

FILING FOR A RESTRAINING ORDER

NEXT STEPS

IMPORTANT NOTE: PROCEDURES FOR GETTING RESTRAINING ORDERS VARY FROM COURT TO COURT. CHECK WITH YOUR LOCAL COURT FOR MORE INFORMATION.



WHAT HAPPENS AFTER I FILL OUT THE PAPERS?

When you file your *Petition*, the clerk will tell you when and where to go for your hearing. The judge will look over your papers and may ask you questions. If the judge grants your restraining order, court staff will make copies for you.

You will need to have one copy delivered (“served”) to the respondent by a sheriff’s deputy. The court will send the *Order* to a sheriff for service.

You can also have a private process server or any competent¹ adult serve the *Order*, as long as the server lives in the state where the papers are served. **You cannot serve the papers yourself.** The server is required to complete a certificate of service and file it with the court. There is a form in the packet, but some servers use their own forms. Talk to the court clerk about ways to get the respondent served. The respondent cannot be punished for violating the restraining order until after service.

The respondent has **30 days** from the date of service to request a hearing objecting to (“contesting”) the restraining order. If the respondent does not request a hearing, the restraining order will stay in effect. After the 30 days, the only type of hearing a party can request is to change custody and parenting time, respondent’s removal from the home, respondent’s restrictions from other places, or contact between you and respondent.

In a few cases, the judge may set an “Exceptional Circumstances” hearing to get more information about custody. The date and time of the hearing will be written on the first page of the *Order*.

WHAT IF THE RESPONDENT REQUESTS A HEARING?

If the respondent does request a hearing, it will be held very quickly. You may have as little as 2 days to prepare. If the hearing is scheduled more than a few days away, the court will send you notice of the time and date of the hearing in the mail. If there is not enough time to mail you a notice, the court may contact you by phone. **Be sure the court always has your current contact addresses and contact phone numbers so you get notice of any hearing.** You also can call the court to check to see if a hearing has been set.

¹ “Competent” means that a person who can understand, remember, and tell others about an event

You must go to all scheduled hearings or the order may be dismissed. If you cannot go to a hearing due to an emergency, call the court clerk right away. It may be helpful to have a lawyer represent you at the hearing, but it is not required. You may be able to appear by phone or video in some courts. Contact the court for more information.

If you are worried about your safety, you can ask for a sheriff's deputy to be present in the courtroom. Call the court before the hearing.

If the court scheduled an Exceptional Circumstances hearing, any objections the respondent has will be heard at that hearing.

The purpose of the hearing is to decide if the restraining order will remain in effect, and if so, whether it will change in some way. The judge may decide not to change the order even if both sides agree that they want the same changes.

At the hearing, you must prove that you have been abused and that you are in danger of further abuse. Be ready to give your own testimony, call witnesses, and give the judge any evidence you have (such as photos of your injuries). In some cases, if the restraining order stays in effect, it will be against the law for the respondent to have guns.

HOW LONG DOES A RESTRAINING ORDER LAST?

A restraining order lasts for 1 year from the date the judge signed it, unless it is dismissed or cancelled by the court.

Orders can be renewed for 1 year at a time, if the judge believes you are likely still in danger. To renew the order, you must file paperwork *before* the order ends. Forms to renew a restraining order are available at the court or online (*see below*).

WHAT CAN I DO IF THE RESPONDENT VIOLATES (DOES NOT FOLLOW) THE RESTRAINING ORDER AFTER SERVICE?

You can call the police (**call 911**). The officer must arrest the respondent if the officer believes a violation happened. If the court finds a violation, the respondent can be fined, put on probation, or put in jail.

A restraining order does not guarantee your safety. You can take other steps to stay safe. A domestic violence or sexual assault program can help. For information about domestic violence resources, please visit our website - www.courts.oregon.gov/dv

WHAT IF I WANT TO DROP THE RESTRAINING ORDER?

You must file papers at the courthouse to ask the judge to dismiss the order. The order remains in effect until the judge dismisses it. It is up to the judge to decide whether to dismiss the order. It may take a few days for law enforcement to get notice of the dismissal.

CAN I CHANGE THE TERMS OF THE RESTRAINING ORDER?

Any time after a restraining order has been entered, you or the respondent can file papers to ask the court to modify (change) or remove terms affecting custody and parenting time, respondent's removal from the house, respondent's restrictions from other places, or contact between you and the respondent. Forms to modify a restraining order are available at the courthouse or online (*see below*). If you ask for a change that removes or makes a term less restrictive, the judge may sign an order changing the terms without requiring a hearing. Otherwise, the judge will sign an order for the other party to appear ("Order to Show Cause"). Some courts set a hearing when you file the papers. Some courts do not set a hearing until the respondent has been served and given 30 days to respond. Check with the court that issued the order to be sure you follow the right process.

DO I NEED A LAWYER?

If you have questions about how the law works or what it means, you may need to talk to a lawyer. You are not required to have a lawyer to obtain the restraining order, but you can have a lawyer represent or help you if you wish. If you need help finding a lawyer, you may call the Oregon State Bar's Lawyer Referral Service at 503.684.3763 or 800.452.7636. If you believe you cannot afford a lawyer, ask court staff if your area has a legal services (legal aid) program that might help you.

WHAT IF I NEED AN ACCOMMODATION OR AN INTERPRETER?

If you have a disability and need an accommodation, or you are unable to speak English and need a foreign language interpreter, you must tell the court as soon as possible, but at least four days before your hearing. Tell the clerk that you have a disability and what type of assistance you need or prefer, or which language you speak.

COURT FORMS

Forms that can be used in all Oregon courts are available
here: www.courts.oregon.gov/forms

**It is best that you carry a copy of the restraining order
with you at all times**

**NOTICE TO PETITIONERS RECEIVING ELECTRONIC NOTICE
ABOUT RESTRAINING ORDERS**

USE THIS FORM IF:

- You have already provided your email address or cell phone number to the sheriff's office to receive electronic notice when your *Restraining Order* has been served or is about to expire

AND

- Your email address or cell phone number has changed

DO NOT FILE THIS FORM WITH THE COURT

The information below must be provided to the sheriff's office
in the county where the *Restraining Order* was issued

If your contact address or phone number has changed, you must separately inform the court that issued the Order

A common time to use this form is when you are RENEWING or MODIFYING your restraining order. This form can be used ANYTIME a restraining order is in effect and you have changed your email address or cell phone number and still want to receive electronic notice from the sheriff's office about service or expiration.

**PETITIONER'S NOTICE TO SHERIFF'S OFFICE
OF CHANGE OF CONTACT INFORMATION**

Your Name: _____

Respondent's Name: _____

Court Case #: _____

County where *Order* Issued: _____

Your new cell phone number: _____

Cell Carrier (*AT&T, T-Mobile, Verizon. etc.*): _____

Your new email address: _____

NOTICE TO RESPONDENT AND REQUEST FOR HEARING

TO PETITIONER AND RESPONDENT:

NOTICE OF EXCEPTIONAL CIRCUMSTANCES HEARING:

The court has scheduled an exceptional circumstances hearing about the temporary custody of your children on:

Date: _____ Time: _____ Courtroom: _____

See below for information about the "Exceptional Circumstances" hearing

THIS FORM MUST BE ATTACHED TO ALL COPIES OF THE *RESTRAINING ORDER*

Case#: _____

TO RESPONDENT: A *RESTRAINING ORDER* HAS BEEN ISSUED BY THE COURT THAT AFFECTS YOUR RIGHTS. THE ORDER IS NOW IN EFFECT.

You have the right to contest the Restraining Order as set out in the paragraph checked below.

An "Exceptional Circumstance" Hearing Has Been Scheduled

(See the box on the top of this page, "Notice of Exceptional Circumstances Hearing")

The court has decided that there are exceptional circumstances affecting your children. The court has ordered a hearing to decide temporary custody. If you want to be heard on the issue of temporary custody or if you oppose the *Order* or any of its terms, you must appear at the date and time in the box above. This will be your **only** chance to oppose the *Order*. If you do not go to the hearing, the *Restraining Order* may remain in effect.

If you want an earlier hearing than the date above, complete the *Request for Hearing* form below and mail or deliver it to the address on Page 2.

An "Exceptional Circumstances" Hearing Has NOT Been Scheduled

(The box on the top of this page is BLANK)

If you oppose the Restraining Order, including any parenting time or custody order, complete the attached "*Request for Hearing*" form. Mail or deliver it to the address on Page 2.

A REQUEST FOR HEARING must be filed with the court **within 30 days** after you received the order. You must include your address and telephone number. At the hearing, a judge will decide whether the order should remain in effect, be changed, or dismissed. **If you do not go to the hearing, the restraining order may remain in effect.**

- The hearing will be held within **5 business days** if you are contesting a custody order (not parenting time), or

- within **21 calendar days** if you do not oppose a custody order

If no Exceptional Circumstances hearing date has been set and you do not request a hearing within 30 days, the restraining order will remain in effect as issued.

Enforceability of the Restraining Order

The *Restraining Order* you have received is in effect and remains in effect until the court changes (modifies) or dismisses it, or until it expires. The order may also be renewed upon a finding that a person in the Petitioner's situation would reasonably fear further acts of abuse by you if the order is not renewed.

If you are arrested for violating this order, the security amount (bail) is \$5,000, unless a different amount is ordered by the court.

The order is enforceable in every county in Oregon. It is also enforceable in all 50 states, the District of Columbia, tribal lands, and territories of the United States. This includes any order renewing or changing this order.

Violation of the Restraining Order

Violation of any part of this order (or any order renewing or changing this order) is contempt of court. Contempt is punishable by a fine of up to \$500 or 1% of your annual gross income, whichever is greater, or a jail term of up to six months, or both. Other penalties may also be imposed.

FIREARMS PROHIBITIONS MAY APPLY TO YOU!

If the firearms prohibition in Paragraph 10 of the *Restraining Order* is initialed by the judge, it is unlawful for you to possess or purchase a FIREARM, including a rifle, pistol, or revolver, and AMMUNITION under ORS 107.718(1)(h).

As a result of this order, or any order renewing or changing this order, it may be unlawful for you to possess or purchase a firearm, including, a rifle, pistol, or revolver, or ammunition under federal, state, and local laws. This order may affect your ability to serve in the Armed Forces of the United States or to be employed in law enforcement. If you have any questions about how these laws apply to you, talk to a lawyer.

You may also be prohibited from:

- Traveling across state lines or tribal land lines with the intent to violate this Order and then violating this order
- Causing the Petitioner to cross state lines or tribal land lines for the purpose of violating the order

Other Laws May Also Apply To You

Whether or not a *Restraining Order* is in effect, federal law may prohibit you from:

- Traveling across state lines or tribal land lines with the intent to injure the Petitioner and then intentionally committing a crime of violence causing bodily injury to the Petitioner
- Causing the Petitioner to travel across state lines or tribal land lines if your intent is to cause bodily injury to the Petitioner or if the travel results in you causing bodily injury to the Petitioner

IF YOU COMPLETE THE REQUEST FOR HEARING FORM, MAIL OR DELIVER IT TO (*address of court*):

REQUEST FOR HEARING

(To Be Completed By Respondent Only)

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

Petitioner
v.

Case No: _____

REQUEST FOR HEARING

Respondent
(Person to be restrained)

(Family Abuse Prevention Act)

➤ I need an interpreter: Spanish Russian other: _____

I am the Respondent. I request a hearing to oppose the *Restraining Order* as follows:

Complete section A or B:

A. NO HEARING DATE HAS BEEN SET

I oppose: *(check all that apply)*

- the order restraining me from contacting, threatening, or attempting to contact the Petitioner
- the custody order
- the parenting time order
- other:

**B. AN "EXCEPTIONAL CIRCUMSTANCES" HEARING HAS BEEN SET FOR:
(date) _____**

I request a hearing to be held within 5 business days after I file this *Request*
(Note to Respondent: if the Exceptional Circumstances hearing is within 5 business days of filing this Request, you cannot get an earlier hearing)

- I also oppose all or a part of the order as follows *(check all that apply)*:
 - the order restraining me from contacting, threatening, or attempting to contact the Petitioner
 - the custody order
 - the parenting time order
 - other:

I will will not be represented by an attorney at the hearing

Name and bar number of the attorney (if known):

I will need Americans with Disabilities Act accommodations at the hearing

A *Confidential Information Form* (CIF) has been completed and filed with the court clerk containing all required information that is identified as confidential by UTCR 2.130 for Respondent

Certificate of Document Preparation. Check all that apply:

- I chose this form for myself and completed it without paid help
- A legal help organization helped me choose or complete this form, but I did not pay money to anyone
- I paid (or will pay) _____ for help choosing, completing, or reviewing this form
- Guide & File selected and completed this form and I did not pay anyone to review the completed form

Submitted by: Respondent Attorney for Respondent

Date

Signature

Name (printed)

Contact Address

City, State, ZIP

Contact Phone

Attorney for Respondent:

Date

Signature

OSB#

Name (printed)

Address

City, State, ZIP

Phone

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

Case No: _____

Petitioner

v.

CERTIFICATE OF SERVICE

Respondent

(Family Abuse Prevention Act)

I, *(name)* _____, declare that I am a resident of the state of _____
_____. I am a competent person 18 years of age or older. I am not a party to or
lawyer in this case, and not the employee of a party.

I certify that on *(date)* _____ at *(time)* _____ (am/pm),
I served the Respondent named above by delivering the following documents in person to
(address or location of service) _____

I served true copies of the original *(check all that apply)*:

- Restraining Order to Prevent Abuse **and** Petition for Restraining Order to Prevent Abuse
- Order Renewing Restraining Order **and** Petition to Renew Restraining Order
- Order to Show Cause re: Modifying Restraining Order **and** Motion for Order to Show Cause & Declaration in Support

with the Notice to Respondent/Request for Hearing, Instructions for Contesting a Family Abuse Prevention Act Restraining Order, and Notice of Confidential Information Form (CIF) Filing

Other *(name all forms or documents served)* _____

Certificate of Document Preparation. Check all that apply:

- I chose this form for myself and completed it without paid help
- A legal help organization helped me choose or complete this form, but I did not pay money to anyone
- I paid (or will pay) _____ for help choosing, completing, or reviewing this form

I hereby declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court and I am subject to penalty for perjury.

Date

Signature of Server

Print Name

If person serving is NOT a sheriff or sheriff's deputy, address and phone number of server:

**NOTICE TO PETITIONERS:
RECEIVING ELECTRONIC NOTICE ABOUT RESTRAINING ORDERS**

The sheriff is required to provide you with proof of service showing when your Restraining Order has been served

USE THIS FORM if you would also like to receive electronic notice by text message and/or email when your *Restraining Order* has been served or is about to expire.

The information below will be given to the sheriff for the county where the Restraining Order is issued.

DO NOT FILE THIS FORM WITH THE COURT!

Give or send it to the sheriff for the county where you filed for your Restraining Order

This is a VOLUNTARY option. You do not have to provide this information. The sheriff will still notify you when your Restraining Order has been served.

If your contact address or phone number changes, you must separately inform the court that issued the Order. If the information below changes, notify the sheriff.

**PETITIONER'S NOTICE TO SHERIFF'S OFFICE
OF ELECTRONIC CONTACT INFORMATION**

Your Name: _____

Respondent's Name: _____

Court Case #: _____

County where *Order* Issued: _____

Your cell phone number: _____

Cell Carrier (*AT&T, T-Mobile, Verizon. etc.*): _____

Your email address: _____