

Instructions for Temporary Sexual Assault Protection Order and Notice of Hearing

This is the **Temporary** Sexual Assault Protection Order. If signed by the judge, this order will:

- Tell the respondent which restraints are currently in effect; and
- Set the date for the next hearing (full hearing).

The clerk will file the original order in the public court record and distribute copies for:

- You (free certified copies).
- Law enforcement, to enter into the statewide database.
- Service on the respondent.

Check with the court clerk before filling out the order.

In some courts, the judge will fill out this order. In other courts, you will be expected to fill out the order. Please check with the court clerk.

- If you are expected to fill out this form, follow the instructions below.
- It may be helpful to ask the court clerk for advocate services to help you fill out this form.

Print Clearly! Use Black or Blue Ink only.

Fill in the name of the petitioner.

- If you are the protected person, fill in your name.
- If the protected person is a minor, vulnerable adult, or other adult who, because of age, disability, health, or inaccessibility, cannot file the petition (other adult), fill in that person's name.
- Put the petitioner's date of birth where it says "**DOB.**"

Fill in the respondent's name and date of birth. If you do not know the date of birth, put in the respondent's age.

Next Hearing

The judge or court clerk will write in the next hearing date, time, and place on the first page of the order.

- You must attend this hearing to continue the protection of this order.
- If you do not come to this hearing, the court will dismiss the petition and you will not be protected by an order.
- If the respondent does not come to the hearing and has been served, the court may still grant a protection order.

Court findings about the petitioner and respondent

Paragraph 1, **check only one box** that describes the petitioner in your case:

Is the petitioner 16 years of age or older, a minor under 16 years of age, or a vulnerable or other adult?

Paragraph 2, if the respondent is under 16 years of age, check the box at the beginning of this paragraph. The court will need to appoint a guardian ad litem for the respondent before a full order can be issued.

Restraint Provisions

For the restraint provisions, check the same boxes you checked in the petition.

Note: For the second and third items, you may list the petitioner's residential address. The petitioner has a right to keep his or her residential address confidential (secret). You are not required to write in the petitioner's residential address if disclosure of the address would put the petitioner or the petitioner's family at risk of abuse or harassment from the respondent. However, enforcement of the order may be easier if an address is included. If you decide to include an address, please list the complete address, including the city.

Surrender of Weapons Order filed separately

Check this box if you asked the court for a temporary order to require the respondent to surrender all firearms, other dangerous weapons, and any concealed pistol licenses.

Check the "and prohibit" box if you asked the court to also require the respondent to be prohibited from accessing, acquiring, or possessing firearms.

If you check this box, also bring the *Order to Surrender Weapons (and Prohibit Weapons, if applicable) Issued Without Notice*, form All Cases 02.030, for the court to complete.

Washington Crime Information Center (WACIC) Data Entry

The order will be entered into a statewide database used by law enforcement so any officer in the state knows of it. Print the name of the agency which has jurisdiction where you reside.

- If your address is outside city limits, name the county sheriff.
- If your address is within city limits, name the city police.

Service

This order, any order to surrender weapons, and the petition must be personally served on the respondent so the respondent knows what restraint provisions are in place, and when and where the hearing will be held.

If the court orders respondent to surrender weapons, or to surrender weapons and be prohibited from possessing weapons, local law enforcement must serve the respondent.

If the court does not order respondent to surrender weapons, you may choose service by:

- A law enforcement agency.
- A hired professional process server.
- Another person 18 or over, who is not a party to this action.

If you want law enforcement to serve the order, you must identify the local law enforcement agency who will serve **the respondent**. Law enforcement will help you identify the correct agency.

If the respondent is under age 18, check the correct box and fill in the local law enforcement agency to serve **the respondent's parent(s) or legal guardian(s)**. Law enforcement will help you identify the correct agency.

If the court did not order respondent to surrender weapons and you are making private arrangements for service of the petition and this order, check that box. Private arrangements include:

- A hired professional process server.
- Another person 18 or over, who is not a party to this action.

You will need to provide an address where the respondent can be located for service.

If the respondent appears at the ex parte hearing and the court serves a copy of the petition, this order, and any order to surrender weapons on the respondent, check the last "Service" box. No further service is required.

Sign the Form

The judge will fill in the date and time when the order is granted and sign his or her name.

Sign the bottom of the form.

- If you are filing on your own behalf, sign above the line for "Signature of Petitioner."
- If you are filing on behalf of a minor, a vulnerable or other adult, sign above the line for "Signature of Person Filing on Behalf of Petitioner."

See above for service information.

Law Enforcement Information Sheet (LEIS)

You must complete a *Law Enforcement Information Sheet (LEIS)*, form WPF All Cases 01.0400. This form is confidential and it does not go in the public court file and is not served on the respondent.

- The LEIS form is used by Law Enforcement to locate and identify the respondent when serving documents.
- This form is also used by Law Enforcement when entering the order in the statewide database.

Complete as much information as possible, especially, first name, middle initial, last name, and date of birth.

If the respondent has a disability, brain injury, or other impairment, you may know of special assistance that law enforcement could provide when serving the documents. For example:

“Respondent has a brain injury. If respondent is rushed, respondent may freeze up and may not respond quickly, or may become verbally aggressive. Remind respondent to contact a friend.”

“Respondent has epilepsy and diabetes and may have seizures when stressed. Respondent doesn’t respond well to being rushed and will need time to get meds and supplies.”

If you know the respondent has firearms or other dangerous weapons, make sure you specify exactly what types and numbers.

Register for Automatic Notices about your Protection Order:

After the court issues a temporary or full order for protection, you can register for automatic notices.

As authorized by RCW 36.28A.410, WA VINE Protective Order is an automated service that allows you, the petitioner, to track the status of a protective order over the phone or internet. You can also register to be notified by phone and email about changes in the status of a protective order. If you register for notification, you will receive important notifications regarding the service status of your protective order, a 90-day expiration warning, and notification if the respondent in your order attempts to purchase/transfer a firearm while they are prohibited and are denied.

To access protective order information, call [1-877-242-4055](tel:1-877-242-4055), or visit www.registervpo.com.
Do not rely solely on WA VPO for your safety. If you feel you are in danger, call 9-1-1.