



Member:
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RESTRAINING ORDER INSTRUCTIONS

1. **Complete all pages of the Petition** for Temporary Restraining Order (TRO) along with a statement as to why you are requesting the restraining order. Put only one petitioner and one respondent on each form. **Complete the top portion of the Notice of Hearing and Injunction**, listing your name and date of birth and the name and address of the respondent. **Complete the Confidential Address Information form**. Petitioner's Statement of Respondent's Possession of Firearms is an optional form that you may choose to complete.
2. If multiple persons desire a restraining order, they will need to petition separately. **Please put only one petitioner and one respondent on each form**.
3. **Take the petition and notice to the Clerk of Court's office** for review. You will then be directed to the Judge's office for approval. Please **leave your phone number** on a sticky note or separate paper attached to your petition so we may call you to let you know if TRO has been approved. Fees are waived for domestic violence, child abuse and individual at risk restraining orders, and are sometimes waived for harassment. (The Judge will determine if your fees are waived in a harassment petition).
4. **Pick up forms & Vine Brochure at the Clerk of Court's office**. Pay fees if required. If you cannot afford them, you may petition for an indigency waiver. You will be given one copy of the signed TRO for yourself, a copy for the Sturgeon Bay Police Dept., and a copy for HELP of Door County, if they assisted with the completion of the forms.
5. **Keep your copy of the TRO with you**. You may need it if there is a violation of the order and you need to contact law enforcement.
6. **Appear at your hearing and be prepared to give testimony**. You may bring witnesses to testify.