

# 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 you PPO is Granted or Denied please go to our web page and follow the instructions below:

**CASE NUMBER:** \_\_\_\_\_

Web site: [www.eatoncounty.org](http://www.eatoncounty.org)

- Go to: Department – Circuit Court Clerk
- Go to: Calendar – click on today’s date
- Click on: ”See by month”
- 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

<b>Legal Services</b>		
<b>Legal Services of Central Michigan</b> www.michiganlegalhelp.org	3490 Belle Chase Way, Suite 50 Lansing, MI 48911	517-394-3121 x 254 888-783-8190
<b>Michigan Lawyer Referral</b>		800-968-0738
<b>Community Resources</b>		
<b>2*1*1</b> 24-hr link to Health and Human Service		866-561-2500
<b>Childcare Assistance</b>	1050 Independence Blvd Charlotte, MI 48813	517-543-0860 855-444-3911
<b>Community Mental Health</b>		517-346-8200
<b>Eaton County Counseling Center</b>	551 Courthouse Dr Charlotte, MI 48813	517-543-5100
<b>Eve's House</b> 24-hr Crisis Line	1221 N. Grand River Ave. Lansing, MI 48906	517-372-5572
<b>Green Gables</b> Homeless/Domestic Shelter	Hastings, Michigan	269-945-4777 800-304-5445
<b>Listening Ear</b> 24-hr Crisis Line	2504 E. Michigan Ave Lansing, MI 48912	517-337-1717
<b>MSU Safe Place</b> http://safeplace.msu.edu/	G-55 Wilson Hall, MSU East Lansing, MI 48825	517-355-1100 888-796-5222
<b>National Domestic Violence Hotline</b>		800-799-SAFE (7233)
<b>National Parent 24-Hour Help Line</b> http://www.nationalparenthelpline.org/		855-427-2736
<b>S.A.F.E. Place</b> (Barry/Eaton County)	PO Box 199 Battle Creek, MI 49016	269-965-7233 888-664-9832
<b>S.A.F.E. Place</b> www.safeplaceshelter.org	Heather Boyer, Family Advocate	517-543-4606
<b>S.A.F.E. Place</b> www.safeplaceshelter.org courtadvocate@safeplaceshelter.org	Court Advocate	517-667-0091
<b>SIREN Shelter</b>	PO Box 293 Charlotte, MI 48813	517-543-4915 800-899-9997
<b>Process Servers</b>		
<b>Jeremy Dotson</b> Eaton County Sheriff's Office	PO Box 296 Charlotte, MI 48813	517-543-5301
<b>Chris Walker</b> Precision Investigations	126 N. Bostwick St. Charlotte, MI 48813	517-285-9468



Approved, SCAO

STATE OF MICHIGAN 56th JUDICIAL CIRCUIT EATON COUNTY	<b>(A)</b> <b>PERSONAL PROTECTION ORDER</b> <input type="checkbox"/> EX PARTE <b>(DOMESTIC RELATIONSHIP)</b>	<b>(B)</b> <b>CASE NO.</b>
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Court address 1045 INDEPENDENCE BLVD CHARLOTTE MI 48813 www.eatoncounty.org Court telephone no. 517-543-7500  
 ORI 230015J  
 MI-

<b>(C)</b> Petitioner's name <hr/> Address and telephone no. where court can reach petitioner	v	<b>(D)</b> Respondent's name, address, telephone no., and driver's license no.																
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;">Height</th> <th style="width:10%;">Weight</th> <th style="width:15%;">Race*</th> <th style="width:5%;">Sex*</th> <th style="width:15%;">Date of birth or age*</th> <th style="width:10%;">Hair color</th> <th style="width:10%;">Eye color</th> <th style="width:25%;">Other identifying information</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>			Height	Weight	Race*	Sex*	Date of birth or age*	Hair color	Eye color	Other identifying information								
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. \*\*Needed for NCIC entry

Date: \_\_\_\_\_ Judge: \_\_\_\_\_ Bar no. \_\_\_\_\_

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

**THE COURT FINDS:**

- 2. A petition requested respondent be prohibited from entry onto the premises, and either the parties are married, petitioner has a property interest in the premises, or respondent does not have a property interest in the premises.
- 3. Petitioner requested an ex parte order, which should be entered without notice because irreparable injury, loss, or damage will result from the delay required to give notice or notice itself will precipitate adverse action before the order can be issued.
- \*\*  4. Respondent poses a credible threat to the physical safety of petitioner and/or a child of petitioner.
- 5. Respondent  \*\*is the spouse or former spouse of petitioner, had a child in common with petitioner, or is residing or had resided in the same household as petitioner.  has or had a dating relationship with petitioner.

**IT IS ORDERED:**

6. \_\_\_\_\_ is prohibited from:
- Name \_\_\_\_\_
- a. entering onto property where petitioner lives.
  - b. entering onto property at \_\_\_\_\_
  - \*\*  c. assaulting, attacking, beating, molesting, or wounding \_\_\_\_\_  
Name \_\_\_\_\_
  - d. removing minor children from petitioner who has legal custody, except as allowed by custody or parenting-time order provided removal of the children does not violate other conditions of this order. An existing custody order is dated \_\_\_\_\_  
An existing parenting-time order is dated \_\_\_\_\_
  - \*\*  e. stalking as defined under MCL 750.411h and MCL 750.411i that includes but is not limited to:
 

<input type="checkbox"/> following petitioner or appearing within his/her sight.	<input type="checkbox"/> appearing at petitioner's workplace or residence.
<input type="checkbox"/> sending mail or other communications to petitioner.	<input type="checkbox"/> contacting petitioner by telephone.
<input type="checkbox"/> approaching or confronting petitioner in a public place or on private property.	
<input type="checkbox"/> entering onto or remaining on property owned, leased, or occupied by petitioner.	
<input type="checkbox"/> placing an object on or delivering an object to property owned, leased, or occupied by petitioner.	

(SEE OTHER PAGE)



IT IS ORDERED:

6. (continued)

- f. interfering with petitioner's efforts to remove his/her children/personal property from premises solely owned/leased by respondent.
- \*\*  g. threatening to kill or physically injure \_\_\_\_\_  
Name
- h. interfering with petitioner at his/her place of employment or education or engaging in conduct that impairs his/her employment or educational relationship or environment.
- i. having access to information in records concerning a minor child of petitioner and respondent that will reveal petitioner's address, telephone number, or employment address or that will reveal the child's address or telephone number.
- j. intentionally causing petitioner mental distress or exerting control over petitioner by:
  - injuring, killing, torturing, or neglecting, or threatening to injure, kill, torture, or neglect any animal in which petitioner has an ownership interest.
  - removing any animal from his/her possession in which petitioner has an ownership interest.
  - retaining or obtaining possession of any animal in which petitioner has an ownership interest.
- \*\*  k. purchasing or possessing a firearm.
- l. other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 7. As a result of this order, federal and/or state law may prohibit you from possessing or purchasing ammunition or a firearm.
- 8. Violation of this order subjects 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.
- 9. **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.
- 10. The court clerk shall file this order with \_\_\_\_\_ who will enter it into the LEIN.  
Name of law enforcement agency
- 11. 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.
- 12. A motion to extend the order must be filed 3 days before the expiration date in item 9 or a new petition must be filed.

\_\_\_\_\_  
Date and time issued

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Bar no.

PROOF OF SERVICE

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

<input type="checkbox"/> 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	<input type="checkbox"/> 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)
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I served a copy of the personal protection order by:

personal service     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.

Name of respondent	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: \_\_\_\_\_ 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 \_\_\_\_\_



State of Michigan  
56<sup>th</sup> 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  
56<sup>th</sup> 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: \_\_\_\_\_



<b>STATE OF MICHIGAN</b> 56TH JUDICIAL CIRCUIT EATON COUNTY	<b>PETITION FOR          PERSONAL PROTECTION ORDER          (DOMESTIC RELATIONSHIP)</b>	<b>CASE NO.</b>
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Court address Court telephone no.  
 ORI MI-230015J 1045 INDEPENDENCE BLVD., CHARLOTTE MI 48813 www.eatoncounty.org 517-543-7500

<b>(A)</b> Petitioner's name <span style="float: right;">Age</span>	v	Respondent's name, address, and telephone no. <span style="float: right;">DOB or age</span>
Address and telephone no. where court can reach petitioner		

- (B)** 1. The petitioner and respondent  are married to each other.  were married to each other.  have a child in common.  
 have or had a dating relationship.  reside or resided in the same household.
- (C)** 2.  The respondent is required to carry a firearm in the course of his/her employment.  Unknown.
- (D)** 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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- (E)** 4. I need a personal protection order because: Explain what has happened. Attach separate sheet(s).
- (F)** 5. I ask the court to grant a personal protection order prohibiting the respondent from:
- a. entering onto the property where I live. I state that either I have a property interest in the premises, I am married to the respondent, or the respondent has no property interest in the premises.
  - b. entering onto the property at \_\_\_\_\_  
Address
  - c. assaulting, attacking, beating, molesting, or wounding \_\_\_\_\_  
Name(s)
  - d. removing the minor children from the petitioner who has legal custody, except as allowed by a custody or parenting time order as long as removal of the children does not violate other conditions of the personal protection order.
  - e. stalking as defined under 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.
    - sending mail or other communications to me.  contacting me by telephone.
    - approaching or confronting me in a public place or on private property.
    - entering onto or remaining on property owned, leased, or occupied by me.
    - placing an object on or delivering an object to property owned, leased, or occupied by me.
  - f. interfering with efforts to remove my children/personal property from premises solely owned/leased by the respondent.
  - g. threatening to kill or physically injure \_\_\_\_\_
  - h. interfering with me at my place of employment or education or engaging in conduct that impairs my employment or educational relationship or environment.
  - i. having access to information in records concerning a minor child of mine and the respondent that will reveal my address, telephone number, or employment address or that will reveal the child's address or telephone number.
  - j. intentionally causing me mental distress or exerting control over me by:
    - injuring, killing, torturing, or neglecting, or threatening to injure, kill, torture, or neglect any animal in which I have an ownership interest.
    - removing any animal from my possession in which I have an ownership interest.
    - retaining or obtaining possession of any animal in which I have an ownership interest.
  - k. purchasing or possessing a firearm.
  - l. other: \_\_\_\_\_

- (G)** 6. I make this petition under the authority of MCL 600.2950/MCL 600.2950a and ask the court to grant a personal protection order.  
 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.

- (H)** 7. I have a next friend petitioning for me. I certify that the next friend is not disqualified by statute and is an adult.

**(I)** \_\_\_\_\_  
 Date Petitioner's/Next friend's signature

**PROOF OF SERVICE**

**Petition for  
Personal Protection Order**  
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**

<input type="checkbox"/> <b>OFFICER CERTIFICATE</b> 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	<input type="checkbox"/> <b>AFFIDAVIT OF PROCESS SERVER</b> 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:

Name of respondent	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.

Name of respondent	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	<b>TOTAL FEE</b>
\$		\$	\$

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	
RESPONDENT NAME:										RESPONDENT PHONE	
RESPONDENT ADDRESS:										BEST TIME TO LOCATE AT THAT ADDRESS	
RACE	SEX	DATE OF BIRTH	AGE	EYES	HAIR	HEIGHT	WEIGHT	DISTINGUISHING SCARS, MARKS OR TATTOO'S			
RESPONDENT EMPLOYER: NAME AND ADDRESS										BEST TIME TO LOCATE AT THAT ADDRESS	
RESPONDENT VEHICLE DESCRIPTION: MAKE, MODEL, YEAR:										VEHICLE COLOR	VEHICLE PLATE NO.
CONCEALED PISTOL LICENSE HOLDER			RESPONDENT OWNS A GUN			KNOWN TO CARRY WEAPONS - DESCRIBE					
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No								
RESPONDENT VIOLENT ARREST HISTORY -- (EXPLAIN)										ARREST YEAR	ARREST CITY
<input type="checkbox"/> Yes <input type="checkbox"/> No											

PETITIONERS SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

