



Member:
Wisconsin Clerk of Court Association

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1205 S. Duluth Avenue
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RESTRAINING ORDER INSTRUCTIONS

*If you would like support or assistance with this process,
HELP of Door County can provide help with
the forms and accompany you to court.*

1. **Complete all pages of the Petition** for Temporary Restraining Order and/or Injunction. Put only one petitioner and one respondent on each form. **Complete the top portion of the Notice of Hearing and Injunction**, listing your name and date of birth and the name and address of the respondent. **Complete the Confidential Address Information form.** Petitioner's Statement of Respondent's Possession of Firearms in an optional form that you may choose to complete.
2. If multiple persons desire a restraining order, they will need to petition separately. **Please put only one petitioner and one respondent on each form.** (If you are a person asking for a domestic abuse restraining order for yourself and a child abuse restraining order on behalf of your children, you may file both in the same case.)
3. **Take the petition and notice to the judge's office** for review and approval. Please **leave your phone number** on a sticky note or separate paper attached to your petition so we may call you to let you know if it is approved. Fees are waived for domestic violence and child abuse restraining orders, and are sometimes waived for harassment. (The Judge will determine if your fees are waived in a harassment petition.)
4. **Pick up forms & Vine Brochure at the Clerk of Court's office.** Pay fees if required. If you cannot afford them, you may petition for an indigency waiver. You will get one copy for yourself, copies for the Sheriff and Police, and a copy for HELP of Door County if they assisted with the completion of the forms.
5. **Take 1 copy to the City Police Dept and keep your copy with you.** You may need it if there is a violation and you need to call law enforcement. If you are working with HELP of Door County, they will also want a copy.
6. **The Sheriff's Dept may provide you with a Certificate of Service** showing that the respondent was served, particularly if the Respondent was served in a different county. You will need to **bring this Certificate of Service with you to your hearing.** If you do not get your copy in time for the hearing, call the Sheriff of the county where service was made and ask them to fax it to our office at 920-746-2520.
7. **Appear at your hearing and be prepared to give testimony.** You may bring witnesses to testify.