

Instructions for filling out a Petition for a Personal Protection Order

Choose whether you need Domestic or Nondomestic based on your relationship to the other party. See next page to help determine which petition you need.

Fill out the petition entirely and sign and date the bottom.

On the blank sheet explain what has happened.

On the page titled "Personal Protection Order" fill out the top section only.

- *Petitioner's name, address, and telephone number
- *Respondent's name, address, and telephone number
- *Describing information on the respondent

Ring the bell at the Clerk's Office and someone will help you file your paperwork.

Thank you.

Form CC 377

PETITION FOR PERSONAL PROTECTION ORDER (NONDOMESTIC)

Use this form if you want an order to restrain another person over the age of 18 and you do not have a domestic relationship to this person.

INSTRUCTIONS FOR COMPLETING "PETITION FOR PERSONAL PROTECTION ORDER (NONDOMESTIC)"

Please print neatly. Press firmly because you are printing on five copies.

By filling in this form, you are asking for a personal protection order that tells the respondent not to do certain things you don't want him or her to do. If you are in immediate danger, you should ask the judge for an "ex parte" order, which will be issued without waiting for a hearing.

Items A through H must be completed before your petition can be filed with the court. Please read the instruction for each item. Then fill in the correct information for that item on the form.

- (A)** Write your name, address, and telephone number in the "Petitioner" box. If you are under 18 years of age, write in your age. Write the name, address, and telephone number of the person you want restrained in the "Respondent" box; if he or she is under 18 years of age, write in his/her age. If you want your address and telephone number to be kept from the respondent, do not write your address here. Put in the address of a relative or friend or a post office box where the court can contact you.
- (B)** Check the box if the respondent is required to carry a firearm while at work. If you aren't sure, check the box "unknown."
- (C)** Check whether there is a pending action between you and the respondent. If there is, fill in the case number, the name of the court, the county, and the state or province where the action was filed, and the name of the judge.
- Check whether there are any court orders or judgments between you and the respondent. If there are, fill in the case number, the name of the court, the county, and the state or province where the order or judgment was entered, and the name of the judge that signed the order.
- (D)** Explain in as much detail as possible why you are asking for a personal protection order. Describe what has happened or what has been threatened so the judge has enough facts to decide if a personal protection order should be signed. If you want to prohibit stalking, you must detail two or more separate instances of harassment (unconsented contact) that caused you to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Include dates and places. Write on a separate sheet of paper and attach it to this form. If you only want to prohibit the posting of a message through the use of any medium of communication, including the Internet or a computer or any electronic medium, you must detail what caused you to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
- (E)** Check only those boxes you need because you must be able to convince the judge you need all the protection you are requesting. Check box a only if you provided details in item 4 that support an order against stalking.
- (F)** An "ex parte order" means you do not have to let the other party know in advance that you are asking the court for an order and you do not have to wait for a court hearing to get the order. Check the box for an "ex parte order" if you believe the other party might hurt you or threaten you if he or she found out you were getting an ex parte personal protection order.
- If you do not check the box for an ex parte order, you must have a court hearing. Fill out form CC 381.
- (G)** If you are under 18 years old, you may need an adult (called a "next friend") to petition for you. Check this box if you have a next friend helping you file this form, and have the next friend sign the petition.
- (H)** Write in today's date and sign the form. Hand the form to the county clerk. The clerk will fill in the rest of the information and will give you your copies.

You must read the booklet "Instructions for Personal Protection Orders" for directions on the legal process.

8th Ionia	STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	PETITION FOR PERSONAL PROTECTION ORDER (NONDOMESTIC)	CASE NO. and JUDGE
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Court address 100 W Main St., Ionia, MI 48846	Court telephone no. 616-527-5322
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A	Petitioner's name	Age	v	Respondent's name, address, and telephone no.	Age
	Address and telephone no. where court can reach petitioner				

1. The petitioner and respondent have never been married, resided in the same household together, had a child in common, or had a dating relationship with one another.

B 2. ☐ The respondent is required to carry a firearm in the course of his/her employment. ☐ Unknown.

C 3. a. There ☐ are ☐ are not other pending actions in this or any other court regarding the parties.

Case number	Name of court, county, and state or province	Name of judge

b. There ☐ are ☐ are not orders/judgments entered by this or any other court regarding the parties.

Case number	Name of court, county, and state or province	Name of judge

D 4. I need a personal protection order because: Explain what has happened (attach separate sheets).

E 5. I make this petition under the authority of MCL 600.2950a(1) and ask the court to grant a personal protection order prohibiting the respondent from

☐ a. stalking me as defined by MCL 750.411h and MCL 750.411i, which includes but is not limited to

- ☐ following me or appearing within my sight.
- ☐ appearing at my workplace or residence.
- ☐ approaching or confronting me in a public place or on private property.
- ☐ entering onto or remaining on property owned, leased, or occupied by me.
- ☐ sending mail or other communications to me.
- ☐ contacting me by telephone.
- ☐ placing an object on or delivering an object to property owned, leased, or occupied by me.

☐ b. threatening to kill or physically injure me.

☐ c. purchasing or possessing a firearm.

☐ d. posting a message through the use of any medium of communication, including the Internet or a computer or any electronic medium, pursuant to MCL 750.411s.

☐ e. other: _____

F ☐ 6. I request an ex parte order because immediate and irreparable injury, loss, or damage will occur between now and a hearing or because notice itself will cause irreparable injury, loss, or damage before the order can be entered.

G ☐ 7. I have a next friend petitioning for me. I certify that the next friend is not disqualified by statute and is an adult.

H _____
Date

Petitioner's/Next friend's signature

Name (type or print)

USE THIS PAGE TO EXPLAIN WHAT HAS HAPPENED

8TH CIRCUIT COURT
PERSONAL PROTECTION ORDER QUESTIONNAIRE

1. Do you have a pending domestic relations file or matter to be filed within 30 days involving the opposing party either in this court or another court? ____ Yes ____ No
2. Does the other person have any ownership interest in your residence? ____ Yes ____ No
3. Have you or are you living together with the respondent? ____ Yes ____ No
If yes, when? _____
4. Have you ever filed for a personal protection order (PPO) before against this respondent?
____ Yes ____ No
If yes, what was the date of the petition? _____ Was it granted? ____ Yes ____ No
5. Does this petition accurately state the home address and telephone number of the respondent? ____ Yes ____ No ____ I am uncertain.
6. Is the other person at least 18 years of age? ____ Yes ____ No
7. Does the petition specifically state with adequate detail what the respondent has done to you, along with specific dates of the trouble caused? ____ Yes ____ No.
8. Do you work at the same business or location as the respondent? ____ Yes ____ No
9. Has the respondent sought a PPO against you? ____ Yes ____ No
Was it granted? ____ Yes ____ No
10. Are you at least 18 years of age? ____ Yes ____ No
11. Do you and the respondent have any children together? ____ Yes ____ No
12. Have police reports been filed? ____ Yes ____ No

8th Ionia	STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	PERSONAL PROTECTION ORDER (NONDOMESTIC) ☐ EX PARTE	CASE NO. and JUDGE
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ORI MI-340015J	Court address 100 W Main St., Ionia, MI 48846	Court telephone no. 616-527-5322
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(A) Petitioner's name Address and telephone no. where court can reach petitioner	v	Respondent's name Address and telephone no. where court can reach respondent
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(B) Full name of respondent (type or print)*						Driver's license number (if known)	
Height	Weight	Race*	Sex*	Date of birth or age*	Hair color	Eye color	Other identifying information

*These items **must** be filled in for the police/sheriff to enter on LEIN; the other items are not required but are helpful.

Date _____ Judge: _____

1. This order is entered ☐ without a hearing. ☐ after hearing.

THE COURT FINDS:

- ☐ 2. A petition requesting an order to restrain conduct prohibited under MCL 750.411h and MCL 750.411i and/or MCL 750.411s has been filed under the authority of MCL 600.2950a.
- ☐ 3. Petitioner requested an ex parte order, which should be entered without notice because irreparable injury, loss, or damage will result from delay required to give notice or notice itself will precipitate adverse action before an order can be issued.
4. Respondent committed the following acts of willful, unconsented contact: (State the reasons for issuance.)

IT IS ORDERED:

5. _____ is prohibited from
 Full name of respondent
- ☐ a. stalking as defined by MCL 750.411h and MCL 750.411i, which includes but is not limited to
- ☐ following or appearing within sight of the petitioner.
 - ☐ appearing at the workplace or the residence of the petitioner.
 - ☐ approaching or confronting the petitioner in a public place or on private property.
 - ☐ entering onto or remaining on property owned, leased, or occupied by the petitioner.
 - ☐ sending mail or other communications to the petitioner.
 - ☐ contacting the petitioner by telephone.
 - ☐ placing an object on or delivering an object to property owned, leased, or occupied by the petitioner.
- ☐ b. threatening to kill or physically injure the petitioner.
- ☐ c. purchasing or possessing a firearm.
- ☐ d. posting a message through the use of any medium of communication, including the Internet or a computer or any electronic medium, pursuant to MCL 750.411s.
- ☐ e. other: _____

6. Violation of this order subjects the respondent to immediate arrest and to the civil and criminal contempt powers of the court. If found guilty, respondent shall be imprisoned for not more than 93 days and may be fined not more than \$500.00.
7. **This order is effective when signed, enforceable immediately, and remains in effect until _____.**
This order is enforceable anywhere in this state by any law enforcement agency when signed by a judge, and upon service, may also be enforced by another state, an Indian tribe, or a territory of the United States. If respondent violates this order in a jurisdiction other than this state, respondent is subject to enforcement and penalties of the state, Indian tribe, or United States territory under whose jurisdiction the violation occurred.
8. The court clerk shall file this order with _____ who will enter it into the LEIN.
9. Respondent may file a motion to modify or terminate this order. For ex parte orders, the motion must be filed within 14 days after being served with or receiving actual notice of the order. Forms and instructions are available from the clerk of court.
10. A motion to extend the order must be filed 3 days before the expiration date in item 7, or a new petition must be filed.

Judge signature and date

PROOF OF SERVICE

TO PROCESS SERVER: You must serve the personal protection order and file proof of service with the court clerk. If you are unable to complete service, you must return this original and all copies to the court clerk.

CERTIFICATE OF SERVICE / NONSERVICE

- ☐ I served ☐ personally ☐ by registered or certified mail, return receipt requested, and delivery restricted to the respondent (copy of return receipt attached) a copy of the personal protection order, together with the attachments listed below, on:
- ☐ I have attempted to serve a copy of the personal protection order, together with the attachments listed below, and have been unable to complete service on:

Respondent's name	Date and time of service
Place or address of service	
Attachments (if any)	

- ☐ I am a sheriff, deputy sheriff, bailiff, appointed court officer or attorney for a party.
- ☐ I am a legally competent adult who is not a party or an officer of a corporate party. I declare under the penalties of perjury that this certificate of service has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
\$		\$	\$

Signature _____

Name (type or print) _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of a copy of the personal protection order, together with

Attachments (if any) _____

Date and time _____

Respondent's signature _____

Name (type or print) _____