

START YOUR DOMESTIC VIOLENCE RESTRAINING ORDER **NO MINOR CHILDREN**

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

*[Confidential CLETS Information \(CLETS-001\)](#)

*[Request for Domestic Violence Restraining Order \(DV-100\)](#)

*[Description of Abuse \(DV-101\)](#) [optional, used if there are additional incidents of abuse

*[Notice of Court Hearing \(DV-109\)](#)

*[Temporary Restraining Order \(DV-110\)](#)

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

[Response to Request \(DV-120\)](#)

[Proof of Firearms Turned In, Sold or Stored \(DV-800\)](#)

STEP 1: Fill Out the Forms

Fill out the above forms marked with an asterisk (*). Make sure that you DESCRIBE IN DETAIL WHY YOU ARE AFRAID of the restrained person. The Judge will not understand why you need this Restraining Order unless you describe the abuse and threats of future abuse 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

Two-hole punch and paper clip each set. (Do not staple) (DV-100/DV-101, DV-109, and DV-110) You should have four documents to file: CLETS-001, DV-100/DV-101, DV-109 and DV-110). Do not throw away the rest of this instruction packet as you will still need it. Get a number ticket for "Family Law" at the kiosk on the 1st floor of the Courthouse. File the paperwork with the clerk when your number is called. There is no filing fee. The Clerk will instruct you when to pick up your orders in the baskets by the Information Desk.

The Court is located at the: Gibson Courthouse 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 you receive back from the clerk, along with a blank [Response to Request \(DV-120\)](#) and [Proof of Firearms Turned In or Sold \(DV-800\)](#). Anyone other than you over 18 can give the copy to the restrained person. Or, you can request that the Placer County Sheriff (if the restrained party resides in Placer) or the sheriff's department where the restrained party resides to serve for you. There is no fee for this.

NOTE: If you receive temporary orders, they are effective immediately. However, the restrained person is not considered to be in violation of a restraining order until he/she has actually been served.

STEP 4: File the Proof of Service

The person who gives the papers to the restrained person needs to fill out a [Proof of Personal Service \(DV-200\)](#). Make sure the DATE, TIME and ADDRESS where the Restrained Person was served is filled in. Make 2 copies of the Proof of Service and get a number ticket for "Family Law" at the kiosk on the 1st floor of the Courthouse to file the form.

STEP 5: Go to Your Court Date! If you are unable to serve the restrained party, still attend your court hearing. The Judge may give you more time to serve and may extend your temporary orders in the meantime.