

PPO Information Worksheet:

- Are you and the person you are filing against over the age of eighteen (18 years old)? If either person is under the age of eighteen (18), then a Next Friend has to be listed. A Next Friend would be someone who is over the age of eighteen (18) to represent the minor. There is an additional form, Request for Next Friend and Order, required if someone is under 18 years old. Please ask the PPO coordinator about this form.
- You are the Petitioner and the person you are trying to protect yourself from is the Respondent.
- You need to know the Respondent's complete (first, middle & last name) and their date of birth. The PPO coordinator can attempt to assist you in obtaining some of that information.
- Complete as much of the information as you can. The more information provided to the Court, the better.

Verified Statement:

- The Verified Statement explains your need for a Personal Protection Order.
- The Verified Statement needs to be neat & legible, if hand-written. You may also type the Verified Statement.
- This document is what a Judge basis his/her decision on. If they cannot read your handwriting, the Petition will be rejected.
- Use only the lines provided. Do not write up and down the margins.
- The most recent incident between yourself and the Respondent goes first. You then work your way back in history. This will read as a backwards book.
- You have enough room for five **different** incidents between yourself and the Respondent. Attach more sheets as necessary. Please note that the Respondent will receive a copy of the Verified Statement if the PPO is granted. The Respondent also will receive a copy of the Verified Statement if the PPO is denied with the right to request a hearing & you request a hearing.
- Be direct and to the point. Do not write a long drawn out story. Use the language that was used towards you (even if the words are inappropriate).
- Take these forms and complete them. You may sit in the Circuit Court Clerk's lobby and complete the documents. You may also take the form home to complete. If you sit in the lobby of the Circuit Court clerk's office, please let clerk know when you have completed the forms. The clerk will add your name to the sign in sheet. The schedule to meet with the PPO coordinator is 1<sup>st</sup> come 1<sup>st</sup> served unless there is a previously scheduled appointment.
- If there are police reports involving yourself and the Respondent, the PPO coordinator may be able to obtain a copy of the police report. You do not need a police report to file for a PPO. If there are emails, texts, pictures or any other evidence, please ask the PPO coordinator what is the best way to get that information filed with your Petition.
- You must have the PPO information Worksheet & Verified Statement completed before meeting with the PPO coordinator.
- It does not cost money to apply for a PPO.

NOTE: You do not have to meet with the PPO coordinator if you wish to present the petition without assistance. Ask a Circuit Court Clerk for the proper forms.