

You will need to complete the appropriate set of the following forms to request a restraining order. If you are unsure which type of restraining order you need, you can contact the Self-Help Center at 530-362-4309 ext. 4 or by email at [selfhelpcenter@nccourt.net](mailto:selfhelpcenter@nccourt.net) for help.

Once you fill out and file the forms with the court they will be given to a judge for review to decide if a temporary restraining order should be granted. You will be contacted by the clerks' office once the judge has decided whether or not to grant the temporary restraining order. Even if the temporary order is denied, you will be assigned a hearing date so it can be decided if a more permanent restraining order is necessary.

### **Domestic Violence**

[DV-500-INFO](#) (Information only; Do not file this with the court)

[CLETS-001](#)

[DV-100](#)

[DV-101](#)

[DV-109](#) (You only need to do #1 and #2)

[DV-110](#) (You only need to do #1, #2, and #3)

**If you have children with this person and want them to be protected as well, you will also need these forms:**

[DV-105](#)

[DV-140](#) (You only need to do #1, #2, and the child(ren)'s information in #3)

### **Civil Harassment**

[CM-010](#)

[CH-100-INFO](#) (Information only; Do not file this with the court)

[CLETS-001](#)

[CH-100](#)

[CH-109](#) (You only need to do #1 and #2)

[CH-110](#) (You only need to do #1, #2, and #3)

### **Elder Abuse**

[EA-100-INFO](#) (Information only; Do not file this with the court)

[CLETS-001](#)

[EA-100](#)

[EA-109](#) (You only need to do #1 and #2)

[EA-110](#) (You only need to do #1, #2, and #3)

As soon as you have the signed Notice of Hearing and Temporary Restraining Order form(s) (if it is granted), you will need to have them served. Usually the clerk has packets prepared for each party ready to be served. Be sure the set of papers marked for the person you are getting the restraining order against includes a response packet (these are blank forms you are required to supply the person with so they can respond to your request). Service can be performed by anybody over age 18 and not a party to the case, but the easiest way to do this is to take the forms to the Sheriff's Department to be served by an officer. The office is located at 950 Maidu Avenue, Nevada City, CA 95959 on the 2<sup>nd</sup> floor of the Rood Center. If you have the Sheriff's Department serve the forms they will usually create their own proof of service and forward it to the court, but be sure to confirm this with them. If you have somebody else serve the papers, be sure to have them fill out form [DV-200](#) / [CH-200](#) / [EA-200](#) Proof of Personal Service with the details of the service, and then make sure the form is returned to the court and filed. It is very important that this step is completed. This is the only way the judge will know if you have given the other party proper notice. If you fail to do so, the court will not be able to proceed with your request.

You can read more about the process on the Judicial Council of the State of California website at:

<https://www.courts.ca.gov/selfhelp-abuse.htm>