

## **Form CC 375**

# **PETITION FOR PERSONAL PROTECTION ORDER (DOMESTIC RELATIONSHIP)**

**Use this form if the person you want restrained is 18 years of age or older and:**

1) if you are married to the person you want restrained;

**or**

2) if you are not married to the person you want restrained but you live with or have lived with him or her and he or she is not your unemancipated minor child;

**or**

3) if you and the person you want restrained have a child in common even if you were never married to one another or never lived together;

**or**

4) if you and the person you want restrained have or had a dating relationship.

# Women's Resource Center Of Northern Michigan



HONORING OUR HISTORY - FOCUSED ON THE FUTURE

## VITAL SERVICES FOR 40 YEARS

1977 ~ 2017



**Cheboygan Office**  
825 South Huron St.  
Cheboygan, MI 49721  
231-627-2380  
231-597-9552-fax

### -Other Office Locations-

**Main Office-Petoskey**  
423 Porter St.  
231-347-0067

**-Gaylord-**  
95 Livingston Blvd.  
989-731-0918

**-Mancelona-**  
205 Grove St.  
231-587-8891

**24 Hour Crisis Line**  
1-800-275-1995

**Free Counseling –Confidential,  
non-judgmental services for current  
and past survivors of:**

- Domestic Abuse/Family Violence
- Adult Sexual Assault
- Adults Sexually Abused/Assaulted  
as Children
- Child Physical Abuse/Neglect
- Elder Abuse

### **Domestic Abuse Services**

- 24-hr crisis and information line
- Safe Home
- Individual Support and Advocacy
- Confidential Counseling for residents and  
non-residents of the Safe Home
- Safety Planning
- Assistance with Personal Protection Orders  
(PPOs)
- Support Groups
- Information and Referral Services

## INSTRUCTIONS FOR COMPLETING "PETITION FOR PERSONAL PROTECTION ORDER"

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 can be issued without waiting for a hearing.

Items A through I must be completed before your petition can be filed with the court. Please read the instructions 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, telephone number, and date of birth or age of the person you want restrained in the "Respondent" box. **If you want your address and telephone number to be kept from the other party, 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 boxes that best describe your relationship with the respondent.
- C** Check the box if the respondent is required to carry a firearm while at work. If you aren't sure, check the box "unknown."
- D** Check whether there is a pending case between you and the respondent. Examples of a case are: divorce, separate maintenance, support, paternity, child support, other personal protection actions, etc. If there is a pending case, 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. Examples of orders are divorce judgments, parenting time (visitation) orders, custody orders, other personal protection orders, etc. If there are other court orders or judgments, 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.

- E** **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. Include dates and places. Write on a separate sheet of paper and attach it to this form.
- F** **Check only those boxes** you need because you must be able to convince the judge you need all the protection you are requesting. On the lines after each item you check, fill in the requested information such as names, addresses, or specific types of activity you do not want allowed. Check item "5.b" only if you want to keep the other party from entering onto property other than your home (for example, school, work, etc.). Check item "5.e" only if there have been two or more acts of harassment. If you want the court to order that any records that exist which contain information about yourself or your minor children be kept confidential, state that in box "5.i." Examples of such records are school reports that the respondent would normally have access to.
- G** An "ex parte order" means you do not have to let the respondent 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 a personal protection order.

If you do not need to check the "ex parte" box, you must have a court hearing. Fill out form CC 381.

- H** 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.
- I** 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.**



STATE OF MCHIGAN 53 <sup>RD</sup> CIRCUIT COURT FAMILY DIVISION CHEBOYGAN COUNTY	ADDENDUM TO PETITION FOR PERSONAL PROTECTION ORDER (stalking)	CASE NUMBER
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Moving party      Age \_\_\_\_\_

Moving party      Age \_\_\_\_\_

\_\_\_\_\_  
Petitioner's Name

v

\_\_\_\_\_  
Respondent's name

Check if non-public mailing address filed with the Court

**Stalking is defined as a willful course of conduct involving repeated or continuing harassment that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and actually caused someone to feel terrorized, frightened, intimidated, threatened, harassed, or molested.**

The respondent did the following acts or made the following threats which caused me to feel terrorized, frightened, intimidated, threatened, harassed, or molested:

1. WHEN \_\_\_\_\_  
WHERE \_\_\_\_\_  
WHAT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. WHEN \_\_\_\_\_  
WHERE \_\_\_\_\_  
WHAT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. WHEN \_\_\_\_\_  
WHERE \_\_\_\_\_  
WHAT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. WHEN \_\_\_\_\_  
WHERE \_\_\_\_\_  
WHAT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach extra sheets if necessary)

VERIFICATION UNDER MCR 2.114(2)(c): I declare that the statements above are true to the best of my information, knowledge and belief.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Petitioner's signature

**PROOF OF SERVICE**

**Petition for  
Personal Protection Order**  
Case No. \_\_\_\_\_

**TO PROCESS SERVER:** You must serve the copies of the petition for 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/AFFIDAVIT OF SERVICE/NONSERVICE**

<input type="checkbox"/> <b>OFFICER CERTIFICATE</b> I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR 2.104(A)(2)], and that: (notarization not required)	<b>OR</b>	<input type="checkbox"/> <b>AFFIDAVIT OF PROCESS SERVER</b> Being first duly sworn, I state that I am a legally competent adult who is <b>not</b> a party or an officer of a corporate party, and that: (notarization required)
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I served a copy of the petition for personal protection order by:  
 personal service     registered mail, delivery restricted to the respondent (return receipt attached) on:

Name of respondent	Complete address of service	Day, date, time
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I have personally attempted to serve a copy of the petition for personal protection order on the following respondent and have been unable to complete service.

Name of respondent	Complete address of service
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I declare that the statements above are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	<b>TOTAL FEE</b>
\$		\$	<b>\$</b>

Signature \_\_\_\_\_

Name (type or print) \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn to before me on \_\_\_\_\_, \_\_\_\_\_ County, Michigan.  
Date

My commission expires: \_\_\_\_\_ Signature \_\_\_\_\_  
Date Deputy court clerk/Notary public

Notary public, State of Michigan, County of \_\_\_\_\_

**ACKNOWLEDGMENT OF SERVICE**

I acknowledge that I have received a copy of the personal protection order on \_\_\_\_\_  
Day, date, time

\_\_\_\_\_  
Signature of respondent

## **Form CC 376**

# **PERSONAL PROTECTION ORDER (DOMESTIC RELATIONSHIP)**

**Use this form** if you filled out form CC 375, Petition for Personal Protection Order.

## INSTRUCTIONS FOR COMPLETING "PERSONAL PROTECTION ORDER"

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

Items A through D must be completed before you give this form to the court clerk. Please read the instructions for each item. Then fill in the correct information for that item on the form.

- (A) If you checked box (G) on form CC 375, check the box "Ex Parte."
- (B) Fill in the "Case No." from form CC 375.
- (C) Fill in the "petitioner" information the same way you did on form CC 375. **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.**
- (D) Write in the respondent's information and as much of the other information as you know. This information will help the police to identify the respondent if he or she disobeys the restraining order. Be sure to identify the respondent accurately. **The race, sex, and date of birth are required for law enforcement to enter an order on the Law Enforcement Information Network (LEIN).**

The court will complete the rest of this form.

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

- If you asked for an ex parte order (order without a hearing), read pages 3 and 4 of the booklet.
- If you did not ask for an ex parte order or the judge refuses to sign an ex parte order, read pages 5 and 6 of the booklet.

### **Important:**

If the respondent violates this personal protection order and is arrested, the court will set a date, time, and place for a hearing on the charges against the respondent to be held within 72 hours after arrest. The court or prosecutor is responsible for giving you notice of this hearing. If you are not notified within 24 hours of the arrest, contact the judge who signed this order. If a hearing is not held within 72 hours, the respondent may be released from jail after posting bond pending the hearing.

If the respondent violates this personal protection order and there is no arrest, use form CC 382, Motion and Order to Show Cause for Violating Personal Protection Order. This form is available from the circuit court clerk.

<b>STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY</b>	<b>(A) PERSONAL PROTECTION ORDER</b> <input type="checkbox"/> EX PARTE <b>(DOMESTIC RELATIONSHIP)</b>	<b>(B) CASE NO.</b>
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Court address Court telephone no.

ORI

MI-

<b>(C)</b> Petitioner's name <hr/> Address and telephone no. where court can reach petitioner <hr/>	v	<b>(D)</b> Respondent's name, address, telephone no., and driver's license no. <hr/>					
<b>(D)</b> 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. \*\*Needed for NCIC entry

Date: \_\_\_\_\_ Judge: \_\_\_\_\_ Bar no.

1. This order is entered  without a hearing.  \*\*after hearing.

**THE COURT FINDS:**

- 2. A petition requested respondent be prohibited from entry onto the premises, and either the parties are married, petitioner has a property interest in the premises, or respondent does not have a property interest in the premises.
- 3. Petitioner requested an ex parte order, which should be entered without notice because irreparable injury, loss, or damage will result from the delay required to give notice or notice itself will precipitate adverse action before the order can be issued.
- \*\*  4. Respondent poses a credible threat to the physical safety of petitioner and/or a child of petitioner.
- 5. Respondent  \*\*is the spouse or former spouse of petitioner, had a child in common with petitioner, or is residing or had resided in the same household as petitioner.  has or had a dating relationship with petitioner.

**IT IS ORDERED:**

6. \_\_\_\_\_ is prohibited from:
- Name \_\_\_\_\_
- a. entering onto property where petitioner lives.
  - b. entering onto property at \_\_\_\_\_
  - \*\*  c. assaulting, attacking, beating, molesting, or wounding \_\_\_\_\_  
Name \_\_\_\_\_
  - d. removing minor children from petitioner who has **legal** custody; except as allowed by custody or parenting-time order provided removal of the children does not violate other conditions of this order. An existing custody order is dated \_\_\_\_\_ . An existing parenting-time order is dated \_\_\_\_\_ .
  - \*\*  e. stalking as defined under MCL 750.411h and MCL 750.411i that includes but is not limited to:
    - following petitioner or appearing within his/her sight.  appearing at petitioner's workplace or residence.
    - sending mail or other communications to petitioner.  contacting petitioner by telephone.
    - approaching or confronting petitioner in a public place or on private property.
    - entering onto or remaining on property owned, leased, or occupied by petitioner.
    - placing an object on or delivering an object to property owned, leased, or occupied by petitioner.

(SEE OTHER PAGE)

**IT IS ORDERED:**

6. (continued)

- f. interfering with petitioner's efforts to remove his/her children/personal property from premises solely owned/leased by respondent.
- \*\*  g. threatening to kill or physically injure \_\_\_\_\_  
Name
- h. interfering with petitioner at his/her place of employment or education or engaging in conduct that impairs his/her employment or educational relationship or environment.
- i. having access to information in records concerning a minor child of petitioner and respondent that will reveal petitioner's address, telephone number, or employment address or that will reveal the child's address or telephone number.
- j. intentionally causing petitioner mental distress or exerting control over petitioner by:
  - injuring, killing, torturing, or neglecting, or threatening to injure, kill, torture, or neglect any animal in which petitioner has an ownership interest.
  - removing any animal from his/her possession in which petitioner has an ownership interest.
  - retaining or obtaining possession of any animal in which petitioner has an ownership interest.
- \*\*  k. purchasing or possessing a firearm.
- l. other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 7. As a result of this order, federal and/or state law may prohibit you from possessing or purchasing ammunition or a firearm.
- 8. Violation of this order subjects 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.
- 9. **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.
- 10. The court clerk shall file this order with \_\_\_\_\_ who will enter it into the LEIN.  
Name of law enforcement agency
- 11. 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.
- 12. A motion to extend the order must be filed 3 days before the expiration date in item 9 or a new petition must be filed.

\_\_\_\_\_  
Date and time issued

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Bar no.

Personal Protection Order

PROOF OF SERVICE

Case No.

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/AFFIDAVIT OF SERVICE/NONSERVICE

OFFICER CERTIFICATE

OR

AFFIDAVIT OF PROCESS SERVER

I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR 2.104(A)(2)], and that: (notarization not required)

Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notarization required)

I served a copy of the personal protection order by:

- personal service registered mail, delivery restricted to the respondent (return receipt attached)

on:

Table with 3 columns: Name of respondent, Complete address of service, Day, date, time. Two rows for different respondents.

I have personally attempted to serve a copy of the personal protection order on the following respondent and have been unable to complete service.

Table with 2 columns: Name of respondent, Complete address of service.

I declare that the statements above are true to the best of my information, knowledge, and belief.

Table with 4 columns: Service fee, Miles traveled, Fee, TOTAL FEE. Includes incorrect address fee row.

Signature Name (type or print) Title

Subscribed and sworn to before me on Date County, Michigan.

My commission expires: Date Signature Deputy court clerk/Notary public

Notary public, State of Michigan, County of

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received a copy of the personal protection order on Day, date, time

Signature of respondent