

# 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