

PERSONAL PROTECTION ORDERS

*Anything filed in this office is considered public information and anyone can view your file. If there is something you do not want the public to see or served on the Respondent **DO NOT** attach the information to your Verified Statement.*

1. The Petition

- This form tells the judge what type of order you are requesting, why you need the order, and what protections you are requesting.
- You must fill out ALL of the sections on the petition. The court needs an address where you can receive mail and an active phone number. If you do not want your address and phone number on the forms, which will be served on the respondent, speak with a Circuit Court Clerk before you fill out this portion.
- Make sure you include the respondent's name, address, phone number, and date of birth or approximate age. Then check the boxes that apply to your situation.
- The judge cannot order the respondent to stay away from his or her own children or a person other than the petitioner. The PPO ONLY applies to you.
- If a Petition is being filed on behalf of a Minor, then the Petition and Appointment of Next of Friend needs to be filled out and filed along with the documents.
- The Judge does have 24-hours to review and advise. If PPO's are filed on a Friday we will have an answer by 5:00 PM that day.

2. The Verified Statement

- This is where you put in writing what incidents have occurred. It is recommended that the person asking for the PPO fill out this statement themselves. If you need assistance with writing your statements, please let us know. Important elements are:
 - The relationship between you and the respondent.
 - Dates and time – start with the most recent incident and work your way backwards; these do not have to be exact: last week, early this month, etc.
 - Locations - Such as: at home, at his apartment, at work, at my sister's, etc.
 - What occurred?
 - Domestic Violence: slap, closed fist punch, kick-steel toe boots or bare foot, type of injury, location of injury on your body, quotes of threats, name calling, weapons, damage to property, harm to children or pets, etc.
 - Stalking: establish that the respondent knows the contact is unwanted, pattern of behavior, repeated contact by phone or in person, notes, trying to run you off the road, quotes of threats, etc.
 - Witnesses - name, phone number, and address if you have it. The judge will not contact them when the petition is reviewed, but they may be contacted if there is a hearing.
 - Evidence - such as: a caller ID that has the respondent's number on it, photographs, copies of letters, text messages, and anything else that shows what has happened to you.
- Even if you don't use the space on page two, you will need to answer the questions in number 3.
- Date and Sign
- You can add additional documents to this Verified Statement

3. The Order
 - You must fill out the top sections only.
 - Make sure to include approximate height, weight, race, sex, age, hair color, and other information. If your petition is granted, this information is entered into the law enforcement database. DO NOT fill out the rest of the form.
4. The Sheriff Information Sheet
 - If the PPO is granted the information you provide in the above-section of the Order and on this Information Sheet is what is entered into LEIN for law enforcement personnel.

To check if your PPO is Granted or Denied please go to our web page and follow the instructions below:

CASE NUMBER: _____

Web site: www.eatoncounty.org

- Hover over “Departments”
- Click on “Circuit Court Clerk”
- Hover over “Bulletin”
- Hover over “Personal Protection Order”
- Click on “Orders”
- Find your case number
- After you find your case number, you will see either:
 - “G” means the PPO has been granted – you will need to come back to the Circuit Court Clerk’s Office to pick up the copies and then have the Respondent served. Once you have the Respondent served you will need to file a completed Proof of Service form with the Circuit Court Clerk’s Office.
 - “D” means the PPO has been denied.
 - “DW” means the PPO has been denied with the right to request a hearing. If you wish to pursue the PPO, come into the Circuit Court Clerk’s Office and fill out the form for a hearing for PPO. You will receive a Court Date and will have to serve a copy of that Notice and a copy of the original Petition, Verified Statement and any attachments on the Respondent. Once you have the Respondent served, you will need to file a completed Proof of Service form with the Circuit Court Clerk’s Office.

Eaton County Circuit Court Clerks Office
1045 Independence Blvd.,
Charlotte MI 48813
517-543-4335

Resource Information

Legal Services		
Legal Services of Central Michigan www.michiganlegalhelp.org	3490 Belle Chase Way, Suite 50 Lansing, MI 48911	517-394-3121 x 254 888-783-8190
Community Resources		
2*1*1 24-hr link to Health and Human Service		866-561-2500
Childcare Assistance	1050 Independence Blvd Charlotte, MI 48813	517-543-0860 855-444-3911
Community Mental Health		517-346-8200
Eaton County Counseling Center	551 Courthouse Dr Charlotte, MI 48813	517-543-5100
Eve's House 24-hr Crisis Line	1221 N. Grand River Ave. Lansing, MI 48906	517-372-5572
Green Gables Homeless/Domestic Shelter	Hastings, Michigan	269-945-4777 800-304-5445
Listening Ear 24-hr Crisis Line	2504 E. Michigan Ave Lansing, MI 48912	517-337-1717
MSU Safe Place http://safeplace.msu.edu/	G-55 Wilson Hall, MSU East Lansing, MI 48825	517-355-1100 888-796-5222
National Domestic Violence Hotline		800-799-SAFE (7233)
National Parent 24-Hour Help Line http://www.nationalparenthelpline.org/		855-427-2736
S.A.F.E. Place (Barry/Eaton County)	PO Box 199 Battle Creek, MI 49016	269-965-7233 888-664-9832
S.A.F.E. Place www.safepaceshelter.org	Heather Boyer, Family Advocate	517-543-4606
S.A.F.E. Place www.safepaceshelter.org courtadvocate@safepaceshelter.org	Court Advocate	517-667-0091
SIREN Shelter	PO Box 293 Charlotte, MI 48813	517-543-4915 800-899-9997
Process Servers		
Jeremy Dotson Eaton County Sheriff's Office	PO Box 296 Charlotte, MI 48813	517-543-5301
Chris Walker Precision Investigations	126 N. Bostwick St. Charlotte, MI 48813	517-285-9468 precisioninvestigations.office@gmail.com
Michael Hellmann Owner - Process Server	4601 W Saginaw #9 Lansing, MI 48917	517-404-2145 hellmic1@yahoo.com

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	PETITION FOR PERSONAL PROTECTION ORDER (NONDOMESTIC)	CASE NO.
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Court address Court telephone no.

A Petitioner's name Age <hr/> Address and telephone no. where court can reach petitioner	v	Respondent's name, address, and telephone no. Age <hr/>
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1. The petitioner and respondent have never been husband and wife, resided in the same household together, had a child in common, or had a dating relationship with one another.

B 2. The respondent is required to carry a firearm in the course of his/her employment. Unknown.

C 3. a. There are are not other pending actions in this or any other court regarding the parties.

Case number	Name of court, county, and state or province	Name of judge
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b. There are are not orders/judgments entered by this or any other court regarding the parties.

Case number	Name of court, county, and state or province	Name of judge
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D 4. I need a personal protection order because: Explain what has happened (attach additional sheets).

E 5. I make this petition under the authority of MCL 600.2950a(1) and ask the court to grant a personal protection order prohibiting the respondent from

a. stalking me as defined by MCL 750.411h and MCL 750.411i, which includes but is not limited to

- following me or appearing within my sight.
- appearing at my workplace or residence.
- approaching or confronting me in a public place or on private property.
- entering onto or remaining on property owned, leased, or occupied by me.
- sending mail or other communications to me.
- contacting me by telephone.
- placing an object on or delivering an object to property owned, leased, or occupied by me.
- threatening to kill or physically injure me.
- purchasing or possessing a firearm.
- other: _____

b. posting a message through the use of any medium of communication, including the Internet or a computer or any electronic medium, pursuant to MCL 750.411s.

F 6. I request an ex parte order because immediate and irreparable injury, loss, or damage will occur between now and a hearing or because notice itself will cause irreparable injury, loss, or damage before the order can be entered.

G 7. I have a next friend petitioning for me. I certify that the next friend is not disqualified by statute and is an adult.

H _____
Date

Petitioner's/Next friend's signature

PROOF OF SERVICE

Petition for Personal Protection Order (Nondomestic)
Case No. _____

TO PROCESS SERVER: You must serve the copies of the petition for personal protection order and file proof of service with the court clerk. If you are unable to complete service, you must return this original and all copies to the court clerk.

CERTIFICATE / AFFIDAVIT OF SERVICE / NONSERVICE

OFFICER CERTIFICATE

I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR 2.104(A)(2)], and that: (notarization not required)

OR

AFFIDAVIT OF PROCESS SERVER

Being first duly sworn, I state that I am a legally competent adult who is **not** a party or an officer of a corporate party, and that: (notarization required)

- I served a copy of the petition for personal protection order by:
 personal service registered mail, delivery restricted to the respondent (return receipt attached)
on:

Respondent name	Complete address of service	Day, date, time

- I have personally attempted to serve a copy of the petition for personal protection order on the following respondent and have been unable to complete service.

Respondent name	Complete address of service

I declare that the statements above are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
\$		\$	\$

Signature _____
Name (type or print) _____
Title _____

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Signature: _____
Date Deputy court clerk/Notary public

Notary public, State of Michigan, County of _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received a copy of the petition for personal protection order on _____.
Day, date, time

Signature of respondent

State of Michigan
56th Circuit Court of Eaton County

Verified Statement for Personal Protection Order

Petitioner

vs

Case No. _____

Respondent

- 1) What is your relationship with the respondent? _____
- 2) When did this person threaten, assault or harass you? Where did this person threaten, assault or harass you? What has this person done to make you feel that you need a PPO? Please be specific.

Date: _____ Location: _____

What Happened? _____

Witnesses: _____

Evidence: _____

Were the police called? _____ What did the police do? _____

=====

Date: _____ Location: _____

What Happened? _____

Witnesses: _____

Evidence: _____

Were the police called? _____ What did the police do? _____

State of Michigan
56th Circuit Court of Eaton County

Verified Statement for Personal Protection Order

Date: _____ Location: _____

What Happened? _____

Witnesses: _____

Evidence: _____

Were the police called? _____ What did the police do? _____

Date: _____ Location: _____

What Happened? _____

Witnesses: _____

Evidence: _____

Were the police called? _____ What did the police do? _____

Overall, How have these incidences made you feel? _____

3) If you want to keep the respondent off your property, answer the following questions:

- a) Does the respondent live with you? Yes No
- b) Is the respondent currently your spouse? Yes No
- c) Does he or she currently own, rent, or have a share in the property? Yes No
- d) Do you currently own, rent or have a share in the property? Yes No

I swear that the above statements are true to the best of my knowledge.

Date: _____ Signature: _____

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	PERSONAL PROTECTION ORDER (NONDOMESTIC) <input type="checkbox"/> EX PARTE	CASE NO.
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Court address _____ Court telephone no. _____
 ORI _____
 MI- _____

A Petitioner's name _____ Address and telephone no. where court can reach petitioner _____	v	Respondent's name, address, and telephone no. _____ Address and telephone no. where court can reach respondent _____
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B Full name of respondent (type or print) *							Driver's license number (if known)	
Height	Weight	Race *	Sex *	Date of birth or age*	Hair color	Eye color	Other identifying information	

*These items **must** be filled in for the police/sheriff to enter on LEIN; the other items are not required but are helpful.

Date: _____ Judge: _____ Bar no. _____

1. This order is entered without a hearing. after hearing.

THE COURT FINDS:

- 2. A petition requesting an order to restrain conduct prohibited under MCL 750.411h and MCL 750.411i and/or MCL 750.411s has been filed under the authority of MCL 600.2950a.
- 3. Petitioner requested an ex parte order, which should be entered without notice because irreparable injury, loss, or damage will result from delay required to give notice or notice itself will precipitate adverse action before an order can be issued.
- 4. Respondent committed the following acts of willful, unconsented contact: (State the reasons for issuance.)

IT IS ORDERED:

- 5. _____ is prohibited from
 Full name of respondent _____
 - a. stalking as defined under MCL 750.411h and MCL 750.411i, which includes but is not limited to
 - following or appearing within sight of the petitioner.
 - appearing at the workplace or the residence of the petitioner.
 - approaching or confronting the petitioner in a public place or on private property.
 - entering onto or remaining on property owned, leased, or occupied by the petitioner.
 - sending mail or other communications to the petitioner.
 - contacting the petitioner by telephone.
 - placing an object on or delivering an object to property owned, leased, or occupied by the petitioner.
 - threatening to kill or physically injure the petitioner.
 - purchasing or possessing a firearm.
 - other: _____
 - b. posting a message through the use of any medium of communication, including the Internet or a computer or any electronic medium, pursuant to MCL 750.411s.
- 6. Violation of this order subjects the respondent to immediate arrest and to the civil and criminal contempt powers of the court. If found guilty, respondent shall be imprisoned for not more than 93 days and may be fined not more than \$500.00.
- 7. **This order is effective when signed, enforceable immediately, and remains in effect until _____.**
 This order is enforceable anywhere in this state by any law enforcement agency when signed by a judge, and upon service, may also be enforced by another state, an Indian tribe, or a territory of the United States. If respondent violates this order in a jurisdiction other than this state, respondent is subject to enforcement and penalties of the state, Indian tribe, or United States territory under whose jurisdiction the violation occurred.
- 8. The court clerk shall file this order with _____ who will enter it into the LEIN.
- 9. Respondent may file a motion to modify or terminate this order. For ex parte orders, the motion must be filed within 14 days after being served with or receiving actual notice of the order. Forms and instructions are available from the clerk of court.
- 10. A motion to extend the order must be filed 3 days before the expiration date in item 7, or a new petition must be filed.

_____ Date and time issued _____ Judge _____

PROOF OF SERVICE

**Personal Protection Order
(Nondomestic)**
Case No. _____

TO PROCESS SERVER: You must serve the personal protection order and file proof of service with the court clerk. If you are unable to complete service, you must return this original and all copies to the court clerk.

CERTIFICATE / AFFIDAVIT OF SERVICE / NONSERVICE

OFFICER CERTIFICATE

I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party (MCR 2.104[A][2]), and that: (notarization not required)

OR

AFFIDAVIT OF PROCESS SERVER

Being first duly sworn, I state that I am a legally competent adult who is **not** a party or an officer of a corporate party, and that: (notarization required)

I served a copy of the personal protection order by

personal service on: registered mail, delivery restricted to the respondent (return receipt attached) on:

Name of respondent	Complete address of service	Day, date, time
Law enforcement agency	Complete address of service	Day, date, time

I have personally attempted to serve a copy of the personal protection order on the following respondent and have been unable to complete service.

Respondent's name	Complete address of service
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I declare that the statements above are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
\$		\$	\$

Signature _____
Name (type or print) _____
Title _____

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Date Signature: _____
Deputy court clerk/Notary public

Notary public, State of Michigan, County of _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received a copy of the personal protection order on _____
Day, date, time

Signature of respondent

EATON COUNTY SHERIFF'S OFFICE

PERSONAL PROTECTION ORDER WORKSHEET

PURPOSE: TO AID IN THE SERVICE OF YOUR PROTECTION ORDER

PETITIONER (PERSON SEEKING PROTECTION) NAME:		PETITIONER PHONE:	
PETITIONER RACE:	PETITIONER SEX:	PETITIONER DATE OF BIRTH:	
RESPONDENT NAME:			
RESPONDENT NAME:		RESPONDENT PHONE:	
RESPONDENT ADDRESS:		BEST TIME TO LOCATE AT THAT ADDRESS:	
RESPONDENT RACE:	RESPONDENT EMPLOYER - NAME AND ADDRESS:		
RESPONDENT SEX:			
RESPONDENT DATE OF BIRTH:			
RESPONDENT AGE:	BEST TIME TO LOCATE AT WORK:		
RESPONDENT EYES:	RESPONDENT VEHICLE DESCRIPTION:		
RESPONDENT HAIR:			
RESPONDENT HEIGHT:			
RESPONDENT WEIGHT:	VEHICLE COLOR:	VEHICLE PLATE NO:	
SCARS, MARKS OR TATTOO'S:	RESPONDENT CONCEALED PISTOL LICENSE HOLDER:		
	RESPONDENT OWNS A GUN:		
	RESPONDENT KNOWN TO CARRY WEAPONS:		
RESPONDENT VIOLENT ARREST HISTORY:			
ARREST YEAR:		ARREST CITY:	
DATE:		SIGNATURE:	