

## RESTRAINING ORDER CHECKLIST

- 1. Choose which type of Restraining Order you need. (Definitions are attached.)
- 2. Ask for the paperwork for the Restraining Order you have chosen to complete. Paperwork is located in the Legal Resource Center, Room L1007, Lower Level of the Dane County Courthouse.
- 3. Complete the "Petition for Temporary Restraining Order." 

<b>DO NOT SIGN UNTIL ASKED TO DO SO!</b>
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- 4. Complete the "Temporary Restraining Order Fact Sheet."
- 5. Complete the "Temporary Restraining Order and Notice of Injunction Hearing."
- 6. Complete the "Confidential Address Information" form if you are applying for either a Domestic Abuse Restraining Order or an Adult Harassment Restraining Order.
- 7. Complete the "TRO Worksheet" for the Sheriff's Office. **Review attached information sheet for the Dane County Sheriff's Office requirements for service of Restraining Orders.**
- 8. **Skip this step and go to step #9, UNLESS the case you are filing involves either a minor Petitioner and/or a minor Respondent or a Restraining Order for an Individual at Risk.** For cases involving minors and Individuals at Risk, complete the "Restraining Order Information Sheet for Guardian ad Litem (GAL)." This form will be provided to any Guardian ad Litem that might be appointed by the Court for any minors in the case and some Individuals at Risk. A GAL is an attorney appointed to represent a minor or Individual at Risk's best interests.
- 9. Complete the "Petitioner's Statement of Inventory of Possession of Firearms" (Optional.)
- 10. Go to Court Records Room 1002 (1<sup>st</sup> floor of the Dane County Courthouse) with your completed forms. You will sign your Petition in front of Court Records staff and a Court Commissioner will review your forms.
- 11. After leaving Court Records, go to the main Clerk of Court's Office Room 1000 (1<sup>st</sup> floor of the Dane County Courthouse) to file your Restraining Order if it has been approved by the Court Commissioner.
- 12. Go to the Dane County Sheriff's Office, Civil Process Division, Room 2002 (2<sup>nd</sup> floor in the Public Safety Building) with three (3) copies of your filed paperwork so that the Respondent can be served if he or she lives in Dane County. If the Respondent does not live in Dane County, you must still take one (1) copy to the Sheriff's Office. Then you must either contact the Sheriff in the county where the Respondent lives or hire a private process server to have the Restraining Order served.
- 13. Attend the Injunction Hearing as scheduled. Your hearing date, time and location are on page two of your Temporary Restraining Order.

\*If you would like assistance with, or information about, Restraining Orders or other support related to domestic abuse, call Domestic Abuse Intervention Services 24 hour Help and Crisis Line: (608) 251-4445 or 1-800-747-4045 (toll free in Dane County, TDD and Language Line).