

# Renew a Civil Harassment Restraining Order After Hearing

<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"/> CV-5014 Declaration Re: Notice Upon Ex Parte Application for Orders for Civil Harassment</li> <li><input checked="" type="checkbox"/> CH-710 Notice of Hearing to Renew Restraining Order</li> <li><input checked="" type="checkbox"/> CH-700 Request to Renew Restraining Order</li> <li><input checked="" type="checkbox"/> CLETS-001 Confidential CLETS Information</li> <li><input checked="" type="checkbox"/> CH-720 Response to Request to Renew Restraining Order</li> <li><input checked="" type="checkbox"/> A copy of your current Restraining Order</li> </ul> <p>Complete the next form to ask the Sheriff to serve your forms:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SER-001 Request for Sheriff to Serve Court Papers</li> </ul>
<b>Step 2</b>	<p><b>Review:</b> Bring your completed forms to the <b>Restraining Order Help Center</b> at 201 North First Street, San Jose to have them reviewed before filing.</p>
<b>Step 3</b>  There is no filing fee.	<p><b>File:</b> Turn in the original to the <b>Court Specialist</b> located in the Courthouse at: <b>191 North First Street, San Jose, CA 95113</b></p> <p>The Clerk's Office opens at 8:30am Monday-Friday, closing times are subject to change, visit <a href="http://www.scscourt.org">www.scscourt.org</a> or call <b>408-882-2100</b> for current office hours.</p> <p>The Court Specialist will give you a slip to tell you 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.</p>
<b>Step 4</b>	<p><b>Personal Service:</b> After the filed copies are returned to you:</p> <ul style="list-style-type: none"> <li>• <b>Keep</b> 1 filed copy for your records</li> <li>• <b>If you did not ask the Sheriff to serve:</b> At least 5 days before the court date, have an adult, not you or a protected person, hand deliver a filed copy and a blank <i>CH-720 Response to Request to Renew Restraining Order</i> to the other party. Then they will complete a <i>Proof of Service (In Person)</i> form (CH-200) and give it back to you. You must file the original and a copy of this form at the Clerk's Office. The clerk will stamp the copy and give it back to you. Keep this copy for your records.</li> <li>• <b>If you asked 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 (408)808-4800 to see if they were able to serve</li> </ul>
<b>Step 5</b>	<p><b>Go to your court date.</b></p>

## WHAT HAPPENS IF I DO NOT ASK TO RENEW MY RESTRAINING ORDER?

When your original Restraining Order was granted, the Judge set an end date. If you do not apply to renew the restraining order **before** that date, the orders will end and you will no longer have a restraining order protecting you from the other party. If that happens and you still want a restraining order, you will have to file a brand-new request and follow the same procedure you went through to get your expired restraining order.

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

When you file your 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 (408) 882-2100.

## HOW LONG CAN I ASK TO RENEW MY RESTRAINING ORDER?

You may only ask the Court to renew your restraining for up to 5 years. Civil Code of Procedure 527.6(j)

## 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 forms 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