

# 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>

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

(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 OFFICE

2827 6<sup>th</sup> Street/PO Box 473

Monroe, WI 53566

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 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: \_\_\_\_\_ Phone #: \_\_\_\_\_

Received by Deputy: \_\_\_\_\_ Date: \_\_\_\_\_

Please send Affidavit of Service to:

**ATTN: Jean Cook-Green Co. Clerk of Circuit Court Office / Fax No. 608-328-9405**

**2841 6<sup>th</sup> St Monroe WI 53566**

**Please Enter Service of Respondent into VINE**