

DOMESTIC VIOLENCE PREVENTION ACT RESTRAINING ORDER Forms Packet “C”

What you will find in this packet:

- **Additional Resources** (FamLaw-101-INFO)
- **Interpreter Request** (MC-300e&s)
- **Requirements for Filing Court Papers** (MC-500-INFO)
- **Instructions to Serve a blank DV-120 form and a DV-120 Info form** (FamLaw-19b)
- **Response to Request for Domestic Violence Restraining Order** (DV-120)
- **Response to Request for Child Custody and Visitation Orders** (DV-125)
- **Firearms Relinquishment Resources** (FamLaw-29-INFO)
- **Firearms Relinquishment Resources – Spanish** (FamLaw-29-INFO-SP)
- **How Do I Turn In, Sell, or Store My Firearms?** (DV-800-INFO/JV-252-INFO)
- **Proof of Firearms Turned In, Sold, or Stored** (DV-800/JV-252)
- **Proof of Enrollment for Batterer Intervention Program** (DV-805)
- **Batterer Intervention Program Progress Report** (DV-815)
- **How Can I Respond to a Request for Domestic Violence Restraining Order** (DV-120-INFO)
- **Instructions for Serving the Other Party** (FamLaw-19c)
- **What is “Proof of Personal Service”?** (DV-200-INFO)
- **Proof of Personal Service** (DV-200)
- **Proof of Service by Mail** (DV-250)
- **Order Transferring Wireless Phone Account** (DV-900)
- **Attachment to Order Transferring Wireless Phone Account** (DV-901)
- **If You Are Unable to Serve the Other Party Before the Hearing** (FamLaw-19i)
- **How to Ask for a New Hearing Date** (DV-115-INFO)
- **Request to Continue Hearing** (DV-115)
- **Order on Request to Continue Hearing** (DV-116)
- **How to Enforce Your Restraining Order** (DV-530-INFO)
- **Get Ready for the Restraining Order Court Hearing** (DV-520-INFO)
- **Contra Costa and Alameda County Batterer Intervention and Anger Management Programs**

You Can Get Court Forms FREE at: www.cc-courts.org/forms

If you don't find what you're looking for here, you may want to check out the additional resources listed on the back of this page

~ Additional Resources ~

Contra Costa Superior Court
www.cc-courts.org/family/family-law.aspx

Family Law court is for people who are ending a marriage or other committed relationship, dividing what they own and owe, working out child custody and visitation issues, dealing with child support or spousal support, addressing domestic violence issues, or identifying a child's legal parents.

Often, people involved in court cases need more than just legal help. It's important that you understand what is happening to you and get the help you need. For some suggestions about where to get other help, go to the **California Court's Self-Help Center** at selfhelp.courts.ca.gov or check out one of the sites below:

Contra Costa County Bar Association's Lawyer Referral Service
www.cccba.org/community/find-a-lawyer/index.php

Contra Costa County (CA) Resource Center (211)

cccc.myresourcedirectory.com

Legal glossaries in 12 languages, prepared by the Superior Court in Sacramento
www.saccourt.ca.gov

A Guide to California's Free Website for Legal Help
www.lawhelpcalifornia.org

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MODERATE MEANS PROGRAM

IF you qualify*,
we will refer you to an experienced Family Law Attorney
who has agreed to represent clients at a reduced rate.
Please telephone us at:

925 / 677- 0234

Monday - Friday 1:00-4:00 p.m.

**This is not a low income or pro-bono service.*

Superior Court of California, County of Contra Costa

Interpreter Request

If you need an interpreter, please complete the form below and submit it to any Filing Window or courtroom.

Case Number: _____

Case Type:

- | | |
|---|---|
| <input type="checkbox"/> Criminal | <input type="checkbox"/> Small Claims – (\$10,000 or less) |
| <input type="checkbox"/> Traffic | <input type="checkbox"/> Civil - <input type="checkbox"/> \$25,000 <input type="checkbox"/> over \$25,000 |
| <input type="checkbox"/> Civil Harassment | <input type="checkbox"/> Civil – Other _____ |
| <input type="checkbox"/> Conservatorship | <input type="checkbox"/> Family Law |
| <input type="checkbox"/> Proceedings to terminate parental rights | <input type="checkbox"/> Unlawful Detainer |
| <input type="checkbox"/> Dependent Adult Abuse | <input type="checkbox"/> Guardianship |
| <input type="checkbox"/> Juvenile | <input type="checkbox"/> Elder Abuse |

Party Requesting Interpreter: _____

Is interpreter for a witness? ☐ Yes ☐ No

Phone Number(s) where party can be reached: _____

Date of Hearing: _____ Time of Hearing: _____

Department: _____ Location: ☐ Martinez ☐ Pittsburg ☐ Richmond ☐ Walnut Creek

Language Needed: ☐ Spanish ☐ Mandarin ☐ Cantonese ☐ Vietnamese

☐ Other: _____

To avoid the risk that your hearing will have to be postponed, please submit this form a minimum of one week in advance.

Current information about this program is available at our website:

www.cc-courts.org/interpreter

Superior Court of California, County of Contra Costa

Solicitud Para Intérprete

Si necesita un intérprete, favor completar este formulario y presentarlo en cualquier ventanilla para archivar documentos o con la secretaria del tribunal.

Número de Caso: _____

Tipo de Caso:

- | | |
|--|--|
| <input type="checkbox"/> Criminal | <input type="checkbox"/> Demanda Civil – (\$10,000 o menos) |
| <input type="checkbox"/> Tráfico | <input type="checkbox"/> Demanda Civil -
<input type="checkbox"/> \$25,000 <input type="checkbox"/> más de \$25,000 |
| <input type="checkbox"/> Acoso Civil | <input type="checkbox"/> Civil – otro tipo _____ |
| <input type="checkbox"/> Conservador | <input type="checkbox"/> Casos de Familia |
| <input type="checkbox"/> Casos para Terminar Derechos de Madre o Padre | <input type="checkbox"/> Juicio de Desalojo |
| <input type="checkbox"/> Abuso de Adultos Incapacitados | <input type="checkbox"/> Tutela |
| <input type="checkbox"/> Tribunal de Menores | <input type="checkbox"/> Abuso de Personas Mayores |

Persona que Necesita Intérprete: _____

☐ Marque aquí si esta persona es un testigo

Número Telefónico: _____

Fecha de la Audiencia Judicial: _____ Hora: _____

Departamento: _____ Ciudad: ☐ Martinez ☐ Pittsburg ☐ Richmond ☐ Walnut Creek

Idioma Solicitado: ☐ Español ☐ Mandarín ☐ Cantonés ☐ Vietnamita

☐ Otro Idioma: _____

Para evitar la posibilidad que su audiencia sea aplazada, favor the presentar este formulario al menos una semana antes de la fecha de su audiencia.

Información actualizada acerca de este servicio se encuentra en nuestra página web:

www.cc-courts.org/interpreter

The Clerk of the Court cannot accept for filing any papers that do not comply with California Rules of Court 2.100 et seq. (CRC 2.118)

To avoid having your papers rejected by the clerk:

Use Judicial Council forms whenever possible

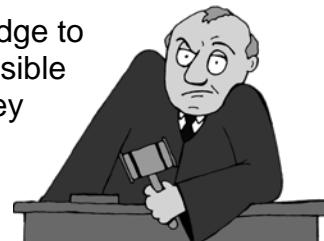
If you print Judicial Council forms from your computer, print them out single-sided. (Don't print double-sided unless you know how to tumble the pages). Judicial Council forms can be found at <http://www.courts.ca.gov/forms.htm>.

If the form you need is not on the Judicial Council website, you will have to make your own form which follows these rules

1. White or unbleached paper – 8 1/2 by 11 inches
2. One-sided paper – only one side of each page may be used
3. 12 pt font (Courier, Times New Roman, Arial or equivalent (Handwritten papers are OK – but write legibly)
4. Line spacing - One and one-half or double-spaced (use pleading paper – either the Judicial Council form MC-20 or create your own using the legal template in your word processor)
5. Margins – at least 1 inch from the left edge and ½ inch from right edge
6. Page Numbers – pages must be numbered consecutively on the bottom (1, 2, 3 ...)
7. Binding – Original and copies must be firmly bound (e.g. stapled) AND the Original must be 2-hole punched at the top.

You will need the **Original document**, signed in ink (blue is best), and correct number of identical copies (***original for the Court, a copy for each party***) for the clerk to file.

The Rules are important – Remember - You want the Judge to understand what you have written. Don't make that impossible by submitting papers that are too hard to read because they are upside down, the print is too small or too light, or the pages have fallen out of the file because they are too small or too large and/or not properly fastened.



DOMESTIC VIOLENCE PREVENTION ACT RESTRAINING ORDER

Instructions

DO NOT COMPLETE form DV-120, DV-125 (if there are minor children), or the DV-800.

Include the following with the documents that will be served on the person from whom you want protection:

- **Blank DV-120 form**
- **DV-120-INFO form**
- **DV-125 (if there are minor children)**
- **FamLaw-29-INFO**
- **DV-800-INFO**
- **Blank DV-800**

Use this form if someone has asked for a domestic violence restraining order against you, and you want to respond in writing. You will need a copy of form DV-100, *Request for Domestic Violence Restraining Order*, that was filled out by the person who asked for a restraining order against you. There is no cost to file this form with the court.

Do not use this form if you want to ask for your own restraining order. Read [form DV-500-INFO](#), *Can a Domestic Violence Restraining Order Help Me?* to find out more about this type of restraining order.

Fill in court name and street address:

Superior Court of California, County of**1 Name of Person Asking for Protection:**

(See form DV-100, item ①):

2 Your Name:

Fill in case number:

Case Number:**! Address where you can receive court papers**

(This address will be used by the court and by the person in ① to send you official court dates, orders, and papers. For privacy, you may use another address like a post office box, a Safe at Home address, or another person's address, if you have their permission and can get your mail regularly. If you have a lawyer, give their information.)

Address: _____

City: _____ State: _____ Zip: _____

! Your contact information (optional)

(The court could use this information to contact you. If you don't want the person in ① to have this information, leave it blank or provide a safe phone number or email address. If you have a lawyer, give their information.)

Email Address: _____ Telephone: _____ Fax: _____

Your lawyer's information (if you have one)

Name: _____ State Bar No.: _____

Firm Name: _____

3 Your Hearing Date (Court Date)

Your hearing date is listed on form DV-109, *Notice of Court Hearing*. If you do not agree to having a restraining order against you, attend your hearing date. If you do not attend your hearing, the judge could grant a restraining order that could last up to five years.

This is not a Court Order.

How to complete this form: To answer the questions below, look at the form DV-100 filled out by the person in ①. Tip: When the restraining order forms say "the person in ②" that means you, and the "person in ①" means the person who is asking for a restraining order against you.

4 Information About You (see item ② on form DV-100)

The person in ① listed your name, age, gender, and date of birth. If any of the information is incorrect, use the space below to give the correct information.

5 Your Relationship to the Person in ①

In item ③ of form DV-100, has the person in ① correctly described your relationship with them?

☐ Yes ☐ No If no, what is your relationship with the person in ①?:

6 History of Court Cases and Restraining Orders (see item ④ on form DV-100)

The person in ① may have listed other court cases or restraining orders involving you. If information is incorrect or missing, use the space below to give information.

☐ Check here if you are including a copy of restraining order or court order that you want the judge to know about.

7 Other Protected People

If the judge grants a restraining order, it can include family or household members of the person in ①. See item ⑧ on form DV-100 to see if the person in ① is asking for other people to be protected by the restraining order.

- a. ☐ I agree to the order requested.
b. ☐ I do not agree to the order requested.

Explain why you disagree, or describe a different order that you would agree to:

8 Order to Not Abuse (see item ⑩ on form DV-100)

- a. ☐ I agree to the order requested.
b. ☐ I do not agree to the order requested.

Explain why you disagree, or describe a different order that you would agree to:

This is not a Court Order.



9 ☐ **No-Contact Order** (see item 11 on form DV-100)

- a. ☐ I agree to the order requested.
- b. ☐ I do not agree to the order requested.

Explain why you disagree, or describe a different order that you would agree to: _____

10 ☐ **Stay-Away Order** (see item 12 on form DV-100)

- a. ☐ I agree to the orders requested.
- b. ☐ I do not agree to the orders requested.

Explain why you disagree, or describe a different order that you would agree to: _____

11 ☐ **Order to Move Out** (see item 13 on form DV-100)

- a. ☐ I agree to the order requested.
- b. ☐ I do not agree to the order requested.

Explain why you disagree, or describe a different order that you would agree to: _____

12 ☐ **Other Orders** (see item 14 on form DV-100)

- a. ☐ I agree to the order requested.
- b. ☐ I do not agree to the order requested.

Explain why you disagree, or describe a different order that you would agree to: _____

13 ☐ **Child Custody and Visitation** (see item 15 on form DV-100 and DV-105)

- a. ☐ I am **not** the parent of the child listed in form DV-105, *Request for Child Custody and Visitation Orders*
- b. ☐ I am the parent of the child or children listed in form DV-105 (check one):

(1) ☐ I agree to the orders requested.

(2) ☐ I do not agree to the orders requested. (Complete form DV-125, *Response to Request for Child Custody and Visitation Orders*, and attach it to this form.)

This is not a Court Order.



14 ☐ **Protect Animals** (see item 16 on form DV-100)

- a. ☐ I agree to the orders requested.
- b. ☐ I do not agree to the orders requested.

Explain why you disagree, or describe a different order that you would agree to: _____

15 ☐ **Control of Property** (see item 17 on form DV-100)

- a. ☐ I agree to the order requested.
- b. ☐ I do not agree to the order requested.

Explain why you disagree, or describe a different order that you would agree to: _____

16 ☐ **Health and Other Insurance** (see item 18 on form DV-100)

- a. ☐ I agree to the order requested.
- b. ☐ I do not agree to the order requested.

Explain why you disagree, or describe a different order that you would agree to: _____

17 ☐ **Record Communications** (see item 19 on form DV-100)

- a. ☐ I agree to the order requested.
- b. ☐ I do not agree to the order requested.

18 ☐ **Property Restraint** (see item 20 on form DV-100)

- a. ☐ I agree to the order requested.
- b. ☐ I do not agree to the order requested.

Explain why you disagree, or describe a different order that you would agree to: _____

19 ☐ **Pay Debt (Bills) Owed for Property** (see item 22 on form DV-100)

- a. ☐ I agree to the orders requested.
- b. ☐ I do not agree to the orders requested.

Explain why you disagree, or describe a different order that you would agree to: _____

This is not a Court Order.

(20) ☐ Pay Expenses Caused by the Abuse (see item (23) on form DV-100)

- a. ☐ I agree to the order requested.
b. ☐ I do not agree to the order requested.

Explain why you disagree, or describe a different order that you would agree to: _____

(21) ☐ Child Support (see item (24) on form DV-100)

- a. ☐ I agree to the order requested.
b. ☐ I do not agree to the order requested.
c. ☐ I agree to pay guideline child support. (Learn more about guideline child support at www.courts.ca.gov/selfhelp-support.htm.)

(22) ☐ Spousal Support (see item (25) on form DV-100)

- a. ☐ I agree to the order requested.
b. ☐ I do not agree to the order requested.

Explain why you disagree, or describe a different order that you would agree to: _____

(23) ☐ Lawyer's Fees and Costs

If the person in (1) checked item (26) on form DV-100, this means that they have asked the judge to order you to pay their lawyer's fees and costs. You may also ask for lawyer's fees and costs. The judge can order the person in (1) to pay for your lawyer's fees and cost if:

- (1) The person in (1)'s request for restraining order is denied;
- (2) The judge decides that the request was frivolous or was made only to abuse, intimidate, or cause unneeded delay; and
- (3) The person in (1) can afford to pay for your lawyer's fees and costs.

☐ Check here if you want the person in (1) to pay for some or all of your lawyer's fees and costs.

(24) ☐ Batterer Intervention Program (see item (27) on form DV-100)

- a. ☐ I agree to the order requested.
b. ☐ I do not agree to the order requested.

Explain why you disagree, or describe a different order that you would agree to: _____

This is not a Court Order.



25 ☐ **Transfer Wireless Phone Account** (see item 28 on form DV-100)

- a. ☐ I agree to the order requested.
- b. ☐ I do not agree to the order requested.

Explain why you disagree, or describe a different order that you would agree to: _____

26 **Firearms (Guns), Firearm Parts, or Ammunition** (see item 29 on form DV-100)

If you were served with form DV-110, *Temporary Restraining Order*, you must follow the orders in 5 on form DV-110. You must file a receipt with the court from the law enforcement agency or a licensed gun dealer within 48 hours after you received form DV-110. You may use [form DV-800/JV-270, Receipt for Firearms, Firearm Parts, and Ammunition](#).

(Check all that apply)

- a. ☐ I do not own or have any prohibited items (firearms (guns), prohibited firearm parts, or ammunition).
- b. ☐ I have turned in all prohibited items that I have or own to law enforcement or sold/stored them with a licensed gun dealer. A copy of the receipt showing that I turned in, sold, or stored the prohibited items (check all that apply): ☐ is attached ☐ has already been filed with the court.
- c. ☐ I ask for an exception to carry a firearm for work only. (You will have to show the judge that your work requires you to have a firearm, and that your employer cannot reassign you to another position where a firearm is not needed. If you are a peace officer, there are additional requirements.)

(Give details, like what your job is and why you need a firearm): _____

27 **Cannot Look for Protected People** (see item 30 on form DV-100)

- a. ☐ I agree to the order.
- b. ☐ I do not agree to the order.

Explain why you disagree, or describe a different order that you would agree to: _____

28 ☐ **Additional Reasons I Do Not Agree with the Request** (optional)

Explain why you do not agree to any of the orders requested by the person in 1 (give specific facts and reasons):

- ☐ Check here if you need more space. Attach a sheet of paper and write "DV-120, Additional Reasons I Do Not Agree with the Request" at the top.

This is not a Court Order.



29 ☐ **My Out-of-Pocket Expenses**

If the request for restraining order is denied by the judge at the court hearing, I ask the judge to order the person in **(1)** to pay my out-of-pocket expenses because the temporary restraining order was granted without enough supporting facts. The expenses are:

For: _____	Because: _____	Amount: \$
For: _____	Because: _____	Amount: \$
For: _____	Because: _____	Amount: \$

30 **Additional Pages**


Number of pages attached to this form, if any: _____

31 **Your signature**

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____


Type or print your name

 _____
Sign your name

32 **Your lawyer's signature (if you have one)**

Date: _____

Lawyer's name

 _____
Lawyer's signature

Your Next Steps

- Turn in your completed form with the court.
- If the person in **(1)** asked for child support, spousal support, or lawyer's fees, you must complete [form FL-150](#), *Income and Expense Declaration*. If the person in **(1)** is only asking for child support (item 24 on form DV-100), you may be eligible to fill out a simpler form, [form FL-155](#). Read [form DV-570](#) to see if you are eligible to fill out form FL-155. Before your court date, you must file form FL-150 or FL-155 with the court.
- Have someone else (not you) mail the person in **(1)** a copy of your forms, and complete [form DV-250](#), *Proof of Service by Mail*. File form DV-250 with the court. *(The person who mails this form must be at least 18 years old and cannot be you or someone protected on the restraining order.)*
- Prepare for your court date by gathering evidence or witnesses, if you have any. Learn more at <https://selfhelp.courts.ca.gov/respond-domestic-violence-restraining-order>. More information is also available on [form DV-120-INFO](#), *How Can I Respond to a Request for Domestic Violence Restraining Order?*

This is not a Court Order.

This form is attached to form DV-120.

How to complete this form: To answer the questions below, look at the form DV-105 filled out by the person in ①. Tip: Where form DV-105 refers to "person in ②," that means you. If you need more space to complete your answer, you can use a separate piece of paper and attach it to this form. Include a title at the top of the paper (example: DV-125, Custody of Children).

① Person Asking for Protection (see ① on form DV-105)

- a. Name: _____
- b. Relationship to children: ☐ Parent ☐ Legal Guardian ☐ Other (describe): _____

② Your Information

- a. Name: _____
- b. Relationship to children: ☐ Parent ☐ Legal Guardian ☐ Other (describe): _____

③ Children (see ③ on form DV-105)

- a. ☐ I am the parent of the child or children listed on form DV-105.
- b. ☐ I am **not** the parent of all the children listed on form DV-105.
- c. ☐ I am **not** the parent of the following children (list names): _____
- d. ☐ Other (describe): _____

④ City and State Where Children Lived (see ④ on form DV-105)

- a. ☐ I agree with the information given by the person in ①.
- b. ☐ I do not agree. (Use form DV-105(A) to list where the children have lived.)

⑤ History of Court Cases Involving Children (see ⑤ on form DV-105)

The person in ① may have listed other court cases involving your children. If information is incorrect or missing, use the space below to give information.

(Check all that apply. List where it was filed (city, state, or tribe), year it was filed, and case number, if known.)

- ☐ Custody or Divorce _____
- ☐ Criminal _____
- ☐ Juvenile Court (child welfare, juvenile justice) _____
- ☐ Guardianship _____
- ☐ Other (example: child support case) _____

(If a judge has already made a custody or visitation order for children in this case, attach a copy of the order if you have one.)

This is not a Court Order.



6 ☐ **No Travel With Children Without Permission** (see **6** on form DV-105)a. ☐ I agree to the order requested.b. ☐ I do not agree to the order requested because: _____c. ☐ I would agree to a different order (*describe the order you would agree to*):
_____**7** ☐ **Stop Access to Children's School, Health, and Other Information** (see **7** on form DV-105)a. ☐ I agree to the order requested.b. ☐ I do not agree to the order requested because: _____c. ☐ I would agree to a different order (*describe the order you would agree to*):

_____**8** ☐ **Request for Orders to Prevent Child Abduction** (see **4**–**10** on form DV-108)a. ☐ I agree to the order requested.b. ☐ I do not agree to the order requested because: _____c. ☐ I would agree to a different order (*describe the order you would agree to*):
_____**9** ☐ **Custody of Children** (see **9** on form DV-105)a. ☐ I agree to the order requested.b. ☐ I do not agree to the order requested because: _____c. ☐ I would agree to a different order:Legal Custody (*The person that makes decisions about the child's health, education, and welfare.*)
(check one):☐ Sole to me☐ Sole to person in **1**☐ Jointly (shared) by persons in **1** and me.☐ Other (*describe*): _____Physical Custody (*The person that the child regularly lives with.*)
(check one):☐ Sole to me☐ Sole to person in **1**☐ Jointly (shared) by persons in **1** and me.☐ Other (*describe*): _____**This is not a Court Order.**

10 ☐ **Your Visitation (Parenting Time) with Children** (see pages 3–5 on form DV-105)a. ☐ I agree to the order requested.b. ☐ I do not agree to the order requested because: _____c. ☐ I would agree to a different order: _____

(Use the lines or chart below to describe the parenting time you want. Give as much detail as you can.)

	Time	Person to bring children to and from visit	Location of drop-off/pick-up
Monday	Start: End, if applies:		
Tuesday	Start: End, if applies:		
Wednesday	Start: End, if applies:		
Thursday	Start: End, if applies:		
Friday	Start: End, if applies:		
Saturday	Start: End, if applies:		
Sunday	Start: End, if applies:		

Follow the schedule listed above (check one):
☐ Every week ☐ Every other week ☐ Other _____

Start date for visits (month, day, year) _____

11 The statements made on this form are made under penalty of perjury as declared on form DV-120.**This is not a Court Order.**

SUPERIOR COURT OF CALIFORNIA

COUNTY OF CONTRA COSTA



HOW TO TURN IN FIREARMS, FIREARM PARTS, AND AMMUNITION

If you are the restrained party in a restraining order or protective order, you are prohibited from owning, possessing, or buying firearms, firearm parts, and ammunition. You must turn in (“relinquish”) these prohibited items within **24 hours**, so read the following information carefully. You may choose to: (1) Store with or sell your firearms, firearm parts, and ammunition to a **federally licensed gun dealer**; or, (2) Turn them in to a law enforcement agency.

If you choose to turn in your firearms and prohibited items to a law enforcement agency, follow these steps:

- Call the Contra Costa County Sheriff’s Department or your local police department. Their contact information is provided in the box to the right. Tell the agency that you have a restraining order and that you need to turn in your firearms and ammunition. Call **before** going to the agency.
- Follow any instructions provided by the agency regarding location and timing.
- The agency will probably need a description of you and your car, your ID, and a copy of your court order.
- Be sure to have the law enforcement officer complete and sign your proof of relinquishment. You may use the DV-800 form.

Do not call 911. Call the non-emergency phone numbers below:

Contra Costa Sheriff's Office	(925) 646-2441
Antioch	(925) 778-2441
Brentwood	(925) 809-7911
Clayton	(925) 603-5993
Concord	(925) 671-3333
Town of Danville	(925) 820-2144
El Cerrito	(510) 215-4400
Hercules	(510) 724-1111
Lafayette	(925) 284-5010
Martinez	(925) 372-3440
Town of Moraga	(925) 284-5010
Oakley	(925) 625-8060
Orinda	(925) 646-2441
Pinole	(510) 724-1111
Pittsburg	(925) 646-2441
Pleasant Hill	(925) 288-4600
Richmond	(510) 233-1214
San Pablo	(510) 724-1111
San Ramon	(925) 838-6694
Walnut Creek	(925) 935-6400

If you are instructed to go to your local police department, please follow these safety instructions, as well as any additional instructions from the agency.

- Your firearms must be **unloaded**.
- Place your firearms and prohibited items in your **locked trunk**. If you do not have a trunk, lock your firearms and prohibited items in a container and place it in the back of your vehicle, out of reach.
- **Do not** put the firearms and prohibited items in your glove compartment.
- Drive straight to the agency. Do not drive to other locations. Then, park where instructed.
- Notify the agency when you arrive. Your firearms, firearm parts, and ammunition should remain locked and secured until they are relinquished to a law enforcement officer.

YOU MUST ACT QUICKLY: You have **24 hours** to relinquish your firearms, firearm parts, and ammunition. *This deadline applies even during weekends and holidays.* The sheriff’s office and police departments are available 24/7.

FILE YOUR PROOF OF RELINQUISHMENT: You must file your proof of compliance with the court within **48 hours** of relinquishment. You may use the DV-800 form for this purpose.

CORTE SUPERIOR DE CALIFORNIA

CONDADO DE CONTRA COSTA



CÓMO ENTREGAR ARMAS DE FUEGO, PARTES DE ARMAS DE FUEGO, Y MUNICIONES

Si usted es la parte restringida en una orden de restricción u orden de protección, se le prohíbe tener, poseer o comprar armas de fuego, partes de armas, y municiones. Tiene que entregar ("renunciar") a estos artículos prohibidos dentro de las **24 horas**, así que lea atentamente la siguiente información. Puede optar por: (1) Almacenar o vender su arma de fuego, partes de armas de fuego, y municiones a un **comerciante de armas con licencia federal**; o, (2) Entregar su arma de fuego, partes de armas de fuego, y municiones a una agencia de las fuerzas del orden.

Si elige entregar su arma de fuego y artículos prohibidos a una agencia de las fuerzas del orden, siga estos pasos:

- Llame al departamento del alguacil del condado de Contra Costa o su departamento de policía local. Su información de contacto se proporciona en el cuadro a la derecha. Dígame a la agencia que tiene una orden de restricción y que necesita entregar su arma de fuego y municiones. Llame **antes** de ir a la agencia.
- Siga las instrucciones proporcionadas por la agencia con respecto a la ubicación y el horario.
- La agencia probablemente necesitará una descripción de usted y su automóvil, su identificación y una copia de su orden de la corte.
- Asegúrese de que el oficial de las fuerzas del orden complete y firme su prueba de renuncia. Puede usar el formulario DV-800.

Si se le indica que vaya al departamento de policía local, siga estas instrucciones de seguridad, así como cualquier instrucción adicional de la agencia.

- Sus armas de fuego deben estar **descargadas**.
- Coloque sus armas de fuego y artículos prohibidos en su **maletero cerrado con llave**. Si no tiene un maletero, guarde su arma de fuego y artículos prohibidos en un contenedor y colóquela en la parte trasera de su vehículo, fuera de su alcance.
- **No** guarde el arma de fuego y artículos prohibidos en la guantera.
- Conduzca directamente a la agencia. No conduzca a otros lugares. Luego, estacionese donde se le indique.
- Avísele a la agencia cuando llegue. Su arma de fuego, partes de armas de fuego, y municiones deben permanecer bajo llave y aseguradas hasta que se entreguen a un oficial de las fuerzas del orden.

No llame al 911. Llame a los siguientes números de teléfono que no son de emergencia:

Contra Costa Sheriff's Office	(925) 646-2441
Antioch	(925) 778-2441
Brentwood	(925) 809-7911
Clayton	(925) 603-5993
Concord	(925) 671-3333
Town of Danville	(925) 820-2144
El Cerrito	(510) 215-4400
Hercules	(510) 724-1111
Lafayette	(925) 284-5010
Martinez	(925) 372-3440
Town of Moraga	(925) 284-5010
Oakley	(925) 625-8060
Orinda	(925) 646-2441
Pinole	(510) 724-1111
Pittsburg	(925) 646-2441
Pleasant Hill	(925) 288-4600
Richmond	(510) 233-1214
San Pablo	(510) 724-1111
San Ramon	(925) 838-6694
Walnut Creek	(925) 935-6400

DEBE ACTUAR CON RAPIDEZ: Tiene **24 horas** para entregar sus armas de fuego, partes de armas de fuego, y municiones. *Esta fecha límite se aplica incluso durante los fines de semana y días festivos.* La oficina del alguacil y los Departamentos de Policía están disponibles las 24 horas del día, los 7 días de la semana.

PRESENTAR SU PRUEBA DE RENUNCIA: Debe presentar su prueba de cumplimiento ante la corte dentro de las **48 horas** posteriores a la renuncia. Puede usar el formulario DV-800 para este propósito.

What do I need to turn in, sell, or store?

You must turn in, sell, or store all of the following prohibited items that you have or own:

- Firearms, including any handgun, rifle, shotgun, and assault weapon;
- Firearm parts, includes receivers, frames, and any item that may be used as or easily turned into a receiver or frame (also called “ghost guns”); and
- Ammunition, including bullets, shells, cartridges, and clips.

How do I properly turn in, sell, or store the prohibited items?

You must take them to:

- Law enforcement, who will accept all prohibited items for safekeeping or to destroy,
or
- A licensed gun dealer, who can buy or store your firearms. If you have firearm parts or ammunition, call ahead for more information.

When do I turn in, sell, or store prohibited items?

Immediately, if law enforcement asks you to.
Otherwise, within 24 hours of being served, or told by a judge to do so.

Can I give my prohibited items to family or friends?

No, only to law enforcement or a licensed gun dealer.
You cannot give your prohibited items to a family member, friend, or anyone else.

Do I have to pay a fee to store prohibited items?

You may have to pay a fee. Contact law enforcement or a licensed gun dealer about fees and whether they have space to store your items.

How do I take prohibited items to law enforcement?

Call your local law enforcement agency to ask about their procedures. They will give you specific instructions, like making sure your firearms are unloaded and in the trunk of the car. Take a copy of the restraining order with you. **Do not** bring your firearms to court.

If I turn in my firearms to law enforcement, how long will they keep them?

It depends. There are procedures for getting your firearms back after a restraining order expires. Ask the law enforcement agency.

After I give my firearms to law enforcement, can I change my mind?

Yes. You are allowed to make one sale through a licensed gun dealer. To do this, a licensed gun dealer must present a bill of sale to your local law enforcement agency. The law enforcement agency will give the licensed gun dealer the firearms you are selling.

How do I prove to the judge that I have complied with (obeyed) the orders?

- ① Bring a copy of form DV-800/JV-270, *Receipt for Firearms, Firearm Parts, and Ammunition*, with you, and ask the dealer or officer to complete and sign the form.
- ② File form DV-800/JV-270 with the court. Make sure you get two copies. All receipts must be filed with the court within 48 hours from the time you were served with the restraining order, unless the judge gave you another deadline.



Do I need to bring a copy of the receipt to anyone besides the judge?

Yes, if:

- ▶ Law enforcement served you with the restraining order, you must give them a copy of your receipt (example: form DV-800/JV-270). If you don't know who served you with the restraining order, ask the court clerk for a copy of the proof of service form for the restraining order. The law enforcement agency is listed on that form.
- ▶ You did not obey the order when you were supposed to, and the court notified law enforcement or a prosecuting attorney. (Tip: Look at forms DV-110, DV-130, or DV-820 to see if the court notified another agency. If the court did, give a copy of the receipt to the agencies listed on any of the forms).

Where can I find free help?

Free legal help is available at your court's self-help center. Find your local court's self-help center at www.selfhelp.courts.ca.gov/find. Self-help center staff will not act as your lawyer but may be able to give you information to help you decide what to do in your case, and help you with the forms. Staff may also refer you to other agencies who may be able to help you.

More information on how to obey these orders is available online

<https://selfhelp.courts.ca.gov/respond-to-DV-restraining-order/obey-firearms-orders>.

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:**1 Person Asking For Protection:**

Name: _____

2 Your Information (Restrained Person)

a. Your Name: _____

b. Your Address

(This address could be used by the court and by the person in ① to send you official court dates, orders, and papers. For privacy, you may use another address like a post office box, or another person's address, if you have their permission and can get your mail regularly. If you have a lawyer, give their information.)

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email Address: _____

c. Your Lawyer (if you have one for this case):

Name: _____ State Bar No.: _____

Firm Name: _____

3 To the Restrained Person:

If a judge has ordered you to turn in, sell, or store your firearms (guns), firearm parts, and ammunition, use this form to prove to the judge that you have obeyed their orders. Take this form to a law enforcement officer or a licensed gun dealer to complete ④ or ⑤. For more information on how to properly turn in your items, read form DV-800-INFO/JV-270-INFO, *How Do I Turn In, Sell, or Store My Firearms, Firearm Parts, and Ammunition?*

4 To Law Enforcement

(Complete the section below. Keep a copy and give the original to the person in ②.)

Name of Law Enforcement Agency: _____

Name of Law Enforcement Agent: _____

Address: _____

Telephone number: _____ Email address: _____

Items Surrendered

a. Firearms, firearm parts, and ammunition transferred on:

Date: _____ Time: _____ ☐ a.m. ☐ p.m.

b. List of items. (List all the items surrendered by the person in ②. You may attach a separate form from your agency (e.g., a property report), use ⑥, or both.) Check below if you have attached a separate form:

☐ Separate form is attached. (If it does not include all surrendered items, list additional items in ⑥.)

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

► Signature of law enforcement agent _____

5

To Licensed Gun Dealer

(Complete the section below. Keep a copy and give the original to the person in (2).)

Name of Licensed Gun Dealer: _____

License number: _____

Address: _____

Telephone number: _____ Email address: _____

Items Stored or Sold

a. Firearms, firearm parts, and ammunition transferred on:

Date: _____ Time: _____ ☐ a.m. ☐ p.m.

b. List of items. (List all the items surrendered by the person in (2). You may attach a separate form (e.g., DOJ's Report of Firearm Acquisition), use (6), or both.) Check below if you have attached a separate form:

☐ Separate form is attached. (If it does not include all surrendered items, list additional items in (6).)

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.



Signature of licensed gun dealer _____

6

☐ **List of Items Surrendered**

a. Firearms and firearm parts

	Make	Model	Serial Number, if there is one	Sold	Stored	To be destroyed
(1)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b. Ammunition

	Brand	Type	Amount	Sold	Stored	To be destroyed
(1)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ Check here if there is not enough space above for your answer. Use a separate sheet of paper to list other items and attach it to this form. Use "DV-800/JV-270, List of Surrendered Items" as a title.

7 To the Restrained Person:

Besides the items listed on page 2 or in an attached form, do you have or own any other firearms (guns), firearm parts, or ammunition?

☐ No

☐ Yes *(If yes, check one of the boxes below:)*

- a. ☐ I filed a *Receipt for Firearms, Firearm Parts, and Ammunition* (form DV-800/JV-270) or other proof for those items with the court on *(date)*: _____
- b. ☐ I am filing the proof for those firearms (guns), firearm parts, or ammunition along with this proof.
- c. ☐ I have not yet filed the proof for the other firearms (guns), firearm parts, or ammunition. *(Explain why not):*

Your signature

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print your name



Sign your name

Your Next Steps

- After the form is complete, make two additional copies. Take the copies and original to the court clerk to file.
- If law enforcement served you with the restraining order, give a copy to the law enforcement agency that served you with the restraining order.
- Keep a copy for yourself.

Note that failure to file a receipt with the court and with the law enforcement agency is a violation of the judge's order.

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

1 Protected Person

Name: _____

2 Restrained Persona. Your Name: _____
Your Lawyer (if you have one for this case):

Name: _____ State Bar No.: _____

Firm Name: _____

b. Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give your telephone, fax, or e-mail.):

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail Address: _____

3 To the Restrained Person:

If the court has ordered you to complete a 52-week batterer intervention program, you must complete and file this form to prove to the court that you have obeyed its orders. After the order is made, you must enroll in a program by the date ordered by the judge. If the judge did not order you to enroll by a certain date, then you must enroll no later than 30 days after the judge made the order.

I, _____, declare as follows:
Type or print your name

a. I have enrolled in a batterer intervention program that is approved by the probation department under Penal Code section 1203.097.

Name of provider: _____

Address: _____

Telephone number: _____

b. I have signed all necessary forms with the program, allowing the program to release proof of enrollment, attendance records, and completion or termination reports to the court and the protected party, or his or her attorney.

c. ☐ My first class is/was on (date):d. ☐ Other (list any other order made by the court that you have completed):_____

4 You must provide the protected party with the information listed in 3a. Have someone else mail a copy of this form to the protected person. The person who mails it must complete Form DV-250. File Form DV-250 with the clerk and keep a copy for yourself.

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____



Sign your name

Clerk stamps date here when form is filed.

① Name of Protected Person: _____

② Name of Restrained Person: _____

Lawyer for Restrained Person (if you have one for this case):

Name: _____ State Bar No.: _____

Address (Address of lawyer or address of restrained person. Do not provide an address that should be kept private.):

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Fill in court name and street address:

Superior Court of California, County of

Items ③ through ⑤ must be completed by the program

③ Batterer Intervention Program

a. Name of Program: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Report date: _____ Intake date: _____ Class start date: _____

Court fills in case number when form is filed.

Case Number:

b. This 52-week program is approved by the probation department under Penal Code section 1203.097.

TO PROGRAM STAFF: If you choose to provide another report that contains all the information in ④, skip to ⑤ and attach your report. Do not forget to provide your name, title, signature, and date at the end of this form.

④ Program Attendance and Progress

a. Number of sessions completed: _____ Number of sessions missed: _____

Of the sessions missed, how many excused? _____

b. ☐ The person in ② is participating and expected to finish by (date): _____

c. ☐ The person in ② successfully completed the program on (date): _____

d. ☐ The person in ② was terminated from the program on (date): _____, for the following reason (explain): _____

⑤ Optional Report

☐ The attached report includes all information required under California Family code section 6343.

NOTICE TO PROGRAM PROVIDER

This form should NOT be used to disclose information (example: medical or health information) that is protected under state and federal laws without appropriate written authorization from the person in ②.

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct to the best of my knowledge.

Date: _____

(TYPE OR PRINT NAME AND TITLE)



(Signature of program staff)

DV-120-INFO How Can I Respond to a Request for Domestic Violence Restraining Order?

I was served with form DV-100, DV-109, or DV-110. What does this mean?

Someone has asked for a domestic violence restraining order against you. On the forms, you are the "person in ②" and the person who wants a restraining order against you is listed in ① on all the forms.

Form DV-100: This form has all the orders that the person in ① has asked the judge to order.

Form DV-109: Your court hearing (court date) is listed on this form. You should attend the court hearing if you do not agree to the orders requested. If you do not attend, the judge can make orders against you without hearing from you.

Form DV-110: If you were served with form DV-110, it means that the judge granted a temporary restraining order against you. You must follow the orders.

What is a Domestic Violence Restraining Order?

It is a court order that can help protect people who have been abused by someone they have been intimate with, or are closely related to. To be eligible, the person asking for the restraining order must be:

- Someone you date or used to date
- A spouse, ex-spouse, registered domestic partner, or ex-domestic partner
- Someone you live or lived with (more than a roommate)
- Your parent, sibling, child, grandparent, or grandchild related by blood, marriage, or adoption

What can a restraining order do?

A restraining order can include orders for you to:

- Not contact or harm the protected person, including children or others listed as protected people
- Stay away from all protected people and places
- Not have any firearms (guns), firearm parts, or ammunition. This includes homemade or untraceable guns, like "ghost guns."
- Move out of the place that you share with the protected person
- Follow custody and visitation orders
- Pay child support
- Pay spousal support
- Pay debt for property
- Give control of property (examples: cell phone, car, home) to the person asking for protection.

What if I have children with the person asking for a restraining order?

A restraining order can include orders for your children, including listing them as protected persons. It can also include child custody and visitation orders and orders to limit your ability to travel with your children.

How long does the order last?

If the judge granted a temporary restraining order (form DV-110), it will last until the hearing date. At your court hearing, the judge will decide whether to extend the order or cancel the order. The judge can extend the order for up to five years. Custody, visitation, child support, and spousal support orders can last longer than five years and they do not end when the restraining order ends.



DV-120-INFO How Can I Respond to a Request for Domestic Violence Restraining Order?

What do I do next?

Part 1: Turn in or sell prohibited items

If there is a temporary restraining order against you (see form DV-110), then you must immediately turn in, sell, or store any prohibited items you have or own. Prohibited items include:



- **Firearms**, including any handgun, rifle, shotgun, and assault weapon
- **Firearm parts**, meaning receivers, frames, and any item that may be used as or easily turned into a receiver or frame
- **Ammunition**, including bullets, shells, cartridges, and clips

You must then prove to the court that you've complied with the orders. Bring [form DV-800/JV-270, Receipt for Firearms, Firearm Parts, and Ammunition](#), to a gun dealer or law enforcement when you turn in your items. After DV-800/JV-270 is complete, file it with the court. You may ask the court for information on how to turn in, sell, or store these items in your city or county. You can also read [form DV-800-INFO/JV-270-INFO, How Do I Turn In, Sell, Or Store My Firearms, Firearm Parts, and Ammunition?](#).

Part 2: Respond in writing (optional)

"Respond" means to let the judge and the other side know whether you agree or disagree with the request for restraining order, and why. Responding in writing is optional and there is no penalty if you don't. If you need more time to prepare for your case, talk to a lawyer or self-help center staff before you file a response.

If you want to respond in writing, complete [form DV-120, Response to Request for Domestic Violence Restraining Order](#). After you complete the form, file it with the court. There is no court fee to file this form. Then "serve" the form on the person asking for the restraining order. "Serve" means to have someone 18 years old or older mail a copy to the person asking for the restraining order. You cannot be the one to mail your papers. The person who mails your form must fill out [form DV-250, Proof of Service by Mail](#). After form DV-250 is completed, file it with the court.

Part 3: Get ready and go to your court hearing

Your court hearing is listed on form DV-109, *Notice of Court Hearing*. You have the option of attending your hearing in-person or remotely (by phone, or videoconference if available). For information on how to attend your hearing remotely, go to the court's website. Some courts may require advance notice. At the hearing, you and the other side will have the opportunity to tell your side of the story. For more information, read [form DV-520-INFO, Get Ready for the Restraining Order Court Hearing](#). If you need more time to prepare your case, you may ask the judge for a new court date. The judge will decide whether to grant your request. Read [form DV-115-INFO, How to Ask For a New Hearing Date](#), for more information. Note that if the judge does give you a new court date and if there is a temporary restraining order against you, the judge will usually extend the temporary restraining order until the next court date.

What if I need an interpreter?



You may use [form INT-300](#) to request an interpreter or ask the clerk how you can request one.

What if I have a disability and need an accommodation?

You may use [form MC-410](#) to request assistance. Contact the disability/ADA coordinator at your local court for more information.

Request for Accommodations



Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to www.courts.ca.gov/forms.htm for *Disability Accommodation Request* ([form MC-410](#)). (Civil Code section 54.8.)



Do I need a lawyer?

It's possible to go through this process without a lawyer. But having a restraining order against you may have a lot of consequences, and you may want to hire a lawyer. If you don't hire a lawyer, you can get free help from your court's self-help center.

What if I was arrested or have criminal charges against me?

Anything you write in your court papers or say at a hearing for this case and for any criminal case can be used against you. Talk to a lawyer if you have any concerns about what you can do and say.

Where can I find a self-help center?

Free legal help is available at your court's self-help center. Find your local court's self-help center at www.selfhelp.courts.ca.gov/find. Self-help center staff will not act as your lawyer but may be able to give you information to help you decide what to do in your case, and help you with the forms. Staff may also refer you to other agencies who may be able to help you.

What if I don't obey the order?

The police can arrest you. You can go to jail and pay a fine. You must still follow the orders even if you are not a U.S. citizen. If you are worried about your immigration status, talk to an immigration lawyer.

Can I use the restraining order to get divorced or end a domestic partnership?

No. These forms will not end your marriage or registered domestic partnership. You must file other forms to end your marriage or registered domestic partnership.

What if I want to leave the county or state?

You must still comply with the restraining order, including custody and visitation orders. The restraining order is valid anywhere in the United States.

What if I have more than one restraining order against me?

If the police are called to enforce the order, they will need to follow the rules of enforcement (see "Priority of Enforcement" listed on the back of form DV-110, DV-130, and CR-160). If you have questions about any of the orders against you, contact your local self-help center or talk to a lawyer. Find your local court's self-help center at www.selfhelp.courts.ca.gov/find.

What if I am a victim or survivor of domestic violence?

The National Domestic Violence Hotline provides free and private safety tips. Help is available in over 100 languages. Visit online at www.thehotline.org or call 1-800-799-7233; 1-800-787-3224 (TTY).

What if I need a restraining order against the other person?

Do not use form DV-120 to request a domestic violence restraining order. For information on how to file your own restraining order, read [form DV-505-INFO](#). You can also ask the court clerk about free or low-cost legal help.

Information about the court process is also available online

<https://selfhelp.courts.ca.gov/respond-to-DV-restraining-order>

DOMESTIC VIOLENCE PREVENTION ACT RESTRAINING ORDER

Instructions for Serving the Other Party

If You are the Party Seeking Protection:

- Read Form DV-200-INFO for information about serving the other party
- The Proof of Personal Service (DV-200) is completed by the person who delivers the documents to the party you want protection from
- File form DV-200 before your court hearing and bring a copy with you to your hearing

If You are the Party Responding to the Request for Domestic Violence Restraining Order:

- Read form DV-120-INFO for information about responding to the request and serving your response
- The Proof of Service by Mail (DV-250) is completed by the person who mails your response to the party who asked for the order or to that party's lawyer
- File form DV-250 before your court hearing and bring a copy with you to your hearing

What is "service"?

Service is the act of giving your court papers to the other party in your case. There are different ways to serve the other party: in person, by mail, and others.

Why do I have to serve my legal papers?

Before a judge can grant a domestic violence restraining order (that can last up to five years), the person you want a restraining order against must know about your request and have a chance to go to court to explain their side. Also, if a restraining order is in place, the police cannot arrest the restrained person for violating the restraining order until the restrained person is served with the order.



What is "personal service"?

Personal service is when someone, known as a server, personally delivers your court papers to the other party.

In most cases, these forms must be served to the other party by personal service:

- ▶ [Form DV-109](#);
- ▶ [Form DV-100](#);
- ▶ [Form DV-110](#);
- ▶ [Form DV-120](#) (leave this form blank);
- ▶ [Form DV-120-INFO](#); and
- ▶ [Form DV-250](#) (leave this form blank).

Who can serve?

Any adult who is not protected by the restraining order can serve your court papers. **You cannot serve your own court papers.**



Some situations may be dangerous. Think about people's safety when deciding who you want to serve your papers.

A sheriff or marshal will serve your court papers for free. A registered process server is a business you pay to deliver papers. To hire a process server, look for "process server" on the internet or in the yellow pages.

How do I have my court papers served?

○ Step 1: Choose a server

The person who gives your court papers to the other party is called a server. Your server must be at least 18-years-old. They must not be protected by the restraining order or involved in your case. This means that you cannot serve your own court papers.

○ Step 2: Have your server give your court papers to the other party

Give your server these instructions:

- ❶ Before you serve the forms, note which forms you have, including the name of the form and the form number. See [form DV-200](#) for a list of forms.
- ❷ Find the person you need to serve. Make sure you are serving the right person by asking the person's name.
- ❸ Give the person the papers. If the person refuses to take the papers, put them on the ground or somewhere next to the person. The person doesn't have to touch or sign for the papers. It is okay if they tear them up.
- ❹ Fill out [form DV-200](#) completely and sign.
- ❺ File [form DV-200](#) with the court or give [form DV-200](#) to the person who is asking for the restraining order so they can file it.

○ Step 3: File proof with the court

The court needs proof that service happened and that it was done correctly. If your server was successful, have your server fully complete and sign [form DV-200](#). **The person you want restrained does not sign anything.**

Take [form DV-200](#) to the court to file in your case as soon as possible. This information will automatically go into a restraining order database that police have access to.

If the sheriff or marshal served your court papers, they may use another form for proof besides [form DV-200](#). Make sure a copy is filed with the court and that you get a copy.

When is the deadline to serve my court papers?

It depends. To know the exact date, you need to look at two items on [form DV-109](#). Follow these steps:

- **Step 1: Look at the court date listed under ③ on page 1.**

3 Notice of Court Hearing
A court hearing is scheduled on

Hearing Date → Date: _____
Dept.: _____

- **Step 2: Look at the number of days written in ⑥ on page 2.**

6 Service of Documents by the Person
At least ☐ five ☐ ___ days before the

- **Step 3: Look at a calendar.** Subtract the number of days in ⑥ from the court date. That's the deadline to have your court papers served. It's okay to serve your court papers before the deadline.

If nothing is written in ⑥, you must have your court papers served at least five days before your court date.

What happens if I can't get my court papers served before the court date?

You will need to ask the court to reschedule (continue) your court date. Fill out and file [form DV-115](#) and [form DV-116](#). These forms ask the judge for a new court date and to make any temporary orders last until the end of the new court date.

If the judge gives you a new court date, the person you want restrained will have to be served with [form DV-116](#), [form DV-115](#), and the original papers you filed. You should keep a copy of [form DV-115](#), [form DV-116](#), and a copy of your original paperwork. That way, the police will know your orders are still in effect.

For more information on asking for a new court date, read [form DV-115-INFO](#).

What if the other party is avoiding (evading) service?

If you've tried many times to serve the restrained person, and you can show the judge that the restrained person is avoiding (evading) service, you may ask the court to allow you to serve another way. If you want to make this request, at your first court date tell the judge details about your attempts to have the restrained person served. The judge may require a written statement for this.

Read [form DV-205-INFO](#), *What if the Person I Want Protection From is Avoiding (Evading) Service?*, for more information.

Clerk stamps date here when form is filed.

1 Name of Party Asking for Protection:**2 Name of Party to Be Restrained:****3 Notice to Server**

The server must:

- Be 18 years of age or older.
- Not be listed in items **1** or **8** of form DV-100, *Request for Domestic Violence Restraining Order*.
- Give a copy of all documents checked in **4** to the restrained party in **2** (you cannot send them by mail). Then complete and sign this form, and give or mail it to the party in **1**.



Fill in court name and street address:

Superior Court of California, County of

Court clerk fills in case number when form is filed.

Case Number:**4 I gave the party in 2 a copy of all the documents checked:**

- a. ☐ DV-109 with DV-100 and a blank [DV-120](#) (*Notice of Court Hearing; Request for Domestic Violence Restraining Order; blank Response to Request for Domestic Violence Restraining Order*)
- b. ☐ DV-110 (*Temporary Restraining Order*)
- c. ☐ DV-105 and DV-140 (*Request for Child Custody and Visitation Orders, Child Custody and Visitation Order*)
- d. ☐ FL-150 with a blank [FL-150](#) (*Income and Expense Declaration*)
- e. ☐ FL-155 with a blank [FL-155](#) (*Financial Statement (Simplified)*)
- f. ☐ DV-115 (*Request to Continue Hearing*)
- g. ☐ DV-116 (*Order on Request to Continue Hearing*)
- h. ☐ DV-130 (*Restraining Order After Hearing*)
- i. ☐ Other (specify): _____

5 I personally gave copies of the documents checked above to the party in 2 on:

- a. Date: _____ Time: _____ ☐ a.m. ☐ p.m.
- b. At this address: _____
City: _____ State: _____ Zip: _____

6 Server's Information

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____

(If you are a registered process server):

County of registration: _____ Registration number: _____

7 Server's Signature

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print server's name

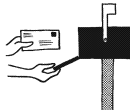
Server to sign here

Clerk stamps date here when form is filed.

1 Name of Person Asking for Protection:**2 Name of Person to Be Restrained:****3 Notice to Server**

The server must:

- Be 18 years of age or over.
- Not be listed in items **1**, **2** or **3** of form DV-100, *Request for Domestic Violence Restraining Order*.
- Mail a copy of all documents checked in **4** to the person in **5**.

**4 I (the server) am 18 years of age or over and live in or am employed in the county where the mailing took place. I mailed a copy of all documents checked below to the person in 5:**

- a. ☐ DV-112, *Waiver of Hearing on Denied Request for Temporary Restraining Order*
- b. ☐ DV-120, *Response to Request for Domestic Violence Restraining Order*
- c. ☐ FL-150, *Income and Expense Declaration*
- d. ☐ FL-155, *Simplified Financial Statement*
- e. ☐ DV-130, *Restraining Order After Hearing (Order of Protection)*
- f. ☐ Other (specify): _____

5 I placed copies of the documents checked above in a sealed envelope and mailed them as described below:

- a. Name of person served: _____
- b. To this address: _____
City: _____ State: _____ Zip: _____
- c. Mailed on (date): _____
- d. Mailed from (city): _____ (state): _____

6 Server's Information

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____

If you are a registered process server:

County of registration: _____ Registration number: _____

7 I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print server's name_____
Server to sign here

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:

TO THE WIRELESS SERVICE PROVIDER: This order is made under California Family Code section 6347.

THE ORDER APPLIES TO:

- ① Wireless service provider (*name*): _____
- ② Current account holder (*name*): _____
Billing telephone number: _____
- ③ New account holder (*name*): _____
- ④ Transfer of the following wireless phone number(s):
Telephone number (*include area code*): _____
Telephone number (*include area code*): _____
Telephone number (*include area code*): _____
Telephone number (*include area code*): _____
Telephone number (*include area code*): _____
☐ Check box to include attachment with additional telephone number(s).

Fill in court name and street address:

Superior Court of California, County of

Fills in case number:

Case Number:**⑤ TRANSFER OF RIGHTS AND RESPONSIBILITIES**

All rights and responsibilities for the accounts listed in ④, including all financial responsibility for the telephone numbers, monthly service costs, and costs for any mobile device associated with the telephone numbers, must be immediately transferred to the new account holder (person in ③).

The person in ③ will be financially responsible for the accounts listed in ④ starting:

- ☐ the date the account is transferred by the wireless service provider
☐ (*specify date*) _____

- ⑥ The person in ③ must send this order and a completed copy of Form DV-901 to the wireless service provider listed in ①. For information on where to send this form and Form DV-901, go to the following website:
<http://www.sos.ca.gov/registries/safe-home/domestic-violence-wireless-plans>. Form DV-901 is a confidential form and must NOT be filed with the court.

Date: _____

*Judicial Officer***ATTENTION WIRELESS SERVICE PROVIDER**

The new account holder's (person in ③) contact information, including information on Form DV-901, must NOT be disclosed to the current account holder (person in ②).

This order is made under California's Domestic Violence Prevention Act.

This is a Court Order.

INSTRUCTIONS FOR WIRELESS SERVICE PROVIDER

The orders contained on page 1 of this form must be followed unless the wireless service provider cannot operationally or technically effectuate the order due to certain circumstances, including, but not limited to, any of the following:

- When the current account holder has already terminated the account
- When differences in network technology prevent the functionality of a device on the network
- When there are geographic or other limitations on network or service availability

If the provider determines that transfer CANNOT occur, then the provider MUST notify the person in ③ within 72 hours of receipt of this order (California Family Code section 6347).

(Clerk will fill out this part.)

—Clerk's Certificate—

Clerk's Certificate
[seal]

I certify that this order is a true and correct copy of the original on file in the court.

Date: _____ Clerk, by _____, Deputy

This is a Court Order.

Your name: _____

Case Number: _____

**ATTACHMENT TO
ORDER TRANSFERRING WIRELESS PHONE ACCOUNT (Form DV-900)**

Confidential Information

**DO NOT FILE THIS FORM WITH THE COURT.
DO NOT PLACE IN THE COURT FILE.**

ATTENTION PROTECTED PERSON: This form should not be filed with the court. Complete this form and send it to the wireless service provider (*service provider*), along with a copy of the order (Form DV-900).

To be completed by Protected Person:

- ① The service provider is (*name of company*): _____
- ② The current account holder (*name of restrained person*): _____
- ③ The new account holder (*your name*): _____
 Your contact information (*This information will be used by the service provider only. The service provider will use this information to contact you to set up your account*):
 - a. The best phone number to reach you at is (*list a phone number that is not controlled by the restrained person*): _____
 - b. Another phone number to reach you at is (*list a phone number that is not controlled by the restrained person*): _____
 - c. E-mail address: _____
 - d. Mailing address: _____

WHERE SHOULD I SEND FORM DV-900 AND THIS FORM (DV-901)?

To find out where to send these forms, go to the California Secretary of State's website at <http://www.sos.ca.gov/registries/safe-home/domestic-violence-wireless-plans> OR check at <http://www.courts.ca.gov/selfhelp-domesticviolence.htm> and search for your service provider. You will be able to send the forms by mail, e-mail, or fax, depending on the service provider. The account(s) CANNOT be transferred to you if you do not send these forms to the service provider.

ATTENTION WIRELESS SERVICE PROVIDER

Under the Domestic Violence Prevention Act, California Family Code section 6347, the information contained on this form is **CONFIDENTIAL** and must not be disclosed to the Restrained Person (*listed in ②*).

IF YOU ARE UNABLE TO SERVE THE OTHER PARTY BEFORE THE HEARING, FOLLOW THESE INSTRUCTIONS:

The other party must be served with the restraining order papers BEFORE the Court will hold your hearing. You must have the other party served by the time stated in section 6 of the Notice of Court Hearing (DV-109.)

If you cannot serve the other party you must fill out a Request to Continue Hearing (DV-115) and Order on Request to Continue Hearing (DV-116) to ask the Court for more time to serve the other party. If you fill out forms DV-115 and DV-116, the Court can extend the Temporary Restraining Order (TRO) and give you more time to serve the other party. If you do not complete and submit forms DV-115 and DV-116 and receive them back from the court prior to your hearing, you can attend your hearing and ask the judge to continue the court hearing and extend the TRO. If you do not ask the court to continue the hearing and extend your TRO, your TRO will expire on the day of your hearing and you will have to start the process over. For more information, read form DV-115-INFO about how to ask for a new hearing date.

STEPS:

- 1) Complete the Forms: Fill out the Request to Continue Hearing (DV-115) form and the Order on Request to Continue Hearing (DV-116) and attach both forms to a file stamped copy of the Notice of Hearing (DV-109), Temporary Restraining Order (DV-110) and Request for Order (DV-100.)

- 2) Drop off your papers at the Court for Judge's signature:

Martinez: 751 Pine Street, Restraining Order Window;
Monday – Friday, 8:00 a.m. – 4:00 p.m.

Richmond George D. Carroll Courthouse, 100-37th Street
Monday – Friday, 8:00 a.m. – 4:00 p.m.
(only if your DV hearing is in Richmond.)

Court staff will provide instruction on filing your papers.

After you pick up your papers, you will need to have the other party served with a filed stamped copy of your Request to Continue Hearing (DV-115), a file stamped copy of your Order on Request to Continue Hearing (DV-116), a file stamped copy of your original restraining order (DV-109, DV-110 and DV-100, plus any other forms marked on Section 6 of the DV-109) and a blank Response to Request for Domestic Violence Restraining Order (DV-120.) See DV-200-INFO for information on service.

1 You may need to ask for a new court date if:

- You are the **protected party** and are unable to have form [DV-109](#), *Notice of Court Hearing*, and other papers served in time before your court date.
- You are the **restrained party** and it is your first time asking the court to reschedule your court date.
- You have a good reason for needing a new court date (the court may grant your request to reschedule your court date on a showing of “good cause”).

2 What does form DV-115 do?

Use form [DV-115](#) to ask the court to reschedule your court date. If your court date is rescheduled and a *Temporary Restraining Order* (form [DV-110](#)) was granted, that order will be extended until the end of your new court date, unless the court decides to modify or terminate it. “Extend” means to keep any temporary orders in effect until the new court date.

3 Follow these steps:

- Fill out all of form [DV-115](#).
- Fill out items ① through ② on form [DV-116](#), *Order on Request to Continue Hearing*.
- The judge will need to review your papers. In some courts, you must give your papers to the clerk. Ask the court clerk for information on how you ask the judge to review your papers.
- After you turn in your forms as required by your local court, check with the clerk’s office to see if the judge approved (granted) your request to reschedule your court date.
- If the judge signed form [DV-116](#), you will have a new court date. If the judge did NOT sign the form, you should go to court at the date, time, and location that is on form [DV-109](#).
- Next, file both forms [DV-115](#) and [DV-116](#) with the clerk. The clerk will make up to three file-stamped copies for you. Keep at least one copy to bring to your court date.
- The other party must be served a copy of the court papers as described in item ⑥ on form [DV-116](#).
- Ask the person who serves the papers to complete a proof of service form and give it to you. If service was in person, use form [DV-200](#), *Proof of Personal Service*. If service was by mail, use form [DV-250](#), *Proof of Service by Mail*. Make two copies of the completed forms.
- File the completed and signed proof of service form with the clerk’s office before your court date.
- If the court reschedules your court date and extends the expiration date of the temporary restraining order to the end of your new court date, the clerk will send the restraining order to law enforcement or CLETS for you. CLETS is a statewide computer system that lets police know about the order.

4 Go to your court date

- Take at least two copies of your documents and filed forms to your court date. Include a copy of the filed proof of service form. Your documents may include exhibits, declarations, and financial statements, and the court may enter them into evidence at its discretion.
- If the protected party does not go to the court date, the temporary domestic violence restraining orders will expire on the date and time of the court date. If the restrained party does not go to the court date, the court can still make orders against them that can last for up to five years.

5 Need help?

Ask the court clerk about free or low-cost legal help. For a referral to a local domestic violence or legal assistance program, call the [National Domestic Violence Hotline](#): 1-800-799-7233 (TDD: 1-800-787-3224). It’s free and private. They can help you in more than 100 languages.

Instructions: Use this form to ask the court to reschedule the court date listed on form **DV-109**, *Notice of Court Hearing*. Read form **DV-115-INFO**, *How to Ask for a New Hearing Date*, for more information.

1 My Information

a. My name is: _____

b. I am the:

(1) ☐ **Protected party** (skip to **2**).(2) ☐ **Restrained party** (give your contact information below).

Address where I can receive mail:

This address will be used by the court and other party to notify you in this case. If you want to keep your home address private, you can use another address like a post office box or another person's address, if you have their permission. If you have a lawyer, give your lawyer's address and contact information.

Address: _____

City: _____ State: _____ Zip: _____

My contact information (optional):

Telephone: _____ Fax: _____

Email Address: _____

Lawyer's information (skip if you do not have one):

Name: _____ State Bar No.: _____

Firm Name: _____

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:**2 Information About My Case**

a. The other party in this case is (full name): _____

b. I have a court date currently scheduled for (date): _____

This is not a Court Order.

3 Is a Temporary Restraining Order in effect?

- ☐ Yes. Date the order was made, if known: _____
Please attach a copy of the order if you have one.
- ☐ No.
- ☐ I don't know.

Notice: If your court date is rescheduled, the *Temporary Restraining Order* (**form DV-110**) will remain in effect until the end of the new court date, unless otherwise ordered by the court.

4 Why does your court date need to be rescheduled?

- a. ☐ I am the person asking for protection, and I need more time to have the restrained party personally served.
- b. ☐ I am the restrained party, and this is my first request to reschedule the court date.
- c. ☐ Other reason: _____

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print your name



Sign your name

Date: _____

Lawyer's name, if you have one



Lawyer's signature

Order on Request to Continue Court Hearing

Clerk stamps date here when form is filed.

(Complete ① and ② only. The court will complete the rest of this form.)

① **Protected Party:** _____

② **Restrained Party:** _____

③ Next Court Date

a. ☐ The request to reschedule the court date is **denied**.

Your court date is: _____

(1) Any *Temporary Restraining Order* (form DV-110) already granted stays in full force and effect until the next court date.

(2) Your court date is not rescheduled because: _____

b. ☐ The request to reschedule the court date is **granted**. The new court date is listed below. See ④–⑨ for more information.

**New
Court
Date**

→ Date: _____

Time: _____

Dept.: _____

Room: _____

Name and address of court, if different from above: _____

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:

④ Option to Attend Court Hearing By Phone or Videoconference

You may attend your court date remotely, such as by phone or videoconference. For more information, go to the court's website for the county listed above. To find the court's website go to: www.courts.ca.gov/find-my-court.htm.

⑤ Temporary Restraining Order

a. ☐ There is no Temporary Restraining Order (TRO) in this case until the next court date because:

(1) ☐ A TRO was not previously granted by the court.

(2) ☐ The court terminates (cancels) the previously granted TRO because: _____

b. ☐ A Temporary Restraining Order (TRO) is in full force and effect because:

(1) ☐ The court extends the TRO previously granted on (date): _____

It now expires on (date): _____ (If no expiration date is listed, the TRO expires at the end of the court date listed in ③b).

(2) ☐ The court changes the TRO previously granted and signs a new TRO (form DV-110).

c. ☐ Other (specify): _____

Warning and Notice to the Restrained Party:

If ⑤b is checked, a domestic violence restraining order has been issued against you. You must follow the orders until they expire.

This is a Court Order.



6 Reason Court Date Is Rescheduleda. ☐ There is good cause to reschedule the court date (*check one*):(1) ☐ The protected party has not served the restrained party.(2) ☐ Other (*explain*):

_____b. ☐ This is the first time that the restrained party has asked for more time to prepare.c. ☐ The court reschedules the court date on its own motion.**7 Serving (Giving) Order to Other Party**

The request to reschedule was made by the:

a. ☐ **Protected party**(1) ☐ You do not have to serve the restrained party because they or their lawyer were at the court date or agreed to reschedule the court date.(2) ☐ You must have the restrained party personally served with a copy of this order and a copy of all documents listed on form [DV-109](#), item **6**, by (*date*): _____.(3) ☐ You must have the restrained party served with a copy of this order. This can be done by mail. You must serve by (*date*): _____.(4) ☐ The court gives you permission to serve the restrained party as listed on the attached form DV-117.(5) ☐ Other:

_____b. ☐ **Restrained party**(1) ☐ You do not have to serve the protected party because they or their lawyer were at the court date or agreed to reschedule the court date.(2) ☐ You must have the protected party personally served with a copy of this order by (*date*): _____.(3) ☐ You must have the protected party served with a copy of this order. This can be done by mail. You must serve by (*date*): _____.(4) ☐ Other:

_____c. ☐ **Court**(1) ☐ Further notice is not required.(2) ☐ The court will mail a copy of this order to all parties by (*date*): _____.(3) ☐ Other:

_____**This is a Court Order.**

8 No Fee to Serve

The sheriff or marshal will serve this order for **free**.

Bring a copy of all the papers that need to be served to the sheriff or marshal.

9 ☐ Other Orders

10 ☐ Attached pages (*All of the attached pages are part of this order.*)

a. Number of pages attached to this three-page form: _____

b. Attachments include forms (*check all that apply*):

☐ DV-110 ☐ DV-820 ☐ Other: _____

Judge's Signature

Date: _____

Judge or Judicial Officer

**Request for Accommodations**

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to www.courts.ca.gov/forms.htm for *Disability Accommodation Request (form MC-410)*. (Civil Code section 54.8.)

Instructions to Clerk

If the hearing is rescheduled and the court extended, modified, or terminated a temporary restraining order, then the court must enter this order into CLETS or send this order to law enforcement to enter into CLETS. This must be done within one business day from the day the order is made.

—Clerk's Certificate—

Clerk's Certificate

[seal]

I certify that this *Order on Request to Continue Court Hearing (Temporary Restraining Order) (CLETS-TRO)* (form DV-116) is a true and correct copy of the original on file in the court.

Date: _____ Clerk, by: _____, Deputy

This is a Court Order.

Report a violation to the police

Now that you have a domestic violence restraining order, you may need to enforce it if the restrained person violates the order. Enforce usually means to call the police to report a violation. To have the police enforce your order, call 911. If the restrained person has firearms (guns), “ghost guns” (a homemade or unregistered gun), or other weapons, make sure to tell the police.

What can the police do?

The police can arrest the restrained person for violating the restraining order. Based on your report of the violation, the district attorney or prosecutor can charge the restrained person with a crime. If you have questions about a case or whether a criminal case was filed, you can call the District Attorney's Office in your county, or the county where the violation happened. The restrained person can go to jail or pay a fine if convicted of violating your restraining order.

Ask the judge to act on the violation

Violating the restraining order means that the restrained person did not obey the judge's order. This could have consequences for the restrained person. For example, if you have a child with the restrained person, a violation could affect the restrained person's parenting time with your child. You can ask the judge to change custody or visitation orders because of the violation. You can also ask the judge to order the restrained person to pay you or the court money as “sanctions” or to hold the restrained person “in contempt of court,” and the restrained person can be ordered to pay money to the court, do community service, and/or spend up to five days in jail per violation. For more information about what a judge can do, contact your local self-help center or talk to a lawyer. For more information about self-help centers, see page 2.

What form is my restraining order on?

Here are some examples:

- DV-130
- DV-730
- CR-160
- DV-110
- DV-116
- EPO-001

Keep a copy of your restraining order with you

You should have a copy of your restraining order with you at all times. Make sure it is the **most recent** restraining order and still in effect (not expired). If you have more than one, have a copy of each one. If you have a cellphone, use your cellphone to take a picture of all the pages so you always have proof of it. If the restrained person was not at the court hearing, make sure you have a copy of the proof of service form too. The proof of service proves that the restrained person knows about the restraining order and must follow the order.

What if the judge granted orders to protect my children?

You can give a copy of the restraining order to any place that your child will be. If the restrained person is not allowed to have access to your child's medical records, school records, or other information, make sure to let your child's providers know right away. It may be a good idea to change your passwords to any shared online accounts, and update your contact information with those providers.



Give copies of the order to other people

If you want other people to know about your restraining order and help you enforce it, give them a copy. This is optional and should only be done if it is safe to do so. Here are some examples:

- Your child's school or childcare, if your restraining order protects your child.
- Other people protected by your restraining order, when appropriate.
- Your employer, if you are worried about being harassed or abused at work.
- Local police department: Giving a copy to your local police department is optional because all law enforcement agencies have access to restraining orders through a law enforcement database.

Where can I find other help?

The National Domestic Violence Hotline provides free and private safety tips. Help is available every day, 24 hours a day, and in over 100 languages. Visit online at www.thehotline.org or call 1-800-799-7233; 1-800-787-3224 (TTY).

What if I have more than one restraining order against the same person?

Keep a copy of all active restraining orders with you. If you call the police to enforce the order, the police will need to follow the rules of enforcement (see "Priority of Enforcement" listed on the back of forms DV-110, DV-130, and CR-160). If you have questions about any of the orders, contact your local self-help center or talk to a lawyer.

Where can I find a self-help center?

Find your local court's self-help center at www.courts.ca.gov/selfhelp. Self-help center staff will not act as your lawyer but may be able to give you information to help you decide what to do in your case, and help you with the forms.

Make arrangements before your court hearing

- **If you or a witness wants to attend court remotely (by phone or videoconference)**

Check the court's website as soon as possible to see what you need to do to attend remotely. You can use www.courts.ca.gov/find-my-court.htm to find your court's website.

- **Court interpreter:** If you need an interpreter, use [form INT-300](#) to request an interpreter or ask the court clerk how you can request one. You can also use this form to ask for an interpreter for a witness.
- **Childcare:** Find childcare because court may take all morning or afternoon, even all day. Some courts have a Children's Waiting Room, a safe place for children to wait while parents are in court. You can check with your court in advance to see if this is available.
- **Support person:** You can have someone attend court with you. The person you bring cannot speak for you but can sit next to you when your case is called (if you attend in person). If you attend by videoconference, your support person can also attend with you.
- **Disability accommodation:** You may use [form MC-410](#) to request assistance. Contact the disability/ADA coordinator at your local court for more information.

Request for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to www.courts.ca.gov/forms.htm for *Disability Accommodation Request* ([form MC-410](#)). (Civil Code section 54.8.)

Bring evidence or witnesses to your court hearing

If you have evidence or witnesses, read the information below. Bringing evidence or witnesses is optional and not required. Your statements alone can be proof for your case. If you are the person asking for the restraining order you will have to convince the judge that abuse occurred. The judge will make a decision based on all evidence and statements made by both sides.

- **Evidence:** Evidence can include pictures, emails, medical records showing injuries, police reports, etc. If you have evidence, you will need to make it available to the judge and other side to see. Sometimes the judge cannot look at or consider certain documents. The judge will decide which documents can be included in your case. If you are attending court in person, bring three copies of your written evidence, if you have not already filed and served it on the other side. If you have evidence and want to attend your court date by phone or videoconference, contact your local self-help center for information on how to share your evidence with the judge and other side.
- **Witnesses:** You can ask the judge to allow witnesses to speak at your court hearing. If you have a lot of witnesses, you may need to complete paperwork before your court hearing. Ask your local self-help center for more information.



Tips for your court hearing**Plan what you want to say to the judge**

It may help to plan out and make notes about what you want to say to the judge. If needed, you can use your notes for your court hearing. Read over the court papers in your case and write out anything else you want the judge to know. Focus on the facts and details that support your side of the story. Go over any papers you received from the other side. Try to understand what they are asking for and arguing in the case (their allegations). If you do not agree, tell the judge. Think about and write down how you want to defend against their arguments

Attend early and safely

Show up or call in to your hearing early. If you are attending online, practice using the technology, like Zoom, before your court date. If you are late, you may miss your case being called. If you might be late, try to call the court right away to let courtroom staff know that you will be late.

- ▶ If you attend in person, do not sit near or talk to the other person. If you are afraid of the other person, tell the officer who is in the courtroom.
- ▶ If you attend by videoconference, and you don't want the other side to see where you are or your phone number (if you call in), talk with an advocate about how to safely attend using videoconference. This may include using a virtual background or using another phone number to call in. You can contact the National Domestic Violence Hotline for free help. See page 4 for information.

Follow courtroom rules

Here are some common rules:

- Put your cellphone on silent mode, if you're attending in person.
- Do not eat or drink during your hearing, except for water.
- Do not wear a hat or sunglasses on your head.
- When speaking to the judge, call the judge "Your honor" or "judge."
- Don't interrupt anyone who is speaking.
- Wait until it's your turn to speak and let the judge know you want a chance to speak.

What will happen during my case?**The judge will give both sides time to speak**

Usually, the judge asks the person who wants the restraining order to talk first. No matter who talks first, you will both get a chance to speak. Attending court can be difficult and stressful but it is important not to talk over anyone. If you have something to say and it is not your turn, let the person finish talking and then ask the judge for permission to speak.

The judge will reschedule your court hearing or make a decision

- ▶ There are a few reasons why the judge may have rescheduled your court date. This is called a continuance. Here are some examples:
 - Person asking for the restraining order did not serve the other side in time (by the deadline).
 - The judge needs to set aside more time to hear your case.
 - If the restrained person has not filed a response (form DV-120) and asks for more time to prepare for the case, the judge must grant their request if they ask for one at the first court date.

If the judge reschedules your court date, the judge will usually extend the temporary restraining order, if one was granted. If the judge reschedules your court date, make sure you get a new order (form [DV-116](#), *Order on Request to Continue Hearing*).

- ▶ If the restraining order is denied, this means that the judge has decided that there was not enough evidence to prove that abuse happened. This means that your restraining order case is finished and any temporary protection expires.
- ▶ If the restraining order is granted, this means that the judge has decided that there is enough evidence to prove that abuse happened. You should go over the restraining order to make sure you understand all the orders. See the next page for information on next steps.



What do I do after a restraining order is granted?

If you've had your day in court and the judge granted you a long-term restraining order, you may have a couple more steps to take. Make sure all steps are completed as soon as possible. If you do not, the police may not be able to enforce your restraining order.

Protected person:

- ① Your restraining order will be on form DV-130, *Restraining Order After Hearing*. If you don't have a form DV-130 that is signed by the judge, check with the clerk to see if one was filed. If it has, ask for a copy. If one has not been filed, you will need to fill out:
 - [Form DV-130](#) (required).
 - [Form DV-140](#), *Child Custody and Visitation Order* (required if court made orders for your children).
 - [Form FL-342](#), *Child Support Information and Order Attachment*, or [form FL-343](#), *Spousal, Domestic Partner, or Family Support Order Attachment*, if the judge orders child support or spousal support.
- ② Turn in your completed form(s) to the court clerk. The clerk will then give it to the judge to review and sign. You will need to pick it up once it is signed. Ask the court clerk when your forms will be ready. There is no fee for turning in this form, and you should receive some free copies.
- ③ Look at form DV-130 to see if the judge ordered you to serve the form by mail or in person. If you are ordered to serve the form by mail, this means your server only has to mail a copy of the restraining order. But, serving someone in person is always best. When you mail court papers, it may be hard to prove that the person actually received a copy especially if the person moves a lot. Learn more about service at: <https://selfhelp.courts.ca.gov/DV-restraining-order/serve-longterm-order>.

Restrained person:

- ① You must obey orders the judge makes. The orders will be on form [DV-130](#), *Restraining Order After Hearing*. If you do not obey them, you could be arrested, or convicted of a crime.
- ② If you have any prohibited items (firearms (guns), firearm parts, ammunition), you must bring all items to a licensed gun dealer or police. For more information, read [form DV-800-INFO/JV-270-INFO](#), *How Do I Turn In, Sell, or Store My Firearms, Firearm Parts, and Ammunition?* The information is also available online at: www.selfhelp.courts.ca.gov/respond-to-DV-restraining-order/obey-firearms-orders. Free help is also available at your local self-help center. Find your local court's self-help center at www.courts.ca.gov/selfhelp.



What if I have a child with the other side?

If you ask for child custody or visitation (parenting time) orders, the judge may have you meet with a court professional to see if you and the other parent can agree on parenting time. This process is called "mediation." You can ask to meet separately and not with the other side in your case. Ask the court staff how you can make this request. For more information on mediation, go to: www.selfhelp.courts.ca.gov/child-custody/what-to-expect-mediation.

What happens if I don't attend the court hearing?

- ▶ If you asked for a restraining order and you do not attend the hearing, any protection you have in this case will expire. If the other side attends the hearing and you don't, the judge could make some orders against you, like lawyer's fees. To get another restraining order, you would have to fill out and file a new set of forms. If you've changed your mind and no longer want a restraining order, talk with self-help center staff or a lawyer.
- ▶ If someone asked for a restraining order against you, and you do not attend the hearing, a judge may grant a restraining order against you without hearing your side. The order can last for up to five years, and can include orders regarding children or property that you have with the person asking for protection.

Information about the court process is also available online

<https://selfhelp.courts.ca.gov/DV-restraining-order/process>.

Where can I find a self-help center?

Find your local court's self-help center at www.courts.ca.gov/selfhelp. Self-help center staff will not act as your lawyer but may be able to give you information to help you decide what to do in your case.

Where can I find other help?

The National Domestic Violence Hotline provides free and private safety tips. Help is available every day, 24 hours a day, and in over 100 languages. Visit online at www.thehotline.org or call 1-800-799-7233; 1-800-787-3224 (TTY).

Note: The information contained herein is provided as a convenience to the public. Contra Costa County Superior Court makes no representations as to the qualifications of the providers or the quality of the services they provide.

Contra Costa County Probation Department
CERTIFIED BATTERER'S INTERVENTION / ANGER MANAGEMENT PROGRAM PROVIDERS

PROVIDER / DIRECTOR	LOCATIONS	SERVICES PROVIDED	Languages Other Than English	SLIDING SCALE
ALPHA FAMILY SERVICES Shawn Hoiem C.D.V.F. Director, DV Program Brentwood Community Center 35 Oak St., Brentwood, CA 94513 Phone/Text: 925-395-7628 E-mail: AlphaFamilyServices@gmail.com	Brentwood	<ul style="list-style-type: none"> • 52 week batterer's treatment programs per PC§1203.097 and FC§6343 • Men's groups. • 16 week anger management groups for men. 	English Only	Yes
ALTERNATIVE BEHAVIOR CHOICES John Hamel, Ph.D., LCSW, Program Director Telephone: (925) 930-0900 Fax: (415) 472-3275 E-mail: johnmhamel@comcast.net Call for appointment.	Walnut Creek	<ul style="list-style-type: none"> • 52 week batterer's treatment programs per PC§1203.097 and FC§6343 (b). Two men's groups and women's groups. • 52 week Child Abuse Parent Group. • Individual counseling. • Anger Management Assessment. • Small, interactive groups (max 8). 	English Only	\$20 – \$35 per group session sliding scale available County Health Plan Provider Accepts Medi-Cal
AT EASE PROGRAM 1334 Chimneywood Court, Concord, CA 94521 Cell: (415) 571-5143 Email: Leonard.ramirez@yahoo.com	Concord	<ul style="list-style-type: none"> • 52-week batterer's treatment programs per PC§1203.097 and FC§6343(b) 	English Only	For Veterans only and free upon VA benefit qualification
CHANGING DIRECTIONS Cliff Gahagan Program Director 120 Broadway Suite #2	Richmond and Martinez	<ul style="list-style-type: none"> • 52 week batterer's treatment programs per PC§1203.097 and FC§6343 (b). • Men and Women groups available. 	Spanish	Sliding Scale Available \$30 Per session

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**Contra Costa County Probation Department
CERTIFIED BATTERER'S INTERVENTION / ANGER MANAGEMENT PROGRAM PROVIDERS**

PROVIDER / DIRECTOR	LOCATIONS	SERVICES PROVIDED	Languages Other Than English	SLIDING SCALE
<p>Richmond, CA 94804</p> <p>411 Ferry Street #7 Martinez, CA 94553</p> <p>Telephone: (510) 798-1171 Fax: (510) 850-5014 Email: changingdirectionsdv@gmail.com</p>		<ul style="list-style-type: none"> • 52-week batterer's treatment programs per PC§1203.097 and FC§6343(b) • Men and Women groups available • Spanish Men and Women's group • 52- week Parenting (Martinez) 		
<p>PEACE CREATIONS Tom Chapman Executive Director PO Box 179 San Ramon, CA 94583</p> <p>Telephone: (925) 833-9505 Fax: (925) 833-9507 E-mail: peacecreations@yahoo.com Website: www.peacecreations.org Facebook – Peacecreations</p>	<p>Concord, Oakland, Castro Valley, San Ramon, Livermore</p>	<ul style="list-style-type: none"> • 52 week batterer's treatment programs per PC§1203.097 and FC§6343 (b) men's groups and women's groups. • 16, 32, and 52-week Anger Management Groups. • 16, 26, 52 week Parenting in San Ramon • 52 week child abuse statue in San Ramon 	<p>Spanish</p>	<p>\$30 per group session</p> <p>Sliding scale available</p> <p>Non-Profit Organization</p>
<p>SAVING OUR SONS AND DAUGHTERS John Sanford, Jr., Director</p> <p>Meeting Rooms: 4003 Railroad Ave. (Office) Pittsburg, CA 94565 Telephone: (925) 432-4200 Fax: (925) 432-4065 Email: sosadprogram@gmail.com</p>	<p>Pittsburg</p>	<ul style="list-style-type: none"> • Men's groups: • Batterer's Treatment; • Anger Management PC 1203.097 and FC 6343(b); • Individual counseling available; • Specialized training courses. 	<p>Spanish</p>	<p>Sliding scale starting at \$25 per group session</p> <p>Deferred or special payment plans for</p>

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Contra Costa County Probation Department
CERTIFIED BATTERER'S INTERVENTION / ANGER MANAGEMENT PROGRAM PROVIDERS

PROVIDER / DIRECTOR	LOCATIONS	SERVICES PROVIDED	Languages Other Than English	SLIDING SCALE
				those recently released from jail or unemployed
STAND! For Families Free of Violence 1410 Danzig Plaza Concord, CA 94524 Clients should call: Telephone: (925) 676-2968 Fax: (925) 676-2326 Reina Sandoval- Beverly (925) 603-0139 reinasb@standffov.org	Richmond, Concord, Antioch	<ul style="list-style-type: none"> • 52 week batterer's treatment programs per PC§1203.097 and FC§6343(b) • Men's groups only 	English Only	\$30 intake fee \$30 per group session Sliding scale available Non-Profit Organization
TOUCHSTONE COUNSELING Michael Carolla, LMFT 140 Mayhew Way, #606 Pleasant Hill, CA 94523 Telephone: (925) 932-0152 Fax: (925) 210-0842 E-mail: mike@touchstonecounseling.com	Pleasant Hill	<ul style="list-style-type: none"> • 52 week batterer's treatment programs per PC §1203.097 and FC§6343 (b); • Individual counseling; • 16 week Anger Management – adults and adolescents; • Family conflict management; • 52 week child abuse prevention and parenting program per PC 2173.1 (County approved). 	English Only	\$25.00 per group session Individual counseling Sliding scale available County Health Plan Provider