

# Anti-Harassment Forms & Instructions

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## Section 1: Introduction

### A. What is an anti-harassment petition?

You file an anti-harassment petition to ask the court to grant you a "stay-away" order against someone who has been acting towards you in a way that unreasonably interferes with your privacy or creates an intimidating, hostile, or offensive living environment for you. If that person's behavior has seriously alarmed, annoyed, or harassed you, consider filing for an anti-harassment order.

This procedure is generally for people who:

- are not married to their harasser and
- have not lived with the harasser and
- have no children in common with the harasser.

You must prove that the other person's conduct:

- would cause any reasonable person to suffer serious emotional distress and
- was intentional or willful and
- did not serve any legitimate or legal purpose

This is different from the definition of domestic violence. It may not involve the same penalties for violations.

◆ The law on anti-harassment orders and penalties is [online](http://apps.leg.wa.gov/rcw/default.aspx?cite=10.14) at <http://apps.leg.wa.gov/rcw/default.aspx?cite=10.14>, or check with your local library or local law library.

If the judge awards you an anti-harassment protection order, and the person you get the order against violates the order, that person can be

- found in contempt of court;
- ordered to spend time in jail;
- ordered to pay a penalty to you or the court; and/or
- found guilty of a gross misdemeanor.

### B. Where do I file an anti-harassment petition?

You typically file a petition for an Anti-Harassment Order in district court, but check with your local clerk of court. In some counties, municipal or superior court may handle these matters.

### C. Who should use this packet?

This packet is for simple anti-harassment cases only. This packet will not help you if:

- you are under the age of 18, or
- you want to file a petition for a child under the age of 18.

If your situation is one of those listed above, get advice from a lawyer.

◆ **Anti-harassment practice varies** by county. Some judges/commissioners prefer to fill out parts of the forms themselves. Others want you to do it. For specific information on how to complete forms in your own county, contact the following: the court clerk; the court facilitator; your local Domestic Violence advocacy program; your local volunteer attorney program; an experienced local family law attorney.

### D. What forms are in this packet?

This packet has the following forms and instructions for each form:

- Motion for Waiver of Fees - WPF UH-02.0100
- Financial Statement – WPF UH 02.0110
- Order to Proceed without Payment of Fees - WPF UH-02.0120
- Petition for an Order of Protection - WPF UH-02.0200
- Notice of Hearing - WPF UH-02.0400
- Temporary Protection Order and Notice of Hearing - WPF UH-03.0200
- Order for Protection from Unlawful Civil Harassment (ORAH) - WPF UH-04.0500
- Law Enforcement Information Sheet - WPF all cases 01.0400

### E. Words You May Need to Know

**Bailiff:** A member of the judge’s staff who is in charge of courtroom procedure and security. The bailiff may sometimes be the same person as the clerk.

**Caption:** The heading of each legal document. It has the name of the court, the names of the parties, the case number, the name of the document itself, and, sometimes, the type of case.

**Clerk of the Court:** An officer of the court who handles clerical matters like keeping records, entering judgments and providing certified copies. Each courthouse has a Superior Court Clerk’s Office. Someone from the clerk’s office staff is also usually in the courtroom during hearings.

Commissioner/Court Commissioner: This person is like a judge, but only makes decisions relating to a specific subject matter. Many counties have family law commissioners who decide only family law cases<sup>1</sup>.

Confirm a Hearing or Trial: Notifying the court that you intend to have the hearing or trial scheduled in your case. The way to confirm your hearing or trial differs by county. Not all counties require it. Often you need to call the court a few days before the hearing or trial. Local rules explain each county's requirements. If confirmation notice is required and not given, the court may cancel the hearing or trial.

Conformed Copy: A copy of any court document that you have filed with the clerk. It must be stamped with the date filed. If the document is an order, it must also have the name of the judge who signed it written or stamped on it.

Contested Case: A case in which opposing parties take part and disagree about the outcome of the case.

Continuance: Delaying your court hearing to a later date. In some counties, the judge must approve any request for a continuance.

Custodian (also Custodial Parent): The person the children live with most of the time.

Declaration: A written statement made to the court under oath.

Default Order: An order that can be requested if

- the respondent fails to file a Response before the deadline, or,
- if s/he has appeared in the case, if s/he fails to file a Response after being served with a Motion for Default.

Docket: the court's schedule of cases to be heard on a certain day.

Ex Parte: Going before the court without notifying the other party. Sometimes also refers to the courtroom where you see a judge without notifying the other party.

Ex Parte Restraining Order: An order signed by the judge if emergency circumstances require protection before a temporary hearing can be held.

Exhibit: Documents, records, and photographs introduced into evidence at trial or hearing. Attachments to legal forms are sometimes exhibits. If so, they should follow the format rules for court forms. (Basic information about the format rules is in the General Instructions section of this packet.)

Filing: Giving court papers to the Court Clerk to place in the case file.

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<sup>1</sup>In Many counties, court commissioners make decisions in family law cases instead of judges. To make this packet simpler, in most places we just use "judge."

Hearing: Going before a judge to request a court order or to defend against another party's request. Hearings usually take place before the trial date and concern specific issues. (Example: temporary relief.) Hearings on important issues (example: motions to dismiss) may end the case. In many counties, the court does not allow live witness testimony at hearings. Instead, the parties must file and serve materials in advance in writing. In some counties, the court may decide the outcome of certain types of modification cases by hearing instead of full trial.

Jurisdiction: The court's authority to make decisions regarding certain people and issues. If a court does not have jurisdiction, it has no authority to make orders over the person or subject affected.

LEIS: Law Enforcement Information Sheet.

Moving Party: the person who files the petition.

Nonmoving party: the party who **did not** file the petition.

Order: A court document signed by a judge that requires someone to do (or not do) something. If you disobey an order of the court, the judge may hold you in contempt of court. Note: An order is not in effect until a judge has signed it.

Other party: The person you are filing the petition against.

Party: A Petitioner or a Respondent.

Petition: The document that starts a case and asks the court for a final order.

Petitioner: The person who first files a legal case. The petitioner in the caption of a form does not change, even when motions are filed later by the other party.

Pro Se: Acting without a lawyer; representing yourself in court.

Proposed Order: An order one party will be asking the judge to sign. It will not yet have the judge's signature on it. Many counties require the parties to file and serve proposed orders with motions or responses to motions, to show how that party wants the court to decide the motion. A proposed order becomes an order if the judge signs it.

Respondent: The person against whom you have filed your petition.

Response: A formal written answer to the Petition, filed with the court.

Ruling: A decision by the court.

Service: Giving court papers to the other party. The law defines ways of service that are legally acceptable. When the petitioner starts a case, s/he must arrange for the Summons and Petition and other papers that begin the case to be properly hand-delivered or, in some cases, and with advance court permission, sent by certified mail or published in a newspaper. After you have had the Summons and Petition served, you can serve many later papers by first class mail, with legally sufficient advance notice.

Summons: A written notice that the case has been started.

Temporary Order: An order entered after you have filed a case and before it is finished, which is only in effect while the case is going on. Some temporary orders may end at a fixed time, even before the case ends.

Time to Respond (or deadline to respond): The length of time a party has to respond to something filed by another party.

Trial: The hearing where the judge listens to live testimony from parties and witnesses, considers evidence properly introduced, hears argument, and decides the outcome of the case.

Venue: The county where you should file the case.

## Section 2: General Instructions for Filling out Forms

**Case number.** When you first file the papers to begin the case and pay the filing fee (or have the fee waived), the court clerk will assign a case number. Write the case number near the top on the right hand section of the first page of every form after "No." (abbreviation for "number"). When you file your case, you may be able to use a special stamp at the court clerk's counter to stamp the case number on each paper. You can write or stamp the case number.

◆ You must write or stamp the case number on the first page of every copy of every paper you file with the court and on the copies you make for other parties. If you do not, your papers may be lost, or the clerk may return them to you. Some courts will also fine you for filing incorrect forms.

**Title.** Each form has a title. The title is on the right-hand side of the form under the case number.

◆ **Format:** Pleadings (legal forms) that you file with the court and attachments to those pleadings must follow the court rules about size and margins ([GR 14\(a\)](#)). Use regular size (8 ½ x 11") white paper. Write on only one side of the paper. The first page of each paper that you file must have a three-inch margin (three inches of space) at the top. The other margins (left, right and bottom, and the top from the second page on) must be at least one-inch wide. If your forms do not follow these rules, the court clerk may refuse to file them or may make you pay a fine.

**The contents.** Fill out each form according to the instructions for that form. In most counties, you may print or type the information, but it must be readable and you must use BLACK OR DARK BLUE INK.

◆ A few counties require that you type all documents. Check with the clerk of the court where you are filing.

After filling out each form, re-read it to be sure you have correctly filled in all the blanks you need to. If you have to make corrections, be sure the correction is neat and readable. Do not write in the margins of any page, or the clerk may reject your form.

**Dates.** On the last page of most forms (not including orders), there is a space for you to write the date that you signed the form.

**Your Signatures.** After you fill out a form, look for the place(s) requiring your signature.

**Identifying Information.** Court rules try to protect privacy but also allow for public access to certain information in court files. Exception: The Law Enforcement Information Sheet (LEIS) does not go in the public court file. It is safe to put information in that form.

## Section 3: Instructions for each Form

### A. Motion for Waiver of Fees (WPF UH-02.0100)

Waiver fees are only for **very low-income** people who otherwise cannot afford to pay the filing fees involved in starting a case.

Fill in the caption.

You will fill the caption in the same way on each form. See example:

|   |   |
|---|---|
| DISTRICT COURT OF WASHINGTON<br>FOR KING COUNTY |   |
| JANE ANNE DOE<br>Petitioner                     | NO.   |
| vs.   |   |
| KELLY JANE SMITH<br>Respondent                  | MOTION FOR WAIVER OF FEES<br>(HARASSMENT)(MT) |

#### I. Motion

Read this paragraph.

#### II. Basis for Motion

2.1 Check this box if you are low-income.

2.2. Check the first box if:

- You have been stalked. (If so, check the second box too.)
- The other party is a sex offender or kidnapper. (If so, check the third box too.)
- The other party engaged in acts of domestic violence against you AND you are family or household members. (See [RCW 26.50.010](#).) (If both are true, check the fourth box too.)

#### II. Declaration

3.1 Check the first box if you are low-income. Check the second box if you have information you think the court should know that you cannot put in the financial statement.

3.2 Check the first box if

- You have been stalked. (If so, check the second box too.)
- The other party is a sex offender or kidnapper. (If so, check the third box too.)
- The other party engaged in acts of domestic violence against you AND you are family or household members. (See [RCW 26.50.010](#).) (If both are true, check the fourth box too.)

If you filed this motion by mail, check the box next to “(Check if applies.)”

Date and write in the name of the town/city where you are filling in this form. Sign underneath that.

◆ Attach a financial statement to this form. See below.

## **B. Financial Statement (WPF UH-02.0110)**

**Case name:** Write in “your name” versus “respondent’s name” here.

**Case number:** Leave this blank until you get a case number from the clerk.

1 - Write in your name.

2 - Check this box if you have dependents living with you. Next to “How many?” write in the number of dependents. Next to “ages,” write in how old they are.

3 - **My Monthly Income-** Check the box to show whether you are working. If you are working, write in your employer’s name. Next to “Gross pay per month,” write in how much you make before taxes and other deductions. Then write in what you take home under that.

4 - **Other Sources of Income-** If you get a regular check for anything else (examples: TANF, unemployment, workers comp), list it here. Check the box if you get food stamps. Add up any income from box 3 plus what you listed here.

5 - **My Household Assets-** Fill in the boxes as appropriate. Add everything up.

6 - My Monthly Household Expenses –

7 - My Other Monthly Household Expenses -

8 - My Other Debts with Monthly Payments -

## **C. Order to Proceed without Payment of Fees (WPF UH-02.0120)**

Fill in the caption.

I. BASIS

II. FINDINGS

2.1 Check the first box if you are low-income. Check the box underneath that describes your proof that you are low-income.

2.2 Check the first box if:

- You have been stalked. (If so, check the second box too.)
- The other party is a sex offender or kidnapper. (If so, check the third box too.)
- The other party engaged in acts of domestic violence against you AND you are family or household members. (See [RCW 26.50.010](#).) (If both are true, check the fourth box too.)

## II. ORDER

3.1 Check the first box. Check the next two boxes under that.

DO NOT SIGN THE ORDER. THE JUDGE DOES THAT.

Print your name and the date under "Presented by."

### **D. Petition for an Order of Protection (WPF UH-02.0200)**

Fill in the caption.

Screen for court's jurisdiction. Petitioner, complete this section:

- 1) Check "yes" if you need a court order to deal with real property that you or the other party owns.
- 2) Check "yes" if the other party owns, or claims to own, the property in part or whole.
- 3) Check "yes" if the other party has a right to custody or visitation with the children.
- 4) Check "yes" if you and the other party are already part of a Superior Court case.
- 5) Check "yes" if the other party is under 18.
- 6) Check "yes" if the other party is a member of your household or a relative.
- 7) Check "yes" if the other party sexually assaulted you or a child.

1 - Check the box if you need a fee waiver.

2 - Check the first box if you are the victim. Check the second box if you are the parent or guardian of a child who is the victim.

3 - Fill in the name of the county where the harassment happened. If the other party lives in a different county, check the box. Then write in the county where the other party lives.

4 - Fill in the blanks with info about all of your children, even if they are not also the other party's children.

5 - Fill in the blanks if there has ever been any of the following type of orders involving you, the other party, and/or the children:

- Anti-harassment order

- Domestic Violence Protection Order
- Restraining Order
- No-Contact Order

Request for Temporary Order:

Under I REQUEST AN ORDER FOR PROTECTION:

Following and watching you (stalking/surveillance):

If you want to keep the respondent from following *you* around, check the box next to “me” directly under **I REQUEST AN ORDER FOR PROTECTION...**

If you want to keep the respondent from following *your children* around, check the second box, next to “the minors...”

No-contact:

If you want a no-contact order for *you*, check the box next to “me” in the second line under **I REQUEST AN ORDER FOR PROTECTION...**

If you want a no-contact order, for *your children*, check the box next to “me” in the second line under **I REQUEST AN ORDER FOR PROTECTION...**

Restraining order:

If you want the court to order the respondent to stay away from your workplace, home, and/or other place, check the appropriate box(es) in the fourth line under **I REQUEST AN ORDER FOR PROTECTION...**

Other:

You can use this space to ask for other relief you want that this form does not list.

Under STATEMENT:

List and describe the most recent things the respondent has done to harass you. Start the description of each with the date. Then write what the respondent did. If the police were involved in any of it, write that.

The second set of lines: Use only if you asked for a fee waiver. Use the second set of lines to write in if the respondent has stalked, sexually or physically abused you, or threatened to do so.

Sign and date where indicated.

Confidential address: If you do not want to list your address, check the last box. Then write in an address where you can reliably get mail.

### E. Notice of Hearing (WPF UH-02.0400)

Fill in the caption.

After “TO:” fill in the respondent’s name.

If the clerk does not fill the rest of this form in for you:

In the blank directly underneath “TO,” write in your name. In the next sentence, write in the name of your petition.

In the next paragraph, write in the date, time, and place of your hearing.

The clerk fills in the rest.

### F. Temporary Protection Order and Notice of Hearing (WPF UH-03.0200)

◆ Check with the court clerk, the facilitator, or your local domestic violence advocate **before** you start to fill out this form. The judge in the county where you are filing may not want you to submit a proposed order. Fill this Order out only if you first make sure that it is okay to do so.

Page 1:

Fill in the caption.

The clerk or judge may fill this part in. If they do not, you can do it yourself. To the right of the caption, under “Next Hearing Date and Time,” fill in the information the clerk gives you.

List the children: If you want the order to cover your children, list them in the blank chart, one child per line.

Page 2:

Second box: Check the box appropriate to the law enforcement agency that has jurisdiction where you live.

If you live outside city limits, check the first box for the sheriff’s office. Then fill in the name of the county where you live.

If you live inside city limits, check the second box. Then write in the name of the city or town where you live.

In the third paragraph down: if you must have the respondent served, check the box appropriate to whether the clerk or you are sending the paperwork to law enforcement. If you are using a private server, check the first box under “RESPONDENT LIVES.” If Respondent has already appeared, check the second box under “RESPONDENT LIVES.”

DO NOT SIGN AND DATE THE ORDER. THE JUDGE DOES THAT.

You may sign in one of the blanks below the line for the judge’s signature, where appropriate.

## **G. Order for Protection from Unlawful Civil Harassment (ORAH) WPF UH-04.0500**

◆ Check with the court clerk, the court facilitator, or your local domestic violence advocate first **before** you start to fill out this form. Local practice varies by county. The judge in the county where you are filing may not want you to submit a proposed order. Fill this Order out only if you first confirm that it is okay to do so.

Page 1:

Fill in the caption.

1. Full faith and credit: Read this.
2. Check the box to show how you had the respondent served. Use “other” only if service was by mail or publication.
3. If you want the order to cover your children, list them in the blank chart, one child per line.

Page 2:

First Section: in the third box, check the boxes of the places you want the respondent ordered away from. Write in the minimum number of feet you want the respondent to stay away from those places. (Example: 1,000 feet roughly the length of a swimming pool, is a distance commonly used.)

Fourth box: Use this section if you want the respondent to pay you back for any costs of filing this case.

Other: You can use this space to ask for other relief you want that this form does not list.

Second Section: If you live outside city limits, check and fill in the name of your county in the blank next to “County Sheriff’s office.” If you live inside city limits, check and fill in the name of your city or town next to “Police Department.”

Service on respondent: Midway down this box, check and fill in blanks to show how you had the respondent served.

If the respondent lives outside city limits, check and fill in the name of respondent’s county in the blank next to “County Sheriff’s office.” If respondent lives inside city limits, check and fill in the name of respondent’s city or town next to “Police Department.”

If you have made your own arrangements to have the respondent served, check the box after the first "OR."

If Respondent showed up at the hearing, check the box after the second "OR."

If you had the Respondent served, but they did not show up at the hearing, check the box after the third "OR."

This Antiharassment protection order expires on: Leave this blank for the judge to fill in.

DO NOT DATE AND SIGN THE ORDER. THE JUDGE DOES THAT.

You can sign and date at the bottom of the page where appropriate to acknowledge that you received a copy of this order.

## **H. Law Enforcement Information Sheet (WPF all cases 01.0400)**

This form goes to your local law enforcement agency so they can enter your order into the police computer. **Do not give this form to any other party** in your case. Do not put it in with the papers that you have served.

Write your case number in the top right-hand blank. Under that, check the second box.

Write the name of the court and your case number in the first blanks. Under that, check the second box ("*dissolution... paternity*").

**Restrained Person's Information.** In each blank, write information about the restrained party (his/her name, driver's license number, nickname, sex, so on). Fill out this form as much as you can. You do not need to know all of the answers.

**Does the Restrained Person Have a Disability, etc.?** If you check "yes," write out a description that will help law enforcement in serving the order.

**Hazard Information.** If the restrained person has a history of mental health problems, assault(s), or drug/alcohol abuse, check each box that applies.

If you think the restrained person might use weapons, circle the type of weapon. Check the box showing where they usually keep the weapon. Write details at the end of the item.

**Current Status.** Read each question. Circle the appropriate answer "Y" for yes, "N" for no, or "N/A" for does not apply.

**Protected Person's Information.** In each blank, write your name, sex, race, birth date, and the other requested information. If the other party already knows your address, write your address in the blank under "If your information is not confidential." If you do not want the other party to know your address, write under "If your information is confidential" the name, address and telephone number of a "contact" where you can safely and reliably get mail. Examples: a friend, family member, or post office box.

**Minor's Information.** If you have children, write each child's information in the blanks.

At the end of the form, next to “*Filled out by,*” write in your name and the date. If you have written on the back of the form, check the box next to “*see reverse for additional information.*”

**Victim’s Household Members or Adult Children Protected:** fill in the information for any of these who the order protects.

### **I. Confidential Information Form (WPF UH-01.0600)**

1. Write in the county where you are filing the case, and the case number. If you have no case number yet, write in the case number when the clerk gives it to you.
2. Check the first box (divorce/separation...nonparental custody/paternity/modification...).
3. If restraining orders or protection orders are in place, check the related boxes on the form. Show who the order protects.
4. If you believe the safety of an adult or child would be in danger by giving out address information, even if you do not have a restraining order or a protection order, check the box “[t]he health, safety, or liberty...” Explain the risk of harm.
5. The law requires a residential address on page 2 of the Confidential Information Form. If you are afraid to give your home address, try to give an address and see if the court clerk will accept it. An alternative address could be a post office box, a private mailbox, a friend or relative’s address. If the court clerk will not accept your Confidential Information Form, talk with a lawyer, your local domestic violence program, or call CLEAR at 1-888-201-1014.
6. Write in the information requested on the form concerning the petitioner and respondents and the child/ren. Fill in the information about yourself.

### **J. Return of Service – Harassment (WPF UH-04.0110)**

Your server must complete a separate Return of Service for each party s/he serves. After your server has completed service and signed the Return of Service form(s), follow the instructions in this packet for filing it with the court.

◆ The court does not serve the Respondent. You must arrange for service and make sure your server delivers the papers properly. **You cannot serve the papers on the Respondent yourself.** Carefully follow the rules for service (see the section called “Arranging for Service,” below). If you do not do service properly, any court orders you get could be set aside.

Caption. Fill out the caption.

Paragraph 2.

Write in the blank the name of the party you are having served. Read the list of forms. Check the box to the left of each form served on that party. Sometimes you must fill in a blank to describe a form. (Example: if you check the box after “declaration,” write in the name of the

person who wrote the declaration). If you had the other party served with any forms not listed, check the box marked “other.” Write in the names of those other forms. You MUST list all the forms that you had served on the other party. If you leave a form off your list, you will have no proof that the other party got it.

Paragraph 3.

The server should fill in the date, time (show a.m. or p.m.) and address where they served the papers.

Paragraph 4.

If the server gave the papers directly to the other party, check the first box. If the server did abode service<sup>2</sup>, check the second box. Fill in the name of the person to whom the server gave the papers.

Paragraph 5.

If your server included the Notice re: Dependent of a Member of a Person in Military Service form in the packet of papers served (we recommend that you have it served whenever the forms to be served include a summons), check the first box in this paragraph and the first box in the middle of the sentence. Fill in the date at the end of the paragraph.<sup>3</sup> If you did not have this form served, skip this paragraph.

Paragraph 6.

In the “Other” section, your server may write other information. Example: if your server tries several times to serve the other party but s/he is never home or cannot be found, the server should write the dates and times and descriptions of each time the server tried to serve the other party. Or, if the server gave the papers to an adult living with the other party who would not give his/her name, the server should write what the person who received the papers looks like.

Signature.

The server should write the city and state where s/he signed the form, write in the date, and sign where it says “Signature” and then print or type his/her name where it says “Print or Type Name.”

Usually, only professional servers will use the box for fees and mileage.

Staple a copy of the summons to the Return of Service.

After your server fills out this form, s/he should give it to you for filing with the court.

---

<sup>2</sup> We explain “abode service” in the “instructions for personal service” section

<sup>3</sup> The law allows for service of this notice later by mail. We do not have instructions for later service or for proving that you had the notice mailed.

## **Section 4: Arranging for service**

**Do not serve the documents on the other parties yourself.** Find someone who is over age 18 to serve the papers for you.

**Consider hiring a professional process server.** If you can afford it, think about hiring a professional process server or the sheriff to serve the papers for you. It usually costs \$30-\$80. Using a professional process server may be best. The sheriff may not be willing to try more than once to serve the Respondent if they are not at home when the sheriff tries to serve him/her. Process servers are in the yellow pages of the phone book.

**Ask an adult friend to be your process server.** If you cannot afford a process server or the sheriff: any adult over age 18, who is not a party in the case and who has no mental disability making that person incompetent, may serve the papers for you. That person must understand how important it is to serve the papers and fill out the return of service form correctly.

Give your server the envelope of papers you prepared for service on the other party, and:

- the other party's home and work address
- a physical description of the other party and
- any other information that will help the server locate the other party for service.

Give your server a Return of Service form to fill out and return to you once service is complete. (Some process servers have their own Return of Service form that they will fill out and give you instead.)

## Section 5: Getting Ready for and Going to Your Hearing

The Respondent must respond in writing to your motion before the hearing. Check with the court clerk to find out when the Respondent's response is due.

If the Respondent sends no response:

- **If the Respondent does not show up after not sending a response either**, ask the judge to sign your proposed orders. See the section called *Going to the Hearing*, below and the checklists at the end of this publication.
- **If the Respondent comes to the hearing despite sending no response**, the judge will probably go forward with the hearing anyway. Be ready.

**If the Respondent sends a response**, read it carefully. Be ready to tell the judge what you disagree with in the response.

The respondent may not give you his/her response until the day of the hearing. If this happens, tell the judge. Ask the judge for more time to read the response and to prepare your own reply. You can ask for more time in one of two ways:

- You can ask for a **brief recess** (break) to review the response, if you feel you can simply reply orally to what is in the respondent's papers; or
- You can ask for a **continuance**, which means you are asking the court to reschedule the hearing. Ask for a continuance if you need time to get evidence to bring to the court to rebut (argue against) the respondent's response.

**If you ask for a continuance, but the court will not allow it:** ask the court to "strike" (disregard) the respondent's response, because you did not have proper notice to reply to it.

### A. Going to the Hearing

- **If the Other Party Gets a Lawyer.** If at any time before the hearing another party's lawyer contacts you or shows up at a hearing, you may decide to get a lawyer yourself. If so, tell the lawyer and the court that you need to postpone (continue) your hearing. Do not panic. The lawyer may ask you to sign some documents. Do not sign any documents you do not understand. If the judge reschedules your hearing, ask him/her to sign a temporary order effective until the new hearing date.
- **Prepare for the Hearing.** Try to go to court before the day of your hearing and watch how the court generally does hearings. Also, try to make some notes to yourself about the main points that you want to make when you have a chance to talk during the hearing.
- **Get to Your Hearing Early.** Dress neatly. Bring a pad of paper and black pen for writing notes. Bring your set of the papers and your copies of any papers the other parties gave you in response. Do not bring your children. The judge usually will not let them sit in

the courtroom. If you are not there on time, the court will cancel the hearing (or the respondent may win).

- **When You Get to the Courtroom.** When you get there, tell the person in charge in the courtroom (the clerk or the bailiff) your name and the name and number of your case. Take a seat. Stand up when the judge walks in the room, stand. When they call your case name, tell the court that you are there. Remain in court until they call your case for hearing.

Move forward when they tell you to do so. If your court allows you to submit proposed orders, now is the time to give the court the originals of your orders.

- **Getting an Order.** If the respondent does not appear, show the judge your Return of Service or Certificate of Mailing or Personal Delivery. Ask the judge to sign your orders. Tell the clerk or bailiff that you need a copy of the orders.
- **Presenting Your Case.** If the other party shows up at the hearing, each of you will have a chance to tell your side of the case. Stand while speaking. Tell the judge briefly what you want and why. Try to keep your argument short. Only outline your main points. You may have only five minutes to speak. In most cases, the judge will have read your papers before the hearing. Do not repeat everything in your papers. Try to make notes to use at the hearing.
- DO NOT INTERRUPT THE JUDGE.
- **Hearing the Judge's Decision.** After the judge has heard both sides, s/he will decide on your requests. Listen carefully. Make notes. The judge may make changes to any orders you may have prepared. **Usually the judge signs your court orders the day of your hearing. Some counties require the judge to sign them before the parties leave the courthouse. Find out in advance what the local practice is in the county where you have filed.**
- **DO NOT LEAVE THE COURTHOUSE WITH, CHANGE OR DESTROY COURT ORDERS THAT THE JUDGE HAS SIGNED.** If the clerk in the courtroom gives you the original orders the judge has signed, file them with the court clerk's office.
- **Getting Copies of the Orders.** You will need copies of the orders as signed by the judge. You need certified copies of any order with a safety restraint (Get one certified copy for yourself, and one certified copy for each restrained party that you need to serve.) Get conformed copies of other orders.
- Ask the clerk how to get the conformed and certified copies you need and follow those instructions.
  - For certified copies, the clerk will need to make them and s/he may charge you a fee. (Example: \$5 for the first page, \$1 for every extra page.)
  - For conformed copies,

- The clerk may allow you to take the original orders and make copies in the library or at the clerk's office.
  - Or, if the copies of proposed orders you brought to court are exactly the same as the orders the judge signed, the clerk may tell you to stamp those copies with the date filed stamp and the judge's signature stamp.
- If the judge signed the orders you presented, make sure all parties get copies of the orders showing the judge's signature as follows:
- **If your orders have no safety restraints, or if the respondent or his/her lawyer appeared and/or signed the orders**, mail conformed (not certified) copies of the orders the judge signed to the other party/ies. Use the Certificate of Mailing or Personal Delivery procedure explained in our Filing a Motion for a Temporary Order packets.
  - Have the respondent personally served if all of the following are true:
    - the order includes safety restraints and you are the protected party;
    - neither the restrained party nor attorney appeared for the hearing; and
    - neither the restrained party nor attorney signed the order.

You must serve a certified copy of the order if it has safety restraints. Conformed copies of any other orders will do. File a new Return of Service with the court showing service of these orders, and deliver a copy of the Return of Service to the law enforcement agency named in the order.

## **Section 6: Blank Forms**

This packet has these forms:

- Motion for Waiver of Fees
- Financial Statement
- Order to Proceed Without Payment of Fees
- Petition for an Order for Protection - Harassment
- Notice of Hearing - Harassment
- Temporary Protection Order and Notice of Hearing
- Order for Protection - Respondent Under Age 18 - Harassment
- Law Enforcement Information Sheet
- Confidential Information Form
- Return of Service

|  |  |
|--|--|
| <p><b>Court of Washington</b></p> <p><b>For</b></p> <hr/> <p style="text-align: right;">Petitioner,</p> <p style="text-align: center;">vs.</p> <hr/> <p style="text-align: right;">Respondent.</p> | <p><b>No.</b> _____</p> <p><b>Motion and Declaration For Waiver of Filing Fees and Surcharges - Harassment (MTAF) (RCW 10.14.060; RCW 10.14.055)</b></p> |
|--|--|

**I. Motion**

- 1.1 I am the petitioner in this action.
- 1.2 I am asking for a waiver of all filing fees and surcharges.

**II. Basis for Motion**

- 2.1.  GR 34 allows the court to waive “filing fees or surcharges the payment of which is a condition precedent to a litigant’s ability to secure access to judicial relief” for a person who is indigent. RCW 10.14.060 provides that if the petitioner’s request for fee waiver is granted, “then no fees for service may be charged to the petitioner.” As outlined below, I am indigent.
- 2.2.  RCW 10.14.055 allows the court to waive “filing fees or surcharges the payment of which is a condition precedent to a litigant’s ability to secure access to judicial relief” for a person who is seeking relief from a person:
  - who has stalked them as that term is defined in RCW 9A.46.110; or
  - who has engaged in conduct that would constitute a sex offense as defined in RCW 9A.44.130; or
  - from a person who is a family or household member as defined in RCW 26.50.010(2) who has engaged in conduct that would constitute domestic violence as defined in RCW 26.50.010(1).

RCW 10.14.060 provides that if the petitioner’s request for fee waiver is granted,

“then no fees for service may be charged to the petitioner.”

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Requesting Party

\_\_\_\_\_  
Print or Type Name

**III. Declaration**

I declare that,

3.1 [ ] I cannot afford to meet my necessary household living expenses and pay the filing fees and surcharges imposed by the court. Please see the attached Financial Statement, which I incorporate as part of this declaration.

[ ] In addition to the information in the financial statement I would like the court to consider the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.2. [ ] I am seeking protection from the respondent who:

[ ] has stalked me, or the minor child(ren) listed in the petition;

[ ] has engaged in conduct that would constitute a sex offense as defined in RCW 9A.44.130; or

[ ] is a family or household member as defined in RCW 26.50.010(2) who has engaged in conduct that would constitute domestic violence as defined in RCW 26.50.010(1);

as described in the Statement in the Petition for Order for Protection – Harassment.

[ ] (Check if applies.) I filed this motion by mail. I enclosed a self-addressed stamped envelope with the motion so that I can receive a copy of the order once it is signed.

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signed at (city) \_\_\_\_\_, (state) \_\_\_\_\_ on (date) \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

| <b>Financial Statement - Harassment (Attachment)</b>   |                                     |   |        |
|--|-------------------------------------|---|--------|
| 1. My name is:   |                                     |   |        |
| 2. <input type="checkbox"/> I provide support to people who live with me: How many?      Age(s): |                                     |   |        |
| <b>3. My Monthly Income:</b>   |                                     | <b>6. My Monthly Household Expenses:</b>                      |        |
| Employed <input type="checkbox"/>  | Unemployed <input type="checkbox"/> | Rent/Mortgage:  | \$     |
| Employer's Name:   |                                     | Food/Household Supplies:                                      | \$     |
| Gross pay per month (salary or hourly pay):  | \$                                  | Utilities:  | \$     |
| Take home pay per month:   | \$                                  | Transportation:   | \$     |
| <b>4. Other Sources of Income Per Month in my Household:</b>                                     |                                     | Ordered Maintenance actually paid:                            | \$     |
| Source:  | \$                                  | Ordered Child Support actually paid:                          | \$     |
| Source:  | \$                                  | Clothing:   | \$     |
| Source:  | \$                                  | Child Care:   | \$     |
| Source:  | \$                                  | Education Expenses:   | \$     |
| Sub-Total:   |                                     | Insurance (car, health):                                      | \$     |
| <input type="checkbox"/> I receive food stamps.  |                                     | Medical Expenses:   | \$     |
| <b>Total Income, lines 3 (take home pay) and 4:</b>  |                                     | Sub-Total:  | \$     |
| <b>5. My Household Assets:</b>   |                                     | <b>7. My Other Monthly Household Expenses:</b>                |        |
| Cash on hand:  | \$                                  |   | \$     |
| Checking Account Balance:  | \$                                  |   | \$     |
| Savings Account Balance:   | \$                                  |   | \$     |
| Auto #1 (Value less loan):   | \$                                  |   | \$     |
| Auto #2 (Value less loan):   | \$                                  | Sub-Total:  | \$     |
| Home (Value less mortgage):  | \$                                  | <b>8. My Other Debts with Monthly Payments:</b>               |        |
| Other:   | \$                                  |   | \$ /mo |
| Other:   | \$                                  |   | \$ /mo |
| Other:   | \$                                  |   | \$ /mo |
| Other:   | \$                                  |   | \$ /mo |
| Other:   | \$                                  | Sub-Total:  | \$     |
| <b>Total Household Assets:</b>   |                                     | <b>Total Household Expenses and Debts, lines 6, 7, and 8:</b> | \$     |
| <b>Date:</b>   |                                     | <b>Signature:</b>   |        |

|  |
|--|
| <b>Court of Washington</b>   |
| <b>For</b>   |
| <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> vs. <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> |
| Petitioner,<br><br>Respondent.   |

No. \_\_\_\_\_

**Order Re Waiver of Filing Fees and Surcharges - Harassment**

- Granted** (ORPRFP)
- Denied** (ORDYMT)
- Clerk's Action Required 3.1

**I. Basis**

The court received the motion to waive filing fees and surcharges filed by or on behalf of the petitioner.

**II. Findings**

The Court reviewed the motion and supporting declaration(s). Based on the declaration(s) and any relevant records and files, the Court finds:

- 2.1        The petitioner is indigent based on the following: He or she:
- is represented by a qualified legal aid provider that screened and found the applicant eligible for free civil legal aid services; and/or
  - receives benefits from one or more needs-based, means-tested assistance programs; and/or
  - has household income at or below 125% of the federal poverty guideline; and/or
  - has household income above 125% of the federal poverty guideline but cannot meet basic household living expenses and pay the fees and/or surcharges; and/or
  - other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.

- 2.2        The petitioner is seeking protection from a person who:

- has stalked them as that term is defined in RCW 9A.46.110;
- engaged in conduct that would constitute a sex offense as defined in RCW 9A.44.130; or
- is a family or household member as defined in RCW 26.50.010(2) who has engaged in conduct that would constitute domestic violence as defined in RCW 26.50.010(1).

2.3  Other: \_\_\_\_\_.

### III. Order

Based on the findings the court orders:

- 3.1  The motion is granted, and
- all filing fees and surcharges the payment of which is a condition precedent to the petitioner's ability to secure access to judicial relief are waived.
  - Law Enforcement shall serve all papers in this action without charging a fee for service to the petitioner.
  - other: \_\_\_\_\_  
\_\_\_\_\_.

3.2  The motion is denied.

3.3 If there is a material change in financial circumstances, the ruling can be revisited by the court or the petitioner.

If the motion was granted and the court, upon review, later finds that either the petitioner or another responsible party to this proceeding has sufficient resources to pay the waived filing fees or surcharges, the Court may modify this order and require the petitioner or another party to pay the filing fees and/or surcharges that have been waived by this order.

Dated: \_\_\_\_\_

\_\_\_\_\_  
**Judge/Commissioner**

Presented by:

\_\_\_\_\_  
Signature of Petitioner or Lawyer/WSBA No.

\_\_\_\_\_  
Print or Type Name                      Date

|                            |
|----------------------------|
| <b>Court of Washington</b> |
| <b>For</b>                 |
| Petitioner                 |
| vs.                        |
| Respondent                 |

No.

**Petition for an Order for Protection - Harassment (PTORAH)**

Screen for court's jurisdiction. Petitioner, complete this section:

- 1) Does this case involve title or possession of real property?  yes  no.
- 2) If yes, does the respondent claim an interest in that property, such as the right to occupy?  yes  no.
- 3) Would the order interfere with respondent's care, custody, or control of his or her minor children?  yes  no.
- 4) Are you and the respondent parties in a superior court case?  yes  no. If yes, list case in paragraph 5, below.
- 5) Is respondent under the age of 18?  yes  no.
- 6) Is respondent your family or household member?  yes  no.
- 7) Did respondent sexually assault you or a minor for whom you are seeking this order?  yes  no.

If you answer "yes" to 1, 2, 3, 4, or 5, file your petition in superior court. Otherwise file in district court.

1. I am petitioning for an Order for Protection against Unlawful Harassment.
  - I request a fee waiver because this incident involved stalking, sexual assault, domestic violence.
2.  I am the victim of unlawful harassment committed by respondent, as described in the statement below.
  - I am the parent or guardian of child(ren) under age 18 and seek to restrain a person age 18 years or over from contact with my child(ren).
3.  The harassment took place in \_\_\_\_\_ county.  Respondent lives in \_\_\_\_\_ county.

4. Identification of Minors:

| Name<br>(First, Middle Initial, Last) | Age | Race | Sex | How Related to |            | Resides with |
|---------------------------------------|-----|------|-----|----------------|------------|--------------|
|                                       |     |      |     | Petitioner     | Respondent |              |
|                                       |     |      |     |                |            |              |
|                                       |     |      |     |                |            |              |
|                                       |     |      |     |                |            |              |
|                                       |     |      |     |                |            |              |
|                                       |     |      |     |                |            |              |
|                                       |     |      |     |                |            |              |

5. Other court cases or any other protection, restraining or no-contact orders involving me, the minors and the respondent:

|                             |  |  |
|-----------------------------|--|--|
| <b>Case Name and Number</b> |  |  |
| <b>Court/County</b>         |  |  |

|   |                          |  |
|---|--------------------------|--|
| <b>Request for Temporary Order: An emergency exists</b> as described in the statement below. I need a temporary restraining order issued immediately without notice to the respondent until a hearing to avoid great or irreparable harm. I request a Temporary Order for Protection that will: |                          |  |
| <b>I Request an Order for Protection</b> following a hearing that will:   |                          |  |
|   | <input type="checkbox"/> | <b>Restrain</b> respondent from making any attempts to keep under surveillance, <input type="checkbox"/> me <input type="checkbox"/> the minors named in paragraph 4 above.                        |
|   | <input type="checkbox"/> | <b>Restrain</b> respondent from making any attempts to contact, except for mailing of court documents, <input type="checkbox"/> me <input type="checkbox"/> the minors named in paragraph 4 above. |
|   | <input type="checkbox"/> | <b>Exclude</b> respondent from any place I may reside.   |
|   | <input type="checkbox"/> | <b>Restrain</b> respondent from entering or being within _____(distance) of my <input type="checkbox"/> residence <input type="checkbox"/> workplace <input type="checkbox"/> other:               |
|   | <input type="checkbox"/> | <b>Other:</b>  |
|   | <input type="checkbox"/> | <b>Remain effective</b> longer than one year because respondent is likely to resume acts of unlawful harassment against me if the order expires in a year.   |
|   | <input type="checkbox"/> | <b>Require</b> the respondent to pay the fees and costs of this action.  |

**Unlawful harassment** means a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses, or is detrimental to such person and which serves no legitimate or lawful purpose. The course of conduct shall be such as would cause a reasonable person to suffer substantial emotional distress and shall actually cause substantial emotional distress to the petitioner or when the course of conduct would cause a reasonable parent to fear for the well-being of their child. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose. “Course of conduct” includes, in addition to any other form of communication, contact, or conduct, the sending of an electronic communication. Constitutionally protected activities, including free speech, are not included within the meaning of “course of conduct.”

**Statement:** The respondent has committed acts of unlawful harassment as follows: (Describe specific acts of harassment and their approximate dates, beginning with the most recent act. You may want to include police responses.)

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|                            |
|----------------------------|
| <b>COURT OF WASHINGTON</b> |
| <b>FOR</b>                 |
| _____                      |
| Petitioner                 |
| vs.                        |
| _____                      |
| Respondent                 |

NO.  
**NOTICE OF HEARING -  
HARASSMENT**  
(NTHG)  
(Optional Use)  
(Clerk's Action Required)

TO: \_\_\_\_\_

\_\_\_\_\_ (Petitioner/Respondent) has filed a petition/motion for the following relief: \_\_\_\_\_  
[name of petition/motion]

A hearing will be held on \_\_\_\_\_ [date], at \_\_\_\_\_ a.m./p.m. at \_\_\_\_\_ [location] to determine whether the requested relief should be granted. **IF YOU DO NOT APPEAR, THE COURT MAY ENTER AN ORDER GRANTING THE RELIEF REQUESTED.**

Dated: \_\_\_\_\_

COUNTY CLERK

By: \_\_\_\_\_  
Deputy Clerk

**This document must be served on the other party, and proof of service must be in the court file prior to the hearing.**

|                            |
|----------------------------|
| <b>COURT OF WASHINGTON</b> |
| <b>FOR</b>                 |
| <hr/> Petitioner           |
| vs.                        |
| <hr/> Respondent           |

NO.

**TEMPORARY PROTECTION ORDER AND NOTICE OF HEARING (HARASSMENT) (TMORAH)**  
 (Clerk's action required)  
**Next Hearing Date and Time:** \_\_\_\_\_  
**At:** \_\_\_\_\_

**WARNING TO THE RESPONDENT:** Violation of the provisions of this order with actual notice of its terms is a criminal offense under chapter 10.14 RCW and will subject a violator to arrest. Willful disobedience of the terms of this order may also be contempt of court and subject you to penalties under chapter 7.21 RCW.

Minors addressed in this order:

| Name (First, Middle Initial, Last) | Age | Race | Sex |
|------------------------------------|-----|------|-----|
|                                    |     |      |     |
|                                    |     |      |     |
|                                    |     |      |     |
|                                    |     |      |     |
|                                    |     |      |     |
|                                    |     |      |     |

Based upon the petition, testimony, and case record, the court finds that the respondent committed unlawful harassment as defined in RCW 10.14.080, and **IT IS THEREFORE ORDERED THAT:**

|  |  |
|--|--|
|  | Respondent is RESTRAINED from making any attempts to keep under surveillance petitioner and any minors named in the table on page one. |
|  | Respondent is RESTRAINED from making any attempts to contact petitioner and any minors named in the table on page one.                 |

|  |   |
|--|---|
|  | Respondent is RESTRAINED from entering or being within _____ (distance) of petitioner's <input type="checkbox"/> residence <input type="checkbox"/> place of employment <input type="checkbox"/> other:<br><br><input type="checkbox"/> The address is confidential <input type="checkbox"/> Petitioner waives confidentiality of the address which is: |
|  | Other: _____<br>_____<br>_____  |

It is further ordered that the clerk of court shall forward a copy of this order on or before the next judicial day to:  \_\_\_\_\_ County Sheriff's Office  
 \_\_\_\_\_ Police Department **WHERE PETITIONER LIVES** which shall enter it in a computer-based criminal intelligence system available in this state used by law enforcement to list outstanding warrants.

The clerk of court  petitioner shall forward a copy of this order on or before the next judicial day to:  
 \_\_\_\_\_ County Sheriff's Office  
 \_\_\_\_\_ Police Department **WHERE RESPONDENT LIVES** which shall personally serve the respondent with a copy of this order and shall promptly complete and return to this court proof of service.

**OR**  Petitioner has made private arrangements for service of this order.  
**OR**  Respondent appeared; further service is not required.

The respondent is directed to appear and show cause why the court should not enter an order for protection effective for one year or more and order the relief requested by the petitioner or other relief the court deems proper, which may include payment of costs. **FAILURE TO APPEAR AT THE HEARING OR TO OTHERWISE RESPOND WILL RESULT IN THE COURT ISSUING AN ORDER FOR PROTECTION PURSUANT TO CHAPTER 10.14 RCW EFFECTIVE FOR A MINIMUM OF ONE YEAR FROM THE DATE OF THE HEARING. THE NEXT HEARING DATE AND TIME IS SHOWN BELOW THE CAPTION ON PAGE ONE.**

**A copy of this Temporary Protection Order and Notice of Hearing has been filed with the clerk of the court.**

**This Temporary Order for Protection is effective until the next hearing date and time shown below the caption on page one.**

DATED \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. \_\_\_\_\_  
 JUDGE/COURT COMMISSIONER

I acknowledge receipt of a copy of this Order: I acknowledge receipt of a copy of this Order:

\_\_\_\_\_  
 Petitioner Date Respondent Date

|                            |     |
|----------------------------|-----|
| <b>Court of Washington</b> |     |
| <b>For</b>                 |     |
|                            |     |
| Petitioner                 | vs. |
|                            |     |
| Respondent                 |     |

**No.**  
**Order for Protection –**  
**Respondent Under Age 18 -**  
**Harassment (ORAH18)**  
 Court Address \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number:( ) \_\_\_\_\_  
 (Clerk’s action required)  
 School notification required

**Warning to the Respondent:** Willful disobedience of the terms of this order may be contempt of court and may subject you to detention under RCW 7.21.030(4). RCW 10.14.120.

1. Full Faith and Credit: The court has jurisdiction over the parties, the minors and the subject matter. This order is issued in accordance with the Full Faith and Credit provisions of VAWA. 18 U.S.C. § 2265.
2. Notice of this hearing was served on the respondent by  personal service  service by publication pursuant to court order  other \_\_\_\_\_.
3.  \_\_\_\_\_ (name)  is a responsible and proper person to be appointed and is appointed guardian ad litem of respondent and  is discharged when proof of service of this order on the guardian ad litem is filed in this case.

4. Minors protected by this order:

| Name (First, Middle Initial, Last) | Age | Race | Sex |
|------------------------------------|-----|------|-----|
|                                    |     |      |     |
|                                    |     |      |     |
|                                    |     |      |     |

Based upon the petition, testimony, and case record, the court finds that the respondent committed unlawful harassment, as defined in RCW 10.14.020 and .080, and was not acting pursuant to any statutory authority, and after considering the facts of the case, the severity of the alleged offense, any continuing physical danger or emotional distress to the minors to be protected, and the expense, difficulty, and educational disruption that would be caused by a transfer of the respondent to another school, **It is ordered that:**

|  |   |
|--|---|
|  | Respondent is <b>restrained</b> from making any attempts to keep under surveillance any minors named in the table above.  |
|  | Respondent is <b>restrained</b> from making any attempts to contact any minors named in the table above.  |
|  | Respondent is <b>restrained</b> from entering or being within _____ (distance) of the<br><input type="checkbox"/> residence <input type="checkbox"/> work place of any minors named in the table above. <input type="checkbox"/> Other:<br><br><input type="checkbox"/> The address is confidential <input type="checkbox"/> Petitioner waives confidentiality of the address which is: |
|  | Respondent is <b>restrained</b> from attending _____ school at _____ (address) attended by the minors named in the table above and shall transfer to a different school.  |
|  | Other: _____<br>_____   |

### WACIC Entry

**It is also ordered** that the clerk of court shall forward a copy of this order on or before the next judicial day to  \_\_\_\_\_ County Sheriff's Office  \_\_\_\_\_ City Police Department, **where petitioner lives** and shall enter it in a computer-based criminal intelligence system available in this state used by law enforcement to list outstanding warrants.

### Service

- The clerk of court  petitioner shall forward a copy of this order on or before the next judicial day to:  
 \_\_\_\_\_ County Sheriff's Office,  
 \_\_\_\_\_ City Police Department, **where respondent lives** which shall personally serve the respondent with a copy of this order and shall promptly complete and return to this court proof of service.
- Or**  Petitioner has made private arrangements for service of this order. **If respondent is age 14 or older, serve respondent. If respondent is under age 14, serve respondent and respondent's guardian.**
- Or**  Respondent appeared; further service is not required.
- Or**  Respondent did not appear. The restraint provisions in this order are the same as those in the temporary order. The court is satisfied that the respondent was personally served with the temporary order. Further service is not required.

**This harassment protection order expires on** \_\_\_\_\_.

If the duration of this order exceeds one year, the court finds that respondent is likely to resume unlawful harassment of the petitioner when the order expires.

Dated \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. \_\_\_\_\_  
Judge/Court Commissioner

I acknowledge receipt of a copy of this Order: \_\_\_\_\_ I acknowledge receipt of a copy of this Order: \_\_\_\_\_  
 \_\_\_\_\_  
 Respondent's Guardian ad Litem                      Date                      Respondent                      Date

The petitioner or petitioner's lawyer must complete a Law Enforcement Information Sheet (LEIS).

**LAW ENFORCEMENT INFORMATION**

**Do NOT serve or show this sheet to the restrained person!**  
**Do NOT FILE in the court file. Give this form to law enforcement.**

**Type or print clearly!** This completed form is **required** by law enforcement. This information is **necessary** to serve, enforce and enter your order into the state wide law enforcement computer. Fill in the following information as completely as possible.

Court: \_\_\_\_\_ Case Number: \_\_\_\_\_

Domestic Violence  Dissolution/Separation/Invalidity/Nonparental Custody/Paternity  
 Unlawful Harassment  Vulnerable Adult  Sexual Assault

**Restrained Person's Information** (This is the person that you want the court to restrain.)

**Name:** First Middle Last Nickname Relationship to Protected Person

Date of Birth  Male  Female Race Height Weight Eye Color Hair Color Skin Tone Build

Last Known Address Street: City: State: Zip: Phone(s) w/Area Code Need Interpreter? **Yes** or **No** Language:

Employer Employer's Address WORK Hours: Phone: ( )

Vehicle License Number Vehicle Make and Model Vehicle Color Vehicle Year Drivers License or ID number State

**Does the restrained person have a disability, brain injury, or impairment requiring special assistance** when law enforcement serves the order?  No  Yes. If yes, describe (continue on back, if needed):

**Hazard Information** Restrained Person's History Includes:  
 Involuntary/Voluntary Commitment  Suicide Attempt or Threats  
 Assault  Assault with Weapons  Alcohol/Drug Abuse  Other:  
**Weapons:**  Handguns  Rifles  Knives  Explosives  Other:  
**Location of Weapons:**  Vehicle  On Person  Residence Describe in detail:

**Current Status** (Circle **Yes**, **No** or **N/A**.) Is the restrained person a current or former cohabitant as an intimate partner? **Y N**  
 Are you and the restrained person living together now? **Y N** Does the restrained person know he/she may be moved out of the home? **Y N N/A**  
 Does the restrained person know you're trying to get this order? **Y N** Is the restrained person likely to react violently when served? **Y N**

**Protected Person's Information** (This is the person you want the court to protect.)

**Name:** First Middle Last

Date of Birth  Male  Female Race Height Weight Eye Color Hair Color Skin Tone Build

If your information **is not confidential**, you must enter your address and phone number(s).

Current Address Street: City: State: Zip: Phone(s) w/Area Code Need interpreter? **Yes** or **No** Language:

If your information **is confidential**, you must provide the name, address and phone number of someone willing to be your "contact."

Contact Name Contact Address Contact Phone

If you filed for someone else, list your name, phone number and address:

| Minor's Information |        |      | Describe the minor's relationship using terms such as: child, grandchild, stepchild, nephew, none. → |      |            |              | Minor's Relationship to Protected Person |        |
|---------------------|--------|------|--|------|------------|--------------|--|--------|
| Name: First         | Middle | Last | Sex  | Race | Birth date | Resides With | Person                                   | Person |
|                     |        |      |  |      |            |              |  |        |
|                     |        |      |  |      |            |              |  |        |

**Victim's Household Members or Adult Children Protected** Name: \_\_\_\_\_ birth date: \_\_\_\_\_  
 Name: \_\_\_\_\_ birth date: \_\_\_\_\_ Name: \_\_\_\_\_ birth date: \_\_\_\_\_

## CONFIDENTIAL INFORMATION FORM (INFO)

|  |               |   |
|--|---------------|---|
| County:  | Cause Number: | <b>Do not file in a public access file.</b> |
| <b>COURT CLERK: THIS IS A RESTRICTED ACCESS DOCUMENT</b> |               |   |

Divorce/Separation/Invalidity/Nonparental Custody/Paternity/Modifications     Other  
 Domestic Violence     Antiharassment     Information Change (Check if you are updating information)

**A restraining order or protection order is in effect protecting**  **the petitioner**  **the respondent**  **the children.**

**The health, safety, or liberty of a party or child would be jeopardized by disclosure of address information because:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**The following information about the parties is required in all cases:**  
 (Use the Addendum To Confidential Information Form to list additional parties or children)

| Petitioner Information   | Type or Print only | Respondent Information |
|--|--------------------|------------------------|
| Name (Last, First, Middle)   |                    |                        |
| Race   | Sex                | Birthdate              |
| Driver's Lic. or Identocard (# and State)  |                    |                        |
| Mailing Address (P.O. Box/Street, City, State, Zip)                                  |                    |                        |
| Relationship to Child(ren)   |                    |                        |
| Name (Last, First, Middle)   |                    |                        |
| Race   | Sex                | Birthdate              |
| Driver's Lic. or Identocard (# and State), (or, if unavailable, residential address) |                    |                        |
| Mailing Address (P.O. Box/Street, City, State, Zip)                                  |                    |                        |
| Relationship to Child(ren)   |                    |                        |

**The following information is required if there are children involved in the proceeding.**  
 (Soc. Sec. No. is not required for petitions in protection order cases (Domestic Violence/Antiharassment).)

1) Child's Name (Last, First, Middle)

Child's Race/Sex/Birthdate

Child's Soc. Sec. No. (If required)

Child's Present Address or Whereabouts

2) Child's Name (Last, First, Middle)

|  |
|--|
| Child's Race/Sex/Birthdate   |
| Child's Soc. Sec. No. (If required)  |
| Child's Present Address or Whereabouts   |
| List the names and present addresses of the persons with whom the child(ren) lived during the last five years:   |
|  |
|  |
| List the names and present addresses of any person besides you and the respondent who has physical custody of, or claims rights of custody or visitation with, the child(ren): |
|  |
|  |

|   |  |
|---|--|
| <b><u>Except for petitions in protection order cases (Domestic Violence/Antiharassment), the following information is required:</u></b> |  |
| <b>Petitioner's Information</b>   | <b>Respondent's Information</b>                |
| Soc. Sec. No.:  | Soc. Sec. No.:                                 |
| Residential Address (Street, City, State, Zip)  | Residential Address (Street, City, State, Zip) |
| Telephone No.: (    )   | Telephone No.: (    )                          |
| Employer:   | Employer:                                      |
| Empl. Address:  | Empl. Address:                                 |
| Empl. Phone No.: (    )   | Empl. Phone No.: (    )                        |

Additional information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Addendum To Confidential Information Form is attached.

I certify under penalty of perjury under the laws of the state of Washington that the above information is true and accurate concerning myself and is accurate to the best of my knowledge as to the other party, or is unavailable. The information is unavailable because \_\_\_\_\_  
 \_\_\_\_\_.

Signed on \_\_\_\_\_ (Date) at \_\_\_\_\_ (City and State).

\_\_\_\_\_  
 Petitioner/Respondent

|                            |
|----------------------------|
| <b>COURT OF WASHINGTON</b> |
| <b>FOR</b>                 |
| <hr/> Petitioner           |
| vs.                        |
| <hr/> Respondent           |

NO.

**RETURN OF SERVICE -  
HARASSMENT  
(RTS)**

1. My name is \_\_\_\_\_. I am  a peace officer  18 years of age or older and not the petitioner.
2.  I was unable to make personal service on the respondent.  I have notified the petitioner that respondent was not served.
  - Personal service was attempted on the following date(s): \_\_\_\_\_
  - No service was attempted because \_\_\_\_\_

3.  I served \_\_\_\_\_ with the following documents:  
(name of person served)

- |   |   |
|---|---|
| <input type="checkbox"/> Temporary Order for Protection/Notice of Hearing<br><input type="checkbox"/> Petition for an Order for Protection<br><input type="checkbox"/> Reissuance of Temporary Order for Protection and Notice of Hearing<br><input type="checkbox"/> Order for Protection - Harassment | <input type="checkbox"/> Motion to Modify/Terminate Order for Protection<br><input type="checkbox"/> Other: _____<br>_____<br>_____ |
|---|---|

4. I served these documents on \_\_\_\_\_ at \_\_\_\_\_ at this address:  
(date) (time)

\_\_\_\_\_

5. Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

DATED \_\_\_\_\_ at \_\_\_\_\_, Washington.

Fees: Service \_\_\_\_\_  
Mileage \_\_\_\_\_  
Total \_\_\_\_\_

\_\_\_\_\_  
Signature of Server  
\_\_\_\_\_  
Law Enforcement Agency