

# 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.

## 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)

- 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

<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>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	517-873-1100
<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>Covert Surveillance &amp; Investigations</b>	126 N. Bostwick St. Charlotte, MI 48813	517-285-9468 precisioninvestigations.office@gmail.com
<b>Michael Hellmann</b> Owner - Process Server	4601 W Saginaw #9 Lansing, MI 48917	517-404-2145 hellmic1@yahoo.com

STATE OF MICHIGAN 56 <sup>TH</sup> Circuit Court COUNTY OF EATON	PETITION AND ORDER FOR APPOINTMENT OF NEXT FRIEND	File No.
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1. In the matter of \_\_\_\_\_, minor(s),  
whose date(s) of birth is/are \_\_\_\_\_.

2. I make this petition as \_\_\_\_\_  
State interest/relationship

3. I represent that \_\_\_\_\_, is/are  
interested in petitioning the court for a Personal Protection Order on behalf of the  
minor(s) listed above pursuant to MCL 600.2950; MSA 27A.2950, and it is necessary  
and for the best interest of the minor(s), that a next friend be appointed to represent  
him/her/them in this matter.

4. I REQUEST that \_\_\_\_\_, \_\_\_\_\_  
Petitioner Address  
\_\_\_\_\_, or some other suitable person, be appointed Next  
Friend for the minor(s) for the purpose stated above.

I declare that this petition has been examined by me and that its contents are true to the  
best of my information, knowledge, and belief.

_____		_____	
Attorney		Date	
_____		_____	
Printed Name		Petitioner	
_____		_____	
Bar No.		Printed Name	
_____		_____	
Address		Address	
_____		_____	
City, State, Zip		City, State, Zip	

It appears to the Court that a Next Friend should be appointed for the minor(s) named  
above.

IT IS ORDERED: \_\_\_\_\_, is/are  
appointed Next Friend for the following minor(s): \_\_\_\_\_  
\_\_\_\_\_, for the purpose of petitioning the Court for a  
Personal Protection Order on behalf of the minor(s).

\_\_\_\_\_ Date \_\_\_\_\_ Judge

<b>STATE OF MICHIGAN</b> 56th <b>EATON</b> <b>JUDICIAL CIRCUIT</b> <b>COUNTY</b>	<b>PETITION FOR PERSONAL</b> <b>PROTECTION ORDER AGAINST A MINOR</b> <b>(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

<b>A</b> Petitioner's name <span style="float: right;">Age</span> <hr/> Address, and telephone no. where court can reach petitioner	v	Respondent's name, address, and telephone no. <span style="float: right;">DOB or age</span> <hr/>
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- B** 1. The petitioner and respondent:  have a child in common.  have or had a dating relationship.  
 reside or resided in the same household.
- C** 2.  The respondent is between 10 and 17 years of age, is unemancipated, and is not the minor child of the petitioner.
- D** 3.  The petitioner is less than 18 years of age, is unemancipated, and is not the minor child of the respondent.
- E** 4. 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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- F** 5. I need a personal protection order because: Explain what has happened. Attach separate sheet(s).
- G** 6. 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 or my parent, guardian, or custodian have a property interest in the premises, I am married to the respondent, or the respondent or his/her parent, guardian, or custodian has no property interest in the premises.
  - b. entering onto the property at \_\_\_\_\_
  - c. assaulting, attacking, beating, molesting, or wounding \_\_\_\_\_
  - 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: \_\_\_\_\_

- H** 7. I make this petition under MCL 600.2950/600.2950a/712A.2h 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.

- I**  8. I have a next friend petitioning for me. I certify that the next friend is not disqualified by statute and is an adult.

**J** \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Petitioner's/Next friend's signature  
 MCL 600.2950, MCL 600.2950a, MCL 712A.2h, MCR 3.703

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: \_\_\_\_\_

Approved, SCAO

Original - Court  
1st copy - Law enforcement agency (file)(green)  
2nd copy - Respondent (blue)

3rd copy - Petitioner (pink)  
4th copy - Return (yellow)  
5th copy - Return (goldenrod)

STATE OF MICHIGAN 56th JUDICIAL CIRCUIT COUNTY EATON	<b>PERSONAL PROTECTION ORDER AGAINST          A MINOR (DOMESTIC RELATIONSHIP)</b> <input type="checkbox"/> EX PARTE <b>PAGE 1 OF 2</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 MI- 230015J

<b>(C)</b> Petitioner's name <hr/> Address and telephone no. where the court can reach petitioner	v	Respondent's name, address, and telephone no.
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<b>(D)</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.

<b>(E)</b> Full name of respondent's parent, guardian, custodian (type or print)	Full name of respondent's parent, guardian, custodian (type or print)
Address and telephone no. if different from above	Address and telephone no. if different from above

\*\*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 petitioner has property interest in the premises, or respondent does not have a property interest in the premises.
- 3. The respondent is less than 18 years of age, is unemancipated, and is **not** the minor child of the petitioner.
- 4. The petitioner is less than 18 years of age, is unemancipated, and is **not** the minor child of the respondent.
- 5. The 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.
- \*\***  6. The respondent poses a credible threat to the physical safety of the petitioner and/or a child of the petitioner.
- 7. The respondent  \*\*is the spouse or former spouse of the petitioner, had a child in common with the petitioner, or is residing or had resided in the same household as the petitioner.  has or had a dating relationship with the petitioner.

**IT IS ORDERED:**

8. \_\_\_\_\_ 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 \_\_\_\_\_

(SEE SECOND PAGE)





# 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 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:

VEHICLE COLOR: VEHICLE PLATE NO:

RESPONDENT WEIGHT:

RESPONDENT CONCEALED PISTOL LICENSE HOLDER:

SCARS, MARKS OR TATTOO'S:

RESPONDENT OWNS A GUN:

RESPONDENT KNOWN TO CARRY WEAPONS:

RESPONDENT VIOLENT ARREST HISTORY:

ARREST YEAR:

ARREST CITY:

DATE:

SIGNATURE:

**Personal Protection Order  
Against a Minor**

Case No. \_\_\_\_\_

**PROOF OF SERVICE**

**TO PROCESS SERVER:** You must serve the personal protection order against a minor 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 <b>not</b> 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 against a minor by:  
 personal service     registered mail, delivery restricted to the respondent and the parent(s), guardian(s), or custodian(s) of the respondent (return receipt attached) on:

Name of respondent	Complete address of service	Day, date, time
Name of parent/guardian/custodian	Complete address of service	Day, date, time
Name of parent/guardian/custodian	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 against a minor 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: \_\_\_\_\_ 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 personal protection against a minor order on

\_\_\_\_\_  
 Day, date, time Signature of respondent

\_\_\_\_\_  
 Signature of respondent's parent/guardian/custodian Signature of respondent's parent/guardian/custodian