

SKAGIT COUNTY PROTECTION ORDERS PACKET INSTRUCTIONS

1. Fill out these forms. Please print neatly with dark ink (not red). The Court must be able to read them clearly.
2. Correct Addresses on the Law Enforcement Information Sheet are very important.

LAW ENFORCEMENT WILL NOT SERVE DOCUMENTS ON RESPONDENT WITHOUT AN ADDRESS.

3. Please include the correct birth dates and correct spelling of names for all parties named.

AGAIN, LAW ENFORCEMENT WILL NOT SERVE ANY DOCUMENTS WITHOUT THIS INFORMATION.

4. Bring **completed forms** back to the clerk's office **Monday through Friday by 12:00 pm (noon)**. It is important to not be late, as court starts promptly at 1:15 pm. ***You may have to return the next day if you are late.***

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Fill out the following forms COMPLETELY:

- 1) The Petition: Fill out all statement areas on the petition completely with as much information about what is happening and why you are petitioning for an order. This is what the court uses to determine if a temporary order is necessary.
- 2) LEI Sheet: Correct addresses and birthdates if possible.
- 3) Child Custody Info Sheet (If children are involved)

Only the HEADING of the following documents need to be filled out:

- 1) The Temporary Order of Protection (Judge/Commissioner will fill out the order)
- 2) The Order of Protection (Judge/Commissioner will fill out the order)

If there is clear and convincing evidence that a party has used, displayed, or threatened to use a firearm or other dangerous weapon you may fill out the Motion For Surrender of Weapons Packet. The court will then consider issuing an order to have the respondent surrender their weapons to their local law enforcement agency.

PLEASE DO NOT FOLD, MUTILATE, TEAR, STAIN OR CRUMPLE THESE FORMS.

Once court is done, you will be directed back down to the Clerk's Office to obtain copies. We will give you 3 certified copies of the temporary order. Keep a copy of the order on you at all times. Law enforcement will attempt to serve the respondent with the petition and temporary order. If respondent has not been served yet and is at your residence, please call 911 to have an officer come to your house. They can use one of your copies to serve on respondent at that time and do a civil standby (if court orders this) to allow respondent to get personal belongings.

If the respondent violates the order, please call 911 to make a report.

**SKAGIT COUNTY CLERK'S OFFICE
205 WEST KINCAID ROOM 103
MOUNT VERNON WA 98273
(360) 416-1800**

Updated 08/2019

Instructions for Petition for Order for Protection

This form is used to start a domestic violence protection order case. Ask the court clerk for advocate services to help you fill out this form. This form will be:

- Filed as a public court record and will start a civil court case.
- Served (personal delivery) to the person from whom you need protection.

The information in the petition is used by the court to determine if:

- The court has authority to enter an order on your behalf.
- If the relationship between you and the other party meets the legal definition of family or household member.
- If the respondent's behavior towards you meets the legal definition of domestic violence.

Use this petition to request both immediate temporary protection **and** full protection.

Immediate Protection: If you need immediate protection, and the court finds an emergency exists, the court may immediately issue a temporary order that will last until the court holds a hearing, usually within 14 days.

During the 14 days, the respondent must be served the:

- petition,
- temporary order and notice of hearing,
- any order to surrender weapons issued without notice, and
- any other declarations or documents, if any, presented to the court.

If the court orders respondent to surrender weapons, the local law enforcement agency must serve the order.

In cases without an order to surrender weapons, service may be done by:

- a law enforcement agency where the respondent lives or works, free of charge,
- a hired professional process server, or
- a person 18 or over who is not a party to this action.

The person completing service on the respondent must file an affidavit, declaration, or certificate of service with the court or the hearing cannot go forward.

Full Order for Protection: At the hearing, the court will determine if it should issue a full Order for Protection. The respondent has a right to attend that hearing.

Print Clearly! Use Black or Blue Ink only.

Top of the form (Page 1)

Fill in your name (first, middle initial, last) as the "Petitioner." The person you want protection from is the "Respondent." Fill in the respondent's name (first, middle initial, last).