

**Plaintiff's Guide Sheet for Protective Orders - Please Read Carefully**

The following information is provided to further explain the protective order process. It is recommended, but not required, that the Plaintiff carries a copy of the protective order at all times.

**1. You can request one of the following types of protective orders:**

**ORDER OF PROTECTION:** An Order of Protection is used for a "family" relationship between you and the Defendant. This can include one of the following: 1) married now or in the past, 2) live together now or lived together in the past, 3) parent of a child in common, 4) one of you is pregnant by the other, or 5) you are a relative (parent, in-law, brother, sister, or grandparent), or **6) current or previous romantic or sexual relationship. Also, you must state how an act of domestic violence was threatened or committed against you within the last year.**

**INJUNCTION AGAINST HARASSMENT:** The Defendant, has committed a series of acts (more than one) of harassment against you in the last year. There is no fee for service of process if the petition arises out of dating relationship.

**INJUNCTION AGAINST WORKPLACE HARASSMENT:** This Injunction may be filed by an employer or owner of a business or operation for the benefit of an employee or the business against a single act or series of acts of harassment.

**2. OTHER PROTECTED PERSONS:** It is possible that you will be referred to Superior Court if your children are listed as protected persons in this order. Only a Superior Court Judge can decide child custody or parenting time in a separate **action**.

**3. ONE DEFENDANT:** You must list only one defendant per petition. A separate petition must be filed for each defendant. **A copy of your petition and the order will be given to the Defendant and may be used in future judicial proceedings.**

**4. SERVICE AND EFFECT:** This protective order is valid for one year from the date it is served on the Defendant and is enforceable by law enforcement in any state or tribal nation in the United States. There is no fee for law enforcement service of an Order of Protection or Injunction Against Harassment involving a dating relationship. There is a fee to serve an Injunction Against Harassment not involving a dating relationship or an Injunction Against Workplace Harassment. The court will instruct you on how service can be made. The cost to serve injunctions varies depending on mileage and number of attempts. If you cannot afford to hire a process server, you can ask the judge to defer or waive the fee.

**5. PROTECTIVE ORDER HEARING:** If the Defendant disagrees with this protective order, he/she has the right to request a hearing which will be held within 5 to 10 business days after a written request has been filed in the court that issued this order. If you do not appear at the hearing, your Order may be quashed (dismissed); therefore, you must notify the court of any change in your contact information to assure you are notified of any hearing dates and times.

**6. MODIFYING OR QUASHING (DISMISSING) THIS PROTECTIVE ORDER:** Only a judge can modify or quash (dismiss) this protective order. If you file an action for maternity, paternity, annulment, legal separation, or dissolution against the Defendant, advise this court at once. **Nothing you do can stop, change, or undo this protective order without the Court's written approval.**

**7. PLAINTIFF CONTACT:** Even if you initiate contact, the Defendant could be arrested for violating this protective order. **If the Defendant does not want you to contact him/her, the Defendant has the right to request a protective order against you. However, orders are not automatically granted upon request. Legal requirements must be met.**

**8. LAW ENFORCEMENT STANDBY:** If you or the Defendant needs to get personal belongings from the other, you may request standby from the judge. Standby allows you or the Defendant to return once with a law enforcement officer to obtain necessary personal belongings from the residence. Neither law enforcement nor this protective order can resolve conflicts over property, title, furniture, finances, real estate, or other ownership issues.

**9. FIREARMS:** You may request that the judge order the Defendant not to possess, receive, or purchase firearms or ammunition.

**10. COUNSELING:** If requested, counseling for the Defendant can only be ordered at a hearing of which the defendant had notice and an opportunity to participate.

**11. PUBLIC ACCESS:** To comply with federal law, no identifying information about you will be published on the judicial branch website ([www.azcourts.gov](http://www.azcourts.gov)).

Plaintiff/Plaintiff Employer

(Work Injunction ONLY)

Birth Date:

Agent's Name

(Work Injunction ONLY)

Defendant

Address

City, State, Zip Code Telephone Number (Below)

Case No.

**This is not a court order.**

**PETITION for**

- ☐ Order of Protection  
☐ Injunction Against Harassment  
☐ Workplace Injunction

**DIRECTIONS: Please read the Plaintiff's Guide Sheet before filling out this form.**

1. Defendant/Plaintiff Relationship: ☐ Married now or in the past ☐ Live together now or lived together in the past,  
☐ Child in common ☐ One of us pregnant by the other ☐ Related (parent, in-law, brother, sister or grandparent)  
☐ Romantic or sexual relationship (current or previous) ☐ Dating but not a romantic or sexual relationship  
☐ Other: \_\_\_\_\_
2. ☐ If checked, there is a pending action involving maternity, paternity, annulment, legal separation, dissolution, custody, parenting time or support in \_\_\_\_\_ Superior Court, case number \_\_\_\_\_  
(COUNTY)
3. Have you or the Defendant been charged or arrested for domestic violence OR requested a Protective Order?  
☐ Yes ☐ No ☐ Not sure  
If yes or not sure, explain: \_\_\_\_\_

4. I need a Court Order because: (PRINT both the date(s) and a brief description of what happened):

Date(s)

Tell the judge what happened and why you need this order. A copy of this petition is provided to the defendant when the order is served. (Do not write on the back or in the margin. Attach additional paper if necessary.)

Case No. \_\_\_\_\_

5. The following persons should also be on this Order. As stated in number 4, the Defendant is a danger to them:

_____	_____	_____	_____
	Birth Date		Birth Date
_____	_____	_____	_____
	Birth Date		Birth Date

6. Defendant should be ordered to stay away from these locations, at all times, even when I am not present:

- ☐ Home: \_\_\_\_\_
- ☐ Work: \_\_\_\_\_
- ☐ School: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

7. ☐ If checked, because of the risk of harm, order the defendant NOT to possess firearms or ammunition.

8. ☐ If checked, order the Defendant to participate in domestic violence counseling or other counseling. This can be ordered only after a hearing of which Defendant had notice and an opportunity to participate.

9. Other: \_\_\_\_\_

Under penalty of perjury, I swear or affirm the above statements are true to the best of my knowledge, and I request an Order / Injunction granting relief as allowed by law.

_____	Attest: _____
Plaintiff Signature	Judicial Officer/Clerk/Notary                      Date

<b>Plaintiff's Guide Sheet for Protective Orders - Please Read Carefully</b>
--

PRINT ALL INFORMATION ON THIS FORM AND ON THE PETITION.

Your Name \_\_\_\_\_

Your Address \_\_\_\_\_

Your Daytime Telephone Number \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Date of Birth \_\_\_\_\_

E-mail address(if available) \_\_\_\_\_

**You may request that the Court keeps your address confidential if the Defendant does not know where you live or work.** If checked, the following addresses will be restricted and will not appear on the petition served on the Defendant:

- ☐ Restrict home address    
 ☐ Restrict work address    
 ☐ Restrict other address    
 ☐ Restrict school address

Your relationship to the defendant is: (Choose only the FIRST category that applies to your relationship to the defendant.)

- |  |  |
|--|--|
| <input type="radio"/> married now or in the past                       | <input type="radio"/> Related (Parent, In-law, Brother, Sister or Grandparent) |
| <input type="radio"/> Live together now or lived together in the past, | <input type="radio"/> Romantic or sexual relationship (current or previous)    |
| <input type="radio"/> parent of Child in common                        | <input type="radio"/> Dating but not a romantic or sexual relationship         |
| <input type="radio"/> One party is pregnant by the other               | <input type="radio"/> Other: _____   |

Defendant Name \_\_\_\_\_

DefendantAddress \_\_\_\_\_

Defendant Daytime Telephone Number \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

## DEFENDANT IDENTIFIERS \_\_\_\_\_

Please provide all information below to the best of your knowledge. If you do not know the Defendant's date of birth, an estimated date of birth is acceptable. Please indicate the date of birth is an estimate by checking the "Est." box below.

SEX <input style="width: 80px;" type="text"/>	RACE <input style="width: 130px;" type="text"/>	HT <input style="width: 80px;" type="text"/>
EYES <input style="width: 100px;" type="text"/>	HAIR <input style="width: 110px;" type="text"/>	WT <input style="width: 80px;" type="text"/>
DRIVER'S LICENSE # <input style="width: 170px;" type="text"/>	STATE <input style="width: 90px;" type="text"/>	DOB <input style="width: 120px;" type="text"/> Est. <input type="radio"/>
<input style="width: 170px;" type="text"/>	EXP DATE <input style="width: 90px;" type="text"/>	SOC SEC NUMBER <input style="width: 230px;" type="text"/>

**ANIMALS and ORDERS OF PROTECTION**

- If you are requesting an Order of Protection to protect yourself, you may also ask the court to grant you the custody, care, and control of any animal owned by you, the defendant, or a minor child living in your household if you believe that the defendant is a danger to the animals. (A.R.S. 13-3602(G)(7)). If you are asking the court to include animals on an Order of Protection, please write your request on Line 9 of the Petition.

CONFIDENTIAL

CONFIDENTIAL

**DO NOT SERVE THIS FORM ON THE DEFENDANT. DESTROY WHEN SERVED.**

**Notice:** This information will be used by the agency that you selected to serve your court documents. Be as accurate and complete as possible when filling out this form so that proper and timely service of your document can be made. If you fail to supply sufficient and accurate information, your documents may not get served. **THIS FORM IS CONFIDENTIAL AND WILL NOT BE GIVEN TO THE DEFENDANT.**

Plaintiff (Your Name/Su Nombre)

Case No.

**SERVICE OF PROCESS  
INFORMATION  
FORM**

vs.

Defendant

Date Issued

**PLAINTIFF INFORMATION (You):****Your name (Su Nombre):** \_\_\_\_\_**Your home address/City/State/Zip:****(Dirección/Ciudad/Estado/Código Postal)** \_\_\_\_\_**Safe phone number for you:****(Otro Numero de Teléfono)** \_\_\_\_\_**Other safe phone number for you:****(Otro Numero de Teléfono)** \_\_\_\_\_**DEFENDANT INFORMATION (Person you want served):**

Does the defendant need an interpreter?

☐

Yes

☐

No

Language \_\_\_\_\_

Is the defendant currently living with you?

☐

Yes

☐

No

Defendant's Name (Nombre): \_\_\_\_\_

Defendant's home address/city/state/zip:

**(Dirección/Ciudad/Estado/Código Postal)** \_\_\_\_\_

Apartment Name: \_\_\_\_\_

Company/work name/address/city/state/zip: \_\_\_\_\_

Best time at home: \_\_\_\_\_

Best time at work: \_\_\_\_\_

Other places Defendant goes/ days or times most likely to be there \_\_\_\_\_

Vehicle Information Make:

**(Vehículo Año/Modelo/Color)** \_\_\_\_\_

Color: \_\_\_\_\_

License Plate/State: \_\_\_\_\_

Distinguishing features/scars/tattoos/marks:

**(Características distintivas, tatuajes, marcas)** \_\_\_\_\_Is defendant:☐

Violent Towards Police

☐

Drug User

☐

Heavy Drinker

☐

Mentally ill

☐

On Probation/Parole

Does the defendant carry:

☐

Gun Type: \_\_\_\_\_

☐

Knife Type: \_\_\_\_\_

Does defendant have a:

☐

Gun Type: \_\_\_\_\_

☐

Knife Type: \_\_\_\_\_

Location of weapons now \_\_\_\_\_

CONFIDENTIAL

**INSTRUCTIONS TO COMPLETE THE SERVICE OF PROCESS INFORMATION FORM**

**INFORMATION ABOUT THE DEFENDANT**

The **DEFENDANT** is the person from who you are seeking protection. (You are the **plaintiff**.)

Your protective order must be served on the **DEFENDANT** by law enforcement or a process server to be in effect. After service, the order is enforceable by law enforcement.

You can help get your protective order served by giving more information about the **DEFENDANT** on the Service of Process Information Form. This will help law enforcement or a process server find the **DEFENDANT** and serve your order. The information you provide on the Service of Process Information Form is **confidential**.

When you are ready to have your order served, please give the Service of Process Information Form to law enforcement or a process server, along with a copy of the petition, the protective order, the Defendant's Guide Sheet, and the Declaration of Service. The court should provide you with copies of all these forms before you leave the courthouse.

**SHELTERS**

Autumn House	480-835-5555
Chrysalis - Phoenix	602-944-4999
Chrysalis - Scottsdale	480-481-0402
Contacts Shelter Hotline	602-263-8900
	1-800-799-7739
De Colores	602-269-1515
Faith House	623-939-6798
My Sisters Place	480-821-1024
New Life Shelter	623-932-4404
Sojourner Center	602-244-0089

**SOCIAL SERVICES**

Social Security Administration	800-722-1213
Affordable Rental Units	480-644-3539
AHCCCS	480-827-9005
Child Protective Services	888-767-2445
Lawyer Referral	602-257-4434
Community Referral	602-263-8856
Area Agency on Aging	602-264-4357
Community Action Network	480-833-9200
Victim Compensation	602-506-4955
Crisis Response Network	602-222-9444

**COUNSELING SERVICES**

Al Anon Family	480-969-6144
Alcoholics Anonymous	480-834-9033
Catholic Social Services	480-964-8771
Centro De Amistad Inc.	602-839-2926
Chicanos Por Las Cause	602-257-0700
Family Service Agency	602-264-9891
Fresh Start	602-252-8494
Victim's Services	480-644-4675
Center Against Family Violence	480-644-4075
Mesa Fire Department	480-644-2101

**CITY OF MESA AGENCIES**

Mesa City Court	480-644-2255
Mesa Police Department	480-644-2211
Mesa City Prosecutor's Office	480-644-2210

**DOMESTIC VIOLENCE SERVICES**

A New Leaf Advocate	480-768-8106
Areas Agency on Aging	602-264-2255
CASA	602-254-6400
DV Legal Advocacy	623-247-0464
Guiding Star Lodge	602-254-3247
Parents Support Group	602-506-6339
Sundance Lodge	602-870-0376
AZ Coalition Against DV	602-279-2900

**POLICE AGENCIES**

Apache Junction	480-983-6532
Avondale	623-932-3660
Chandler	480-782-4535
Gilbert	480-503-6500
Glendale	623-931-5500
Goodyear	623-932-1220
Mesa	480-644-2211
Paradise Valley	480-948-7410
Peoria	623-412-7019
Phoenix	602-262-6151
Scottsdale	480-312-5000
Tempe	480-966-6211
County Sheriff	602-256-1000

**FIRE DEPARTMENTS**

Phoenix	602-264-2881
Rural Metro	602-939-3211
Mesa	480-644-2101
Glendale	623-931-5600
Gilbert	480-503-6300
Chandler	480-786-2712
Peoria	623-412-7262

**Mesa Municipal Court 250 East 1st Avenue Mesa, AZ 85210**  
**(480) 644-2255 or [WWW.MesaAz.gov/eCourt](http://WWW.MesaAz.gov/eCourt)**

It is your responsibility to make the necessary arrangements to have the defendant serviced with a copy of the Injunction Prohibiting Harassment or an Injunction Against Workplace Harassment. The following list is taken from the Qwest Yellow Pages/East Valley for your convenience. The Court does not recommend which agency to contact.

A-Arizona Process Service	480-430-5556
A \$ B Document Delivery	480-203-7319
A-Process Server	480-994-8672
AAA Process Service	480-668-5953
Accurate Process Service	480-592-0500
All About Serving	480 818-6370
Arizona Process Service, LLC.	480-430-5556
DCS Legal Service	480-266-9997
Direct Access Legal Services	480-464-8484
Hawkins and E-Z Messenger Attorney Service	602-258-8081 480-632-5359 602-254-6147
Reliable Process Service	480-777-0000
Rush Hour Legal Service	480-797-9483
Sigma Process Service	480-736-1282
Security Specialists LLC	602-688-2677
United Process Service	480-833-1835
Us Express Legal Support Services	480-373-8532