

**INSTRUCTIONS FOR COMPLETING PAGE 1
"PETITION FOR PERSONAL PROTECTION ORDER"**

Please print neatly. By filling in this form, you are asking for a personal protection order that tells the respondent not to do certain things that you do not want him or her to do.

CAPTION:

Please write **your** name, address, and telephone number in the "Petitioner" box. Please use your legal name. If you are under 18 years of age, write in your age. **If you have fled your residence and are staying in a secret place, please do not write your address here. Ask the clerk if you qualify to keep your address confidential.**

Next please write the name, address, and telephone number of the person you want restrained in the "Respondent" box; if he or she is under 18 years of age, write in his/her age.

Example:

Petitioner name Jane Ellen Doe	Respondent name, address, and telephone no. John Robert Doe 8990 Dixie Highway, Bean town, MI 48009 (248) 555-1212	Age 30
Address and telephone no. where court can reach petitioner 1234 Abbot Street, Any town, Michigan 48000 (248) 555-1213		

Items #1 through #7 must be completed before your petition can be filed with the court. Please read the instruction for each item. Then fill in the correct information for that item on the form.

1. STALKING PETITION: Written statement is included. Please go to next number.

DOMESTIC PETITION: Check the box that best describe your relationship with the respondent today.

2. FIREARM. Check only if you know that the respondent has been issued a license to carry a concealed weapon and is required to carry a weapon if any below apply:

- Condition of his or her employment;
- Police officer certified under MCL 28.601 to 28.616;
- Sheriff;
- Deputy sheriff or a member of the Michigan Department of State Police;
- Local corrections officer;
- Department of Corrections employee; or
- Federal law enforcement officer who carries a firearm during the normal course of his or her employment.

If you are not sure, check the "unknown" box.

3. PENDING ACTIONS/PRIOR JUDGMENTS

- a. Check the box if there is a pending case between you and the respondent that you have knowledge of anywhere in the country, including this county. The case must be currently active. Examples of a pending case are: divorce, separate maintenance, support, paternity, child support, other personal protection actions, etc.
- If YES, fill in the case number, name of the court and county where the case was filed, and the name of the judge.

- If NO, please go to b.
- b. 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, misdemeanor domestic violence, etc.
- If YES, fill in the case number, the name of the court and county where the order or judgment was entered, and the name of the judge that signed the order.
 - If NO, please go to next number.

*The County Clerk's office will run a record check for this county when you file your Petition request and include that information on a separate form but you should still include it above.

4. Please type or write, "Please See Attached Addendum" You will describe the details on the Addendum page.
5. Check only those boxes you want the judge to order because you must be able to convince the judge you need all of the protection that you are requesting.

STALKING PETITION:

Check the boxes that you would like the judge to include in the actual order. Check as many of these boxes only if there have been two or more acts of unconsented harassment.

Check and write in any specific request(s) you would like the judge to order the respondent not to do.

DOMESTIC PETITION:

- a. Check if this statement applies to you.
- b. Check only if you want to keep the other party from entering onto property other than your home (for example, Please indicate if it is work, school, day care, etc.)
- c. Check item for yourself by writing in your name.
 - *You may include other persons here such as a child not in common with the respondent but the court may not include them on the order.
- d. Check if this statement only if the respondent and you have children in common and this applies to you.
- e. Check as many of these boxes only if there have been two or more acts of harassment.
 - *If you work in the same place or go to the same school as respondent, please make sure to include that information in the addendum so the judge is aware of this information.
 - *If you would like the judge to allow text messaging but no telephone calls, please make sure to write in that request here i.e. "except for text messages"
- f. Check only if this applies to you and you have actually fled the residence you shared together and had to leave personal items behind.
- g. Check item for yourself by writing in your name.
 - *You may include other persons here such as a child not in common with the respondent but the court may not include them on the order.**
- h. Check item if this applies to you.

i. Check only if you have been given a confidential address form to complete and you want the court to order that any records that exist which contain information about yourself or your minor children be kept confidential. Examples of such records are school reports which the respondent would normally have access to.

j. Check if you wish the judge to include this prohibition in the order.

k. Check and write in any specific request(s) you would like the judge to order the respondent not to do.

6. Check this box if you would like the court to issue an ex parte order today.

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.

7. If you are under 18 years old, you 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.

Please make sure to write in today's date and sign the form.

INSTRUCTIONS FOR COMPLETING "ADDENDUM TO PETITION FOR PPO"

Explain in as much detail in the addendum as possible why you are asking for a personal protection order. If necessary, ask for additional sheets to include more information. Please 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.

You may also wish to attach emails, pictures, or police reports that are relevant to your request. You may also bring recordings or any other type of evidence you have collected. Please block out any information such as driver's license numbers, social security numbers, etc. Your statement should focus on events that have taken place during the last year. Include dates and places. Information about past behaviors that you wish to include may be summarized in a general paragraph the end of your statement.

The judge will not be contacting the police or other agencies, or even speaking with you, so all information you want the judge to know must be included in your written statement. For this reason, it is important to provide as many specifics about your situation as you can. The respondent will have the opportunity to read your statement, as well as to file a motion to modify or terminate your order. This is a public document.

Please include the following information in your statement:

1. Specific dates and times of physical abuse. (If you are unsure of exact dates, narrow it down as much as possible.):
 - June 15, 2006 at 5:00 p.m. a week or a month ago
 - last Wednesday afternoon November of 2006
2. Types of physical abuse:
 - punch (closed fist) or a slap (open hand)
 - kick (with steel-toed boots, shoes, or bare feet)

- choke, bite, grab, push
 - throw against the wall or on the ground
 - attempt to run you off the road with a car
 - Has the respondent ever assaulted your children or your pets?
3. Location of physical abuse:
- Where on your body were you assaulted? (eye, legs, arms, back, face, head)
 - Where did the assault occur? (home, work, a friend's home, a public place)
4. Duration of physical abuse:
- How often did the assaults occur? (daily, weekly, monthly)
 - How long did each particular incident last? (2 hours, 15 minutes)
5. Types of injuries sustained:
- bruises, cuts, swelling, broken bones, bite marks, hand prints
6. Medical attention received:
- x-rays, casts, dental surgery
 - Did you attend to the injury yourself?
 - Were photographs taken?
 - Do you have hospital/physical reports that you want to attach to your statement?
7. Types of verbal abuse:
- Use exact quotations whenever possible ("I'm going to beat your ass") and do not blank out profane language
 - threats to injure or kill you
 - name-calling (bitch, slut, whore), yelling, screaming
 - Has the respondent threatened to take your child(ren) from you?
 - Has the respondent threatened to injure or kill your child(ren)?
8. Types of stalking behaviors:
- Repeatedly contacting you by telephone, including paper and voicemail (five times last night, twice yesterday at work, ten times this week)
 - How did you know it was the respondent calling? Do you have Caller ID?
 - Did you recognize his/her voice?
 - approaching or confronting you in public or on private property (at a store, the mall, your home)
 - appearing at your workplace or residence
 - sending you letters, notes or e-mails
 - sending you flowers, leaving notes on your car, placing packages at your doorstep
9. Threats involving a weapon:
- Has the respondent ever verbally or physically threatened you with a weapon?
 - If so, does the respondent own a weapon?
 - What type of weapon is it and where is it kept?
 - Does the respondent have a license for the weapon?
10. Damage to your property/belongings:
- broken doors or windows
 - vandalism to your car (smashed windshield, key marks, damaged wiring)
 - damage/removal of phone so you could not call the police

- ***Understand that the PPO's are designed to protect your personal safety, and do not necessarily address property issues. Information about property damage is an indication to the Judge of the respondent's violent tendencies.

11. Police involvement:

- Were the police called?
- Was the respondent arrested?
- Were charges issued by the prosecutor's office?

**INSTRUCTIONS FOR COMPLETING
"VERIFIED STATEMENT"**

This form provides the court with additional background information regarding each of you and asks you to describe how you know the respondent. Please include as much detail on this form as possible and please do not leave the relationship question blank or write "None". Preferred entries are: Married-6 years; Roommates; Dated 4 months-broke up in June; Work together in same office, etc. Please be truthful as possible on this form as you are signing it under oath.