

Guidelines for Filing Your Temporary Restraining Order

- Be sure to include birthdates and middle initials for both petitioner and respondent.
 - You must have an address where the respondent can be served.
- The Statement of Facts is the most important aspect of the Petition. Read the legal definition carefully and write your statement as best you can.
 - Sign the petition in front of a notary (you will need a picture ID)
- When you have completed your Petition and Notice of Hearing, deliver these forms to the:

Portage County Court House, Clerk of Court Office
346-1364

Who will forward it to:

David Worzalla, Portage County Family Court Commissioner

The Court Commissioner must sign the Petition if a Temporary Restraining Order is to be issued.

- If the Petition and Notice of Hearing are signed by the Family Court Commissioner, pick them up.

You will need a minimum of six “packets,” in the following order: Notice of Hearing first, Petition next, and then any additional pages of the Statement (or of evidence), last.

You may return to the Family Crisis Center for copies to be made without charge.

- Take the packets to the Portage County Clerk of Courts Office on the 2nd floor of the Court House for authentication and filing. The Clerk of Courts will keep the original forms.
 - You will then distribute the authenticated packets as follows:

3 copies to the Portage County Sheriff’s Department

(A Deputy will serve a copy on the Respondent if you requested this by checking the appropriate box on the Temporary Restraining Order form)

1 copy to the Stevens Point Police Department

1 copy to Plover Police Department, if applicable

1 copy for yourself to be carried at all times

Extra copies can be made for your home, work, school, car, as needed.

You may choose to register for the VINE program which will notify you within minutes that the Temporary Order has been served on the Respondent

or

- Within twelve to twenty-four hours, contact the Portage County Sheriff’s Department to determine whether the Respondent has been served

then

Pick up Proof of Service from the Sheriff’s Department

Remember that the Restraining Order is only one part of your safety plan and keep your other safety strategies in mind.

The Order is not in force until served on the perpetrator.

You must attend the Injunction Hearing or the matter will be dropped

The Respondent may or may not choose to attend

Remember: Pick up the “Proof of Service” from the Portage County Sheriff’s Department prior to the Injunction Hearing and be sure to take it with you to the Injunction Hearing.

