



WASHINGTON
COURTS

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TO: Judicial and Legal Community

FROM: Wendy Lamar, AOC Sr. Legal Analyst

RE: Summary of Changes for Protection Order Forms (January 2023)

The table below outlines the changes to the Protection Order forms based on [Laws of 2021, ch. 215 \(E2SHB 1320\)](#) and [Laws of 2022, ch. 268 \(SHB 1901\)](#).

Form Number & Title	Description of Changes
<p>1. PO 001 Petition for Protection Order</p>	<p>Changes:</p> <p>(1) In 1, “Antiharassment”, added “fee <u>may be</u> required.” Replaced “if applicable” with “check all that apply.” Removed an unnecessary “the.”</p> <p>(2) Below 2, deleted the “who are the people involved” box and add a “who should be protected” box below 3.</p> <p>(3) In 5, added “for receiving legal documents.”</p> <p>(4) In 7, reordered family or household member options to be consistent with order.</p> <p>(5) In 8, added “or this is the nearest court to where I live or used to live.”</p> <p>(6) Below 10, moved the immediate-protection questions (previously numbered 14 and 15 and located after the relief section).</p> <p>(7) In B, added, “exceptions about minors, if any, provided in P below.” In P, made the corresponding addition, “Visitation Exceptions (if any): _____. Visitation listed here is an exception to any No Contact provision in B above.”</p> <p>(8) In G, added an example of electronic monitoring.</p> <p>(9) In K, deleted “transfer of” and added, “[] Finances: Provide the following financial relief: _____.”</p> <p>(10) In O, added, “Complete Attachment E: Firearms Identification.”</p> <p>(11) In S, deleted “attendance” and moved “(name of school).”</p> <p>(12) Moved privacy warning from bottom of form (above signature) to “Why do you need a protection order?” instruction box.</p> <p>(13) In 22, added “You are responsible for filing your supporting evidence, including police reports, if any. Before you file any attachments, you can black out (redact) any sensitive information. Examples: your home address and account numbers (leave last 4 digits). If you have audio or video evidence, contact the court for how to submit.”</p> <p>(14) In Attachment A, added, “always include with petition.”</p> <p>(15) In Attachment B, replaced instruction with, “Only complete this attachment if your case involves a vulnerable adult. If not, skip or remove this attachment.”</p> <p>(16) In Attachment C, replaced existing instruction with, “Only complete this attachment if you are asking to protect any of the restrained person’s children. If not, skip or remove this attachment.”</p>

	<p>(17) In Attachment D, replaced instruction with, “Only complete this attachment if you are asking to protect any children who are not your own. If not, skip or remove this attachment.”</p> <p>(18) Added “Attachment E: Firearms Identification.”</p> <p>(19) Updated footer with new publication date.</p>
2. POi 001 Instructions for Petition for Protection Order	These are new instructions.
3. PO 003 Law Enforcement and Confidential Information	<p>Changes:</p> <p>(1) In caption, added additional instruction for when the form is used in no-contact order cases (when not a mandatory form).</p> <p>(2) In “Law Enforcement” instruction, replaced, “Do not show this sheet to the Restrained Person” with “Do not serve or show a completed LECIF to the other party.”</p> <p>(3) Under “Type of print clearly”, added instructions for the protected person.</p> <p>(4) Added section numbering.</p> <p>(5) Moved “street” to its own line and bolded.</p> <p>(6) In “Disability, hazard, and weapon info about the Restrained Person”, replaced “your” with “<u>the</u> order safely.”</p> <p>(7) Updated footer with new publication date.</p>
4. PO 003R Law Enforcement and Confidential Information – Restrained Person	This is a new form to be used by the restrained person.
5. PO 004 Proof of Service	<p>Changes:</p> <p>(1) In caption, replaced clerk’s action section with “2C.”</p> <p>(2) In 2, added subsection numbering and replaced clerk’s action language with WACIC data-entry language.</p> <p>(3) In 2B, “Important” box added “In these cases.”</p> <p>(4) In 4, added additional space for declarations, moved reissuance to separate section under “new petition”, added weapons compliance forms, added blank LECIF, and removed old forms.</p> <p>(5) Updated publication date in footer.</p>
6. POi 004 Instructions for Proof of Service	<p>Changes:</p> <p>(1) Under “What is proof of service”, “Note” deleted, “There are important deadlines for service. Vulnerable adult protection orders must be served 6 days before the hearing and all other” and added “papers must be served papers must be served by Friday the week before. Weekends and holidays do not count towards the 5 days.” Replace “Note” with “Deadline!”</p> <p>(2) In “Who fills out the form”, replaced “court documents” with “legal papers” and added “(the server)” and “(the petitioner).”</p> <p>(3) In “what are the different ways to serve”, replaced “paperwork” with “legal papers”, replaced the language in 1 with “Personal service – The</p>

	<p>server hands the legal papers directly (in-person) to the person being served.”</p> <p>(4) In 2, replaced the first sentence with, “Electronic service – The server sends the legal papers by email, text, social media, or other technology. Electronic service can be okay.” Added, “if any of these are true:” and replaced “incarcerated” with “in jail.” Also added “personally” to, “For cases involving an incarcerated respondent, the surrender of firearms, the transfer of child custody or that the respondent leave the shared residence, only law enforcement can <u>personally</u> serve the petition and temporary order.” Replaced “a third party” with “someone else.”</p> <p>(5) Updated publication date in footer.</p>
7. PO 008 Foreign Protection Order Information	This is a new form.
8. PO 012 Motion and Declaration for Waiver of Filing Fees and Surcharges - Harassment	This is a new form.
9. PO 014 Order re Waiver of Filing Fees and Surcharges - Harassment	This is a new form.
10. PO 029 Notice to Vulnerable Adult	<p>Changes:</p> <p>(1) In footer, updated citation and publication date.</p>
11. POi 029 Instructions for Notice to Vulnerable Adult	These are new instructions.
12. POi 029B Instructions for Process Server (Vulnerable Adult)	These are new instructions.
13. PO 030 Temporary Protection Order and	<p>Changes:</p> <p>(1) In 2, replaced the restrained person descriptors with the table from the LECIF; this adds build and skin tone.</p>

<p>Hearing Notice</p>	<p>(2) In 5, added “no fee required” language (antiharassment) and divided section into A and B subsections. Updated “clerk’s action” in caption with subsection.</p> <p>(3) In 6, added checkbox for “Temporary Emergency Jurisdiction” and updated name for Attachment A.</p> <p>(4) In B, added, “exceptions about minors, if any, provided in P below.”</p> <p>(5) In D, deleted the civil standby language and added the language to 9.</p> <p>(6) Updated publication date in footer.</p> <p>(7) In, I, corrected citation.</p> <p>(8) In K, added “[] Finances: The following financial relief is ordered:___.”</p> <p>(9) In P, added, “Visitation exceptions (if any) _____ Visitation listed here is an exception to any No-Contact provision in B above.”</p> <p>(10) In S, deleted “attendance” to match to petition, move “that a protected person attends” before the school parenthetical, and change “school name” to “name of school.”</p> <p>(11) In 11, combined the three “not required” options into a single option.</p> <p>(12) Below signatures, deleted “protected person must complete a Law Enforcement and Confidential Information Form, PO 003, and give it to the court clerk.”</p> <p>(13) In footer, updated publication date.</p>
<p>14. POi 030 Instructions for Temporary Protection Order and Hearing Notice</p>	<p>These are new instruction.</p>
<p>15. PO 030A/PO 040A Attachment A: Non-Parent (ICWA)</p>	<p>This is a new form.</p>
<p>16. PO 034 Reissuance of Temporary Protection Order and Notice of Hearing</p>	<p>Changes:</p> <p>(1) In 5, replaced “The basis for reissuance is a pending criminal case” with “The Restrained Person asserts their Fifth Amendment right due to a pending criminal case.” Added “on the record”, added the statutory citation for the factors, and removed the case citation.</p> <p>(2) In 7, combined the three “not-required” options.</p> <p>(3) In footer, updated the publication date.</p>
<p>17. PO 035 Motion to Transfer Case to Superior Court</p>	<p>This is a new form.</p>
<p>18. PO 036 Order Transferring Case and Setting Hearing</p>	<p>Changes:</p> <p>(1) In 1, added, “do not use this form to transfer a vulnerable adult petition. Use form PO 038 Order Transferring Case.”</p> <p>(2) Updated footer with publication date.</p>

19. PO 038 Order Transferring Case	This is a new form.
20. PO 040 Protection Order	Changes: (1) Replaced the existing restrained person identifier line with the table from the LECIF. (2) In 4, added “[] This hearing was held remotely (online or by phone). The court confirmed staff received no contact from any absent party before proceeding without them.” (3) In 6, moved “over the minors” to the parenthetical and updated the attachment name. (4) In 8, B, added, “Exceptions about minors, if any, provided in P below.” (5) In 8, D, removed, “the restrained person may take the restrained person’s clothing, personal items needed during the duration of the order, and the following items (specify): _____ from the residence while a law enforcement officer is present.” (6) In 8, I, added an “other” option and corrected the citation. (7) In 8, K, deleted “transfer of” and added, “[] Finances: The following financial relief is ordered: _____.” (8) In 8, P, added, “Visitation exceptions: _____” and “Visitation listed here is an exception to any No Contact Provision in B above.” (9) In 8, S, deleted “attendance” and moved “protected person attends.” (10) In 9, deleted “per”, added section number to citation, and added, “[] Law enforcement must be present while the restrained person collects personal clothing, personal items needed during the duration of this order, and these other items (specify) from the shared residence that restrained person has been ordered to vacate in D above (RCW 7.105.320(3)).” (11) In 11, combined the first and third not-required options, “The restrained person appeared at the hearing, in person or remotely, and received notice of the order; no further service is required.” (12) Below party signature lines, deleted, “protected person must complete a Law Enforcement and Confidential Information form, PO 003, and give it to the court clerk.” (13) Removed Attachment A, to be published as separate form, PO 040A Attachment A: Non-Parent (ICWA). (14) Updated footer with new publication date.
21. POi 040 Instructions for Protection Order	These are new instruction.
22. PO 040B Attachment B: School Transfer	Changes: (1) Renamed form to be consistent with new PO 030A/ PO 040B numbering (bumping this one to B). Added an introductory header to match the formatting of Attachment A with an instruction on when to use the form. (2) In second paragraph, reformatted the factors to bullet points. (3) In 1, replaced “School” with “(name of school).” (4) Updated footer with new form name, number, and publication date.

23. PO 054 Order Setting Hearing on Renewal and Extending Order Until Hearing	This is a new form.
24. PO 056 Order Renewing Protection Order	This is a new form.
25. PO 063 Motion to Modify or Terminate Protection Order	This is a new form.
26. PO 064 Finding of Adequate Cause and Order for Hearing	This is a new form.
27. PO 066 Order Modifying or Terminating Protection Order	Changes: (1) In caption, added new codes. (2) In 6, combined the not-required options. (3) In footer, updated publication date.
28. PO 070 Denial Order	Changes: (1) In caption, added code for dismissal and added corresponding instruction to check “dismissal” in 4 “Final Order.” (2) In 4, “Temporary Order”, removed the clerk’s action for setting a hearing and combined remaining language. (3) In 4, “Final Order”, added a “dismissed” section and moved those options from the “denied” section. To “denied and dismissed”, added “on the merits after a hearing” and “and any order to surrender weapons under this case number.” (4) Removed 5, WACIC data-entry language. Renumbered following sections and updated clerk’s action required section in caption. (5) In 6 (renumbered 5), replaced service not required language with new language that combines 3 checkboxes into a single option, but retained “the petition was denied” language as its own checkbox. Reordered to list “not required” as first option in sections 5 and 6. (6) Updated footer with new publication date.
29. PO 090 Post Hearing Information	These are new instructions.
30. PO Brochure –	This is a new brochure.

<p>Understanding Washington Protection Orders & How They Can Help You</p>	
<p>31. WS 001 Order to Surrender and Prohibit Weapons</p>	<p>Changes:</p> <p>(1) In 2, deleted “You must appear for the review hearing listed in the caption on page one.”</p> <p>(2) In 6, replaced the “not required” options with, “The restrained person appeared at the hearing, in person or remotely, and received notice of the order. No further service is required. (May apply even if the restrained person left before a final ruling is issued or signed.)”</p> <p>(3) Created new section 7 “Compliance Hearing” by adding, “[] No Compliance Hearing Scheduled. The court finds that respondent has timely and completely surrendered all firearms and dangerous weapons in the respondent’s custody, control, or possession and any concealed pistol license to a law enforcement agency and is in compliance with this order pursuant to PRCW 7.105.340(6). [] Respondent: You must attend the hearing listed on page 1 of this order and show the court that you surrendered your firearm/s and concealed pistol license/s.”</p> <p>(4) Updated footer with new publication date.</p>
<p>32. WS 002 Findings and Order on Review: Weapons/Firearms Surrender Compliance</p>	<p>Changes:</p> <p>(1) Added “firearms” to name of form.</p> <p>(2) In first sentence, added checkbox for Order to Surrender and Prohibit Weapons and added, “[] extreme risk protection order.”</p> <p>(3) In “court considered” section, moved “incident report” lower in the list, added “Declaration of Law Enforcement about Weapons Surrender”, removed “law enforcement” from “Declaration of” line, and updated the name of the “Declaration of Protected Person” form. Also moved and reworded the defendant’s failure to appear language.</p> <p>(4) In 2, added “firearms” to second checkbox.</p> <p>(5) In 4, added “or Extreme Risk Protection Order” to the first checkbox and “(if not an Extreme Risk Protection Order)” to the second checkbox.</p> <p>(6) In 7, added “or Extreme Risk Protection Order” to the first checkbox and “or Extreme Risk Protection Order” to the second and fourth checkboxes. Added “city attorney” to the sixth checkbox.</p> <p>(7) In “Notice to Law Enforcement”, added “or Extreme Risk Protection Order” to the first paragraph and last bullet point.</p> <p>(8) In the footer, added the ERPO citation, and updated the publication date and form name.</p>
<p>33. WS 100 Proof of Surrender</p>	<p>Changes:</p> <p>(1) Added “(not an Extreme Risk Protection Order)” to the first sentence.</p> <p>(2) Added “(not ordered in Extreme Risk Protection Orders)” to the “other dangerous weapons” checkbox.</p> <p>(3) In declaration, added declaration that defendant/restrained person does not possess, control or have custody of other firearms, deadly weapons, or concealed pistol licenses based on judicial officer feedback.</p> <p>(4) In footer, added ERPO citation and updated the publication date.</p>

<p>34. WS 101 Receipt for Surrendered Firearms, Other Dangerous Weapons, and Concealed Pistol License</p>	<p>Changes: (1) To last parenthetical before the declaration, added, “or within 72 hours after service of a temporary or full Extreme Risk Protection Order.” (2) Before date and signature lines, added, “Voluntarily surrendering firearms or providing testimony regarding the surrender of firearms pursuant to a protection order may not be used against you in any criminal prosecution under chapters 7.105, 9.41, or 9A.56.310 RCW.” (3) In footer, added ERPO citation and updated publication date.</p>
<p>35. WS 103 Declaration of Protected Party <u>Person</u> about <u>Weapons</u></p>	<p>Changes: (1) Changed title to, “Declaration of Protected Person about Weapons Surrender” in caption and footer. (2) In first sentence, added “a” and an “unknown” option for what defendant/restrained person filed. (3) Replaced second sentence, with, “I want the court to know the following about defendant/restrained person’s compliance or noncompliance with weapons surrender.” (4) Updated footer with new publication date.</p>
<p>36. WS 104 Declaration of Law Enforcement about Weapons Surrender</p>	<p>This is a new form.</p>
<p>37. WS 200 Motion to Set Show Cause Hearing</p>	<p>Changes: (1) Added instruction on using this form with WS 201 and WS 202. (2) Added numbering to first statement, reworded with a list of who filed, replaced “person responding” with “defendant/restrained person” and removed the first signature option. (3) Removed section headings, simplify numbering, and added section prompts. (4) Deleted 2.1. (5) In 2.2, added “or Extreme Risk Protection Order.” (6) In 2.3, added, “[] The court has not held a compliance review hearing” (7) In 2.4, reworded the first checkbox, removed the checkbox, added “(if not an Extreme Risk Protection Order)” to second and fifth checkboxes, and added “or Extreme Risk Protection Order” to the third checkbox. Also added an information box about the right to an attorney when jail time is requested. (8) In declaration, replaced “have attached” with “am filing” and added “with this motion.” (9) In signature area, added “and state” and delete “Washington”, added “Dated”, and replaced “signature of person making motion” with “sign here.” (10) In footer, added ERPO citation and updated publication date.</p>
<p>38. WS 201 Order to go to Court for Contempt Hearing</p>	<p>This is a new form.</p>

(Order to Show Cause)	
39. WS 2012 Contempt Hearing Order	<p>Changes:</p> <p>(1) Renumbered form to 202, simplified numbering throughout form, removed headings, added section headings, and used “defendant/restrained person” throughout form (replacing “person responding” and “respondent/restrained person.”</p> <p>(2) In 2, added, “<u>The following people</u> were present at the hearing.”</p> <p>(3) In 3, added “or Extreme Risk Protection Order” in fourth checkbox and “Firearms” in last checkbox.</p> <p>(4) In 4, added checkboxes to specify type of order and add, “[] Extreme Risk Protection Order.” Also added, “(if not Extreme Risk Protection Order” to clarify “other dangerous weapons.”</p> <p>(5) In 5, added “before this contempt hearing.” Include 3.3 in the new 5 and added, “or Extreme Risk Protection Order” and “Firearms.”</p> <p>(6) In 6, added “or Extreme Risk Protection Order” and “Firearms.” Replaced “pick one” with “check one.”</p> <p>(7) In 10, added, “Other <u>findings, if any.</u>”</p> <p>(8) In 11 and 12, added instructional prompts.</p> <p>(9) In 13, added “(if not Extreme Risk Protection Order)” and reordered.</p> <p>(10) In 14, added, “or Extreme Risk Protection Order” and “/Firearms.”</p> <p>(11) In footer, add ERPO citation and update publication date.</p>
40. WS 600 Motion and Declaration for Order to Release Weapons	<p>Changes:</p> <p>(1) In first paragraph, added, “or firearms.”</p> <p>(2) Updated footer with publication date.</p>
41. Court Staff Handbook on the Protection Order Process	<p>This is a new handbook.</p>

The protection order forms are located on our List of All Forms webpage at:
https://www.courts.wa.gov/forms/?fa=forms.static&staticID=14#RCW7_105

The weapons surrender forms are located on our List of All Forms webpage at:
<https://www.courts.wa.gov/forms/?fa=forms.static&staticID=14#Surrender>

To provide feedback about this Summary of Changes or any of our court forms, please complete the online form available at:
<http://www.courts.wa.gov/forms/?fa=forms.formsComments>