



SUPERIOR COURT OF CALIFORNIA

COUNTY OF TULARE

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CIVIL HARASSMENT RESTRAINING ORDER

Forms included in this packet:

Complete and File

CH-100	Request for Civil Harassment Restraining Orders
CH-109	Notice of Court Hearing
CH-110	Temporary Restraining Order
CLETS-001	Confidential Information for Law Enforcement

Serve (leave blank)

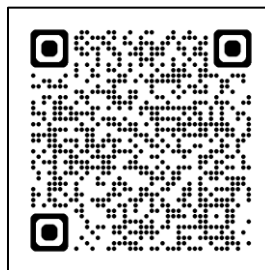
CH-120	Response to <i>Request for Civil Harassment Restraining Orders</i>
CH-800	Receipt for Firearms, Firearm Parts, and Ammunition
CH-250	Proof of Service by Mail

FILE AFTER SERVICE

CH-200	Proof of Personal Service
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For a list of legal packets and samples, scan the QR code below, or visit:

<https://www.tulare.courts.ca.gov/forms-filing/local-forms-information-filing-instructions>



Civil Harassment Restraining Order

Completing Forms:

- California Court forms: Fillable, printable PDF versions of the forms referenced in this packet are available at the California Court website. For details, visit: <https://courts.ca.gov/rules-forms/find-your-court-forms>
- LawHelp Interactive: A free resource that assists litigants with completing legal forms through a series of guided interview questions. For details, visit: <https://lawhelpinteractive.org/Interview/GenerateInterview/5772/engine>
- Legal packets and samples: The Tulare County Superior Court's website offers many packets and samples. For a current list, visit: <https://www.tulare.courts.ca.gov/forms-filing/local-forms-information-filing-instructions>

Self-Help Resource Center:

If you do not have an attorney representing you, free assistance is available. Contact the Self-Help Resource Center (SHRC), also known as the Office of the Family Law Facilitator. SHRC staff will provide instructions on how to complete forms, how to serve the other party, and can answer procedural questions. However, SHRC staff **CANNOT** complete your forms for you, provide legal advice, or represent you in court. The SHRC can be reached at (559) 737-5500 and selfhelp@tulare.courts.ca.gov, and offices are located at:

County Civic Center

221 S. Mooney Blvd., Room 203
Visalia, CA 93291

South County Justice Center

300 E. Olive Ave.
Porterville, CA 93257

Other Resources:

If you have further questions or concerns, consult with an attorney or use the assistance of a paralegal or typing service. You may also conduct research on your legal issue and find additional information at:

- California Courts' Self-Help website: <https://selfhelp.courts.ca.gov/>
- Tulare County Law Library: <https://tularecounty.ca.gov/lawlibrary/>
 - The Tulare County Law Library is located on the ground floor of the County Civic Center, and Law Library computer terminals are available at the South County Justice Center in the Self-Help Resource Center lobby.
- Sacramento County Public Law Library: <https://saclaw.org/>

INSTRUCTIONS

This packet contains the required forms for a *Civil Harassment Restraining Order*. These instructions explain how to complete and submit them to the Clerk of Court for filing. Before filling out the forms, read form **CH-100-INFO, “Can a Civil Harassment Restraining Order Help Me?”**, which provides a basic overview on civil harassment restraining orders. Forms referenced but not included in this packet are available on the California Court website (see *URL listed on page 2*).

STEP 1: COMPLETE THE FORMS

CH-100, Request for Civil Harassment Restraining Orders

- **Item 1:** Enter your name, age, and address where you can reliably receive mail.

Protect your address: This document must be served on the restrained party. If you don’t want them to know where you live, use a P.O. Box or another person’s address instead of your home address.

- **Item 2:** Enter the restrained party’s name and address.
- **Item 3:** If you are asking the court to protect your children, family, or other household members, list them at 3(a) and explain why they need protection at 3(b).
- **Item 4:** Explain how you know the restrained party.
- **Item 5:** Mark the boxes indicating why you are filing in Tulare County.
- **Item 6:** At 6(a), provide details of any court cases you have with the restrained party, including county, year filed, and case number. At 6(b), indicate whether any restraining orders are in place. If so, attach a copy.
- **Item 7:** Describe how the restrained party has harassed you.
- **Item 8:** Complete if requesting personal conduct orders.
- **Item 9:** Complete if requesting stay-away orders, and whether such orders will allow the restrained party to get to their home, school, or job.
- **Item 10:** Indicate whether the restrained party has any firearms or ammunition. Use the chart to provide a description, quantity, and location, if known.
- **Item 11:** Mark the box that you are submitting form **CH-110, Temporary Restraining Order**, to request that a TRO is issued that will last until the initial hearing. In addition, indicate whether you told the restrained party that you would seek a TRO. If not, explain why.
- **Item 12:** Complete if requesting that the restrained party is served less than five days before the hearing. If so, explain why shorter service is needed.

- **Item 13:** Mark (a) and/or (b) if the restrained party has threatened to use violence against you or has acted in a way that makes you reasonably fear violence.
 - Mark (c) if you are submitting form **FW-001, Request to Waive Court Fees**.
- **Item 14:** Complete if requesting reimbursement for attorney’s fees or court costs.
- **Item 15:** Complete if requesting possession and protection of animals.
- **Item 16:** Complete if requesting other orders.
 - Note: Move-away orders are not granted with *Civil Harassment Restraining Orders*.
- **Item 17:** Enter the number of additional pages you’ve attached.
 - Attach a copy of your **Emergency Protective Order**, if one has been granted.
- **Middle of Page 7:** Date, print your name, and sign.

CH-109, Notice of Court Hearing

- Complete *Items 1 and 2* only. The court will complete the rest of the form.

CH-110, Temporary Restraining Order

- Complete *Items 1, 2, and 3* only. The court will complete the rest of the form.

CLETS-001, Confidential Information for Law Enforcement

- Enter information about you, the restrained party, and the other people you want to be protected under the restraining order.

STEP 2: FILE YOUR FORMS

Now that you’ve completed your forms, make two copies of form **CH-100, Request for Civil Harassment Restraining Orders**, along with any attachments. Bring originals and copies to the Clerk of Court, located at Room 201 of the Visalia Courthouse, or the filing windows at the South County Justice Center in Porterville.

Filing Fee: There *may* be a fee for filing these forms. There is **no fee** if you’ve indicated at *Item 13* of form **CH-100** that the restrained party has used or threatened to use violence against you, or has acted in a way that makes you reasonably fear violence. If this situation does not apply and you cannot pay the filing fee, ask the Clerk of Court for a Fee Waiver Packet, which includes form **FW-001, Request to Waive Court Fees**, and form **FW-003, Order on Court Fee Waiver (Superior Court)**. Complete these forms, make one copy of each for your records, and present them at the time of filing for the fee to be excused.

The Court Clerk will file the forms, send them to the judge for review, and give you back copies of form **CH-100**. The judge will carefully consider your request and will grant a temporary restraining order if it appears necessary to keep you safe until the hearing, which will be set approximately three weeks from the filing date. After the court makes a decision, the clerk will call to let you know your paperwork may be picked up. You will receive copies of form **CH-109, Notice of Court Hearing** and certified copies of form **CH-110, Temporary Restraining Order**.

Temporary Restraining Order: To see if the court granted or denied your request for a TRO, carefully review *Item 4* on form **CH-109**, and all of form **CH-110**. If temporary orders were granted, they will remain in effect until the initial hearing

STEP 3: SERVE YOUR FORMS

After you get your forms back from the court, have someone serve a copy of your documents on the restrained party at least 5 calendar days before the hearing (*or the amount of time listed on form CH-109, Notice of Hearing*). The server must be at least 18 years old and not a protected person. For more information on service, read form **CH-200-INFO, What is “Proof of Personal Service”?**

The restrained party must be served copies of the following forms that you filed:

- **CH-100**, Request for Civil Harassment Restraining Orders (*with all attachments*)
- **CH-109**, Notice of Court Hearing
- **CH-110**, Temporary Restraining Order

The restrained party must also be served the following *blank* forms:

- **CH-120**, Response to *Request for Civil Harassment Restraining Orders*
- **CH-800**, Receipt for Firearms, Firearm Parts, and Ammunition
- **CH-250**, Proof of Service by Mail

*(The other party does not need to be served with your **Fee Waiver** forms)*

Service through the Sheriff: If the court has marked either (a) or (b) at *Item 14* of form **CH-110, Temporary Restraining Order**, the Sheriff can serve the documents at no charge. Provide two copies of each document you want the Sheriff to serve. The Sheriff’s Civil Division is located at Room 102 of the Visalia Courthouse. Be sure to check with their office to determine whether service was successful, and if the **Proof of Service** has been filed (see *Step 4 below*).

STEP 4: FILE THE PROOF OF SERVICE

After service, the server must complete form **CH-200, Proof of Personal Service**, stating what documents were served, and when and where the service took place. The server will date, print, and sign at the bottom. Make one copy and bring to the Clerk of Court for filing. The Clerk will keep the original and give you back a filed copy for your records. A filed **Proof of Service** tells the court that the restrained party received the forms and was notified of the court date. If there is no filed **Proof of Service**, the court may not be able to make orders at the hearing.

STEP 5: ATTEND THE HEARING

Your court date is listed on *Item 3* of form **CH-109, Notice of Hearing**. At the hearing, the court will either grant or deny your request for a restraining order, or set a further “contested” hearing where both parties can bring evidence to support their position. If a further hearing is set and a TRO was granted, the court may extend the TRO until the next court date.

If a restraining order is granted, it will be prepared on form **CH-130, Civil Harassment Restraining Order After Hearing**. Read this carefully to understand the orders the court made, whether the restrained party must be served with the **CH-130**, how the restraining order may be enforced, and the consequences for violating the restraining order.