

Tips To Fill Out Your Verified Statement For A Personal Protection Order:

Pink Form:

- Are you and the person you're filing against over the age of eighteen (18)? If either side is under the age of eighteen (18) then a Next Friend has to be listed, meaning someone over the age of eighteen (18) to represent the minor.
- You are the Petitioner and the other person is the Respondent.
- As long as you know that person's name that is enough to file a Personal Protection Order. (However the age or birthdate of the Respondent is helpful).
- If you know the Respondent's address, phone, height, weight, eye color, etc. go ahead and fill that information in. The more information we know the better.

Verified Statement (White Form):

- The white form explains the reason you need the PPO.
- This needs to be filled out in ink, blue or black and it needs to be neat and legible.
- This goes in front of the Judge and if the Judge cannot read it he/she will reject it.
- Use only the lines provided for you. Do not write up and down the margins.
- You start with the most recent incident and work your way backwards in time.
- There is enough room for five different incidents. Please be advised that the Respondent may get a copy of the verified statement.
- Be short and to the point. Do not write a long drawn out story. Feel free to use the words that they used when describing what had happened (even if they are inappropriate).
- Take these forms and fill them out in the lobby or take them home to complete. When you are done filling out the paperwork, please tell the clerk to add your name to the sign in sheet. PPO appointments work on a walk in basis/first come first serve.
- If you have police reports, report numbers, emails, text printouts, pictures or any other evidence you would like to be included please have it available at the time you meet with the PPO coordinator.
- You must have the Verified Statement completed and all attachments before you can meet with the PPO coordinator.
- It does not cost anything to apply for the PPO process. Please remember that you cannot bring your phone into the Justice Center.

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