respondent to surrender weapons, you may choose service by:

- A law enforcement agency.

- A hired professional process server.
- Another person 18 or over, who is not a party to this action.

If you want law enforcement to serve the order, you must identify the police or sheriff agency where the respondent lives or works:

- If the respondent's service address is outside of city limits, name the county sheriff.
- If the respondent's service address is within city limits, name the city police.

If you are making private arrangements for service of the petition and this order, check that box. Private arrangements include:

- A hired professional process server.
- Another person 18 or over, who is not a party to this action.

You will need to provide an address where the respondent can be located for service. This could be a home or work address. If you do not have a service address for the respondent, contact the clerk or advocate for information.

If personal service cannot be made, the court shall set a new hearing date and shall either require:

- one more attempt at personal service; or
- allow service by publication or service by mail.

The petitioner has the option to continue personal service; but the court may not **require** personal service more than twice. If there are two failed attempts at personal service of the order, the court must allow service of the order by publication or by mail.

Law Enforcement Assistance

The court can order law enforcement to assist you in limited ways such as assisting you in:

- reoccupying your home.
- retrieving personal belongings.
- transferring custody of children, in some cases.
- other assistance as described.

In the form, check all that apply.

Sign the Form

The judge will fill in the date and time when the order is granted and sign his or her name.

Sign the bottom of the form where it says "Presented by" and "Petitioner."

See above for service information.

Law Enforcement Information Sheet (LEIS)

You must complete a Law Enforcement Information Sheet (LEIS), form WPF All Cases 01.0400. This form is confidential and it does not go in the public court file and is not served on the respondent.

- It is used by Law Enforcement to locate and identify the respondent when serving documents.
- It is also used by Law Enforcement when entering the order in the state-wide data base.

Complete as much information as possible, especially, first name, middle initial, last name, and date of birth.

If the respondent has a disability, brain injury, or other impairment, you may know of special assistance that law enforcement could provide when serving the documents. For example:

“Respondent has a brain injury. If respondent is rushed, respondent may freeze up and may not respond quickly, or may become verbally aggressive. Remind respondent to contact a friend.”

“Respondent has epilepsy and diabetes and may have seizures when stressed. Respondent doesn’t respond well to being rushed and will need time to get meds and supplies.”

If you know the respondent has firearms or other dangerous weapons, make sure you specify exactly what types and numbers.

Traumatic Brain Injury Information:

Please be advised that law enforcement responding to any domestic violence incident is encouraged to inform victims about a statewide website containing information about traumatic brain injuries.

<https://www.doh.wa.gov/YouandYourFamily/InjuryandViolencePrevention/TraumaticBrainInjuries> and <https://www.dshs.wa.gov/altsa/traumatic-brain-injury/traumatic-brain-injury-advisory-council>

Register for Automatic Notices about your Protection Order:

After the court issues a temporary or full order for protection, you can register for automatic notices.

As authorized by RCW 36.28A.410, WA VINE Protective Order is an automated service that allows you, the petitioner, to track the status of a protective order over the phone or internet. You can also register to be notified by phone and email about changes in the status of a protective order. If you register for notification, you will receive important notifications regarding the service status of your protective order, a 90-day expiration warning, and notification if the respondent in your order attempts to purchase/transfer a firearm while they are prohibited and are denied.

To access protective order information, call [1-877-242-4055](tel:1-877-242-4055) or visit www.registervpo.com.

Do not rely solely on WA VPO for your safety. If you feel you are in danger, call 9-1-1.

The document to which this certificate is attached is a full, true and correct copy of the original on file and of record in my office. IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Court this _____ day of _____, _____

Clerk of the District Court
of the State of Washington
In and for the County of Mason

**District Court of Washington
For Mason County**

Petitioner _____ DOB _____
vs.

Respondent _____ DOB _____

No.

**Temporary Order for Protection and
Notice of Hearing (TMORPRT)**
(Clerk's Action Required)

Next Hearing Date/Time:

At: Mason County District Court
419 N 4th Street, Shelton WA 98584

Names of minors: **No minors Involved**

First	Middle	Last	Age

Respondent Identifiers

Sex	Race	Hair
Height	Weight	Eyes

Respondent's Distinguishing Features:

Caution:

Access to weapons: yes no unknown

The court finds:

The court has jurisdiction over the parties, the minors, and the subject matter. The respondent will be served notice of his or her opportunity to be heard at the scheduled hearing. RCW 26.50.070. For good cause shown, the court finds that an emergency exists and that a Temporary Protection Order should be issued without notice to the respondent to avoid irreparable harm or injury.

The court orders:

1. Respondent is **restrained** from causing petitioner physical harm, bodily injury, assault, including sexual assault, and from molesting, harassing, threatening, or stalking
 petitioner the minors named in the table above these minors only:

2. Respondent is **restrained** from harassing, following, keeping under physical or electronic surveillance, cyberstalking as defined in RCW 9.61.260, and using telephonic, audiovisual, or other electronic means to monitor the actions, locations, or wire or electronic communication of petitioner the minors named in the table above only the minors listed below members of the victim's household listed below the victim's adult children listed below:

Additional no contact provisions are on the next page.

The terms of this order shall be effective until:

the end of the hearing, noted above.

<input type="checkbox"/> 3. Respondent is restrained from coming near and from having any contact whatsoever, in person or through others, by phone, mail, or any means, directly or indirectly, except for mailing or service of process of court documents by a 3rd party or contact by respondent's lawyer(s) with <input type="checkbox"/> petitioner <input type="checkbox"/> the minors named in the table above <input type="checkbox"/> these minors only:
<input type="checkbox"/> 4. Respondent is restrained from going onto the grounds of or entering petitioner's <input type="checkbox"/> residence <input type="checkbox"/> workplace <input type="checkbox"/> school <input type="checkbox"/> the daycare or school of <input type="checkbox"/> the minors named in the table above <input type="checkbox"/> these minors only: <input type="checkbox"/> other: <input type="checkbox"/> Petitioner's address is confidential. <input type="checkbox"/> Petitioner waives confidentiality of the address which is:
<input type="checkbox"/> 5. Petitioner shall have exclusive right to the residence petitioner and respondent share. The respondent shall immediately vacate the residence. The respondent may take respondent's personal clothing and respondent's tools of trade from the residence while a law enforcement officer is present. <input type="checkbox"/> This address is confidential. <input type="checkbox"/> Petitioner waives confidentiality of this address which is:
<input type="checkbox"/> 6. Respondent is prohibited from knowingly coming within, or knowingly remaining within _____ (distance) of: petitioner's <input type="checkbox"/> residence <input type="checkbox"/> workplace <input type="checkbox"/> school <input type="checkbox"/> the daycare or school of <input type="checkbox"/> the minors named in the table above <input type="checkbox"/> these minors only: <input type="checkbox"/> other:
<input type="checkbox"/> 7. Petitioner shall have possession of essential personal belongings, including the following:
<input type="checkbox"/> 8. Petitioner is granted use of the following vehicle: Year, Make, & Model _____ License No. _____
<input type="checkbox"/> 9. Other:
Protection for minors:
<input type="checkbox"/> 10. Petitioner is granted the temporary care, custody, and control of <input type="checkbox"/> the minors named in the table above <input type="checkbox"/> these minors only:
<input type="checkbox"/> 11. Respondent is restrained from interfering with petitioner's physical or legal custody of <input type="checkbox"/> the minors named in the table above <input type="checkbox"/> these minors only:
<input type="checkbox"/> 12. Respondent is restrained from removing from the state <input type="checkbox"/> the minors named in the table above <input type="checkbox"/> these minors only:

Surrender and Prohibition of Weapons Order

The court finds that:

- Irreparable injury could result if the order to surrender weapons is not issued.
- Respondent's possession of a firearm or other dangerous weapon presents a serious and imminent threat to public health or safety or the health or safety of any individual.
- Irreparable injury could result if the Respondent is allowed to access, obtain, or possess any firearms or other dangerous weapons, or obtaining or possessing a concealed pistol license.

The Respondent must comply with the **Order to Surrender Weapons (and Prohibit Weapons, if checked below) Issued Without Notice** filed separately which states:

Respondent shall immediately surrender all firearms, other dangerous weapons, and any concealed pistol licenses.

- Respondent is prohibited from accessing, obtaining, or possessing any firearms or other dangerous weapons, or obtaining or possessing a concealed pistol license.

(Note: Also use form number All Cases 02-030.)

The respondent is directed to appear and show cause why this temporary order should not be made effective for one year or more and why the court should not order the relief requested by the petitioner or other relief which may include electronic monitoring, payment of costs, and treatment. **Failure to Appear at the Hearing May Result in the Court Granting Such Relief. The Next Hearing Date is Shown on Page One.**

Warnings to Respondent: A violation of provisions 1 through 6 of this order with actual notice of its terms is a criminal offense under chapter 26.50 RCW and will subject you to arrest. If the violation of the protection order involves travel across a state line or the boundary of a tribal jurisdiction, or involves conduct within the special maritime and territorial jurisdiction of the United States, which includes tribal lands, you may be subject to criminal prosecution in federal court under 18 U.S.C. § 2261, 2261A, or 2262.

A violation of provisions 1 through 6 of this order is a gross misdemeanor unless one of the following conditions apply: Any assault that is a violation of this order and that does not amount to assault in the first degree or second degree under RCW 9A.36.011 or 9A.36.021 is a class C felony. Any conduct in violation of this order that is reckless and creates a substantial risk of death or serious physical injury to another person is a class C felony. Also, a violation of this order is a class C felony if you have at least two previous convictions for violating a protection order issued under Titles 7, 10, 26 or 74 RCW.

If the court issues a final protection order, and your relationship to the petitioner is that of spouse or former spouse, parent of a common child, or former or current cohabitant as intimate partner, including a current or former registered domestic partner, you may not possess a firearm or ammunition for as long as that final protection order is in effect. 18 U.S.C. § 922(g)(8). A violation of this federal firearms law carries a maximum possible penalty of 10 years in prison and a \$250,000 fine. An exception exists for law enforcement officers and military personnel when carrying department/government-issued firearms. 18 U.S.C. § 925(a)(1). If you are convicted of an offense of domestic violence, you will be forbidden for life from possessing a firearm or ammunition. 18 U.S.C. § 922(g)(9); RCW 9.41.040.

You Can Be Arrested Even if the Person or Persons Who Obtained the Order Invite or Allow You to Violate the Order's Prohibitions. You have the sole responsibility to avoid or refrain from violating the order's provisions. Only the court can change the order upon written application.

Pursuant to 18 U.S.C. § 2265, a court in any of the 50 states, the District of Columbia, Puerto Rico, any United States territory, and any tribal land within the United States shall accord full faith and credit to the order.

Warning: A person may be guilty of custodial interference in the second degree if they violate provisions 10, 11, or 12.

Washington Crime Information Center (WACIC) Date Entry

It is further ordered that the clerk of the court shall forward a copy of this order on or before the next judicial day to: Mason _____ [] County Sheriff's Office [] Police Department **Where Petitioner Lives** which shall enter it into WACIC.

Service

- [] The clerk of the court shall also electronically forward a copy of this order on or before the next judicial day to: Mason _____ [] County Sheriff's Office [] Police Department **Where Respondent Lives** which shall personally serve the respondent with a copy of this order and shall promptly complete and return to this court proof of service.
- [] (Only if surrender of weapons not ordered) Petitioner has made private arrangements for service of this order.

Law Enforcement Assistance

- [] Law enforcement shall assist petitioner in obtaining:
 - [] Possession of petitioner's [] residence [] personal belongings located at: [] the shared residence [] respondent's residence [] other: _____
 - [] Custody of the above-named minors, including taking physical custody for delivery to petitioner (if applicable).
 - [] Other: _____.

Dated: _____ at _____ a.m./p.m. _____
Judge/Commissioner

Presented by:

➤ _____
Signature of Petitioner/Lawyer WSBA No. Print Name

The petitioner or petitioner's lawyer must complete a Law Enforcement Information Sheet (LEIS).

The document to which this certificate is attached is a full, true and correct copy of the original on file and of record in my office. IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Court this _____ day of _____, _____

 Clerk of the District Court
 of the State of Washington
 In and for the County of Mason

District Court of Washington For Mason County		No.
_____ Petitioner	_____ DOB	Motion for Surrender and Prohibition of Weapons (MT)
vs.		
_____ Respondent	_____ DOB	

Use this motion to ask the court for a weapons order when:

- you did not ask the court for a weapons order as a part of your protection order or restraining order,
- the final protection order or restraining order issued by the court did not include a weapons order.

1. I am protected by a civil protection order issued on _____ (date) in this case:

- Domestic Violence, RCW 26.50 Anti-harassment, RCW 10.14
 Sexual Assault, RCW 7.90 Stalking, RCW 7.92
 Restraining Order, RCW 26.09, 26.10, 26.26A, 26.26B

2. The court must issue an Order to Surrender and Prohibit Weapons because the order of protection included provisions that the respondent:

- is **restrained** from causing physical harm, bodily injury, assault, including sexual assault, and from molesting, harassing, threatening, or stalking, the protected person/s;
- had actual notice of the hearing and an opportunity to be heard; and
- represented a credible threat to the physical safety of the protected person/s; and
- the respondent and the protected person are intimate partners because they are:
 - current or former spouses or domestic partners.
 - parents of a child-in-common.
 - age 16 or older and are/were in a dating relationship, and are currently residing together or resided together in the past.
 - age 16 or older and are/were in a dating relationship, but have *never* resided together.

Or

3. The restrained person (name) _____: (check all that apply)

has used, displayed, or threatened to use a firearm or other dangerous weapon in a felony.

Describe this offense:

is ineligible to possess a firearm under the provisions of RCW 9.41.040. Describe this offense:

has possession of a firearm or other dangerous weapon which presents a serious and imminent threat to public health or safety, or to the health or safety of any individual. My concern for imminent threat is based on the following:

4. Information about the firearms or other dangerous weapon/s:

What kind of firearm or other dangerous weapon?	Where is it located?

5. The restrained person and I are:

Intimate Partners because we are (*check all that apply*):

current or former spouses or domestic partners, parents of a child-in-common, age 16 or older and are/were in a dating relationship, and are currently residing together or resided together in the past, age 16 or older and are/were in a dating relationship, but have *never* resided together.

Family or household members because we are (*check all that apply*):

current or former adult cohabitants as roommates, adult in-laws, adults related by blood, parent and child, stepparent and stepchild, grandparent and grandchild.

6. I request that the court:

- Prohibit the restrained person from accessing, obtaining, or possessing any firearms or other dangerous weapons.
- Prohibit the restrained person from obtaining or possessing a concealed pistol license.
- Require the restrained person to immediately surrender all firearms, other dangerous weapons, and any concealed pistol licenses issued under RCW 9.41.070.
- Order temporary surrender of all firearms, other dangerous weapons, and any concealed pistol licenses issued under RCW 9.41.070 without notice to the restrained person because irreparable injury could result if an order is not issued until the time for response has elapsed; respondent's possession of a firearm or other dangerous weapon presents a serious and imminent threat to public health or safety or the health or safety of any individual.

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signed on: _____ (date) at (place) _____, Washington.



Signature of Protected Person/Attorney WSBA No. Print Name

Protected person or attorney, you must:

- **Schedule a hearing** on the Motion for Order to Surrender and Prohibit Weapons.
- **Arrange to serve notice** of the hearing on the other party.
- **File proof of service** in the court file prior to the hearing.

The document to which this certificate is attached is a full, true and correct copy of the original on file and of record in my office. IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Court this _____ day of _____, _____

Clerk of the District Court
of the State of Washington
In and for the County of Mason

**District Court of Washington
For Mason County**

Petitioner

vs.

Respondent

**No.
Order to Surrender Weapons Issued
without Notice
[] and Prohibit Weapons
(ORWPN)
(Clerk's Action Required)
Next Hearing Date/Time:**

At: 419 N 4th Street, Shelton WA 98584

This order is based on the findings in the order issued on _____ (date).

Restrained person (name) _____:

You must **immediately surrender** all firearms and other dangerous weapons in your possession or control, and any concealed pistol licenses issued under RCW 9.41.070 to the local law enforcement agency: _____ (fill in if known).

You must immediately surrender all firearms and other dangerous weapons subject to this order, including but not limited to the following:

Attach sheet if there are more to list.

[] You are prohibited from accessing, obtaining, or possessing any firearms or other dangerous weapons, or obtaining or possessing a concealed pistol license.

This order expires	At the same time as the protection order entered under this case number.
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If you have firearms, other dangerous weapons, or concealed pistol licenses:

Step 1: When served, **immediately** surrender all firearms, other dangerous weapons, and concealed pistol licenses to the law enforcement officer who serves you.

or

Step 1: If you were present at the hearing at which the order was entered, **immediately** surrender all firearms, other dangerous weapons, and concealed pistol licenses to the local law enforcement agency on the same day as the hearing. Contact the local law enforcement agency for directions on how to immediately surrender the firearms, dangerous weapons and concealed pistol licenses.

For all cases:

Step 2: **Get a receipt** for the firearms, other dangerous weapons, and concealed pistol licenses from law enforcement.

Step 3: **Complete** the *Proof of Surrender* form and file it with the receipt.

Step 4: **File** the documents with the clerk of the court within 5 judicial (court) days.

If you do not have firearms, other dangerous weapons, or concealed pistol licenses:

Step 1: **Immediately** complete and sign the *Declaration of Non-Surrender* form.

Step 2: **File** the declaration with the clerk of the court within 5 judicial (court) days.

The Law Enforcement Officer serving this order shall inform you that the order is in effect upon service and that you must immediately surrender all firearms, other dangerous weapons and any concealed pistol licenses issued under RCW 9.41.070. The serving officer shall conduct any search for firearms, other dangerous weapons, and concealed pistol licenses as permitted by law. The serving officer shall take possession of:

- **All firearms,**
- **Other dangerous weapons,**
- **Concealed pistol licenses belonging to respondent,**

that are surrendered, in plain sight, or discovered during a lawful search. RCW 9.41.801.

Washington Crime Information Center (WACIC) Data Entry

The clerk of the court shall forward a copy of this order, with the temporary protection order, on or before the next judicial day to the: _____

County Sheriff's Office or City/Town Police Department **where the protected person lives** which shall enter this order into WACIC.

Service

The clerk will electronically forward this order to _____,
 county or city/town law enforcement **where the respondent lives** for service of respondent.

The restrained person appeared and was informed of the order by the court; further service is not required.

Instructions for Order for Protection

This is the Protection Order. If signed by the judge, this order will:

- Tell the respondent which restraints are in effect.
- Set the expiration date.

The clerk will file the original order in the public court record and distribute copies for:

- You (free certified copies).
- Law enforcement, to enter into the statewide database.
- Service on the respondent (if the respondent does not appear at the full hearing).

Check with the court clerk before filling out the order.

In some courts, the judge will fill out this order. In other courts, you will be expected to fill out all or part of the order. Please check with the court clerk.

- If you are expected to fill out the order, follow the instructions below.
- It may be helpful to ask the court clerk for advocate services to help you fill out this order.

Print Clearly! Use Black or Blue Ink, only.

Page 1:

- Fill in your name (first, middle initial, last) as the Petitioner, and put your date of birth where it says "DOB."
- The person you want protection from is the "Respondent." Fill in the respondent's name (first, middle initial, last) and date of birth. If you do not know the respondent's date of birth, put in the respondent's age.

The clerk will fill in the court address and telephone number.

Names of Minors

- **If no minors are involved**, check the box "No Minors Involved."
- **If minors are involved**, list the name (first, middle initial, last) and age of each child involved in this case.

Respondent's Identifiers

- Describe the respondent's physical appearance: sex, race, hair color, height, weight, and eye color.
- List any of respondent's distinguishing features, such as moles, scars or tattoos.
- Check the box to show if the respondent has access to weapons.

“The court finds based upon the court record”

The law requires the order to say if the respondent received notice of the hearing and by what method. Since the judge needs to verify that service complied with court rules (timely and proper), the judge will probably complete this portion for you.

The order needs to list whether you and the respondent are “intimate partners” or “family and household members” in order for law enforcement to determine if state and federal firearm laws apply to your case. Please check the box under “intimate partner” or “family or household member” that best defines your relationship to the respondent.

“Court order summary”

After completing the form, check the boxes that apply.

This order will be in effect for one year, unless the judge enters another date in the box.

Pages 2 and 3:

Protection Provisions

- Check the same boxes and fill in the blanks that you checked on the petition, unless you no longer want those provisions.
- You cannot check boxes for provisions you did not request in the petition.
- In each provision, be sure you checked the boxes and identified the people, places, and pets you want protected.
- Remember: You have the right to keep your residential address confidential. You do not need to write it down on this form.

The judge will complete the shaded box about jurisdiction over the minors.

Provision 10: Although the judge will fill out this provision, it is important for you to think about what visitation you want to recommend for the respondent to have with the children. (For example: no restrictions on visitation; supervised visitation; or no visitation pending compliance with treatment or counseling.)

Provision 15: This provision does not match the petition; but you or the judge may want to set a return hearing date to review compliance with the order.

Prohibit Weapons and Order Surrender

The judge will check this box if the court orders the respondent:

- not to access, possess or obtain any firearms, other dangerous weapons, or concealed pistol licenses; and
- comply with the Order to Surrender Weapons filed separately.

Bring the *Order to Surrender Weapons*, form All Cases 02-050 for the judge to complete. Notice: If the first restraint provision in the Order for Protection is checked, and the court found on page one that the Respondent had *actual notice*, represented a *credible threat*, and was an

intimate partner then the court must check this box, even if you did not ask the court for an order to surrender weapons in your petition.

The judge can grant, deny or change any provision you write in this order.

Washington Crime Information Center (WACIC) Data Entry

The order will be entered into a state-wide database used by law enforcement so any officer in the state knows of it. Print the name of the agency which has jurisdiction where you reside.

- If your address is outside of city limits, name the county sheriff.
- If your address is within city limits, name the city police.

Service

Unless the respondent or the respondent's lawyer was present at the hearing, this order must be served on the respondent. The respondent must know what restraint provisions are in place and when the order expires.

If the court orders respondent to surrender weapons, local law enforcement must serve the respondent.

The Law Enforcement Officer serving is required to inform the respondent that the order is in effect upon service and that the respondent must immediately surrender all firearms, other dangerous weapons and any CPL issued under RCW 9.41.070.

If the court does not order respondent to surrender weapons, you may choose service by:

- A law enforcement agency.
- A hired professional process server.
- Another person 18 or over, who is not a party to this action.
- Mail or publication, if the judge previously entered an order allowing service by mail or publication.

If you want law enforcement to serve the order, check that box. You must identify the police or sheriff agency where the respondent lives or works:

- If the respondent's service address is outside of city limits, name the county sheriff.
- If the respondent's service address is within city limits, name the city police.

If you have an order allowing service by mail or publication, check that box (and specify which type of service).

If the court did not order respondent to surrender weapons and you are making private arrangements for service of this order, check that box. Private arrangements include:

- A hired professional process server.
- Another person 18 or over, who is not a party to this action.

If the respondent or the respondent's attorney appeared at the hearing, check that box.

You will need to provide an address where the respondent can be located for service. This could be a home or work address. If you do not have a service address for the respondent, contact the clerk or advocate for information.

Law Enforcement Assistance

The judge can order law enforcement to assist you in limited ways. If you still need assistance from law enforcement, check the same boxes you checked in the petition.

If you have any questions about this order, ask the court clerk, the courthouse facilitator, or the domestic violence advocate.

Sign the Form

The judge will fill in the date and time the order was granted and sign his or her name.

Sign the bottom of the form where it says, "Presented by" and "Petitioner" and include today's date. The respondent will sign the form if the respondent comes to the hearing, and no further service is necessary.

See above for information about service.

Law Enforcement Information Sheet (LEIS)

You must complete a Law Enforcement Information Sheet (LEIS), form WPF All Cases 01.0400. This form is confidential and it does not go in the public court file and is not served on the respondent.

- It is used by Law Enforcement to locate and identify the respondent when serving documents.
- It is also used by Law Enforcement when entering the order in the statewide data base.

Complete as much information as possible, especially, first name, middle initial, last name, and date of birth.

If the respondent has a disability, brain injury, or other impairment, you may know of special assistance that law enforcement could provide when serving the documents. For example:

"Respondent has a brain injury. If respondent is rushed, respondent may freeze up and may not respond quickly, or may become verbally aggressive. Remind respondent to contact a friend."

"Respondent has epilepsy and diabetes and may have seizures when stressed. Respondent doesn't respond well to being rushed and will need time to get meds and supplies."

If you know the respondent has firearms or other dangerous weapons, make sure you specify exactly what types and numbers.

Traumatic Brain Injury information:

Please be advised that law enforcement responding to any domestic violence incident is encouraged to inform victims about a statewide website containing information about traumatic brain injuries.

<https://www.doh.wa.gov/YouandYourFamily/InjuryandViolencePrevention/TraumaticBrainInjuries> and <https://www.dshs.wa.gov/altsa/traumatic-brain-injury/traumatic-brain-injury-advisory-council>

Register for Automatic Notices about your Protection Order:

After the court issues a temporary or full order for protection, you can register for automatic notices.

As authorized by RCW 36.28A.410, WA VINE Protective Order is an automated service that allows you, the petitioner, to track the status of a protective order over the phone or internet. You can also register to be notified by phone and email about changes in the status of a protective order. If you register for notification, you will receive important notifications regarding the service status of your protective order, a 90-day expiration warning, and notification if the respondent in your order attempts to purchase/transfer a firearm while they are prohibited and are denied.

To access protective order information, call [1-877-242-4055](tel:1-877-242-4055), or visit www.registervpo.com.
Do not rely solely on WA VPO for your safety. If you feel you are in danger, call 911.

The document to which this certificate is attached is a full, true and correct copy of the original on file and of record in my office. IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Court this _____ day of _____, _____

Clerk of the District Court
of the State of Washington
In and for the County of Mason

**District Court of Washington
For Mason County**

Order for Protection

No.

Court Address: Mason County District Court
419 N 4th Street, Shelton WA 98584

Telephone Number: (360) 427-9670 ext. 339
(Clerk's Action Required) (ORPRT)

Petitioner (First, Middle, Last Name) **DOB**
vs.

Respondent (First, Middle, Last Name) **DOB**

Names of Minors: No Minors Involved

(List first, middle, and last name/s and age/s)

Respondent Identifiers

Sex	Race	Hair
Height	Weight	Eyes

Respondent's Distinguishing Features:

Access to weapons: yes no unknown

The Court Finds Based Upon the Court Record:

The court has jurisdiction over the parties, the minors, and the subject matter. Respondent had reasonable notice and an opportunity to be heard. Notice of this hearing was served on the respondent by personal service service by mail pursuant to court order service by publication pursuant to court order other _____.

Respondent received actual notice of the hearing. Respondent appeared did not appear.

This order is issued in accordance with the Full Faith and Credit provisions of VAWA: 18 U.S.C. § 2265.

Respondent and the victim are:

Intimate Partners because they are: current or former spouses or domestic partners, parents of a child-in-common, age 16 or older and are/were in a dating relationship, and are currently residing together or resided together in the past, age 16 or older and are/were in a dating relationship, but have *never* resided together.

Family or household members because they are: current or former adult cohabitants as roommates, adult in-laws, adults related by blood, parent and child, stepparent and stepchild, grandparent and grandchild

Respondent committed domestic violence as defined in RCW 26.50.010.

Credible Threat: Respondent represents a credible threat to the physical safety of the protected person/s.

Additional findings may be found below. The court concludes that the relief below shall be granted.

Court Order Summary (additional provisions are listed on the following pages):

Respondent is restrained from committing acts of abuse as listed in provisions 1 and 2, on page 2.

No-contact provisions apply. Prohibition and surrender of weapons apply.

This order is effective immediately and for one year from today's date, unless stated otherwise here (date):

It is Ordered:

1. Respondent is **restrained** from causing physical harm, bodily injury, assault, including sexual assault, and from molesting, harassing, threatening, or stalking petitioner the minors named in the table above these minors only:

(Respondent: If you and the petitioner are current or former spouses or domestic partners, parents of a child-in-common, age 16 or older, and are/were in a dating relationship, and are currently residing together or resided together in the past, age 16 or older and are/were in a dating relationship, but have *never* resided together, you will not be able to own or possess a firearm, other dangerous weapon, ammunition, or concealed pistol license under state or federal law for the duration of the order.)

2. Respondent is **restrained** from harassing, following, keeping under physical or electronic surveillance, cyberstalking as defined in RCW 9.61.260, and using telephonic, audiovisual, or other electronic means to monitor the actions, locations, or wire or electronic communication of petitioner the minors named in the table above only the minors listed below members of the victim's household listed below the victim's adult children listed below:

3. Respondent is **restrained** from coming near and from having any contact whatsoever, in person or through others, by phone, mail, or any means, directly or indirectly, except for mailing or service of process of court documents by a 3rd party or contact by Respondent's lawyer(s) with petitioner the minors named in the table above these minors only:

If both parties are in the same location, respondent shall leave.

4. Respondent is **excluded** from petitioner's residence workplace school; the daycare or school of the minors named in the table above these minors only:

Other

Petitioner's address is confidential. Petitioner waives confidentiality of the address which is:

5. Petitioner shall have exclusive right to the residence that petitioner and respondent share. The respondent shall immediately **vacate** the residence. The respondent may take respondent's personal clothing and tools of trade from the residence while a law enforcement officer is present.

This address is confidential. Petitioner waives confidentiality of this address which is: _____

6. Respondent is **prohibited** from knowingly coming within, or knowingly remaining within _____ (distance) of: petitioner's residence workplace school; the daycare or school of the minors named in the table on page one these minors only:

Other:

<input type="checkbox"/> 7. Petitioner shall have possession of essential personal belongings, including the following:
<input type="checkbox"/> 8. Petitioner is granted use of the following vehicle: Year, Make, & Model _____ License No. _____
<input type="checkbox"/> 9. Other:
Protection for minors: This state <input type="checkbox"/> has exclusive continuing jurisdiction; <input type="checkbox"/> is the home state; <input type="checkbox"/> has temporary emergency jurisdiction <input type="checkbox"/> that may become final jurisdiction under RCW 26.27.231(2); <input type="checkbox"/> other: _____
<input type="checkbox"/> 10. Petitioner is granted the temporary care, custody, and control of <input type="checkbox"/> the minors named in the table above <input type="checkbox"/> these minors only:
<input type="checkbox"/> The respondent will be allowed visitation as follows: _____ _____ _____ _____ _____
Petitioner may request modification of visitation if respondent fails to comply with treatment or counseling as ordered by the court.
To comply with the Child Relocation Act, anyone with majority or substantially equal residential time (at least 45 percent) who wants to move with the child <u>must notify</u> every other person who has court-ordered time with the child. Specific exemptions from notification may be available if the court finds unreasonable risk to health or safety. Persons entitled to time with the child under a court order may object to the proposed relocation. See RCW 26.09, RCW 26.10 or RCW 26.26 for more information.
<input type="checkbox"/> 11. Respondent is restrained from interfering with petitioner's physical or legal custody of <input type="checkbox"/> the minors named in the table above <input type="checkbox"/> these minors only:
<input type="checkbox"/> 12. Respondent is restrained from removing from the state <input type="checkbox"/> the minors named in the table above <input type="checkbox"/> these minors only:
Additional requests:
<input type="checkbox"/> 13. Respondent shall participate in treatment and counseling as follows: <input type="checkbox"/> domestic violence perpetrator treatment program approved under RCW 26.50.150 or counseling at: _____ <input type="checkbox"/> parenting classes at: _____ <input type="checkbox"/> drug/alcohol treatment at: _____ <input type="checkbox"/> other: _____

<input type="checkbox"/> 14. Petitioner is granted judgment against respondent as provided in the Judgment, WPF DV 3.030.
<input type="checkbox"/> 15. Parties shall return to court on _____, at _____ .m. for review.
Protection for pets:
<input type="checkbox"/> 16. Petitioner shall have exclusive custody and control of the following pet(s) owned, possessed, leased, kept, or held by petitioner, respondent, or a minor child residing with either the petitioner or the respondent. (Specify name of pet and type of animal): _____.
<input type="checkbox"/> 17. Respondent is prohibited from interfering with the protected person's efforts to remove the pet(s) named above.
<input type="checkbox"/> 18. Respondent is prohibited from knowingly coming within, or knowingly remaining within _____ (distance) of the following locations where the pet(s) are regularly found: <input type="checkbox"/> petitioner's residence (You have a right to keep your residential address confidential.) <input type="checkbox"/> _____ Park <input type="checkbox"/> other: _____

<p><input type="checkbox"/> Prohibit Weapons and Order Surrender</p> <p>The Respondent must:</p> <ul style="list-style-type: none"> ▪ not access, possess, or obtain any firearms, other dangerous weapons, or concealed pistol licenses; and ▪ comply with the Order to Surrender and Prohibit Weapons filed separately. <p>(Note: Also use form All Cases 02.050.)</p> <p>Findings – The court (check all that apply):</p> <p><input type="checkbox"/> must issue the orders referred to above because:</p> <p><input type="checkbox"/> the first restraint provision is ordered above, and the court found on page one that the Respondent had <i>actual notice</i>, represented a <i>credible threat</i>, and was an <i>intimate partner</i>.</p> <p>Respondent: If the court checked this box then, effective immediately and continuing as long as this protection order is in effect, you may not possess a firearm under state law. Violation is a felony. RCW 9.41.040(2).</p> <p><input type="checkbox"/> the court finds by clear and convincing evidence that the restrained person:</p> <p><input type="checkbox"/> has used, displayed, or threatened to use a firearm or other dangerous weapon in a felony; or</p> <p><input type="checkbox"/> is ineligible to possess a firearm under RCW 9.41.040.</p> <p><input type="checkbox"/> may issue the orders referred to above because the court finds by a preponderance of evidence, the Respondent:</p> <p><input type="checkbox"/> presents a serious and imminent threat to public health or safety, or the health or safety of any individual by possessing a firearm or other dangerous weapon; or</p> <p><input type="checkbox"/> has used, displayed, or threatened to use a firearm or other dangerous weapon in a felony; or</p> <p><input type="checkbox"/> is ineligible to possess a firearm under RCW 9.41.040.</p>
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Warnings to the Respondent: A violation of provisions 1 through 6 of this order with actual notice of its terms is a criminal offense under chapter 26.50 RCW and will subject you to arrest. If the violation of the protection order involves travel across a state line or the boundary of a tribal jurisdiction, or involves conduct within the special maritime and territorial jurisdiction of the United States, which includes tribal lands, you may be subject to criminal prosecution in federal court under 18 U.S.C. §§ 2261, 2261A, or 2262.

A violation of provisions 1 through 6, 17, or 18 of this order is a gross misdemeanor unless one of the following conditions apply: Any assault that is a violation of this order and that does not amount to assault in the first degree or second degree under RCW 9A.36.011 or 9A.36.021 is a class C felony. Any conduct in violation of this order that is reckless and creates a substantial risk of death or serious physical injury to another person is a class C felony. Also, a violation of this order is a class C felony if you have at least two previous convictions for violating a protection order issued under Titles 7, 10, 26 or 74 RCW.

If your relationship to the victim is as intimate partner, then effective immediately, and continuing as long as this protection order is in effect, **you may not possess a firearm or ammunition under federal law.** 18 U.S.C. § 922(g)(8). A violation of this federal firearms law carries a maximum possible penalty of 10 years in prison and a \$250,000 fine.

If you are convicted of an offense of domestic violence, you will be forbidden for life from possessing a firearm or ammunition. 18 U.S.C. § 922(g)(9); RCW 9.41.040.

You Can Be Arrested Even if the Person or Persons Who Obtained the Order Invite or Allow You to Violate the Order's Prohibitions. You have the sole responsibility to avoid or refrain from violating the order's provisions. Only the court can change the order upon written application.

Pursuant to 18 U.S.C. § 2265, a court in any of the 50 states, the District of Columbia, Puerto Rico, any United States territory, and any tribal land within the United States shall accord full faith and credit to the order.

Warning: A person may be guilty of custodial interference in the second degree if they violate provisions 10, 11, or 12.

Washington Crime Information Center (WACIC) Data Entry

It is further ordered that the clerk of the court shall forward a copy of this order on or before the next judicial day to: Mason _____ [] County Sheriff's Office [] City Police Department **where petitioner lives** which shall enter it into WACIC.

Service

- [] The clerk of the court shall also electronically forward a copy of this order, and any order to surrender and prohibit weapons, on or before the next judicial day to:
Mason _____ [] County Sheriff's Office [] City Police Department **where respondent lives** which shall personally serve the respondent with a copy of this order and shall promptly complete and return to this court proof of service.
- [] Respondent appeared and was informed of the order by the court; further service is not required.
- [] Petitioner shall serve this order by [] mail [] publication.
- [] (Only if surrender of weapons not ordered) Petitioner shall make private arrangements for service of this order.

Law Enforcement Assistance

- [] Law enforcement shall assist petitioner in obtaining:
- [] Possession of petitioner's [] residence [] personal belongings located at: [] the shared residence [] respondent's residence [] other: _____
 - [] Custody of the above-named minors, including taking physical custody for delivery to petitioner.
 - [] Possession of the vehicle designated in paragraph 7, above.
 - [] Other: _____
- [] Other: _____

This order is in effect until the expiration date on page one.

If the duration of this order exceeds one year, the court finds that an order of one year or less will be insufficient to prevent further acts of domestic violence.

Other: _____

Dated: _____ at _____ a.m./p.m.

Judge/Commissioner

I acknowledge receipt of a copy of this Order:

➤ _____
Signature of Respondent/Lawyer WSBA No. Print Name

➤ _____
Signature of Petitioner/Lawyer WSBA No. Print Name

**Petitioner or Petitioner's Lawyer must complete a
Law Enforcement Information Sheet (LEIS).**

Petitioner: The law allows you to register for certain notifications regarding this protection order and its status. Visit www.RegisterVPO.com or call 1-877-242-4055 for more information or to sign up. If you feel that you are in danger, call 9-1-1 immediately.

**District Court of Washington
For the County of Mason**

Petitioner (Protected Person)
vs.

Respondent (Restrained Person)

**No.
Return of Service
(RTS)**

Identification of server:

1. My name is _____. I am a peace officer 18 years of age or older and not the petitioner or the respondent.

Able to serve:

2. I served _____ (name of person served)
on _____ (date) at _____ (time) at this
address:
_____,
with the documents checked in paragraph 4.

Not able to serve:

3. I was unable to make personal service on the respondent. I notified the petitioner that respondent was not served.
 I was unable to make personal service on the petitioner. I notified the respondent that petitioner was not served.
 Personal service was attempted on the following date(s) _____

_____.
 No service was attempted because _____

_____.

- I mailed a copy of the documents checked in paragraph 4 to the respondent at his or her last known address: _____.
- I did not mail the documents checked in paragraph 4 to the respondent, because I do not know the respondent's last known address.

List of documents:

4. I served the:

<input type="checkbox"/> Summons <input type="checkbox"/> Petition Order for Protection <input type="checkbox"/> Temporary Order for Protection and Notice of Hearing <input type="checkbox"/> Reissuance of Temporary Order for Protection and Notice of Hearing <input type="checkbox"/> Order for Protection <input type="checkbox"/> Order Realigning Parties and Notice of Hearing <input type="checkbox"/> Order Transferring Domestic Violence Case and Setting hearing	<input type="checkbox"/> Motion to Surrender Weapons <input type="checkbox"/> Order to Surrender Weapons (and Prohibit Weapons if applicable) Issued without Notice <input type="checkbox"/> Order to Surrender Weapons <input type="checkbox"/> Motion to Modify/Terminate Order for Protection <input type="checkbox"/> Order Modifying/Terminating Order for Protection <input type="checkbox"/> Other: _____ _____ _____ _____
--	--

5. **Other:**

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Dated: _____ at _____, Washington.

Fees: Service _____
 Mileage _____

 Signature of Server

 Print or Type Name

Total _____

 Law Enforcement Agency