

# DV-160 Instructions

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## ❑ **Review your (partially) completed DV-160 form**

Take the time to carefully go through the populated Request to Keep Minor's Information Confidential (DV-160) form generated alongside these instructions and verify that all the filled-in information is correct.

## ❑ **Print or open a digital copy of your completed DV-100 form & attachments**

You have two options at this point:

- 1. Print your forms:** Print out a paper copy of your completed DV-100 form, as well as any other forms you intend to file with your Request for Domestic Violence Restraining Order. Additional attachment forms may include, but are not limited to, the DV-105, DV-105(A), DV-108, DV-109, DV-110, DV-130, DV-140, DV-145, DV-150, and FL-150. Ensure that these copies are single-sided, not double-sided.
- 2. Edit a digital copy of your forms:** Open a digital file of your completed DV-100 form and any other forms you plan on filing with your Request for Domestic Violence Restraining Order (as mentioned above) in a PDF editor of your choice.

## ❑ **Identify and mark confidential information**

Carefully review your DV-100 form and any attachment forms you intend to file with your Request for Domestic Violence Restraining Order (as mentioned above). Then, circle or highlight each piece of information that you want to keep confidential from the public directly on the copies.

Remember, Family Code section 6301.5 states, "To approve your request, the court must expressly find all of the following:

- The minor's right to privacy overcomes the public's right to access the information;
- There's a substantial probability that the minor's interest will be prejudiced if the information is not kept confidential;
- The order to keep the information confidential is narrowly tailored; and
- No less restrictive means exist to protect the minor's privacy."

## ❑ **Attach edited copies to the back of the DV-160 form**

Secure the copies of the forms (as mentioned above) on which you circled or highlighted the information to be kept confidential to the back of your DV-160 form. We will provide more information on how to prepare your forms for filing in the next interview titled "Part 4, Next Steps."

## ❑ **Complete Items 10 and 11 on your DV-160 form**

Count the number of pages attached to the back of your DV-160 form and fill in this number in Item 10 on your DV-160 form. Take the time to review all your forms again to ensure that all fields are accurately filled in. If everything is correct and complete, print your name, date, and sign the form under Item 11.