

INSTRUCTIONS TO TURN IN FIREARMS

YOU MUST FOLLOW ALL TERMS AND TIMES STATED IN THE COURT ORDER

THESE INSTRUCTIONS ARE TO FURTHER ASSIST YOU

(Forms are available at the Court Information window and at courts.oregon.gov/Clackamas)

1. **If you do not own or possess firearms**, sign the Declaration of Non-Possession and file it with the Court no later than 3 judicial days before the time set for your compliance hearing; *otherwise you must appear* at the hearing.
2. **If you own firearms and you want to transfer them to a third party**, fill out and sign the Declaration of Transfer to a Third Party and have the third party read the Third Party Notice and Declaration. He/she will need to sign the declaration in front of a court clerk or notary, and then make and keep a copy of the form for his/her records. File both your and the third party's declarations with the court no later than 3 judicial days before the time set for your compliance hearing; *otherwise you must both appear* at the hearing
3. **If your firearms were taken by a law enforcement agency (dispossessed) at the time the protective order was served on you**, sign the Declaration of Dispossession *and attach a copy of the agency's property in custody report* to prove to the court that your firearms are in the custody of a law enforcement agency. File both documents with the Court no later than 3 judicial days before the time set for your compliance hearing; *otherwise you must appear* at the hearing.
4. **If you own firearms and you want to surrender the firearms to a law enforcement agency**, you must contact the law enforcement agency within two days of being served the court's Order to Surrender, or within two days after you are released from jail (if applicable). *Contact any law enforcement agency in Clackamas County and* do the following:
 - A. When you call the law enforcement agency, tell the agency that the Court ordered you to turn in your firearms. Arrange a time to do this as soon as possible. Do NOT just show up, unless you have made an appointment with the agency to receive your firearms.
 - B. If you are not able to speak to someone at the law enforcement agency personally, then leave a detailed message and include your name, your telephone number and the court case number. You will be contacted to make an appointment. **If you do not receive a call back within two days, call again.**
 - C. You must bring a copy of the Court's Order of Surrender to the law enforcement agency along with your *unloaded* firearms.
 - D. **Surrender of Firearms.** (1) *Before you arrive* at the law enforcement agency, *all firearms must be unloaded*; (2) upon arrival at the agency, keep your unloaded firearms locked inside your vehicle -- in the trunk if possible -- then contact the agency. Give the law enforcement agency a copy of the Court's Order of Surrender and inform them that the firearm(s) is/are in your vehicle. The law enforcement agency will tell you what to do next. (3) Before you leave, get a copy of the evidence report that lists the firearms you have surrendered as proof to the Court.
 - E. **At least three judicial days before your Compliance Hearing date**, you must file a Declaration of Firearms Surrendered to Law Enforcement Agency, and attach the law enforcement evidence report as proof of surrender; *otherwise you must appear* at the hearing.

Compliance Hearing Date: Your compliance hearing date is stated in the court's Order to Surrender.

Failure to appear could result in contempt of court charges and a warrant for your arrest.