

# Santa Clara County Superior Court

## **Civil Harassment Forms (Restraining Order)**

*Updated 1/2026*



# Do You Need a Civil Harassment Restraining Order?

<b>Step 1</b>	<p><b>Complete the following forms</b> in blue or black ink:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> CM-010 Civil Case Cover Sheet</li> <li><input checked="" type="checkbox"/> CV-5014 Declaration Re: Notice Upon Ex Parte Application for Orders for Civil Harassment</li> <li><input checked="" type="checkbox"/> CH-109 Notice of Court Hearing (Civil Harassment Prevention)</li> <li><input checked="" type="checkbox"/> CH-110 Temporary Restraining Order (CLETS-TCH) (Civil Harassment Prevention)</li> <li><input checked="" type="checkbox"/> CH-100 Request for Civil Harassment Restraining Orders</li> <li><input checked="" type="checkbox"/> MC-020 Additional page</li> <li><input checked="" type="checkbox"/> CLETS-001 Confidential CLETS Information</li> </ul> <p><i>Only complete the next for if you are asking the Sheriff to serve your forms:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SER-001 Request for Sheriff to Serve Court Papers</li> </ul> <p><i>Only complete the next 2 forms if you are asking the court to waive the filing fees:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> FW-001 Application for Waiver of Court Fees and Costs</li> <li><input type="checkbox"/> FW-003 Order on Application for Waiver of Court Fees and Costs</li> </ul>
<b>Step 2</b>	<p><b>Review:</b> Bring your completed forms to the <b>Restraining Order Help Center</b> at 201 N. First Street, San Jose, CA to have them reviewed to make sure they are filled out correctly.</p>
<b>Step 3</b>	<p><b>File:</b> Turn in the forms to the <b>Court Specialist</b> at the Calendar Office located at:  <b>191 North First Street, San Jose, CA 95113</b>  The Clerk's Office opens at 8:30am Monday-Friday, closing times are subject to change, visit <a href="http://www.sscourt.org">www.sscourt.org</a> or call <b>408-882-2100</b> for current office hours.</p> <ul style="list-style-type: none"> <li>• There is a filing fee for a Civil Harassment Restraining Order <b>unless</b> the person you are trying to keep away has been physically violent or threatened to be violent to you or you qualify for a fee waiver based on your income. The Judge will decide if you are required to pay a filing fee if you file a fee waiver request along with your restraining order forms.</li> <li>• The Court Specialist will give you a slip to let you know how to check if your forms are ready. If you lose that slip contact the Court Specialist at (408) 882-2100, option 6, then 5, then 4.</li> </ul>
<b>Step 4</b>	<p><b>Pick up:</b></p> <ul style="list-style-type: none"> <li>• When your forms are ready, go back to the <b>Court Specialist</b> window to pick them up. Your forms will <b>NOT</b> be mailed to you; you must pick them up at the Courthouse where you turned them in.</li> <li>• Once you pick up the forms you can look at them to see if the Judge granted a temporary restraining order that will last until your court date. There will also be a court date on the forms.</li> <li>• <b>Keep</b> for your records—1 filed copy. If your request is approved, the Clerk will give you extra copies of your Temporary Restraining Order. You want to keep a copy in locations where you are in case you need to show law enforcement a copy (car, work, home, etc.).</li> </ul>
<b>Step 5</b>	<p><b>Personal Service – deadline is 5 days before your court date:</b></p> <ul style="list-style-type: none"> <li>• "Personal Service" means: <b>someone, NOT you</b>, who is at least 18 years old and is <b>not a party or a protected person in the case</b> must <b>hand-deliver</b> the 1 filed copy of the forms in Step 1, CH-120 <i>Response to Request for Civil Harassment Restraining Orders</i>, CH-800 <i>Proof of Firearms Turned In or Sold</i>, CH-800-Info <i>How Do I Turn In or Sell My Firearms</i> and local form FM-1047 <i>How to Safely Turn In Firearms and Ammunition</i>, to the Restrained Person.</li> <li>• Whoever serves the forms must complete the attached form <b>CH-200 Proof of Personal Service</b> and give it back to you. <b>File the original CH-200</b> and a copy at the Clerk's Office. The clerk will file stamp the copy and give it back to you. <b>Keep this copy for your records.</b></li> <li>• <b>If you did ask the Sheriff to serve your forms</b> the court will forward your forms to the Sheriff's office. You can contact the Sheriff's office at <b>(408) 808-4800</b> to see if they were able to serve. <b>Note: there is no guarantee that the Sheriff's will serve your forms. It will still be your responsibility to be sure personal service is completed.</b></li> </ul>
<b>Step 6</b>	<b>Go to your court date.</b>

***Please turn over for important information →***

## WHEN CAN I ASK FOR A CIVIL HARASSMENT RESTRAINING ORDER?

If you and the other party do not have a close relationship (married, divorced, separated, dating or used to date, live together or used to live together), or are not related (parent, child, brother, sister, grandmother, grandfather, in-laws), and the other party has been violent or threatened to be violent to you or there is a pattern of harassment towards you.

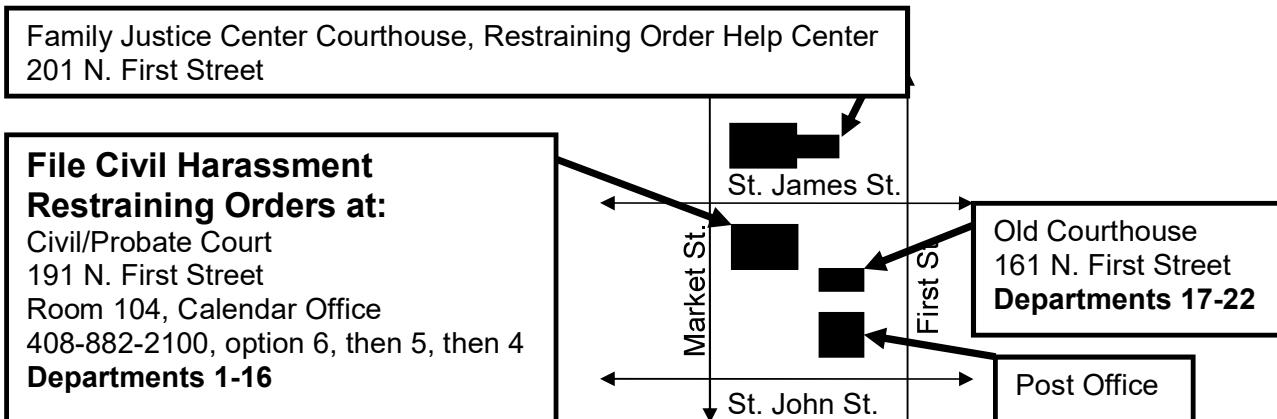
## HOW CAN I CHECK THE STATUS OF THE REQUEST FOR A RESTRAINING ORDER I JUST FILED?

When you file your restraining order forms the Court Specialist at the courthouse will give you a slip with instructions on how to find out if your forms are ready. However, if you lose that slip, you can call the courthouse where you filed your forms at (408) 882-2100, option 6, then 6.

## HOW LONG DOES THE RESTRAINING ORDER LAST?

The temporary restraining order will remain in effect until your court date which will usually be in about 3 weeks. During your court hearing, if the Judge grants your request the restraining order could last for up to 5 years.

## WHERE DO I FILE THE FORMS?



## HOW CAN I GET HELP?

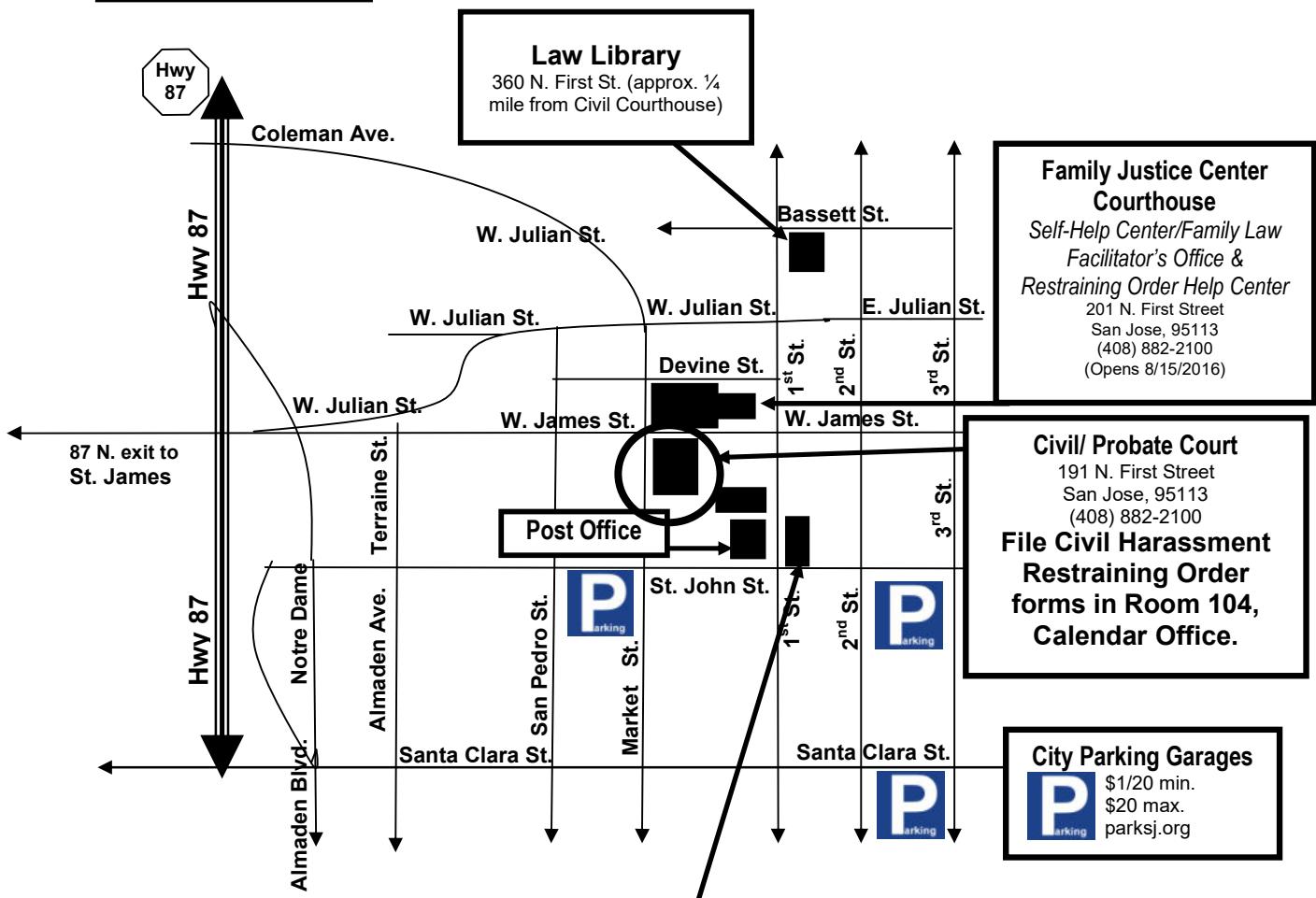
Here are some ways to get help:

- Go to <http://www.calbar.ca.gov/Public>, then click on "Lawyer Referral services" to hire or consult with a private attorney.
- For free legal advice and information, see our "Do-It-Yourself Resources" flyer. Go to [www.scscourt.org](http://www.scscourt.org), click on "Self-Help" then "Self-Help Flyers".
- The Self Help Center/Family Law Facilitator – See our information flyer:
  - Contact us: Go to [www.scscourt.org](http://www.scscourt.org) then click "**Contact the Self Help Center**". Walk-in assistance is limited to emergencies so contact us remotely first.
  - Obtain Forms: Go to [www.scscourt.org](http://www.scscourt.org) then click "**Complete Forms at Home**"
  - Form Review: Restraining order requests may be reviewed in person at the Restraining Order Help Center located at 201 N. First Street, San Jose, CA 95113, visit [www.scscourt.org](http://www.scscourt.org) for current office hours. If you cannot get to the office in person you may email your forms as a PDF file to [SHCDocReview@scscourt.org](mailto:SHCDocReview@scscourt.org). Reviews by email will take longer than in-person reviews.
  - Note: We cannot help people who have attorneys.

Superior Court, County of Santa Clara  
**Self Help Center/Family Law Facilitator's Office**  
 201 N. First Street, San Jose, CA 95113  
 408-882-2926

# Map of Self-Help Center/Family Law Facilitator's Office and Courthouse Locations

MAP NOT  
DRAWN TO  
SCALE



## St. James Park Light Rail Station

Due to the lack of parking in Downtown San Jose, public transportation is highly recommended when coming to court. There is a light rail station located near the Downtown Superior Court and the new Family Justice Center Courthouse (as shown on the map above).

### Light Rail:

Saint James South Station: 101 N. 2<sup>nd</sup> Street

Southbound platform is located on Second Street, just north of Saint John Street.

Saint James North Station: 150 N. 1<sup>st</sup> Street

Northbound platform is located on First Street, just south of Saint James Street.

Connecting Bus Routes: 66, 72, 73, 82, 181, 304

Visit [www.vta.org](http://www.vta.org) for more information about public transportation to the courthouse.



These instructions cannot cover all of the questions that may arise in a particular case. If you do not know what to do to protect your rights, you should see a lawyer.

## What is a civil harassment restraining order?

It is a court order that helps protect people from harassment.

## Can I get a civil harassment restraining order?

You can ask for one if you are worried about your safety because someone:

- Is harassing you
- Is stalking you
- Has committed acts of violence against you, or
- Has threatened you with violence

You do not need to reside in California to file your request for a civil harassment restraining order.

## How will the order help me?

The court can order a person to:

- Not harass or threaten you
- Not contact or go near you, *and*
- Not have any firearms (guns), firearm parts, ammunition, or body armor. This includes firearm receivers and frames, and any item that may be used as or easily turned into a receiver or frame (see Penal Code section 16531).

For more information about the items a restrained person cannot have, please see [selfhelp.courts.ca.gov/restraining-orders/prohibited-items](http://selfhelp.courts.ca.gov/restraining-orders/prohibited-items).

You can also ask for protection for people who live with you and family members.

In a civil harassment case, the court cannot:

- Order a person to move out of your residence
- Order a person to pay child support to you
- Make orders for custody and visitation

If you need these orders, you should proceed under the Domestic Violence Protection Act. File form [DV-100](#).

The court also cannot:

- Order a person to pay money that the person owes you
- Order someone to move out of rental property that you own
- Order someone to stop creating a nuisance that doesn't involve harassment

If you need these remedies, you must file a civil action.

## How much does it cost?

That depends on the type of harassment. If the restrained person has used or threatened to use violence against you or has stalked you, you do not have to pay a filing fee; otherwise, you must pay the fee.

If you cannot afford to pay the filing fee, ask the clerk how to apply for a fee waiver. Form [FW-001](#) is available for this purpose.

If the order is based on prior acts of violence, a credible threat of violence, or stalking, you are entitled to free service of the order by a sheriff or marshal. Also, if you are eligible for a fee waiver, you can ask the sheriff or marshal to serve the order for free. If you are not eligible for free service, you may pay the sheriff or marshal to serve the order.

## What forms do I need to get the order?

You must fill out all of form [CH-100](#), *Request for Civil Harassment Restraining Orders*, and form [CLETS-001](#), *Confidential CLETS Information*. If you need attachments, you may use form [MC-025](#). You must also fill out items 1 and 2 on form [CH-109](#), *Notice of Court Hearing*, and items 1, 2, and 3 on form [CH-110](#), *Temporary Restraining Order (CLETS-TCH)*.

## Where can I get these forms?

You can get the forms from legal publishers or from the California Courts website at [courts.ca.gov/rules-forms/find-your-court-forms](http://courts.ca.gov/rules-forms/find-your-court-forms). You also may be able to find them at your local courthouse or county law library.

## What do I need to do to get the order?

You must go to the superior court in the county where the harassment took place, the person to be restrained resides, or you reside or are temporarily located. Another court may also have jurisdiction over your case. At the court, ask where you should file your request for a civil harassment restraining order. (A self-help center or legal aid association may be able to assist you in filing your request.)

At the court, give your forms to the clerk of the court. The clerk will give you a hearing date on the *Notice of Court Hearing* form, and if your request for immediate orders is granted, a copy of the *Temporary Restraining Order* signed by a judicial officer.



## How soon can I get the order?

If you ask for a temporary restraining order, the court will decide within 24 hours whether or not to make the order. Sometimes the court decides sooner. Ask whether you should wait or come back later to get the signed *Notice of Court Hearing and Temporary Restraining Order*.

## How long does the order last?

If the court makes a temporary order, it will last until your hearing date. At that time, the court will decide to continue or cancel the order. The order could last for up to five years.

## How will the person to be restrained know about the order?

Someone age 18 or older—not you or anyone else to be protected by the order—must “serve” (give) the person to be restrained a copy of the order. The server must then fill out form [CH-200, Proof of Personal Service](#), and give it to you to file with the court. For help with service, ask the court clerk for form [CH-200-INFO, What Is “Proof of Personal Service”?](#)

## What if the restrained person does not obey the order?

Call the police. The restrained person can be arrested and charged with a crime.

## Do I have to go to court?

Yes. Go to court on the date the clerk gives you. (See item 3 on form [CH-109, Notice of Court Hearing](#).)

## Do I need to bring a witness to the court hearing?

Witnesses are not required, but it helps to have more proof of the harassment than just your word. You can bring:

- Witnesses
- Written statements from witnesses made under oath
- Photos
- Medical or police reports
- Damaged property
- Threatening letters, emails, or telephone messages

The court may or may not let witnesses speak at the hearing. So, if possible, you should bring their written statements under oath to the hearing. (You can use form [MC-030, Declaration](#), for this.)

## Do I need a lawyer?

Having a lawyer is always a good idea, but it is not required and you are not entitled to a free, court-appointed lawyer. Ask the court clerk about free and low-cost legal services and self-help centers in your county.

## Will I see the restrained person at the court hearing?

If the person comes to the hearing, yes. But that person does not have the right to speak to you. If you are afraid, tell the court officer.

## Can I bring someone with me to court?

Yes. You can bring someone to sit with you during the hearing. But that person cannot speak for you in court. Only you or your lawyer (if you have one) can speak for you.

<b>CH-109</b> Notice of Court Hearing	
Clerk stamps date here when form is filed.	
<b>① Person Seeking Protection</b>	
a. Your Full Name:	
Your Lawyer (if you have one for this case): Name: _____ State Bar No.: _____	
Firm Name: _____	
b. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or email.) Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____ Email Address: _____	
Fill in court name and street address: Superior Court of California, County of _____	
Court fills in case number when form is filed. Case Number: _____	

<b>② Person From Whom Protection Is Sought</b>	
Full Name: _____	
The court will complete the rest of this form.	
<b>③ Notice of Hearing</b>	
A court hearing is scheduled on the request for restraining orders against the person in ②:	
Name and address of court if different from above:	
Hearing Date:	Date: _____ Time: _____
Dept.:	Room: _____

To the person in ②:

- If you attend the hearing (in person, by phone, or by videoconference) and the judge grants a restraining order against you, the order will be effective immediately, and you could be arrested if you violate the order.
- If you do not attend the hearing, the judge may still grant the restraining order that could last up to five years. After you receive a copy of the order, you could be arrested if you violate the order.

<b>④ Temporary Restraining Orders</b> (Any orders granted are on form CH-110, served with this notice.)	
a. Temporary restraining orders for personal conduct and stay-away orders as requested in form CH-100, <i>Request for Civil Harassment Restraining Orders</i> , are (check only one box below):	
(1) <input type="checkbox"/> All GRANTED until the court hearing.	
(2) <input type="checkbox"/> All DENIED until the court hearing. (Specify reasons for denial in b, below.)	
(3) <input type="checkbox"/> Partly GRANTED and partly DENIED until the court hearing. (Specify reasons for denial in b, below.)	

Judicial Council of California, courts.ca.gov  
Rev. January 1, 2026. Mandatory Form  
Case No. \_\_\_\_\_ Date: \_\_\_\_\_ Page: \_\_\_\_\_ of \_\_\_\_\_  
Approved by DOL: \_\_\_\_\_

Notice of Court Hearing  
(Civil Harassment Prevention)

CH-109, Page 1 of 3

## What if I have a disability?

If you have a disability and need an accommodation while you are at court, you can use form [MC-410, Disability Accommodation Request](#), to make your request. You can also ask the ADA Coordinator in your court for help. For more information, see form [MC-410-INFO, How to Request a Disability Accommodation for Court](#).

## Information about the process is also available online.

See [selfhelp.courts.ca.gov/CH-restraining-order](http://selfhelp.courts.ca.gov/CH-restraining-order).

## For help in your area, contact:

*[Local information may be inserted.]*

## What if I don't speak English?

When you file your papers, ask the clerk if a court interpreter is available. You can also use form [INT-300, Request for Interpreter \(Civil\)](#), or a local court form or website to request an interpreter. For more information about court interpreters, go to [selfhelp.courts.ca.gov/request-interpreter](http://selfhelp.courts.ca.gov/request-interpreter).

## Can I agree with the restrained person to cancel the order?

No. Once the order is issued, only the judge can change or cancel it. You or the restrained person would have to file a request with the court to cancel the order.



# **BLANKS**

Request CHRO

Please complete the  
following forms in blue or  
black ink.

**IMPORTANT:**  
**If you are 65 or older do not complete this packet,**  
**ask staff about filing an Elder Abuse Restraining Order instead.** Elder Abuse includes but is not limited to physical violence, threats of physical violence, harrassment and financial abuse. It may offer additional protection not available through a Civil Harrassment Restraining order and there is no fee to file an Elder Abuse Restraining Order.

**Ask staff for more information.**

ATTORNEY OR PARTY WITHOUT ATTORNEY Your Legal Name: _____	STATE BAR NO. IMRFR: _____	<b>FOR COURT USE ONLY</b>
Street Address: _____		
City: _____	State: _____ Zip Code: _____	
STREET ADDRESS: _____	STATE: _____ ZIP CODE: _____	
CITY: _____	FAX NO.: _____	
TELEPHONE NO.: _____	EMAIL ADDRESS: _____	
ATTORNEY FOR (name): _____		
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara</b>		
STREET ADDRESS: 191 N. First Street		
MAILING ADDRESS: 191 N. First Street		
CITY AND ZIP CODE: San Jose, CA 95113		
BRANCH NAME: Civil Division		
CASE NAME: _____		
<b>CIVIL CASE COVER SHEET</b> <input checked="" type="checkbox"/> <b>Unlimited</b> <input type="checkbox"/> <b>Limited</b> (Amount demanded exceeds \$35,000)      (Amount demanded is \$35,000 or less)		<b>Complex Case Designation</b> <input type="checkbox"/> Counter <input type="checkbox"/> Joinder Filed with first appearance by defendant (Cal. Rules of Court, rule 3.402)
		CASE NUMBER: _____
		JUDGE: _____ DEPT.: _____

*Items 1–6 below must be completed (see instructions on page 2).*

1. Check **one** box below for the case type that best describes this case:

<b>Auto Tort</b>	<b>Contract</b>	<b>Provisionally Complex Civil Litigation</b> (Cal. Rules of Court, rules 3.400–3.404)
<input type="checkbox"/> Auto (22)	<input type="checkbox"/> Breach of contract/warranty (06)	<input type="checkbox"/> Antitrust/Trade regulation (03)
<input type="checkbox"/> Uninsured motorist (46)	<input type="checkbox"/> Rule 3.740 collections (09)	<input type="checkbox"/> Construction defect (10)
<b>Asbestos</b>	<input type="checkbox"/> Other collections (09)	<input type="checkbox"/> Mass tort (40)
<input type="checkbox"/> Asbestos (04)	<input type="checkbox"/> Insurance coverage (18)	<input type="checkbox"/> Securities litigation (28)
<b>Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort</b>	<input type="checkbox"/> Other contract (37)	<input type="checkbox"/> Environmental/Toxic tort (30)
<input type="checkbox"/> Product liability (24)	<b>Real Property</b>	<input type="checkbox"/> Comprehensive groundwater adjudication (47)
<input type="checkbox"/> Medical malpractice (45)	<input type="checkbox"/> Eminent domain/Inverse condemnation (14)	<input type="checkbox"/> Insurance coverage claims arising from the above listed provisionally complex case types (41)
<input type="checkbox"/> Other PI/PD/WD (23)	<input type="checkbox"/> Wrongful eviction (33)	
<b>Non-PI/PD/WD (Other) Tort</b>	<input type="checkbox"/> Other real property (26)	
<input type="checkbox"/> Business tort/Unfair business practice (07)	<b>Unlawful Detainer</b>	<b>Enforcement of Judgment</b>
<input type="checkbox"/> Civil rights (08)	<input type="checkbox"/> Commercial (31)	<input type="checkbox"/> Enforcement of judgment (20)
<input type="checkbox"/> Defamation (13)	<input type="checkbox"/> Residential (32)	
<input type="checkbox"/> Fraud (16)	<input type="checkbox"/> Drugs (38)	<b>Miscellaneous Civil Complaint</b>
<input type="checkbox"/> Intellectual property (19)	<b>Judicial Review</b>	<input type="checkbox"/> RICO (27)
<input type="checkbox"/> Professional negligence (25)	<input type="checkbox"/> Asset forfeiture (05)	<input type="checkbox"/> Other complaint (not specified above) (42)
<input type="checkbox"/> Other non-PI/PD/WD tort (35)	<input type="checkbox"/> Petition re arbitration award (11)	
<b>Employment</b>	<input type="checkbox"/> Writ of mandate (02)	<b>Miscellaneous Civil Petition</b>
<input type="checkbox"/> Wrongful termination (36)	<input type="checkbox"/> Other judicial review (39)	<input type="checkbox"/> Partnership and corporate governance (21)
<input type="checkbox"/> Other employment (15)	<b>Employment Development Department (EDD)</b>	<input checked="" type="checkbox"/> Other petition (not specified above) (43)
	<input type="checkbox"/> EDD decision review (48)	

2. Is this case complex under rule 3.400 of the California Rules of Court?  Yes  No

If the case is complex, mark the factors requiring exceptional judicial management:

- a.  Large number of separately represented parties
- b.  Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve
- c.  Substantial amount of documentary evidence
- d.  Large number of witnesses
- e.  Coordination with related actions pending in one or more courts in other counties, states, or countries, or in a federal court
- f.  Substantial postjudgment judicial supervision

3. Remedies sought (*check all that apply*):

- a.  monetary
- b.  nonmonetary; declaratory or injunctive relief
- c.  punitive

4. Number of causes of action (*specify*):

5. Is this case a class action suit?  Yes  No

6. If there are any known related cases, file and serve a notice of related case. (*You may use form CM-015.*)

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF PARTY OR ATTORNEY FOR PARTY)

#### NOTICE

- Plaintiff must file this cover sheet with the first paper filed in the action or proceeding (except small claims cases or cases filed under the Probate Code, Family Code, or Welfare and Institutions Code). (Cal. Rules of Court, rule 3.220.) Failure to file may result in sanctions.
- File this cover sheet in addition to any cover sheet required by local court rule.
- If this case is complex under rule 3.400 et seq. of the California Rules of Court, you must serve a copy of this cover sheet on all other parties to the action or proceeding.
- Unless this is a collections case under rule 3.740 of the California Rules of Court or a complex case, this cover sheet will be used for statistical purposes only.

#### INSTRUCTIONS ON HOW TO COMPLETE THE COVER SHEET

**To Plaintiffs and Others Filing First Papers.** If you are filing a first paper (for example, a complaint) in a civil case, you **must** complete and file, along with your first paper, the Civil Case Cover Sheet contained on pages 1 and 2. This information will be used to compile statistics about the types and numbers of cases filed. You must complete items 1 through 6 on the sheet. In item 1, you must check **one** box for the case type that best describes the case. If the case fits both a general and a more specific type of case listed in item 1, check the more specific one. If the case has multiple causes of action, check the box that best indicates the **primary** cause of action. To assist you in completing the sheet, examples of the cases that belong under each case type in item 1 are provided below. A cover sheet must be filed only with your initial paper. Failure to file a cover sheet with the first paper filed in a civil case may subject a party, its counsel, or both to sanctions under rules 2.30 and 3.220 of the California Rules of Court.

**To Parties in Rule 3.740 Collections Cases.** A "collections case" under rule 3.740 of the California Rules of Court is defined as an action for recovery of money owed in a sum stated to be certain that is not more than \$35,000, exclusive of interest and attorney's fees, arising from a transaction in which property, services, or money was acquired on credit. A collections case does not include an action seeking the following: (1) tort damages, (2) punitive damages, (3) recovery of real property, (4) recovery of personal property, or (5) a prejudgment writ of attachment. The identification of a case as a rule 3.740 collections case on this form means that it will be exempt from the general time-for-service requirements and case management rules, unless a defendant files a responsive pleading. A rule 3.740 collections case will be subject to the requirements for service and obtaining a judgment in rule 3.740.

**To Parties in Complex Cases.** In complex cases only, parties must also use the Civil Case Cover Sheet to designate whether the case is complex. If a plaintiff believes the case is complex under rule 3.400 of the California Rules of Court, this must be indicated by completing the appropriate boxes in items 1 and 2. If a plaintiff designates a case as complex, the cover sheet must be served with the complaint on all parties to the action. A defendant may file and serve no later than the time of its first appearance a joinder in the plaintiff's designation, a counter-designation that the case is not complex, or, if the plaintiff has made no designation, a designation that the case is complex.

**SEE PAGE 3 FOR INFORMATION PURPOSES ONLY.**

## CASE TYPES AND EXAMPLES

**Auto Tort**

Auto (22)—Personal Injury/Property Damage/  
Wrongful Death  
Uninsured Motorist (46) (*if the case involves  
an uninsured motorist claim subject to  
arbitration, check this item instead of Auto*)

**Asbestos**

Asbestos (04)  
Asbestos Property Damage  
Asbestos Personal Injury/Wrongful Death  
**Other PI/PD/WD (Personal Injury/  
Property Damage/Wrongful Death) Tort**  
Product Liability (*not asbestos or toxic/  
environmental*) (24)  
Medical Malpractice (45)  
Medical Malpractice—Physicians &  
Surgeons  
Other Professional Health Care  
Malpractice  
Other PI/PD/WD (23)  
Premises Liability (e.g., slip and fall)  
Intentional Bodily Injury/PD/WD (e.g.,  
assault, vandalism)  
Intentional Infliction of Emotional Distress  
Negligent Infliction of Emotional Distress  
Other PI/PD/WD

**Non-PI/PD/WD (Other) Tort**

Business Tort/Unfair Business Practice (07)  
Civil Rights (e.g., discrimination, false arrest)  
(*not civil harassment*) (08)  
Defamation (e.g., slander, libel) (13)  
Fraud (16)  
Intellectual Property (19)  
Professional Negligence (25)  
Legal Malpractice  
Other Professional Malpractice (*not  
medical or legal*)  
Other Non-PI/PD/WD Tort (35)

**Employment**

Wrongful Termination (36)  
Other Employment (15)

**Contract**

Breach of Contract/Warranty (06)  
Breach of Rental/Lease Contract (*not  
unlawful detainer or wrongful eviction*)  
Contract/Warranty Breach—Seller Plaintiff  
(*not fraud or negligence*)  
Negligent Breach of Contract/Warranty  
Other Breach of Contract/Warranty  
Collections (e.g., money owed, open book  
accounts) (09)  
Collections Case—Seller Plaintiff  
Other Promissory Note/Collections Case  
Insurance Coverage (*not provisionally  
complex*) (18)  
Auto Subrogation  
Other Coverage  
Other Contract (37)  
Contractual Fraud  
Other Contract Dispute

**Real Property**

Eminent Domain/Inverse Condemnation (14)  
Wrongful Eviction (33)  
Other Real Property (e.g., quiet title) (26)  
Writ of Possession of Real Property  
Mortgage Foreclosure  
Quiet Title  
Other Real Property (*not eminent  
domain, landlord-tenant, or  
foreclosure*)

**Unlawful Detainer**

Commercial (31)  
Residential (32)  
Drugs (38) (*if the case involves illegal drugs,  
check this item; otherwise, report as  
Commercial or Residential*)  
**Judicial Review**  
Asset Forfeiture (05)  
Petition re Arbitration Award (11)  
Writ of Mandate (02)  
Writ—Administrative Mandamus  
Writ—Mandamus on Limited Court Case  
Matter  
Writ—Other Limited Court Case Review  
Other Judicial Review (39)  
Review of Health Officer Order  
Notice of Appeal—Labor Commissioner  
Appeals

**Employment Development Department (EDD)**

EDD Decision Review (48) (*if the case  
involves an Employment Development  
Department decision, check this item  
instead of Wrongful Termination or Other  
Employment*)

**Provisionally Complex Civil Litigation (Cal.)****Rules of Court, rules 3.400–3.403)**

Antitrust/Trade Regulation (03)  
Construction Defect (10)  
Claims Involving Mass Tort (40)  
Securities Litigation (28)  
Environmental/Toxic Tort (30)  
Comprehensive Groundwater Adjudication  
(47)  
Insurance Coverage Claims (*arising from  
provisionally complex case type listed  
above*) (41)

**Enforcement of Judgment**

Enforcement of Judgment (20)  
Abstract of Judgment (Out of County)  
Confession of Judgment (*non-domestic  
relations*)  
Sister-State Judgment  
Administrative Agency Award (*not unpaid  
taxes*)  
Petition/Certification of Entry of Judgment  
on Unpaid Taxes  
Other Enforcement of Judgment Case

**Miscellaneous Civil Complaint**

RICO (27)  
Other Complaint (*not specified above*) (42)  
Declaratory Relief Only Injunctive Relief  
Only (*non-harassment*)  
Mechanic's Lien  
Other Commercial Complaint Case (*non-  
tort/non-complex*)  
Other Civil Complaint (*non-tort/non-  
complex*)

**Miscellaneous Civil Petition**

Partnership and Corporate Governance (21)  
Other Petition (*not specified above*) (43)  
Civil Harassment  
Workplace Violence  
Elder/Dependent Adult Abuse  
Election Contest  
Petition for Name Change  
Petition for Relief From Late Claim  
Other Civil Petition



NAME AND ADDRESS OF PARTY OR ATTORNEY FOR PARTY: Your Legal Name: _____ Street Address: _____ City: _____ State: _____ Zip Code: _____	TELEPHONE NUMBER: _____	FOR COURT USE ONLY
ATTORNEY FOR (Name): Self-Represented		
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CLARA</b> STREET ADDRESS: 191 North First Street, San Jose, CA 95113 MAILING ADDRESS: 191 North First Street CITY AND ZIP CODE: San José, CA 95113 BRANCH NAME: Downtown Courthouse		
Person/Entity Seeking Protection:  Person From Whom Protection is Sought:		
<b>DECLARATION IN SUPPORT OF EX PARTE APPLICATION FOR CIVIL RESTRAINING ORDERS</b>		CASE NUMBER: _____ DEPT #: _____

I, the undersigned, declare:

1. I am (choose one):  attorney for Person or Entity Seeking Protection  
 self-represented Person or Entity Seeking Protection  
 other (explain): \_\_\_\_\_

2. The opposing party is represented by an attorney:  Yes  No

(If you checked "yes", fill in the attorney's name, address, and telephone number. If you checked "no", fill in the other party's name address, and telephone number.)

Party/Attorney name: \_\_\_\_\_

Address/Telephone number: \_\_\_\_\_

3. OTHER CASES: Have the parties to this case been involved in litigation with each other in another Civil, Family, Probate Juvenile, or Criminal Court Case?  Yes  No If "yes", case(s) number(s): \_\_\_\_\_

4. NOTICE

a. I HAVE given notice to the opposing party and/or their attorney by the following method:

Personal delivery  Overnight Carrier  First Class Mail  Other: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

I have received confirmation that the other party has received my papers as follows: (describe)

b. I HAVE NOT given notice of the request for orders because (Check all that apply. You must explain below):

This is an application for Civil Harassment Prevention Act, Elder Abuse, Private Postsecondary School Violence, Transitional Housing Misconduct, or Workplace Violence Act restraining orders and:  
 Great or irreparable injury will result before the matter can be heard on notice.  
 It is impossible to give notice.  
 The other party agrees to the orders requested.  
 Other: \_\_\_\_\_

c. Explanation:

A hearing between the parties is already set I am asking that this motion be heard at the same time.  
 I am unable to serve the other party in the time required by law.  
 I fear for my physical safety (and that of others, if applicable).  
 Other: \_\_\_\_\_

I declare under penalty of perjury that the forgoing is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Declarant's Signature

**INSTRUCTIONS**

**Please refer to Santa Clara County Local Civil Rules for more information. This form is not for use in restraining order applications filed at Family Court.**

This form is required in Santa Clara County, if you are asking the Judge to make immediate orders without the other party being present for a hearing. These orders are called *ex parte* orders. This form must be completed in any case where *ex parte* orders are requested. If you have given notice to the other side of your case, you must state the form of notice given. Notice means providing the other side of the case, either the attorney or a self-represented party, with copies of any papers that you want the Judge to review and any orders that you are requesting. If you have not given notice, you must explain why you have not given notice. There are some circumstances when notice may be waived, such as cases involving allegations of domestic violence where the safety of a party or a child might be at risk if notice is given. It is up to the Judge in your case to determine whether notice will be required or not.

**SECTION #1**

State whether you are the Petitioner or the Respondent in the case. Once a case is filed, the parties keep the same status in the case. You do not change from the Respondent to the Petitioner by filing a new motion in the case. If you do not have an attorney, you are considered self-represented.

**SECTION #2**

If the other party is represented by an attorney, you must provide the Court with the attorney's name and address. If the other party is not represented by an attorney, you must provide the Court with the other party's address.

**SECTION #3**

It is very important to list all other cases in which you and the other party have been involved with the courts. This would include other Family Law, Probate, Juvenile, Restraining Order, Child Support, Civil, or Criminal matters. If you do not have the case number, please put unknown and list the county and the year of the filing, if possible.

**SECTION #4A**

**Unless notice is excused by the Court, you must provide notice of this motion to the other party before you deliver a copy to the Court. When you give such notice, specify how you did it (by courier or personally, for example) and at what time and date. Also, please explain how you know that the other side received copies of your papers and what response you were given.**

**SECTION #4B**

**If you did not give notice of this application, explain why in this section. Check as many boxes as apply. You may also write out any further explanation of your reasons for not giving notice.**

After this form is completed, attach it to your restraining order application and submit them as follows:

- If Civil Harassment, Workplace Violence, Private Postsecondary School Violence, or Transitional Housing Misconduct; to the Civil Division Clerk's Office at 191 North First Street, San José, CA 95113
- If Elder or Dependant Adult Abuse; to the Family Division Clerk's Office at 201 North First Street, San José, CA 95113

## 1 Person Seeking Protection

a. Your Full Name: \_\_\_\_\_

Your Lawyer (if you have one for this case): \_\_\_\_\_

Name: **Self-Represented** State Bar No.: \_\_\_\_\_Firm Name: **Self-Represented** \_\_\_\_\_

b. Your Address (*If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or email.*)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fill in court name and street address:

**Superior Court of California, County of  
Santa Clara**

Street: 191 N. First St., San Jose, CA 95113

Mail: 191 N. First St., San Jose, CA 95113

Civil Division

Court fills in case number when form is filed.

Case Number: \_\_\_\_\_

## 2 Person From Whom Protection Is Sought

Full Name: \_\_\_\_\_

*The court will complete the rest of this form.*

## 3 Notice of Hearing

**A court hearing is scheduled on the request for restraining orders against the person in ②:**

Name and address of court if different from above:

**Hearing Date**

→ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Dept.: \_\_\_\_\_ Room: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To the person in ②:**

- If you attend the hearing (in person, by phone, or by videoconference) and the judge grants a restraining order against you, the order will be effective immediately, and you could be arrested if you violate the order.
- If you do not attend the hearing, the judge may still grant the restraining order that could last up to five years. After you receive a copy of the order, you could be arrested if you violate the order.

4 Temporary Restraining Orders (*Any orders granted are on form CH-110, served with this notice.*)

a. Temporary restraining orders for personal conduct and stay-away orders as requested in form CH-100, *Request for Civil Harassment Restraining Orders*, are (check only one box below):

(1)  All **GRANTED** until the court hearing.(2)  All **DENIED** until the court hearing. (*Specify reasons for denial in b, below.*)(3)  Partly **GRANTED** and partly **DENIED** until the court hearing. (*Specify reasons for denial in b, below.*)

b. Reasons for denial of some or all of those personal conduct and stay-away orders as requested in form CH-100, *Request for Civil Harassment Restraining Orders*, are:

- (1)  The facts as stated in form CH-100 do not sufficiently show acts of violence, threats of violence, or a course of conduct that seriously alarmed, annoyed, or harassed the person in ① and caused substantial emotional distress.
- (2)  Other (specify):  As stated on Attachment 4b.

## 5 Confidential Information Regarding Minor

a.  A request to keep minor's information confidential was made (see form CH-160) and **GRANTED**. (See form CH-165, Order on Request to Keep Minor's Information Confidential, *served with this form*.)

b. **If the request was granted, the information described in item 7 on the order (form CH-165) must be kept CONFIDENTIAL. The disclosure or misuse of the information is punishable as a sanction, with a fine of up to \$1,000 or other court penalties.**

## 6 Service of Documents for the Person in ①

**At least  five  \_\_\_ days before the hearing**, someone age 18 or older—not you or anyone to be protected—must personally give (serve) a court’s file-stamped copy of this form CH-109 to the person in ② along with a copy of all the forms indicated below:

- a. CH-100, *Request for Civil Harassment Restraining Orders* (file-stamped)
- b.  CH-110, *Temporary Restraining Order* (file-stamped) **IF GRANTED**
- c. CH-120, *Response to Request for Civil Harassment Restraining Orders* (blank form)
- d. CH-120-INFO, *How Can I Respond to a Request for Civil Harassment Restraining Orders?*
- e.  CH-170, *Notice of Order Protecting Information of Minor* and CH-165, *Order on Request to Keep Minor's Information Confidential* (file-stamped) **IF GRANTED**
- f.  Other (specify):

Date:

*Judicial Officer*

**To the Person in ① :**

- The court cannot make the restraining orders after the court hearing unless the person in ② has been personally given (served) a copy of your request and any temporary orders. To show that the person in ② has been served, the person who served the forms must fill out a proof of service form. Form CH-200, Proof of Personal Service, may be used.
- For information about service, read form CH-200-INFO, *What Is "Proof of Personal Service"?*
- You may ask to reschedule the hearing if you are unable to find the person in ② and need more time to serve the documents, or for other good reasons. Read form CH-115-INFO, How to Ask for a New Hearing Date.
- You must attend the hearing if you want the judge to make any of the orders you requested on form CH-100, *Request for Civil Harassment Restraining Orders*. Bring any evidence or witnesses you have. For more information, read form CH-100-INFO, Can a Civil Harassment Restraining Order Help Me?

**To the Person in ② :**

- If you want to respond to the request for orders in writing, file form CH-120, *Response to Request for Civil Harassment Restraining Orders*, and have someone age 18 or older—**not you or anyone to be protected**—mail it to the person in ①.
- The person who mailed the form must fill out a proof of service form. Form CH-250, Proof of Service by Mail, may be used. File the completed form with the court before the hearing and bring a copy with you to the court hearing.
- Whether or not you respond in writing, go to the hearing if you want the judge to hear from you before making an order. You may tell the judge why you agree or disagree with the orders requested.
- You may bring witnesses and other evidence.
- At the hearing, the judge may make restraining orders against you that could last up to five years and may order you to turn in to law enforcement, or sell to or store with a licensed gun dealer, any firearms (guns), firearm parts, and ammunition that you own or possess. This includes firearm receivers and frames, and any item that may be used as or easily turned into a receiver or frame (see Penal Code section 16531). If an order is granted, you will also be prohibited from owning, possessing, or buying body armor and will have to relinquish any body armor you have.
- If you are unable to attend your court hearing or need more time to prepare your case, you may ask to reschedule your court date. Read form CH-115-INFO, *How to Ask for a New Hearing Date*.

**Request for Accommodations**

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to [courts.ca.gov/rules-forms/find-your-court-forms](http://courts.ca.gov/rules-forms/find-your-court-forms) for *Disability Accommodation Request* (form MC-410). (Civ. Code, § 54.8.)

*(Clerk will fill out this part.)*

**—Clerk's Certificate—**

I certify that this *Notice of Court Hearing* is a true and correct copy of the original on file in the court.

*Clerk's Certificate*

[seal]

Date: \_\_\_\_\_

Clerk, by \_\_\_\_\_, Deputy

**This Page Intentionally Left Blank.**

Person in ① must complete ①, ②, and ③ only.

**1 Protected Person**

a. Your Full Name: \_\_\_\_\_

Your Lawyer (if you have one for this case): \_\_\_\_\_

Name: **Self-Represented** State Bar No.: \_\_\_\_\_

Firm Name: **Self-Represented**

b. Your Address (If you have a lawyer, give your lawyer's information.

If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or email.):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fill in court name and street address:

**Superior Court of California, County of Santa Clara**

Street: 191 N. First St., San Jose, CA 95113

Mail: 191 N. First St., San Jose, CA 95113

Civil Division

Court fills in case number when form is filed.

**Case Number:** \_\_\_\_\_

**2 Restrained Person**

(Give all the information you know. Information with a star (\*) is required to add this order to the California police database. If age is unknown, give an estimate.)

\*Full Name: \_\_\_\_\_ \*Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 \*Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_  
 \*Gender:  M  F  Nonbinary Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Relationship to Protected Person: \_\_\_\_\_

**3  Additional Protected Persons**

In addition to the person named in ①, the following family or household members of that person are protected by the temporary orders indicated below:

Full Name	Gender	Age	Household Member?	Relation to Protected Person
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Check here if there are additional persons. List them on an attached sheet of paper and write "Attachment 3—Additional Protected Persons" as a title. You may use form MC-025, Attachment.

The court will complete the rest of this form.

**4 Expiration Date**

This order expires at the end of the hearing scheduled for the date and time below:

Date: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.

**This is a Court Order.**

**To the Person in ②:**

The court has granted the temporary orders checked as granted below. If you do not obey these orders, you can be arrested and charged with a crime. You may be sent to jail for up to one year, pay a fine of up to \$1,000, or both.

**5 Personal Conduct Orders**

**Not Requested**    **Denied Until the Hearing**    **Granted as Follows:**

a. You must **not** do the following things to the person named in ①  and to the other protected persons listed in ③ (if any)

- (1)  Harass, intimidate, molest, attack, strike, stalk, threaten, assault (sexually or otherwise), hit, abuse, destroy personal property of, or disturb the peace of the person.
- (2)  Contact the person, either directly or indirectly, in **any** way, including, but not limited to, in person, by telephone, in writing, by public or private mail, by interoffice mail, by email, by text message, by fax, or by other electronic means.
- (3)  Take any action to obtain the person's address or location. If this item (3) is not checked, the court has found good cause not to make this order.
- (4)  Other (*specify*):  
 Other personal conduct orders are attached at the end of this order on Attachment 5a(4).

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b. Peaceful written contact through a lawyer or a process server or other person for service of legal papers related to a court case is allowed and does not violate this order. However, you may have your papers served by mail on the person in ①.

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**6 Stay-Away Order**

**Not Requested**    **Denied Until the Hearing**    **Granted as Follows:**

a. You must stay at least \_\_\_\_\_ yards away from (*check all that apply*):

(1) <input type="checkbox"/> The person in ①	(7) <input type="checkbox"/> The place of child care of the children of the person in ①
(2) <input type="checkbox"/> Each person in ③	
(3) <input type="checkbox"/> The home of the person in ①	(8) <input type="checkbox"/> The vehicle of the person in ①
(4) <input type="checkbox"/> The job or workplace of the person in ①	(9) <input type="checkbox"/> Other ( <i>specify</i> ): _____ _____
(5) <input type="checkbox"/> The school of the person in ①	_____
(6) <input type="checkbox"/> The school of the children of the person in ①	_____

---

b. This stay-away order does not prevent you from going to or from your home or place of employment.

**7 No Firearms (Guns), Firearm Parts, or Ammunition**

a. You cannot own, possess, have, buy or try to buy, receive or try to receive, or in any other way get any prohibited items listed in ⑦ b on the next page.

**This is a Court Order.**

7 b. Prohibited items are:

- (1) Firearms (guns);
- (2) Firearm parts, meaning receivers, frames, or any item that may be used as or easily turned into a receiver or frame (see Penal Code section 16531); and
- (3) Ammunition.

c. You must:

- (1) Sell to or store with a licensed gun dealer, or turn in to a law enforcement agency, any firearms (guns), firearm parts, and ammunition in your immediate possession or control. This must be done within 24 hours of being served with this order.
- (2) File a receipt with the court within 48 hours of receiving this order that proves that your firearms (guns), firearm parts, and ammunition have been turned in, sold, or stored. (You may use *Receipt for Firearms, Firearm Parts, and Ammunition* (form CH-800) for the receipt.)

d.  The court has received information that you own or possess a firearm (gun), firearm parts, or ammunition.

8  **Restrained Person Has Prohibited Items**

The court finds that you have the following prohibited items:

a. **Firearms and/or firearm parts**

Description (include serial number, if known)	Location, if known	Proof of compliance received by the court
(1) _____	_____	<input type="checkbox"/> (date): _____
(2) _____	_____	<input type="checkbox"/> (date): _____
(3) _____	_____	<input type="checkbox"/> (date): _____
(4) _____	_____	<input type="checkbox"/> (date): _____

b. **Ammunition**

Description	Amount, if known	Location, if known	Proof of compliance received by the court
(1) _____	_____	_____	<input type="checkbox"/> (date): _____
(2) _____	_____	_____	<input type="checkbox"/> (date): _____
(3) _____	_____	_____	<input type="checkbox"/> (date): _____
(4) _____	_____	_____	<input type="checkbox"/> (date): _____

Check here to list additional items. List them on a separate piece of paper, write "CH-110, Restrained Person Has Prohibited Items" at the top, and attach it to this form.

9 **No Body Armor**

You cannot own, possess, or buy body armor (defined in Penal Code section 16288). You must relinquish any body armor you have in your possession.

**This is a Court Order.**

**(10)  Court Hearing to Review Firearms (Guns), Firearm Parts, and Ammunition Compliance**

In addition to the hearing listed on form CH-109, you must attend the court hearing listed below to prove that you have properly turned in, sold, or stored all prohibited items (described in ⑦b) you still have or own, including any items listed in ⑧. If you do not attend the court hearing listed below, a judge may find that you have violated the restraining order and notify law enforcement and a prosecuting attorney of the violation.

Name and address of court, if different than court address listed on page 1:



Date: \_\_\_\_\_ Dept.: \_\_\_\_\_  
Time: \_\_\_\_\_ Room: \_\_\_\_\_

**(11) Possession and Protection of Animals**

**Not Requested**    **Denied Until the Hearing**    **Granted as Follows (specify):**

a.  The person in ① is given the sole possession, care, and control of the animals listed below, which are owned, possessed, leased, kept, or held by them, or reside in their household.  
(Identify animals by, e.g., type, breed, name, color, sex.)

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b.  The person in ② must stay at least \_\_\_\_\_ yards away from, and not take, sell, transfer, encumber, conceal, molest, attack, strike, threaten, harm, or otherwise dispose of the animals listed above.

**(12) Other Orders**

**Not Requested**    **Denied Until the Hearing**    **Granted as Follows (specify):**

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Additional orders are attached at the end of this order on Attachment 12.

**To the Person in ①:****(13) Mandatory Entry of Order Into CARPOS Through CLETS**

This order must be entered into the California Restraining and Protective Order System (CARPOS) through the California Law Enforcement Telecommunications System (CLETS). (Check one):

a.  The clerk will enter this order and its proof-of-service form into CARPOS.  
b.  The clerk will transmit this order and its proof-of-service form to a law enforcement agency to be entered into CARPOS.

**This is a Court Order.**

(13) c.  By the close of business on the date that this order is made, the person in (1) or their lawyer should deliver a copy of the order and its proof-of-service form to the law enforcement agency listed below to enter into CARPOS:

Name of Law Enforcement Agency \_\_\_\_\_

Address (City, State, Zip) \_\_\_\_\_

Additional law enforcement agencies are listed at the end of this order on Attachment 13.

(14) **No Fee to Serve (Notify) Restrained Person**       **Ordered**       **Not Ordered**

The sheriff or marshal will serve this order without charge because:

- The order is based on unlawful violence, a credible threat of violence, or stalking.
- The person in (1) is entitled to a fee waiver.

(15) Number of pages attached to this order, if any: \_\_\_\_\_

Date: \_\_\_\_\_

*Judicial Officer*

### Warnings and Notices to the Restrained Person in (2)

#### You Cannot Have Firearms (Guns), Firearm Parts, or Ammunition

You cannot own, have, possess, buy or try to buy, receive or try to receive, or otherwise get any prohibited items listed in (7)b on page 3 while this order is in effect. If you do, you can go to jail and pay a \$1,000 fine. You must sell to or store with a licensed gun dealer, or turn in to a law enforcement agency, any firearms (guns), firearm parts, and ammunition that you have or control as stated in (7) above. The court will require you to prove that you did so.

#### Notice Regarding Nonappearance at Hearing and Service of Order

If you have been personally served with this Temporary Restraining Order and form CH-109, *Notice of Court Hearing*, but you do not appear at the hearing either in person or by a lawyer, and a restraining order that is the same as this Temporary Restraining Order except for the expiration date is issued at the hearing, a copy of the order will be served on you by mail at the address in (2).

If this address is not correct or you wish to verify that the Temporary Restraining Order was converted into a restraining order at the hearing without substantive change, or to find out the duration of the order, contact the clerk of the court.

#### After You Have Been Served With a Restraining Order

- Obey all the orders.
- Read form CH-120-INFO, *How Can I Respond to a Request for Civil Harassment Restraining Orders?*, to learn how to respond to this order.

**This is a Court Order.**

- If you want to respond, fill out form CH-120, *Response to Request for Civil Harassment Restraining Orders*, and file it with the court clerk. You do not have to pay any fee to file your response if the Request claims that you inflicted or threatened violence against or stalked the person in ①.
- You must have form CH-120 served by mail on the person in ① or that person's attorney. You cannot do this yourself. The person who does the mailing should complete and sign form CH-250, *Proof of Service by Mail*. File the completed proof of service with the court clerk before the hearing date or bring it with you to the hearing.
- In addition to the response, you may file and have declarations served, signed by you and other persons who have personal knowledge of the facts. You may use form MC-030, *Declaration*, for this purpose. It is available from the clerk's office at the court shown on page 1 of this form or at [courts.ca.gov/rules-forms/find-your-court-forms](http://courts.ca.gov/rules-forms/find-your-court-forms). If you do not know how to prepare a declaration, you should see a lawyer.
- Whether or not you file a response, you should attend the hearing. If you have any witnesses, they must also go to the hearing.
- At the hearing, the judge can make restraining orders against you that last for up to five years. Tell the judge why you disagree with the orders requested.

### Instructions for Law Enforcement

#### Enforcing the Restraining Order

This order is enforceable by any law enforcement agency that has received the order, is shown a copy of the order, or has verified its existence on the California Restraining and Protective Orders System (CARPOS). If the law enforcement agency has not received proof of service on the restrained person, the agency must advise the restrained person of the terms of the order and then must enforce it. Violations of this order are subject to criminal penalties.

#### Start Date and End Date of Orders

This order *starts* on the date next to the judge's signature on page 4. The order *ends* on the expiration date in ④ on page 1.

#### Arrest Required if Order Is Violated

If an officer has probable cause to believe that the restrained person had notice of the order and has disobeyed the order, the officer must arrest the restrained person. (Pen. Code, §§ 836(c)(1), 13701(b).) A violation of the order may be a violation of Penal Code section 166 or 273.6. Agencies are encouraged to enter violation messages into CARPOS.

#### Notice/Proof of Service

The law enforcement agency must first determine if the restrained person had notice of the order. Consider the restrained person "served" (given notice) if (Pen. Code, § 836(c)(2)):

- The officer sees a copy of the proof of service or confirms that the proof of service is on file; or
- The restrained person was informed of the order by an officer.

An officer can obtain information about the contents of the order and proof of service in CARPOS. If proof of service on the restrained person cannot be verified, the agency must advise the restrained person of the terms of the order and then enforce it.

#### If the Protected Person Contacts the Restrained Person

Even if the protected person invites or consents to contact with the restrained person, this order remains in effect and must be enforced. The protected person cannot be arrested for inviting or consenting to contact with the restrained person. The order can be changed only by another court order. (Pen. Code, § 13710(b).)

**This is a Court Order.**

## Conflicting Orders—Priorities for Enforcement

**If more than one restraining order has been issued protecting the protected person from the restrained person, the orders must be enforced in the following priority** (see Pen. Code, § 136.2; Fam. Code, §§ 6383(h)(2), 6405(b)); Code Civ. Proc., § 527.12(d)(2)):

1. *Emergency Protective Order (EPO)*: If one of the orders is an *Emergency Protective Order* (form EPO-001), provisions (e.g., stay-away order) that are more restrictive than in the other restraining/protective orders must be enforced. Provisions of another order that do not conflict with the EPO must also be enforced.
2. *No-Contact Order*: If a restraining/protective order includes a no-contact order, the no-contact order must be enforced. **⑤ a(2)** is an example of a no-contact order.
3. *Criminal Protective Order (CPO)*: If none of the orders includes an EPO or a no-contact order, the most recent CPO must be enforced. (Fam. Code, §§ 6383(h)(2), 6405(b); Code Civ. Proc., § 527.12(d)(2).) Additionally, a CPO issued in a criminal case involving charges of domestic violence, Penal Code sections 261, 261.5, or former 262, or charges requiring sex offender registration must be enforced over any civil court order. (Pen. Code, § 136.2(e)(2).) All provisions in the civil court order that do not conflict with the CPO must also be enforced.
4. *Civil Restraining Orders*: If there is more than one civil restraining order (e.g., domestic violence, juvenile, elder abuse, civil harassment), then the order that was issued last must be enforced. Provisions that do not conflict with the most recent civil restraining order must also be enforced.

*(Clerk will fill out this part.)*

*Clerk's Certificate  
[seal]*

### —Clerk's Certificate—

I certify that this *Temporary Restraining Order* is a true and correct copy of the original on file in the court.

Date: \_\_\_\_\_ Clerk, by \_\_\_\_\_, Deputy

**This is a Court Order.**



Read *Can a Civil Harassment Restraining Order Help Me?* (form CH-100-INFO) before completing this form. Also fill out *Confidential CLETS Information* (form CLETS-001) with as much information as you know.

### 1 Person Seeking Protection

a. Your Full Name:

Age: \_\_\_\_\_

Your Lawyer (*if you have one for this case*)

Name: **Self-Represented** State Bar No.: \_\_\_\_\_

Firm Name: **Self-Represented**

b. Your Address (*If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or email.*)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fill in court name and street address:

**Superior Court of California, County of  
Santa Clara**

Street: 191 N. First St., San Jose, CA 95113

Mail: 191 N. First St., San Jose, CA 95113

Civil Division

Court fills in case number when form is filed.

**Case Number:** \_\_\_\_\_

### 2 Person From Whom Protection Is Sought

Full Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address (*if known*): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 3 Additional Protected Persons

a. Are you asking for protection for any other family or household members?  Yes  No *If yes, list them:*

<u>Full Name</u>	<u>Gender</u>	<u>Age</u>	<u>Lives with you?</u>	<u>How are they related to you?</u>
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

*Check here if there are more persons. Attach a sheet of paper and write "Attachment 3a—Additional Protected Persons" for a title. You may use form MC-025, Attachment.*

b. Why do these people need protection? (*Explain below:*)

*Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 3b—Why Others Need Protection" for a title.*

**This is not a Court Order.**

**4 Relationship of Parties**

How do you know the person in (2)? (Explain below):

Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 4—Relationship of Parties" for a title.

**5 Venue**

Why are you filing in this county? (Check all that apply):

- The person in (2) resides in this county.
- I was harassed by the person in (2) in this county.
- I reside or am temporarily located in this county.
- Other (specify): \_\_\_\_\_

**6 Other Court Cases**

- Have you or any of the persons named in (3) been involved in another court case with the person in (2)?

Yes  No (If yes, check each kind of case and indicate where and when each was filed.)

Kind of Case Filed in (County/State) Year Filed Case Number (if known)

- Civil Harassment \_\_\_\_\_
- Domestic Violence \_\_\_\_\_
- Divorce, Nullity, Legal Separation \_\_\_\_\_
- Paternity, Parentage, Child Custody \_\_\_\_\_
- Elder or Dependent Adult Abuse \_\_\_\_\_
- Eviction \_\_\_\_\_
- Guardianship \_\_\_\_\_
- Workplace Violence \_\_\_\_\_
- Small Claims \_\_\_\_\_
- Criminal \_\_\_\_\_
- Other (specify): \_\_\_\_\_

- Are there now any protective or restraining orders in effect relating to you or any of the persons in (3) and the person in (2)?  No  Yes (If yes, attach a copy if you have one.)

**7 Description of Harassment**

Harassment means violence or threats of violence against you, or a course of conduct that seriously alarmed, annoyed, or harassed you and caused you substantial emotional distress. A course of conduct is more than one act.

- Tell the court about the last time the person in (2) harassed you.

- When did it happen? (Provide date or estimated date): \_\_\_\_\_
- Who else was there?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This is not a Court Order.**

7 a. (3) How did the person in ② harass you? (Explain below):

Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 7a(3)—Describe Harassment" for a title.

**See attached declaration for description of harassment.**

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(4) Did the person in ② use or threaten to use a gun or any other weapon?

Yes  No (If yes, explain below):

Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 7a(4)—Use of Weapons" for a title.

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(5) Were you harmed or injured because of the harassment?

Yes  No (If yes, explain below):

Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 7a(5)—Harm or Injury" for a title.

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(6) Did the police come?  Yes  No

If yes, did they give you or the person in ② an Emergency Protective Order?  Yes  No

If yes, the order protects (check all that apply):

Me  The person in ②  The persons in ③.

(Attach a copy of the order if you have one.)

b. Has the person in ② harassed you at other times?

Yes  No (If yes, describe prior incidents and provide dates of harassment below):

Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 7b—Previous Harassment" for a title.

**See attached declaration for description of harassment.**

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**This is not a Court Order.**

**Check the orders you want.**

**8  Personal Conduct Orders**

I ask the court to order the person in ② not to do any of the following things to me or to any person to be protected listed in ③:

- a.  Harass, intimidate, molest, attack, strike, stalk, threaten, assault (sexually or otherwise), hit, abuse, destroy personal property of, or disturb the peace of the person.
- b.  Contact the person, either directly or indirectly, in any way, including, but not limited to, in person, by telephone, in writing, by public or private mail, by interoffice mail, by email, by text message, by fax, or by other electronic means.
- c.  Other (specify):  
*Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 8c—Other Personal Conduct Orders" for a title.*

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*The person in ② will be ordered not to take any action to get the addresses or locations of any protected person unless the court finds good cause not to make the order.*

**9  Stay-Away Orders**

a. I ask the court to order the person in ② to stay at least \_\_\_\_\_ yards away from (check all that apply):

(1) <input type="checkbox"/> Me.	(8) <input type="checkbox"/> My vehicle.
(2) <input type="checkbox"/> The other persons listed in ③.	(9) <input type="checkbox"/> Other (specify): _____
(3) <input type="checkbox"/> My home.	_____
(4) <input type="checkbox"/> My job or workplace.	_____
(5) <input type="checkbox"/> My school.	_____
(6) <input type="checkbox"/> My children's school.	_____
(7) <input type="checkbox"/> My children's place of child care.	_____

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b. If the court orders the person in ② to stay away from all the places listed above, will they still be able to get to their home, school, or job?  Yes  No (If no, explain below):

*Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 9b—Stay-Away Orders" for a title.*

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**10 Firearms (Guns), Firearm Parts, and Ammunition**

Does the person in ② have firearms (guns), firearm parts, or ammunition? (This includes firearm receivers and frames, and any item that may be used as or easily turned into a receiver or frame (see Penal Code section 16531).)

- a.  I don't know
- b.  No
- c.  Yes (If you have information, complete the section below.)

**This is not a Court Order.**

**10**

	<u>Describe Firearms (Guns), Firearm Parts, or Ammunition</u>	<u>Number or Amount</u>	<u>Location, if known</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____
(5)	_____	_____	_____
(6)	_____	_____	_____

If the judge grants a protective order, the person in ② will be prohibited from owning, possessing, purchasing, receiving, or attempting to purchase or receive firearms (guns), firearm parts, and ammunition while the protective order is in effect. The person in ② will also be ordered to turn in to law enforcement, or sell to or store with a licensed gun dealer, any firearms (guns), firearm parts, and ammunition within their immediate possession or control. If an order is granted, the person in ② will also be prohibited from owning, possessing, or buying body armor and would have to relinquish any they have.

**11**

### **Temporary Restraining Order**

I request that a Temporary Restraining Order (TRO) be issued against the person in ② to last until the hearing. I am presenting form CH-110, *Temporary Restraining Order*, for the court's signature together with this *Request*.

Has the person in ② been told that you were going to go to court to seek a TRO against them?

Yes  No *(If you answered no, explain why below):*

*Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 11—Temporary Restraining Order" for a title.*

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**12**

### **Request to Give Less Than Five Days' Notice of Hearing**

You must have your papers personally served on the person in ② at least five days before the hearing, unless the court orders a shorter time for service. (*Form CH-200-INFO explains What Is "Proof of Personal Service"? Form CH-200, Proof of Personal Service, may be used to show the court that the papers have been served.*)

If you want there to be fewer than five days between service and the hearing, explain why below:

*Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 12—Request to Give Less Than Five Days' Notice" for a title.*

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**This is not a Court Order.**

**13**  **No Fee for Filing or Service**

- a.  There should be no filing fee because the person in (2) has used or threatened to use violence against me, has stalked me, or has acted or spoken in some other way that makes me reasonably fear violence.
- b.  The sheriff or marshal should serve (notify) the person in (2) about the orders for free because my request for orders is based on unlawful violence, a credible threat of violence, or stalking.
- c.  There should be no filing fee and the sheriff or marshal should serve the person in (2) for free because I am entitled to a fee waiver. (You must complete and file form FW-001, Application for Waiver of Court Fees and Costs.)

**14**  **Lawyer's Fees and Costs**

I ask the court to order payment of my  lawyer's fees  court costs.

The amounts requested are:

<u>Filing Fee</u>	<u>Item</u>	<u>Amount</u>	<u>Item</u>	<u>Amount</u>
		\$ 435		\$
		\$		\$
		\$		\$

Check here if there are more items. Put the items and amounts on the attached sheet of paper or form MC-025 and write "Attachment 14—Lawyer's Fees and Costs" for a title.

**15**  **Possession and Protection of Animals**

I ask the court to order the following:

- a.  That I be given the sole possession, care, and control of the animals listed below, which I own, possess, lease, keep, or hold, or which reside in my household.  
(Identify animals by, e.g., type, breed, name, color, sex.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I request sole possession of the animals because (specify good cause for granting order):

Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 15a—Possession of Animals" for a title.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b.  That the person in (2) must stay at least \_\_\_\_\_ yards away from, and not take, sell, transfer, encumber, conceal, molest, attack, strike, threaten, harm, or otherwise dispose of, the animals listed above.

**This is not a Court Order.**

**16  Additional Orders Requested**

I ask the court to make the following additional orders (*specify*):

*Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 16—Additional Orders Requested" for a title.*

**17** Number of pages attached to this form, if any: \_\_\_\_\_

Date: \_\_\_\_\_

**Self-Represented**

*Lawyer's name (if any)*

**Self-Represented**

*Lawyer's signature*

I declare under penalty of perjury under the laws of the State of California that the information above and on all attachments is true and correct.

Date: \_\_\_\_\_

*Type or print your name*

*Sign your name*

**This is not a Court Order.**



**CASE NAME:** \_\_\_\_\_ and  
Last Name      Last Name

**CASE #:** \_\_\_\_\_

**CH-100, Item 7a(3) – DESCRIBE HARASSMENT:**

a) How do you know the person you want to restrain? \_\_\_\_\_

b) Are you living with the person?  YES  NO

c) Has the person  physically abuse you,  physically or verbally threatened you and/or  harassed you many times? (Please check all that apply.)

d) In the **past three months**, what did the person do or say that made you afraid (please start with the most **recent** event and explain exactly what happened in detail, include **dates and times**):

11 \_\_\_\_\_

12 \_\_\_\_\_

13 \_\_\_\_\_

14 \_\_\_\_\_

15 \_\_\_\_\_

16 \_\_\_\_\_

17 \_\_\_\_\_

18 \_\_\_\_\_

19 \_\_\_\_\_

20 \_\_\_\_\_

21 \_\_\_\_\_

22 \_\_\_\_\_

23 \_\_\_\_\_

24 \_\_\_\_\_

25 \_\_\_\_\_

**Do NOT Write** on this page!!  
Please use another letter-sized  
paper to write on.

SHORT TITLE:

and

CASE NUMBER:

	Last Name	Last Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
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21		
22		
23		
24		
25		

(Required for verified pleading) The items on this page stated on information and belief are (specify item numbers, **not** line numbers):

This page may be used with any Judicial Council form or any other paper filed with the court.

Page \_\_\_\_\_

**Do NOT Write** on this page!!  
Please use another letter-sized  
paper to write on.

**CASE #:** \_\_\_\_\_

1 e) Were any guns or other weapons used or threatened to be used **during any abuse**  
2 **in the past three months?**  YES  NO

If "YES", describe:

f) Were there any injuries during **abuse in the past three months?**  YES  NO

If “YES”, describe:

g) Did the police come to any of these **recent events**?  YES  NO

h) Did they give you an Emergency Protective Order for **abuse in the past three months?**  YES  NO If "YES", please attach a copy.

i) Is the person you want to restrain in jail **right now** for violence against you?

YES     NO    If "YES", where: \_\_\_\_\_

j) Has the person you want restrained **ever** been in jail for violence against you or your children?     YES     NO    If "YES", when: \_\_\_\_\_

Describe what the person did to you or your children that caused them to go to jail:

**Do NOT Write** on this page!!  
Please use another letter-sized  
paper to write on.

**CASE #:** \_\_\_\_\_

1 k) Do you have a criminal protective order (restraining order from criminal court)?

YES     NO    If "YES", please attach a copy.

I) Describe the **worst abuse** and **when** it happened:

The most recent abuse is the worst abuse OR

The worst abuse was (approximate date) \_\_\_\_\_ and the person I want a restraining order against (describe what they did to you):

m) Describe any other **previous** (past) violence or threats of violence that you haven't already written about here (**include dates or estimates as to when it happened**):

**Do NOT Write** on this page!!  
Please use another letter-sized  
paper to write on.

**Instructions:**

- If you are asking for a restraining order, you must complete this form and give it to the court clerk, along with the other court forms required in your case. For juvenile orders, list the primary protected person's information in **(2)** and **(3)**.
- If the judge grants the restraining order, information you give on this form will be entered into a California database (called CLETS) to help law enforcement enforce the order.
- If information changes later, you may complete this form again and turn it in to the court.

**To Court Clerk: Do not file this form.  
The information on this form must be  
entered into the protective order  
registry in CLETS.**

*Court fills in case number when form is received.*

**Case Number:**

Date received by court: \_\_\_\_\_

**Information that has a star (\*) next to it is required. All other information is helpful.**

**1 Person You Want a Restraining Order Against**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Other names used: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ Gender: \_\_\_\_\_

Marks, scars, or tattoos: \_\_\_\_\_

Driver's license (*number and state*): \_\_\_\_\_ SSN: \_\_\_\_\_

Vehicle type: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Plate number: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of employer and address: \_\_\_\_\_

Does the person speak English?

Yes

No (*list language*): \_\_\_\_\_

I don't know

Does the person have any firearms (guns), firearm parts, ammunition, or body armor?

No

I don't know

Yes (*Give any information you have below, like the type, amount, or location of any items, if known.*)

**This is not a Court Order—Do not place in court file.**

② \*Your Name: \_\_\_\_\_

(Skip ③ and ④ if you are asking for a gun violence (form GV-100) or retail crime (form RT-100) restraining order.)

③ Your Information

\*Gender:  M  F  X (nonbinary)      Race: \_\_\_\_\_

\*Age: \_\_\_\_\_

Date of Birth (month, day, year): \_\_\_\_\_

*(If the judge grants your restraining order, your information will be entered into California's law enforcement database. If you give your date of birth, it will also be entered into the federal law enforcement database. If your information is not in the federal law enforcement database, your restraining order may be more difficult to enforce outside of California.)*

Telephone: \_\_\_\_\_

Do you speak English?

Yes

No (list language): \_\_\_\_\_

④ Other People You Want Protected

\*Name: \_\_\_\_\_ \*Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\*Name: \_\_\_\_\_ \*Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\*Name: \_\_\_\_\_ \*Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\*Name: \_\_\_\_\_ \*Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Check here if you have more people to list. Write them on a separate piece of paper, write "Item 4" at the top, and attach it to this form.

**This is not a Court Order—Do not place in court file.**

# FW-001 Request to Waive Court Fees

If you are getting public benefits, are a low-income person, or do not have enough income to pay for your household's basic needs and your court fees, you may use this form to ask the court to waive your court fees. The court may order you to answer questions about your finances. If the court waives the fees, you may still have to pay later if:

- You cannot give the court proof of your eligibility,
- Your financial situation improves during this case, or
- You settle your civil case for **\$10,000** or more. The trial court that waives your fees will have a lien on any such settlement in the amount of the waived fees and costs. The court may also charge you any collection costs.

## 1 Your Information (person asking the court to waive the fees):

Name: \_\_\_\_\_  
Street or mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

CONFIDENTIAL

Clerk stamps date here when form is filed.

Fill in court name and street address:

**Superior Court of California, County of  
Santa Clara**

Fill in case number and name:

**Case Number:**

**Case Name:**

## 2 Your Job, if you have one (job title): \_\_\_\_\_

Name of employer: \_\_\_\_\_  
Employer's address: \_\_\_\_\_

## 3 Your Lawyer, if you have one (name, firm or affiliation, address, phone number, and State Bar number): **Self-Represented**

a. The lawyer has agreed to advance all or a portion of your fees or costs (check one): Yes  No   
b. (If yes, your lawyer must sign here) Lawyer's signature: \_\_\_\_\_  
*If your lawyer is not providing legal-aid type services based on your low income, you may have to go to a hearing to explain why you are asking the court to waive the fees.*

## 4 What court's fees or costs are you asking to be waived?

Superior Court (See *Information Sheet on Waiver of Superior Court Fees and Costs* (form FW-001-INFO).)  
 Supreme Court, Court of Appeal, or Appellate Division of Superior Court (See *Information Sheet on Waiver of Appellate Court Fees* (form APP-015/FW-015-INFO).)

## 5 Why are you asking the court to waive your court fees?

a.  I receive (check all that apply; see form FW-001-INFO for definitions):  
 Food Stamps  Supp. Sec. Inc.  SSP  Medi-Cal  County Relief/Gen. Assist.  IHSS  
 CalWORKS or Tribal TANF  CAPI  WIC  Unemployment  
b.  My gross monthly household income (before deductions for taxes) is less than the amount listed below. (If you check 5b, you must fill out 7, 8, and 9 on page 2 of this form.)

Family Size	Family Income	Family Size	Family Income	Family Size	Family Income	If more than 6 people at home, add \$916.67 for each extra person.
1	\$2,608.33	3	\$4,441.67	5	\$6,275.00	
2	\$3,525.00	4	\$5,358.33	6	\$7,191.67	

c.  I do not have enough income to pay for my household's basic needs and the court fees. I ask the court to: (check one and you must fill out page 2):

waive all court fees and costs  waive some of the court fees  let me make payments over time

## 6 Check here if you asked the court to waive your court fees for this case in the last six months.

(If your previous request is reasonably available, please attach it to this form and check here):

**I declare under penalty of perjury under the laws of the State of California that the information I have provided on this form and all attachments is true and correct.**

Date: \_\_\_\_\_

Print your name here

Sign here

Your name: \_\_\_\_\_

Case Number: \_\_\_\_\_

If you checked 5a on page 1, do not fill out below. If you checked 5b, fill out questions 7, 8, and 9 only. If you checked 5c, you **must** fill out this entire page. If you need more space, attach form MC-025 or attach a sheet of paper and write Financial Information and your name and case number at the top.

7  Check here if your income changes a lot from month to month. If it does, complete the form based on your average income for the past 12 months.

### 8 Your Gross Monthly Income

a. List the source and amount of **any** income you get each month, including: wages or other income from work before deductions, spousal/child support, retirement, social security, disability, unemployment, military basic allowance for quarters (BAQ), veterans payments, dividends, interest, trust income, annuities, net business or rental income, reimbursement for job-related expenses, gambling or lottery winnings, etc.

(1) \_\_\_\_\_ \$ \_\_\_\_\_  
(2) \_\_\_\_\_ \$ \_\_\_\_\_  
(3) \_\_\_\_\_ \$ \_\_\_\_\_  
(4) \_\_\_\_\_ \$ \_\_\_\_\_

b. Your total monthly income: \$ \_\_\_\_\_

### 9 Household Income

a. List the income of all other persons living in your home who depend in whole or in part on you for support, or on whom you depend in whole or in part for support.

Name	Age	Relationship	Gross Monthly Income
(1)			\$ _____
(2)			\$ _____
(3)			\$ _____
(4)			\$ _____

b. Total monthly income of persons above: \$ \_\_\_\_\_

Total monthly income and household income (8b plus 9b): \$ \_\_\_\_\_

To list any other facts you want the court to know, such as unusual medical expenses, etc., attach form MC-025 or attach a sheet of paper and write Financial Information and your name and case number at the top.

Check here if you attach another page.

**Important! If your financial situation or ability to pay court fees improves, you must notify the court within five days on form FW-010.**

### 10 Your Money and Property

a. Cash \$ \_\_\_\_\_

b. All financial accounts (List bank name and amount):

(1) \_\_\_\_\_ \$ \_\_\_\_\_  
(2) \_\_\_\_\_ \$ \_\_\_\_\_  
(3) \_\_\_\_\_ \$ \_\_\_\_\_

c. Cars, boats, and other vehicles

Make/Year	Fair Market Value	How Much You Still Owe
(1)	\$ _____	\$ _____
(2)	\$ _____	\$ _____
(3)	\$ _____	\$ _____

d. Real estate

Address	Fair Market Value	How Much You Still Owe
(1)	\$ _____	\$ _____
(2)	\$ _____	\$ _____

e. Other personal property (jewelry, furniture, furs, stocks, bonds, etc.):

Describe	Fair Market Value	How Much You Still Owe
(1)	\$ _____	\$ _____
(2)	\$ _____	\$ _____

### 11 Your Monthly Deductions and Expenses

a. List any payroll deductions and the monthly amount below:

(1) \_\_\_\_\_ \$ \_\_\_\_\_  
(2) \_\_\_\_\_ \$ \_\_\_\_\_  
(3) \_\_\_\_\_ \$ \_\_\_\_\_  
(4) \_\_\_\_\_ \$ \_\_\_\_\_

b. Rent or house payment & maintenance \$ \_\_\_\_\_

c. Food and household supplies \$ \_\_\_\_\_

d. Utilities and telephone \$ \_\_\_\_\_

e. Clothing \$ \_\_\_\_\_

f. Laundry and cleaning \$ \_\_\_\_\_

g. Medical and dental expenses \$ \_\_\_\_\_

h. Insurance (life, health, accident, etc.) \$ \_\_\_\_\_

i. School, child care \$ \_\_\_\_\_

j. Child, spousal support (another marriage) \$ \_\_\_\_\_

k. Transportation, gas, auto repair and insurance \$ \_\_\_\_\_

l. Installment payments (list each below):

Paid to:  
(1) \_\_\_\_\_ \$ \_\_\_\_\_  
(2) \_\_\_\_\_ \$ \_\_\_\_\_  
(3) \_\_\_\_\_ \$ \_\_\_\_\_

m. Wages/earnings withheld by court order \$ \_\_\_\_\_

n. Any other monthly expenses (list each below):

Paid to: How Much?  
(1) \_\_\_\_\_ \$ \_\_\_\_\_  
(2) \_\_\_\_\_ \$ \_\_\_\_\_  
(3) \_\_\_\_\_ \$ \_\_\_\_\_

Total monthly expenses (add 11a-11n above): \$ \_\_\_\_\_

**FW-003****Order on Court Fee Waiver  
(Superior Court)**

Clerk stamps date here when form is filed.

**1 Person who asked the court to waive court fees:**

Name: \_\_\_\_\_

Street or mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**2 Lawyer, if person in 1 has one (name, firm name, address, phone number, e-mail, and State Bar number):****Self-Represented**

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**3 A request to waive court fees was filed on (date): \_\_\_\_\_** The court made a previous fee waiver order in this case on (date): \_\_\_\_\_

Fill in court name and street address:

**Superior Court of California, County of  
Santa Clara  
191 N. First Street  
191 N. First Street  
San Jose, CA 95113  
Civil Division - DTS**

Fill in case number and name:

**Case Number:****Case Name:****Read this form carefully. All checked boxes  are court orders.**

**Notice:** The court may order you to answer questions about your finances and later order you to pay back the waived fees. If this happens and you do not pay, the court can make you pay the fees and also charge you collection fees. If there is a change in your financial circumstances during this case that increases your ability to pay fees and costs, you must notify the trial court within five days. (Use form FW-010.) If you win your case, the trial court may order the other side to pay the fees. If you settle your civil case for **\$10,000** or more, the trial court will have a lien on the settlement in the amount of the waived fees. The trial court may not dismiss the case until the lien is paid.

**4 After reviewing your:  Request to Waive Court Fees  Request to Waive Additional Court Fees  
the court makes the following orders:**a.  The court grants your request, as follows:

(1)  **Fee Waiver.** The court grants your request and waives your court fees and costs listed below. (*Cal. Rules of Court, rules 3.55 and 8.818.*) You do not have to pay the court fees for the following:

• Filing papers in superior court	• Court fee for phone hearing
• Making copies and certifying copies	• Giving notice and certificates
• Sheriff's fee to give notice	• Sending papers to another court department
• Reporter's fee for attendance at hearing or trial, if the court is not electronically recording the proceeding and you request that the court provide an official reporter	
• Assessment for court investigations under Probate Code section 1513, 1826, or 1851	
• Preparing, certifying, copying, and sending the clerk's transcript on appeal	
• Holding in trust the deposit for a reporter's transcript on appeal under rule 8.130 or 8.834	
• Making a transcript or copy of an official electronic recording under rule 8.835	

(2)  **Additional Fee Waiver.** The court grants your request and waives your additional superior court fees and costs that are checked below. (*Cal. Rules of Court, rule 3.56.*) You do not have to pay for the checked items.

<input type="checkbox"/> Jury fees and expenses	<input type="checkbox"/> Fees for a peace officer to testify in court
<input type="checkbox"/> Fees for court-appointed experts	<input type="checkbox"/> Court-appointed interpreter fees for a witness
<input type="checkbox"/> Other (specify): _____	

Your name: \_\_\_\_\_

b.  The court **denies** your fee waiver request because:

**Warning!** If you miss the deadline below, the court cannot process your request for hearing or the court papers you filed with your original request. If the papers were a notice of appeal, the appeal may be dismissed.

(1) Your request is incomplete. You have **10 days** after the clerk gives notice of this Order (see date of service  on next page) to:

- Pay your fees and costs, or
- File a new revised request that includes the incomplete items listed:
 

Below     On Attachment 4b(1)

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(2)  The information you provided on the request shows that you are not eligible for the fee waiver you requested for the reasons stated:  Below     On Attachment 4b(2)

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The court has enclosed a blank *Request for Hearing About Court Fee Waiver Order (Superior Court)* (form FW-006). You have **10 days** after the clerk gives notice of this order (see date of service below) to:

- Pay your fees and costs in full or the amount listed in c below, or
- Ask for a hearing in order to show the court more information. (*Use form FW-006 to request hearing.*)

c. (1)  The court needs more information to decide whether to grant your request. You must go to court on the date on page 3. The hearing will be about the questions regarding your eligibility that are stated:  
 Below     On Attachment 4c(1)

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(2)  Bring the items of proof to support your request, if reasonably available, that are listed:  
 Below     On Attachment 4c(2)

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**This is a Court Order.**

Case Number: \_\_\_\_\_

Your name: \_\_\_\_\_

Name and address of court if different from above: \_\_\_\_\_

**Hearing Date**

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Dept.: \_\_\_\_\_ Room: \_\_\_\_\_

**Warning!** If item c(1) is checked, and you do not go to court on your hearing date, the judge will deny your request to waive court fees, and you will have 10 days to pay your fees. If you miss that deadline, the court cannot process the court papers you filed with your request. If the papers were a notice of appeal, the appeal may be dismissed.

Date: \_\_\_\_\_

*Signature of (check one):*  *Judicial Officer*  *Clerk, Deputy*

### Request for Accommodations



Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office for *Request for Accommodations by Persons With Disabilities and Response* (form MC-410). (Civ. Code, § 54.8.)

### Clerk's Certificate of Service

I certify that I am not involved in this case and (check one):

I handed a copy of this Order to the party and attorney, if any, listed in ① and ②, at the court, on the date below.

This order was mailed first class, postage paid, to the party and attorney, if any, at the addresses listed in ① and ②, from (city): \_\_\_\_\_, California, on the date below.

A certificate of mailing is attached.

Date: \_\_\_\_\_

Clerk, by \_\_\_\_\_, Deputy  
Name: \_\_\_\_\_

**This is a Court Order.**



# Proof of Service

CHRO

Rev. 1/2026

If you want to find someone on your own to serve the forms, your server will complete the following form.



## What is "service"?

Service is the act of giving your court papers to the other party in your case. There are different ways to serve the other party: in person, by mail, and others.

## Why do my court papers need to be served?

Before a judge can grant a civil harassment restraining order (which can last up to five years), the person you want a restraining order against must know about your request and have a chance to go to court to explain their side. Also, if a restraining order is in place, the police cannot arrest the restrained person for violating the restraining order until the restrained person is served with the order.

## What is "personal service"?

Personal service is when someone, known as a server, personally delivers your court papers to the other party. In most cases, these forms must be served on the other party by personal service:

- Form [CH-109](#);
- Form [CH-100](#);
- Form [CH-110](#);
- Form [CH-120](#) (leave this form blank);
- Form [CH-120-INFO](#); and
- Form [CH-250](#) (leave this form blank).

## Who can serve my court papers?

Any adult who is not protected by the restraining order can serve your court papers. **You cannot serve your own court papers.**



Some situations may be dangerous. Think about people's safety when deciding who you want to serve your papers.

A sheriff or marshal will serve your court papers for free if:

- The court granted you a fee waiver; or
- The restraining order is based on stalking, violence, or a credible threat of violence.

Another peace officer may also serve the orders for free. See [selfhelp.courts.ca.gov/CH-restraining-order/sheriff-serves-request](http://selfhelp.courts.ca.gov/CH-restraining-order/sheriff-serves-request) for additional information regarding free service by a sheriff, marshal, or other peace officer.

A registered process server is a business you pay to deliver papers. To hire a process server, look for "process server" on the internet or in the yellow pages.

## How do I have my court papers served?

### ○ Step 1: Choose a server

The person who gives your court papers to the other party is called a server. Your server must be at least 18 years old. They must not be protected by the restraining order or involved in your case. This means that you cannot serve your own court papers.

### ○ Step 2: Have your server give your court papers to the other party

Give your server these instructions:

- 1 Before you serve the forms, note which forms you have, including the name of the form and the form number. See form [CH-200](#) for a list of forms.
- 2 Find the person you need to serve. Make sure you are serving the right person by asking the person's name.
- 3 Give the person the papers. If the person refuses to take the papers, put them on the ground or somewhere next to the person. The person doesn't have to touch or sign for the papers. It is okay if they tear them up.
- 4 Fill out form CH-200 completely and sign.
- 5 File form CH-200 with the court or give form CH-200 to the person who is asking for the restraining order so they can file it.

### ○ Step 3: File proof with the court

The court needs proof that service happened and that it was done correctly. If your server was successful, have your server fully complete and sign form CH-200. **The person you want restrained does not sign anything.**

File form CH-200 with the court in your case as soon as possible. This information will automatically go into a restraining order database that police have access to.

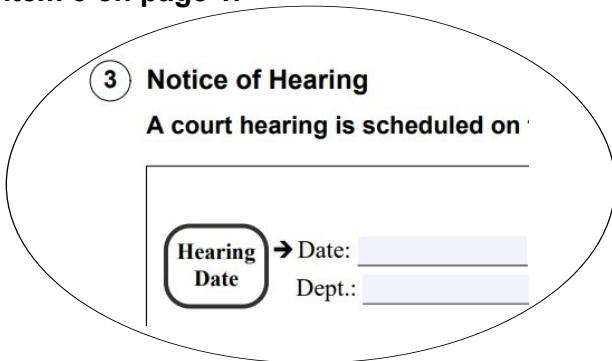
If the sheriff or marshal served your court papers, they may use another form for proof besides form CH-200. Make sure a copy is filed with the court and that you get a copy.



## When is the deadline to serve my court papers?

It depends. To know the exact date, you need to look at two items on form [CH-109](#). Follow these steps:

- **Step 1: Look at the court date listed under item 3 on page 1.**



- **Step 2: Look at the court date listed under item 6 on page 2.**



- **Step 3: Look at a calendar**

Subtract the number of days in item 6 from the court date. That's the deadline to have your court papers served. It's okay to serve your court papers before the deadline.

If nothing is written in item 6, you must have your court papers served at least five days before your court date.

## What happens if I can't get my court papers served before the court date?

You will need to ask the court to reschedule (continue) your court date. Fill out and file form [CH-115](#) and form [CH-116](#). These forms ask the judge for a new court date and to make any temporary orders last until the end of the new court date.

If the judge gives you a new court date, the person you want restrained will have to be served with form CH-115, form CH-116, and the original papers you filed. You should keep a copy of form CH-115, form CH-116, and a copy of your original paperwork. That way, the police will know your orders are still in effect.

For more information on asking for a new court date, read form [CH-115-INFO](#).

## What if the other party is avoiding (evading) service or cannot be located?

If you've tried many times to serve the restrained person, and you can show the judge that the restrained person is avoiding (evading) service or cannot be located, you may ask the court to allow you to serve another way. If you want to make this request, at your first court date tell the judge details about your attempts to have the restrained person served. The judge may require a written statement for this.

Read form [CH-205-INFO](#), *What If the Person I Want Protection from Is Avoiding (Evading) Service or Cannot Be Located?*, for more information.

Clerk stamps date here when form is filed.

**1 Person Seeking Protection**

Name: \_\_\_\_\_

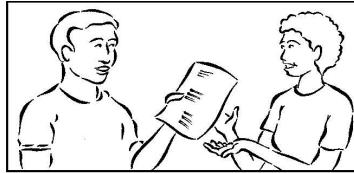
**2 Person From Whom Protection Is Sought**

Name: \_\_\_\_\_

**3 Notice to Server**

The server must:

- Be 18 years of age or older.
- Not be listed in items 1 or 3 of form CH-100.
- Give a copy of all documents checked in ④ to the person in ②. (You cannot send them by mail.) Then complete and sign this form and give or mail it to the person in ①.

**PROOF OF PERSONAL SERVICE****4** I gave the person in ② a copy of the forms checked below:

- a.  CH-109, *Notice of Court Hearing*
- b.  CH-110, *Temporary Restraining Order*
- c.  CH-100, *Request for Civil Harassment Restraining Orders*
- d.  CH-120, *Response to Request for Civil Harassment Restraining Orders* (blank form)
- e.  CH-120-INFO, *How Can I Respond to a Request for Civil Harassment Restraining Orders?*
- f.  CH-130, *Civil Harassment Restraining Order After Hearing*
- g.  CH-250, *Proof of Service by Mail* (blank form)
- h.  CH-800, *Receipt for Firearms, Firearm Parts, and Ammunition* (blank form)
- i.  Other (specify): Decl. Re: Notice Upon Ex Parte Application for orders for Civil Harassment (CV-5014); \_\_\_\_\_

How Do I Turn In or Sell My Firearms? (CH-800-INFO); Local form FM-1047; CM-010

**5** I personally gave copies of the documents checked above to the person in ②:

- a. On (date): \_\_\_\_\_ b. At (time): \_\_\_\_\_  a.m.  p.m.
- c. At this address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**6 Server's Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

(If you are a registered process server):

County of registration: \_\_\_\_\_ Registration number: \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: \_\_\_\_\_



Type or print server's name

Server to sign here

**This Page Intentionally Left Blank.**

# Blank Forms for the other side

Do not fill out the remaining forms in  
this packet. Leave them blank!

They get hand-delivered (served)  
to the other side,  
along with a filed copy of your forms.

The other side will file these forms  
to give the court their side of the story  
if they want to.

**If the Sheriff is going to serve,**  
they will make sure the other party gets these forms.

**If YOU are finding someone to serve the other party,**  
the server also needs to give the other party **all** of the forms  
after this page.



**What is a civil harassment restraining order?**

It is a court order that prohibits you from doing certain things and going to certain places.

**What does the order do?**

The court can order you to:

- Not contact the person who asked for the order
- Stay away from that person and the person's home and workplace
- Not have any firearms (guns), firearm parts, ammunition, or body armor as long as the order is in effect. This includes firearm receivers and frames, and any item that may be used as or easily turned into a receiver or frame (see Penal Code section 16531).

For more information about the items you would not be allowed to have, please see [selfhelp.courts.ca.gov/restraining-orders/prohibited-items](http://selfhelp.courts.ca.gov/restraining-orders/prohibited-items).

**Who can ask for a civil harassment restraining order?**

A person who is worried about safety because they have been or are being:

- Stalked
- Harassed
- Assaulted, including sexually, or
- Threatened with violence

**I've been served with a request for civil harassment restraining orders. What do I do now?**

Read the papers served on you very carefully. The *Notice of Court Hearing* tells you when to appear in court. There may also be a *Temporary Restraining Order* forbidding you from doing certain things. You must obey the order until the hearing.

**What if I don't agree with what the order says?**

You still must obey the order until the hearing. If you disagree with the orders the person is asking for, fill out form [CH-120](#), *Response to Request for Civil Harassment Restraining Orders*, before your hearing date and file it with the court. If you need to include attachments, you can use form [MC-025](#). You can get the forms from legal publishers or from the California Courts website at [courts.ca.gov/rules-forms/find-your-court-forms](http://courts.ca.gov/rules-forms/find-your-court-forms). Forms may also be at your local courthouse or county law library.

**What if I don't obey the order?**

The police can arrest you. You can go to jail and pay a fine.

**Do I have to serve the other person with a copy of my response?**

Yes. Have someone age 18 or older—not you—mail a copy of completed form CH-120 to the person who asked for the order (or that person's lawyer). (This is called “service by mail.”)

The person who serves the form by mail must fill out form [CH-250](#), *Proof of Service by Mail*. Have the person who did the mailing sign the original. Take the completed form back to the court clerk or bring it with you to the hearing.

**Should I go to the court hearing?**

Yes. You should go to court on the date listed on form CH-109, *Notice of Court Hearing*. If you do not go to the hearing, the judge can make orders against you without hearing from you.

<b>CH-109 Notice of Court Hearing</b>		Clerk stamps date here when form is filed
<p><b>① Person Seeking Protection</b></p> <p>a. Your Full Name:</p> <p>Your Lawyer (if you have one for this case): Name: _____ State Bar No.: _____ Firm Name: _____</p> <p>b. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or email.) Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____ Email Address: _____</p>		
<p><b>② Person From Whom Protection Is Sought</b></p> <p>Full Name: _____</p> <p><i>The court will complete the rest of this form.</i></p>		
<p><b>③ Notice of Hearing</b></p> <p>A court hearing is scheduled on the request for restraining orders against the person in ②:</p> <p>Name and address of court if different from above: Hearing Date: _____ Date: _____ Time: _____ Dept.: _____ Room: _____</p>		
<p>To the person in ②:</p> <ul style="list-style-type: none"> <li>If you attend the hearing (in person, by phone, or by videoconference) and the judge grants a restraining order against you, the order will be effective immediately, and you could be arrested if you violate the order.</li> <li>If you do not attend the hearing, the judge may still grant the restraining order that could last up to five years. After you receive a copy of the order, you could be arrested if you violate the order.</li> </ul>		
<p><b>④ Temporary Restraining Orders</b> (Any orders granted are on form CH-110, served with this notice.)</p> <p>a. Temporary restraining orders for personal conduct and stay-away orders as requested in form CH-100, <i>Request for Civil Harassment Restraining Orders</i>, are (check only one box below):</p> <p>(1) <input type="checkbox"/> All GRANTED until the court hearing. (2) <input type="checkbox"/> All DENIED until the court hearing. (Specify reasons for denial in b, below.) (3) <input type="checkbox"/> Partly GRANTED and partly DENIED until the court hearing. (Specify reasons for denial in b, below.)</p>		

Judicial Council of California, [courts.ca.gov](http://courts.ca.gov)  
Rev. January 1, 2026, Optional Form  
Code Civ. Proc., §§ 527.6, 527.9  
Approved by DOL

Notice of Court Hearing  
(Civil Harassment Prevention)

CH-109, Page 1 of 2  
→

**How long does the order last?**

If the court issued a temporary restraining order before the hearing, it will last until your hearing date. At that time, the court will decide to continue or cancel the order. Any order issued at the hearing can last for up to five years.

**Do I need a lawyer?**

Having a lawyer is always a good idea, but it is not required, and you are not entitled to a free, court-appointed attorney. Ask the court clerk about free and low-cost legal services and self-help centers in your county.

**Will I see the person who asked for the order at the court hearing?**

Yes. Assume that the person who is asking for the order will attend the hearing. Do not talk to them unless the judge or that person's attorney says that you can.

**Can I bring a witness to the court hearing?**

Yes. You can bring witnesses or documents that support your case to the hearing. But if possible, you should also bring the witnesses' written statements of what they saw or heard. Their statements must be made under penalty of perjury. You can use form [MC-030](#) for this.

**What if I don't speak English?**

When you file your papers, ask the clerk if a court interpreter is available. You can also use form [INT-300](#), *Request for Interpreter (Civil)*, or a local court form or website to request an interpreter. For more information about court interpreters, go to [selfhelp.courts.ca.gov/request-interpreter](#).

**Information about the process is also available online.**

See [selfhelp.courts.ca.gov/CH-restraining-order](#).

**For help in your area, contact:**

*[Local information may be inserted.]*

**What if I have a firearm (gun), firearm part, or ammunition?**

If a restraining order is issued, you cannot own, possess, or have a firearm (gun), firearm parts, ammunition, or body armor while the order is in effect. If you have a firearm (gun), firearm parts, or ammunition, you must sell it to or store it with a licensed gun dealer, or turn it in to a law enforcement agency.

**What if I need to have a firearm or ammunition for my job?**

If the judge grants a restraining order against you, you cannot have firearms or ammunition. The judge may give you permission to have a firearm or ammunition for work. Before permission can be granted, you will be required to show the judge that (1) carrying a firearm or ammunition is required for your work, and (2) your employer is unable to reassign you to another position where carrying a firearm or ammunition is not necessary. There are other things that you will have to prove. For more information, go to [selfhelp.courts.ca.gov/respond-to-CH-restraining-order/obey-firearms-orders/exception](#), or see Code of Civil Procedure section 527.9(f).

**What if I need to have body armor?**

If you need to have and use body armor for your work, livelihood, or safety, you may ask for an exception with the chief of police or sheriff in the county where you will have and use the body armor (see Penal Code section 31360(c)).

**Can I agree with the protected person to cancel the order?**

No. Once the order is issued, only the judge can change or cancel it. You or the protected person would have to file a request with the court to cancel the order.

**What if I have a disability?**

If you have a disability and need an accommodation while you are at court, you can use form [MC-410](#), *Disability Accommodation Request*, to make your request. You can also ask the ADA Coordinator in your court for help. For more information, see form [MC-410-INFO](#), *How to Request a Disability Accommodation for Court*.

Clerk stamps date here when form is filed.

**Use this form to respond to the Request (form CH-100)**

- Read *How Can I Respond to a Request for Civil Harassment Restraining Orders?* (form CH-120-INFO) to protect your rights.
- Fill out this form and take it to the court clerk.
- Have someone age 18 or older—not you—serve the person in ① or their lawyer by mail with a copy of this form and any attached pages. (*Use form CH-250, Proof of Service by Mail.*)

**① Person Seeking Protection**Full name of person seeking protection (*see form CH-100, item 1*):**② Person From Whom Protection Is Sought**

a. Your Name: \_\_\_\_\_

Your Lawyer (*if you have one for this case*)

Name: \_\_\_\_\_ State Bar No.: \_\_\_\_\_

Firm Name: \_\_\_\_\_

b. Your Address (*If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or email.*)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fill in court name and street address:

**Superior Court of California, County of  
Santa Clara**Street Address: 191 North First Street  
Mailing Address: 191 North First Street  
San Jose, CA 951113  
Civil Division

Court fills in case number when form is filed.

**Case Number:** \_\_\_\_\_

Present your response and any opposition at the hearing. Write your hearing date, time, and place from form CH-109, item 3, here:

**Hearing  
Date**Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Dept.: \_\_\_\_\_ Room: \_\_\_\_\_**If you were served with a temporary  
restraining order, you must obey it until the  
hearing.** At the hearing, the court may make  
orders against you that last for up to five years.**③  Personal Conduct Orders**

- a.  I agree to the orders requested.
- b.  I do not agree to the orders requested.  
(*Specify why you disagree in ⑫ on page 4.*)
- c.  I agree to the following orders (*Specify below or in ⑫ on page 4.*)  
\_\_\_\_\_  
\_\_\_\_\_

**④  Stay-Away Orders**

- a.  I agree to the orders requested.
- b.  I do not agree to the orders requested. (*Specify why you disagree in ⑫ on page 4.*)
- c.  I agree to the following orders (*specify below or in ⑫ on page 4.*)  
\_\_\_\_\_  
\_\_\_\_\_

**5  Additional Protected Persons**

- a.  I agree that the persons listed in item 3 of form CH-100 may be protected by the order requested.
- b.  I do not agree that the persons listed in item 3 of form CH-100 may be protected by the order requested.

**6 Firearms (Guns), Firearm Parts, and Ammunition**

If you were served with form CH-110, *Temporary Restraining Order*, you cannot own or possess any firearms (guns), firearm parts, or ammunition. This includes firearm receivers and frames, and any item that may be used as or easily turned into a receiver or frame (see Penal Code section 16531). (See item 7 of form CH-110.) You must sell to or store with a licensed gun dealer, or turn in to a law enforcement agency, any firearms (guns), firearm parts, and ammunition in your immediate possession or control within 24 hours of being served with form CH-110. You must file a receipt with the court. You may use *Receipt for Firearms, Firearm Parts, and Ammunition* (form CH-800) for the receipt.

- a.  I do not own or control any firearms (guns), firearm parts, or ammunition.
- b.  I have turned in my firearms (guns), firearm parts, and ammunition to law enforcement or sold them to or stored them with a licensed gun dealer. A copy of the receipt
  - (1)  is attached.
  - (2)  has already been filed with the court.
- c.  I ask for an exception to carry a firearm or ammunition for work. (Complete items (1)–(3) below):
  - (1) Are you a sworn peace officer?
    - No
    - Yes
  - (2) Are there any orders or state or federal laws that prohibit you from having firearms or ammunition?
    - No
    - I don't know (explain):  


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Yes (explain):  


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(3) (Explain what your job is and why you need a firearm or ammunition):  


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(Note: You **must** follow any orders to turn in, sell, or store prohibited items until the judge decides whether to grant you an exception. Before an exception can be granted, you will be required to show the judge that (1) carrying a firearm or ammunition is required for your work, and (2) your employer is unable to reassign you to another position where carrying a firearm or ammunition is not necessary. There are other things you will need to prove. For more information on what you need to show the judge to qualify for this exception, go to [selfhelp.courts.ca.gov/respond-to-CH-restraining-order/obey-firearms-orders/exception](http://selfhelp.courts.ca.gov/respond-to-CH-restraining-order/obey-firearms-orders/exception) or see Code of Civil Procedure section 527.9(f).)

**7 No Body Armor**

If you were served with form CH-110, *Temporary Restraining Order*, you are prohibited from owning, possessing, or buying body armor. You must also relinquish any body armor you have in your possession.

*(Check all that apply):*

- a.  I do not own or have any body armor.
- b.  I have relinquished all body armor that I have in my possession.
- c.  I was granted an exception, or will ask for an exception, to have body armor. Note: This exception is granted by a chief of police or sheriff. See Penal Code section 31360(c). *(Attach a copy of the letter granting permission, if you have one.)*

**8  Possession and Protection of Animals**

- a.  I agree to the orders requested.
- b.  I do not agree to the orders requested. *(Specify why you disagree in 12 on page 4.)*
- c.  I agree to the following orders *(specify below or in 12 on page 4):*

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**9  Other Orders**

- a.  I agree to the orders requested.
- b.  I do not agree to the orders requested. *(Specify why you disagree in 12 on page 4.)*
- c.  I agree to the following orders *(specify below or in 12 on page 4):*

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**10  Denial**

I did not do anything described in item 7 of form CH-100. *(Skip to 12.)*

## 11 Justification or Excuse

If I did some or all of the things that the person in ① has accused me of, my actions were justified or excused for the following reasons (*explain*):

Check here if there is not enough space below for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 11—Justification or Excuse" as a title. You may use form MC-025, Attachment.

**12**  Reasons I Do Not Agree to the Orders Requested

*Explain your answers to each order requested that you do not agree with.*

Check here if there is not enough space below for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 12—Reasons I Disagree" as a title. You may use form MC-025, Attachment.



**(13)  No Fee for Filing**

a.  I request that I not be required to pay the filing fee because the person in ① claims in form CH-100, item 13, to be entitled to free filing.

b.  I request that I not be required to pay the filing fee because I am eligible for a fee waiver. (*Form FW-001, Request to Waive Court Fees, must be filed separately.*)

**(14)  Lawyer's Fees and Costs**

a.  I ask the court to order payment of my  Lawyer's fees  Court costs.

The amounts requested are:

<u>Item</u>	<u>Amount</u>	<u>Item</u>	<u>Amount</u>
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Check here if there are more items. Put the items and amounts on an attached sheet of paper and write "Attachment 14—Lawyer's Fees and Costs" for a title. You may use form MC-025, Attachment.

b.  I ask the court to deny the request of the person asking for protection that I pay their lawyer's fees and costs.

**(15)** Number of pages attached to this form, if any: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Lawyer's name (if any)

► \_\_\_\_\_  
Lawyer's signature

I declare under penalty of perjury under the laws of the State of California that the information above and on all attachments is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Type or print your name

► \_\_\_\_\_  
Sign your name



**What items do I need to turn in, sell, or store?**

You must turn in, sell, or store all of the following prohibited items that you have or control:

- Firearms, including any handgun, rifle, shotgun, and assault weapon;
- Firearm parts, meaning receivers, frames, or any item that may be used as or easily turned into a receiver or frame (see Penal Code section 16531), which may also be called ghost guns; and
- Ammunition.

**How do I properly turn in, sell, or store the prohibited items?**

You must take them to:

- Law enforcement, who will accept all prohibited items and may store them or destroy them;

OR

- A licensed gun dealer, who can buy or store firearms. If you have firearm parts, call ahead for more information.

**When do I have to turn in, sell, or store the prohibited items?**

Immediately, if law enforcement asks you for the items. Otherwise, within 24 hours.

**Who can I turn in, sell, or store the prohibited items with?**

Only law enforcement or a licensed gun dealer. You cannot give your prohibited items to a family member, friend, or anyone else.

**Where can I sell the prohibited items?**

At a licensed gun dealer in your area. You can search the internet for “Gun Dealers” or “Firearms Dealers” to find one. Make sure the dealer is licensed.

**Do I have to pay a fee to store prohibited items?**

You may have to pay a fee. Contact your local law enforcement agency or a licensed gun dealer about fees and whether they have space to store your items.

**How do I turn in the prohibited items to law enforcement?**

Call your local law enforcement agency to ask about their procedures. Unload your firearms and take a copy of the court order with you.

**Do not** bring firearms to court.

**If I turn in the prohibited items to law enforcement, how long will they keep them?**

It depends. There are procedures for getting your firearms back after the restraining order has expired. Ask the law enforcement agency for more information.

**After I turn in the prohibited items to law enforcement, can I change my mind?**

Yes. You are allowed to sell firearms to a licensed gun dealer. To do so, the gun dealer must present a bill of sale to your local law enforcement agency. The law enforcement agency will give the licensed gun dealer the items that you are selling.

**Do I have to prove that I have turned in, sold, or stored the prohibited items?**

Yes. Within 48 hours you must file a receipt with the court showing that you have surrendered the prohibited items to a law enforcement agency or sold them to or stored them with a licensed gun dealer. You may use *Receipt for Firearms, Firearm Parts, and Ammunition* (form [CH-800](#)) for this purpose.

**Additional Questions?**

Contact an attorney for legal advice. Call your local law enforcement agency, for example, your city police or county sheriff, for their procedures.

**Information about prohibited items and how to obey these orders is also available online.**

See [selfhelp.courts.ca.gov/respond-to-CH-restraining-order/obey-firearms-orders](http://selfhelp.courts.ca.gov/respond-to-CH-restraining-order/obey-firearms-orders).

**For help in your area, contact:**

*[Local information may be inserted.]*



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA CLARA****How to Safely Turn In Firearms and Ammunition**

**Important!** You must call **BEFORE** you bring firearms or ammunition to a law enforcement agency. You have 24 hours from the time you received the restraining order or protective order to call. Follow the steps below.

- 1 Call the Santa Clara County Sheriff's Department or the Police Department where you live. Tell them you have a restraining or criminal protective order and you need to turn in your firearm(s) and ammunition.
- 2 The law enforcement agency will explain where and how to turn in your firearm(s) and ammunition. Some agencies ask you to make two trips: one for the firearm(s) and one for the ammunition. Follow their instructions carefully.
- 3 Law enforcement may ask for:
  - a description of you and your car,
  - your ID, and
  - your court order.

**Follow these Safety Instructions:**

- Your firearm(s) must be **unloaded**.
- Place the firearm in your trunk, and lock your **trunk**. If you do not have a trunk, lock your firearm in a container and put it in the **back** of your vehicle out of arm's reach. Do **NOT** put it in your glove compartment! (*Calif. Penal Code* § 12026.1(a))
- Drive straight to the law enforcement agency. Do not stop anywhere else.
- Park your car where the agency told you to park.
- Call the agency when you get there. They will tell you what to do. If you do not have a cell phone, **leave the firearm in your car** and go inside and ask for instructions.

**If you want to have your firearms and ammunition destroyed:**

Follow the safety instructions above. The agency will also ask you to sign a paper that gives them permission to destroy your firearm(s) and ammunition.

**If your firearms are antiques or collector's items:**

When you turn in your firearm(s), tell the agency how they should be stored. Some agencies may not be able to follow your storage instructions.

**You have 24 hours to turn in (or sell) your firearms and ammunition.**

If the court ordered you to "relinquish" your firearms and ammunition, you have only 24 hours to do so. If you decide to sell them, you must sell them to a **federally licensed** gun dealer. Look in the Yellow Pages or online under "Firearms Dealers." Be sure that the firearm dealer is federally licensed.

*Here are the non-emergency phone numbers.*

Campbell Police Dept	(408) 866-2101, 866-2102
Gilroy Police Dept.	(408) 846-0300
Los Altos Police Dept.	(650) 947-2779
Los Gatos/Monte Sereno Police Dept.	(408) 354-8600
Milpitas Police Dept.	(408) 586-2400
Morgan Hill Police Dept.	(408) 779-2101
Mountain View Police Dept.	(650) 903-6344
Palo Alto Police Dept.	(650) 329-2406
San José Police Dept	311 or (408) 277-8900
San José State Univ. Police Dept	(408) 924-2185
Santa Clara County Sheriff's Office	(408) 808-4400
Santa Clara Police Dept.	(408) 615-4700
Stanford Univ. Dept. of Public Safety	(650) 723-9633
Sunnyvale Dept. of Public Safety	(408) 730-7110

**Do not call 911.**  
Call your local police department  
or the Santa Clara County  
Sheriff's Office.

## Questions About Safely Turning In Firearms and Ammunition

This information will answer your questions about turning in firearms.  
If you have other questions, call your local police department. (See other side.)

### What is a firearm?

Firearms include:

- handguns and pistols,
- rifles and shotguns,
- black powder firearms and muzzle-loading firearms,
- assault weapons, and
- any weapon that sends a projectile through a barrel and the weapon's frame or receiver.

### How do I turn in my firearms and ammunition?

You have 2 options:

- You can call your local police department or the Santa Clara County Sheriff's Office and ask for instructions, or
- You can sell them to a *federally licensed* gun dealer. Look in the Yellow Pages or online under "Firearms Dealers."

### How long do I have to turn in my firearms and ammunition?

If the court ordered you to "relinquish" your firearms and ammunition, you only have **24 hours** from the time that you received the restraining order or criminal protective order.

### What if I was ordered to turn in firearms and ammunition on a weekend, can I get more than 24 hours?

No. You only have 24 hours. Law enforcement is available 24/7. See other side for instructions.

### Can I turn in my firearms and ammunition now, and sell them later?

Yes. You can have one sale of the firearms and ammunition. You must use a federally licensed gun dealer for the sale. The gun dealer will give the law enforcement agency a bill of sale for the firearms and/or ammunition. If the paperwork is correct, the law enforcement agency will turn over the guns and/or ammunition to the gun dealer.

### What happens if my firearms have not been registered?

It depends. Not all firearms have to be registered. But, if you did not register a weapon that had to be registered, you may have committed a crime. Talk to a lawyer as soon as possible.

### How long will law enforcement keep my firearms and ammunition?

Usually they keep the firearms and ammunition until your restraining or protective order ends. If they cannot keep them for the whole period, they will let you know in writing so you can make other arrangements.

### Do I have to pay law enforcement to keep my firearms and ammunition?

Maybe. Each agency has its own policy. They will tell you about any fees when you turn them in. They will also let you know in writing if their fees change.

### Can a law enforcement officer take my firearms and ammunition from me?

Yes. If you are involved in domestic violence, the officer can take away your firearms and ammunition. (*Calif. Family Code, § 6389(c)(2)*)

### Can I get my firearms back from law enforcement after the court order ends?

Yes, if you are legally allowed to have a firearm. Fill out a Law Enforcement Gun Release (LEGGR) Application and send it to the California Department of Justice. You can get the application at: <http://ag.ca.gov/firearms/forms>. You will also have to pay a fee (\$20 for the first firearm and \$3 for each additional firearm).

The Department of Justice will send you a notice within 4-6 weeks to tell you if you are eligible to possess a weapon again. If you are eligible, take that notice to the law enforcement agency where your firearm(s) and ammunition are stored within 30 days of the date on the notice. If you wait more than 30 days, you will have to submit another application.

### Where can I get more information?

You can:

- Call your local law enforcement agency, or
- Read the law (*Calif. Penal Code §§ 12001 and 6389*).
- Contact an attorney.

## ① Petitioner

Name: \_\_\_\_\_

## ② Restrained Person

a. Your Name: \_\_\_\_\_

Your Lawyer (*if you have one for this case*): \_\_\_\_\_

Name: \_\_\_\_\_ State Bar No.: \_\_\_\_\_

Firm Name: \_\_\_\_\_

b. Your Address (*If you have a lawyer, give your lawyer's information.**If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or email.)*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fill in court name and street address:

Superior Court of California, County of \_\_\_\_\_

Court fills in case number when form is filed.

Case Number: \_\_\_\_\_

## ③ To the Restrained Person:

If a judge has ordered you to turn in, sell, or store your firearms (guns), ammunition, and firearm parts—meaning receivers, frames, or any item that may be used as or easily turned into a receiver or frame (see Penal Code section 16531)—use this form to prove to the judge that you have obeyed their orders. Take this form to a law enforcement officer or a licensed gun dealer to complete ④ or ⑤. For more information on how to properly turn in your items, read form CH-800-INFO, *How Do I Turn In, Sell, or Store My Firearms, Firearm Parts, and Ammunition?*

④

## To Law Enforcement

(Complete the section below. Keep a copy and give the original to the person in ②.)

Name of Law Enforcement Agency: \_\_\_\_\_

Name of Law Enforcement Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Items Surrendered

a. Firearms, firearm parts, and ammunition transferred on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.b. List of items (*List all the items surrendered by the person in ②. You may attach a separate form from your agency (e.g., a property report), use ⑥, or both. Check below if you have attached a separate form:*) Separate form is attached. (*If it does not include all surrendered items, list additional items in ⑥.*)

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

► Signature of law enforcement agent: \_\_\_\_\_

5

**To Licensed Gun Dealer***(Complete the section below. Keep a copy and give the original to the person in (2).)*

Name of Licensed Gun Dealer: \_\_\_\_\_

License number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Items Stored or Sold**

a. Firearms, firearm parts, and ammunition transferred on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.

b. List of items (List all the items surrendered by the person in (2). You may attach a separate form (e.g., Department of Justice's Report of Firearms Acquisition) or you may use (6). Check below if you have attached a separate form):

 Separate form is attached. (If it does not include all surrendered items, list additional items in (6).)

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

► Signature of licensed gun dealer: \_\_\_\_\_

6

**□ List of Items Surrendered**

Firearms and firearm parts

	Make	Model	Serial number, if there is one	To be Sold	Stored	destroyed
(1)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ammunition

	Brand	Type	Amount	To be Sold	Stored	destroyed
(1)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Check here if there is not enough space above for your answer. Use a separate sheet of paper to list other items. Write "CH-800, item 6" at the top, and attach it to this form.

**7 To the Restrained Person:**

Besides the items listed on page 2 or in an attached form, do you have or own any other firearms (guns), firearm parts, or ammunition?

No

Yes (*If yes, check one of the boxes below:*)

a.  I filed a *Receipt for Firearms, Firearm Parts, and Ammunition* (form CH-800) or other proof for those items with the court on (date): \_\_\_\_\_

b.  I am filing the proof for those firearms (guns), firearm parts, or ammunition along with this proof.

c.  I have not yet filed the proof for the other firearms (guns), firearm parts, or ammunition.

(*Explain why not:*)

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**Your signature**

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: \_\_\_\_\_



Type or print your name

Sign your name

**Your Next Steps**

- After the form is complete, make two additional copies. Take the copies and original to the court clerk to file.
- Keep a copy for yourself.

**Note that failure to file a receipt with the court is a violation of the court's order.**