



START YOUR CIVIL HARASSMENT RESTRAINING ORDER

You might be able to resolve your dispute without going to court through Community Mediation. Go to www.pdrs.org or call 916-771-0108 for more information.

These are the forms you will need. You can find them at www.courts.ca.gov.

[Request for Civil Harassment Restraining Orders \(CH-100\)](#)

[Notice of Court Hearing Orders \(CH-109\)](#)

[Temporary Restraining Order \(CH-110\)](#)

[Response to Request for Order to Stop Harassment \(CH-120\)](#)

[Proof of Personal Service \(CH-200\)](#)

[Proof of Firearms Turned In or Sold \(CH-800\)](#)

STEP 1: Fill Out the Forms

Fill out the above forms. Make sure that you DESCRIBE IN DETAIL HOW YOU ARE BEING HARASSED by the restrained person. The Judge will not understand why you need this Restraining Order unless you describe the harassment in detail. The same questions are repeated on some of these forms, but you still need to answer them ALL. Make sure that you answer these questions the SAME on the different forms.

STEP 2: File the Forms

Pull a number for "Civil Law" at the kiosk on the 1st floor of the Courthouse. Your number will be directed to a window. Give your forms to the Clerk at that window. There is a \$435.00 fee. Checks should be made out to Placer County Superior Court. If you cannot afford to pay the filing fee, request a fee waiver from the Clerk. The fees may be waived if there is a showing of physical violence or a credible threat of physical violence in your forms.

The Court is located at: The Bill Santucci Justice Center, 10820 Justice Center Drive, Roseville, CA 95678.

STEP 3: Serve the Restrained Person

You must serve a copy of all the forms on the restrained person, along with a blank [Answer to Request for Order to Stop Harassment \(CH-120\)](#). Anyone other than you over 18 can give the copy to the restrained person. Or, you can request that the Placer County Sheriff or the police department in your town to do this. There is a fee for this unless a fee waiver is granted by the Court.

NOTE: If you receive temporary orders, they are effective as soon as the restrained person is served.

STEP 4: File the Proof of Service

The person who gives the copy to the restrained person needs to fill out a [Proof of Personal Service \(CH-200\)](#). Make sure to fill in the DATE and TIME that the Restrained Person was served. File it with the Court at the "Civil Law" window.

STEP 5: Go to your Court Date!!!

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