

RESTRAINING ORDERS / INJUNCTIONS

PLEASE RETAIN THIS CHECK LIST

*Clerk of Circuit Court CANNOT GIVE LEGAL ADVICE
PLEASE CONTACT AN ATTORNEY*

Or visit the Wisconsin State Law Library website – <http://wsll.state.wi.us>

<http://wilawlibrary.gov/topics/familylaw/restrain.php>

Carefully REVIEW ALL CATEGORIES to determine which Restraining Order/Injunction is appropriate to file.

Access Circuit Court forms to download applicable civil forms at

<http://www.wicourts.gov/forms1/circuit/index.htm>

<http://www.wicourts.gov/forms>

Domestic Abuse	CV-402	CV-403	CV-404	CV-502	CV-801
Harassment	CV-405	CV-406	CV-407	CV-502	CV-801
Child Abuse	CV-412	CV-413	CV-414	CV-502	CV-801
Individual at Risk	CV-428	CV-429	CV-430	CV-502	CV-801

(Print out: The Civil Process Worksheet – Attached to this form).

___ 1) Petitioner completes appropriate forms applicable to case type: (Use **BLACK** ink and Do **NOT** print on the back side of forms.

- Petition for Temporary Restraining Order and/or Petition and Motion for Injunction Hearing. *(Be sure to sign Petition before a notary)*
Must have respondent's date of birth and physical description.
- Temporary Restraining Order and Notice of Injunction Hearing.
- INJUNCTION – (Order of Protection)
- Confidential Address Information (Form CV-502)
- Petitioner's Statement of Respondent's Possession of Firearms (Form CV-801)
- Civil Process Worksheet

___ 2) Petitioner submits originals of the:

- Petition for Temporary Restraining Order and/or Petition and Motion for Injunction Hearing. (1 Original Copy)
- Temporary Restraining Order and Notice of Injunction Hearing. (1 Original Copy)
- Confidential Address Information (Form CV-502) (1 Original Copy)
- Petitioner's Statement of Respondent's Possession of Firearms (Form CV-801) (1 Original Copy)
- Must submit completed fully - Civil Process Worksheet (1 copy).

(Please **submit** your forms to the **Green County Clerk of Circuit Court's Office** – the Clerk will need your phone # to call you once your forms have been reviewed by the Judge)

.....

___ 3) IF Approved by the Court – **On Harassment Cases only** you may be required to submit a filing fee of **\$164.50 to Green County Clerk of Circuit Court . You will also have service fees charged from Sheriff's Office.**

Note: If the Court denies your request for a TRO on Domestic Abuse action only, you can still request a hearing by completing form CV-446. On Harassment action form CV-449. On Child Abuse CV-447 and on Individual At Risk CV-448 - only if denied.

___ 4) Once Approved the **Petitioner will need to stop back to Clerk of Court's Office to pick up Temporary Restraining Order (TRO) and pick up VINE Information on Case.**

Petitioner will distribute a copy of the TEMPORARY RESTRAINING ORDER and NOTICE OF INJUNCTION HEARING to:

- 1 – Local Police where Petitioner resides – if different from where Respondent resides.
- 1 – Petitioner (self)

Clerk of Court's office will keep and distribute:

- 1 – ORIGINAL for Court File
- 2 – Sheriff Dept./Process server for service on Respondent
- 1 – District Attorney office
- 1 – Child Support office

___ 5) **Petitioner must be present at the court hearing** with a completed Injunction Order form: Injunction – (Order of Protection) – 1 Original copy. At the Hearing please present your original copy of the Injunction Order to the Judge to sign. *Go to the correct courtroom at least 20 minutes before your assigned court time.*

___ 6) AFTER the HEARING - If Judge approves, the Clerk will give Petitioner a copy of the signed Injunction and will give copy to Respondent if in court. If the respondent was not present in court – The Clerk will send Paper work to Sheriff's Dept. to serve Respondent with a copy of the Injunction Order and then file proof of service. The Petitioner should follow the same distribution as listed above (step 4).



GREEN COUNTY SHERIFF'S DEPARTMENT

2827 6th Street
PO Box 473
Monroe, WI 53566-0473
Phone: (608) 328-9400
Civil Process (608)328-9569
Fax: (608) 328-1823

Civil Process Worksheet

This form is not filed with the courts. This form allows the Green County Sheriff's Deputies to serve process efficiently and effectively without major delays. Please be as accurate as possible.

Name of person to serve _____
Address #1 / #2 _____ / _____
Home / Cell Phone _____

Names of persons at the same address. _____

Occupation of

person to be served. _____
Work Shift (hours) _____
Name of Business _____
Address _____
Phone number _____

Are there other locations this person can be found? Yes No
Name of place _____
Address _____
Possible Days and Times _____

Vehicle Make _____
Model, Year, Color, _____
License # / State _____ / _____
Any other vehicles? _____

Is the person to be served likely to have a violent reaction to the service?
 Yes No I don't know

Does the person normally carry ANY weapons?
 Yes No I don't know

Other / List weapons _____

Person completing form _____

Received by Deputy _____

Date _____