## {{ county\_choice }} Instructions - How to Ask for a Personal Protection Order ({{ ppo\_type\_full }}) after a Hearing

Following are step-by-step instructions to help you file a Petition for a Personal Protection Order ({{ ppo\_type\_full }}) issued after a hearing. If you did not ask for an ex parte PPO and are requesting a PPO after a hearing, follow steps 1 - 10 below.

If you asked for an ex parte PPO but the judge denied it, you have the right to request a hearing as long as the judge did not dismiss your petition. If you want to do this, start at step 4 below.

### Step 1: Complete the forms

If you already filed an ex parte petition that was denied and now you want to schedule a hearing, go to Step 4.

Otherwise, if you want to file a PPO petition and schedule it for a hearing instead of asking for an ex parte order (an order entered without a hearing), complete the forms using our [Do-It-Yourself Personal Protection Order (PPO)](https://michiganlegalhelp.org/node/5583) tool.

Gather any documents or images you want the judge to see, including any of the following that support your petition:

* Police reports
* Medical records
* Photos
* Copies of e-mails or text messages
* Letters

{% if ETC\_county\_status == "required" %}If you have any of these documents or images (police reports, photos, etc.), upload them to MLH-Forms. {% else %}If you have any of these documents or images (police reports, photos, etc.), you can upload them to MLH-Forms or attach them to your forms yourself before you file your forms in Step 3. If you attach any evidence yourself, it’s best to combine the attachments into one document in chronological order (oldest first) OR label each attachment in chronological order (EX: “1”, “2”, “3”). {% endif %}If you upload documents with MLH-Forms, the program will make a PDF “Exhibit” file with a coversheet containing all your uploaded files.

Tips for Uploading Documents and Images to MLH-Forms:

* For **documents with text**, like a police report, upload the document **as a PDF**. In many apps and programs, "save", "print", "download", or "share" options include a way to create a PDF.
* If you have **paper documents**, scan them using a **scanner app** on your phone or a **physical scanner** to create clean PDF copies. Examples of free scanner apps are Adobe Scan, Google Drive, or Apple Notes. (We do not recommend any specific software.) Some libraries have physical scanners. **Do not** upload a regular photo of documents like police reports or medical records. Photos of these documents may be hard to read.
* For **photos and mobile phone screenshots**, you can upload jpg or png files.

**The court does not have access to police department computer systems and cannot retrieve police reports. If you mention a police report in your petition and you want the judge to review it, you need to submit a copy with your petition.**

After you finish using the [Do-It-Yourself Personal Protection Order (PPO)](https://michiganlegalhelp.org/node/5583) tool, you will get the following forms:

* Petition for Personal Protection Order (including the Statement of Facts)
* Exhibits to Personal Protection Order (if you uploaded any documents)
* Notice of Hearing on Petition for Personal Protection Order
* Personal Protection Order
* Proof of Service (2)

{%p if has\_next\_friend\_petitioning %}

* Request for Next Friend and Order

{%p endif %}

{%p if is\_incapacitated\_adult %}

Your next friend (your guardian or the person who has a power of attorney) must sign the completed petition at the bottom if they did not sign electronically. They must also fill out and sign the Request for Next Friend and Order form (leaving the Order section blank).

{%p elif has\_next\_friend\_petitioning and petitioner\_under\_fourteen %}

Your next friend (the adult who is helping you) must sign the completed petition at the bottom if they did not sign electronically. They must also fill out and sign the Request for Next Friend and Order form (leaving the Order section blank).

{%p elif has\_next\_friend\_petitioning %}

Your next friend (the adult who is helping you) must sign the completed petition at the bottom if they did not sign electronically. Both of you must also sign the Request for Next Friend and Order form (leaving the Order section blank).

{%p else %}

Sign the completed petition at the bottom. If you chose to sign electronically, this is already done. Only the top half of your proposed order will be filled in. Leave the rest of the proposed order blank. The judge will complete it if the judge grants you the PPO.

{%p endif %}

{%p if county\_choice == “Gogebic” %}

Visit the clerk’s office at the courthouse to get a hearing date and instructions for having your papers served. Then fill out the Notice of Hearing on Petition for Personal Protection Order form with the hearing information you are given.

{%p elif county\_choice == “Cass” %}

Sign and date the Notice of Hearing on Petition for Personal Protection Order form. The clerk’s office will give you a hearing date and time when you file, or shortly after. For now, leave section C blank on this form.

{%p elif county\_choice == “Marquette” %}

Call the court clerk’s office at (906) 225-8330 to request a hearing date. Then fill out the Notice of Hearing on Petition for Personal Protection Order with the information you are given.

{%p elif county\_choice == “Iosco” %}

Fill out the Notice of Hearing on Petition for Personal Protection Order form. Write the words "TO BE SET BY COURT" in the hearing information box.

{%p elif county\_choice == “Jackson” %}

Call the legal advocate at (517) 841-2952 to request a hearing date. The advocate will provide you with a motion form, or you can use the Notice of Hearing on Petition for Personal Protection Order and fill in the hearing information you are given. The advocate will also provide you with instructions for your hearing.

{%p elif county\_choice != “Wayne” %}

Call the court clerk’s office to request a hearing date. Then fill out the Notice of Hearing on Petition for Personal Protection Order with the information you are given.

{%p endif %}

{%p if county\_choice == “Genesee” %}

Genesee County requires an additional form. Please print and fill out the Verified Statement form, available on this [Genesee County webpage](https://www.gc4me.com/departments/county_clerks1/ppo.php).

{%p elif county\_choice == “Livingston” and (ppo\_type == "domestic" or ppo\_type == "nondomestic") %}

In Livingston County, you must also complete the [Verification & Acknowledgment of Instructions for Filing a PPO Petition](https://milivcounty.gov/wp-content/uploads/PPO-Verification-of-Instructions.pdf).

{%p elif county\_choice == “Macomb” and ppo\_type == "domestic" %}

Macomb County also requires a [Verified Statement](https://macombgovdocs.org/clerk/pdfs/ppo-verified-statement.pdf). Complete this form and save it to your device. You will file it electronically with your petition and other documents.

{%p endif %}

### Step 2: Make copies of the forms

{%p if county\_choice == “Cass” or county\_choice == “Gogebic” or county\_choice == “Ionia” or county\_choice == “Iosco” or county\_choice == “Marquette” or county\_choice == “Montcalm” %}

If you already filed an ex parte petition that was denied, and now you want to schedule a hearing, go to Step 4.

Otherwise, if you are going to file a petition and schedule it for a hearing initially, you can either file in person at the courthouse or through MLH-Forms after completing the Do-It-Yourself Personal Protection Order tool.

If you are going to file at the courthouse, make **four copies** of the documents listed below. In some counties, the court clerk’s office will make copies of your forms for you. Call the clerk’s office ahead of time to ask if you need to make your own copies.

* Petition for Personal Protection Order (including the Statement of Facts)
* Any evidence you will attach or upload with your petition (examples: police report, medical record, etc that are related to your petition)

{%p if has\_next\_friend\_petitioning %}

* Request for Next Friend and Order

{%p endif %}

If the **Notice of Hearing on Petition for Personal Protection Order** has already been completed with the hearing date and other information, also make **three copies** of it.

If you are going to file online, you will only need to make one copy of each document (to be served on the Respondent in Step 6).

{%p elif county\_choice == “Macomb” %}

Make one copy of the following:

* Petition for Personal Protection Order (including the Statement of Facts)
* Any evidence you will attach or upload with your petition (examples: police reports, medical records, etc that are related to your petition)

{%p if has\_next\_friend\_petitioning %}

* Request for Next Friend and Order

{%p endif %}

{%p if ppo\_type == “domestic” %}

* Verified Statement ([available here](https://macombgovdocs.org/clerk/pdfs/ppo-verified-statement.pdf))

{%p endif %}

Save the copies to be served on the Respondent in Step 6.

{%p else %}

If you already filed an ex parte petition that was denied, and now you want to schedule a hearing, go to Step 4.

Otherwise, if you are going to file a petition and schedule it for a hearing initially, make four copies of the documents listed below.

* Petition for Personal Protection Order (including the Statement of Facts)
* Any evidence you will attach to your petition (examples: police reports, medical records, etc that are related to your petition)

{%p if has\_next\_friend\_petitioning %}

* Request for Next Friend and Order

{%p endif %}

{%p if county\_choice == “Genesee” %}

* Verified Statement ([available here](https://www.gc4me.com/departments/county_clerks1/ppo.php))

{%p endif %}

{%p if county\_choice == “Livingston” and (ppo\_type == “domestic” or ppo\_type == “nondomestic”) %}

* Verification & Acknowledgment of Instructions for Filing a PPO Petition ([available here](https://milivcounty.gov/wp-content/uploads/PPO-Verification-of-Instructions.pdf))

{%p endif %}

If the **Notice of Hearing on Petition for Personal Protection Order** has already been completed with the hearing date and other information, also make **three copies** of it.

In some counties, the court clerk’s office will make copies of your forms for you. Call the clerk’s office ahead of time to ask if you need to make your own copies.

{%p endif %}

### Step 3: File your forms

{%p if has\_next\_friend\_petitioning %}

Your next friend will need to file your forms for you.

{%p endif %}

If you already filed an ex parte petition that was denied, and now you want to schedule a hearing, go to Step 4.

Follow Step 3 if you haven’t filed a petition for a PPO yet, and you want to schedule your petition for a hearing instead of filing an ex parte petition.

{%p if county\_choice == “Cass” %}

You can either file in person at the courthouse or online after completing the Do-It-Yourself Personal Protection Order tool. There is no filing fee.

File the following:

* Petition for Personal Protection Order, including the Statement of Facts
* Personal Protection Order
* Any attachments (examples: police reports, medical records, etc that are related to your petition){% if is\_incapacitated\_adult %}, including the Order Regarding Appointment of Guardian or the power of attorney paperwork{% endif %}
* Notice of Hearing on Petition for Personal Protection Order

{%p if has\_next\_friend\_petitioning %}

* Request for Next Friend and Order

{%p endif %}

#### Filing at the courthouse

If you want to file in person at the courthouse, go to the court clerk’s office with all copies of your forms and any attachments (such as police reports or medical records). The clerk will return the copies that the court doesn’t need.

When you file, ask the clerk’s office for a hearing date and time, and fill in section C of the Notice of Hearing form with the information they give you. Ask for two copies of the completed Notice of Hearing.

#### Filing online

When you finish answering the questions in the [Do-It-Yourself Personal Protection Order (PPO)](https://michiganlegalhelp.org/node/5583), you will be able to download and review your forms to make sure everything is correct. When you are ready to file your forms with the court, tap the button labeled “I want to file now by e-mail.” Follow the prompts, including adding any more files you still need to upload.

{% if is\_incapacitated\_adult %} Make sure you upload the Order Regarding Appointment of Guardian or the power of attorney paperwork.{% endif %} Also remember to upload the signed Notice of Hearing as an attachment. Leave section C of the form blank. The clerk’s office will fill this in for you and send you back the completed Notice of Hearing after you file. They will also send you instructions for your hearing.

Tap the “Submit” button on the page titled “Submit your forms to the court.” Wait for the confirmation screen to make sure your forms were sent successfully. You may also want to download and save your petition and other documents to your device while you are logged into MLH-Forms.

After you complete this step, skip ahead to Step 6.

{%p elif county\_choice == “Gogebic” or county\_choice == “Ionia” or county\_choice == “Iosco” or county\_choice == “Marquette” or county\_choice == “Montcalm” %}

You can either file in person at the courthouse or online after completing the Do-It-Yourself Personal Protection Order tool. There is no filing fee.

File the following:

* Petition for Personal Protection Order, including the Statement of Facts
* Personal Protection Order
* Any attachments (examples: police reports, medical records, etc. that are related to your petition){% if is\_incapacitated\_adult %}, including the Order Regarding Appointment of Guardian or the power of attorney paperwork{% endif %}
* Notice of Hearing on Petition for Personal Protection Order

{%p if has\_next\_friend\_petitioning %}

* Request for Next Friend and Order

{%p endif %}

#### Filing at the courthouse

If you want to file in person at the courthouse, go to the court clerk’s office with all copies of your forms and any attachments. The clerk will return the copies that the court doesn’t need.

#### Filing online

When you finish answering the questions in the [Do-It-Yourself Personal Protection Order (PPO)](https://michiganlegalhelp.org/node/5583), you will be able to download and review your forms to make sure everything is correct. When you are ready to file your forms with the court, tap the button labeled “I want to file now by e-mail.” Follow the prompts, including adding any more files you still need to upload.

{% if is\_incapacitated\_adult %} Make sure you upload the Order Regarding Appointment of Guardian or the power of attorney paperwork.{% endif %} Also remember to upload the signed Notice of Hearing as an attachment.

Tap the “Submit” button on the page titled “Submit your forms to the court.” Wait for the confirmation screen to make sure your forms were sent successfully. You may also want to download and save your petition and other documents to your device while you are logged into MLH-Forms.

After you complete this step, skip ahead to Step 6.

{%p elif county\_choice == “Macomb” %}

File your forms electronically on the [MiFILE website](https://mifile.courts.michigan.gov/login?ReturnUrl=%2Fcases).

E-file the following:

* Petition for Personal Protection Order, including the Statement of Facts
* Personal Protection Order
* Any attachments (examples: police reports, medical records, etc that are related to your petition){% if is\_incapacitated\_adult %}, including the Order Regarding Appointment of Guardian or the power of attorney paperwork{% endif %}
* Notice of Hearing on Petition for Personal Protection Order

{%p if has\_next\_friend\_petitioning %}

* Request for Next Friend and Order

{%p endif %}

{%p if ppo\_type == “domestic” %}

* Verified Statement ([available here](https://macombgovdocs.org/clerk/pdfs/ppo-verified-statement.pdf))

{%p endif %}

There is no filing fee.

After you complete this step, skip ahead to Step 6.

{%p else %}

File your forms and any attachments at the court clerk’s office. There is no filing fee. The clerk will return any copies that the court does not need to you.

File the following:

* Petition for Personal Protection Order, including the Statement of Facts
* Personal Protection Order
* Any attachments (examples: police reports, medical records, etc that are related to your petition){% if is\_incapacitated\_adult %}, including the Order Regarding Appointment of Guardian or the power of attorney paperwork{% endif %}
* Notice of Hearing on Petition for Personal Protection Order

{%p if has\_next\_friend\_petitioning %}

* Request for Next Friend and Order

{%p endif %}

{%p if county\_choice == “Genesee” %}

* Verified Statement ([available here](https://www.gc4me.com/departments/county_clerks1/ppo.php))

{%p endif %}

{%p if county\_choice == “Livingston” and (ppo\_type == “domestic” or ppo\_type == “nondomestic”) %}

* Verification & Acknowledgment of Instructions for Filing a PPO Petition ([available here](https://milivcounty.gov/wp-content/uploads/PPO-Verification-of-Instructions.pdf))

{%p endif %}

After you complete this step, skip ahead to Step 6.

{%p endif %}

### Step 4: Schedule a court hearing (after denial of an ex parte PPO)

{%p if has\_next\_friend\_petitioning %}

Your next friend will need to complete this step for you.

{%p endif %}

If you asked for an ex parte PPO and it was denied, you can request a hearing within 21 days of the denial.

{%p if county\_choice == “Cass” or county\_choice == “Iosco” %}

Fill out the [Notice of Hearing on Petition for Personal Protection Order](https://www.courts.michigan.gov/4a7757/siteassets/forms/scao-approved/cc381.pdf), but leave Section C blank. The clerk’s office will fill this in for you when you file it, or shortly after.

{%p elif county\_choice == “Gogebic” %}

Visit the clerk’s office at the courthouse to get a hearing date and instructions for having your papers served. Then fill out the [Notice of Hearing on Petition for Personal Protection Order](https://www.courts.michigan.gov/4a7757/siteassets/forms/scao-approved/cc381.pdf) with the hearing information you are given.

Make three copies of the completed Notice of Hearing.

{%p elif county\_choice == “Ionia” or county\_choice == “Montcalm” %}

With the denial order, you should have received a form with information about scheduling a hearing. To ask for a date and time for the hearing, call the phone number for the court administrator that is listed on the form. Fill out the form with the hearing information.

Make three copies.

{%p elif county\_choice == “Jackson” %}

Call the legal advocate at (517) 841-2952 to request a hearing date. The advocate will provide you with a motion form, or you can use the [Notice of Hearing on Petition for Personal Protection Order](https://www.courts.michigan.gov/4a7757/siteassets/forms/scao-approved/cc381.pdf) and fill in the hearing information you are given. The advocate will also provide you with instructions for your hearing.

{%p elif county\_choice == “Marquette” or county\_choice == “Newaygo” %}

Call the court clerk’s office at {% if county\_choice == “Marquette” %}(906) 225-8330{% elif county\_choice == “Newaygo” %}(231) 689-7252{% endif %} to get a hearing date and time. Fill out the [Notice of Hearing on Petition for Personal Protection Order](https://www.courts.michigan.gov/4a7757/siteassets/forms/scao-approved/cc381.pdf), and include the hearing information that you are given.

Make three copies of the completed Notice of Hearing.

{%p elif county\_choice == “Macomb” %}

Sign and date the [Notice of Hearing on Petition for Personal Protection Order](https://www.courts.michigan.gov/49616f/siteassets/forms/scao-approved/cc381.pdf). Leave section C blank. The clerk will fill in that part later. Fill out and sign the [Request for Hearing on a Motion](https://www.macombgov.org/sites/default/files/files/2024-04/CT_20240430_RequestForHearingForm.pdf).

{%p else %}

Ask the court clerk for a hearing date. Fill out the [Notice of Hearing on Petition for Personal Protection Order](https://www.courts.michigan.gov/4a7757/siteassets/forms/scao-approved/cc381.pdf), and include the hearing information that you are given.

Make three copies of the completed Notice of Hearing.

{%p endif %}

### Step 5: File the Notice of Hearing

{%p if has\_next\_friend\_petitioning %}

Your next friend will need to complete this step for you.

{%p endif %}

{%p if county\_choice == “Ionia” or county\_choice == “Montcalm” %}

Follow this step if you filed an ex parte petition that was denied, and now you have a hearing date. If you scheduled your initial petition for a hearing and you already filed a Notice of Hearing in Step 3, skip this step.

File the form provided by the clerk’s office where you wrote the hearing information. Take the original and three copies to the court clerk’s office to file. The clerk will give you the copies that the court doesn’t need. Save the copies for the next steps.

{%p elif county\_choice == “Jackson” %}

Follow this step if you filed an ex parte petition that was denied, and now you have a hearing date. If you scheduled your initial petition for a hearing and you already filed a Notice of Hearing in Step 3, skip this step.

File the completed motion that you received after talking to the legal advocate at the court. Or you can file a Notice of Hearing on Petition for Personal Protection Order with the hearing information filled in.

File it at the court clerk’s office. Give the clerk the Notice of Hearing and all copies. The clerk will give you back the copies that the court doesn't need.

{%p elif county\_choice == “Macomb” %}

E-file your Notice of Hearing on Petition for Personal Protection Order and the Request for Hearing on a Motion on the [MiFILE website](https://mifile.courts.michigan.gov/login?ReturnUrl=%2Fcases). After you file your forms, the clerk will fill in the date and time of your hearing on the Notice of Hearing on Petition for Personal Protection Order.

Then the clerk will e-serve both forms to you in MiFILE. Print a copy of each form to have served on the Respondent in the next step.

{%p else %}

File the Notice of Hearing. In most counties, this will need to be done at the court, but call the court clerk’s office to find out if you can or should use e-filing.

If you are filing at the court, give the clerk the Notice of Hearing on Petition for Personal Protection Order and all copies. The clerk will give you back the copies that the court doesn't need.

If you did not get your hearing date until you filed, make sure you ask the clerk for three copies of the completed Notice of Hearing on Petition for Personal Protection Order.

{%p endif %}

### Step 6: Have the Respondent served with the documents

**Gather the copies of court papers that will be served on (given to) the Respondent.** You will need one copy of everything you filed with the court, including:

* Petition for Personal Protection Order, including the Statement of Facts
* Notice of Hearing on Petition for Personal Protection Order
* Any attachments you filed with your petition (examples: police reports, medical records, etc that are related to your petition)

{%p if has\_next\_friend\_petitioning %}

* Request for Next Friend and Order

{%p endif %}

{%p if county\_choice == “Genesee” %}

* Verified Statement ([available here](https://www.gc4me.com/departments/county_clerks1/ppo.php))

{%p elif county\_choice == “Livingston” and (ppo\_type == “domestic” or ppo\_type == “nondomestic”) %}

* Verification & Acknowledgment of Instructions for Filing a PPO Petition ([available here](https://milivcounty.gov/wp-content/uploads/PPO-Verification-of-Instructions.pdf))

{%p elif county\_choice == “Macomb” and ppo\_type == “domestic” %}

* Verified Statement ([available here](https://macombgovdocs.org/clerk/pdfs/ppo-verified-statement.pdf))

{%p endif %}

{%p if county\_choice == “Macomb” %}

* Request for Hearing on a Motion

{%p endif %}

{%p if county\_choice != “Macomb” %}

Some courts may give you instructions for the hearing when you file. If your court gave you this, also make a copy for the Respondent.

{%p endif %}

You also need the Respondent's address and any other information that will help the process server find the Respondent.

**Have the papers served on the Respondent at least {% if ppo\_type == “nondomestic\_sexual\_assault” %}two days{% else %}one day{% endif %} before the hearing.** This can be done by a police officer, professional process server, or an adult friend or relative. {% if has\_next\_friend\_petitioning %}**Neither you nor your next friend is allowed to serve the Respondent.** {% else %}**You cannot serve the Respondent yourself.** {% endif %}

The process server can give the Respondent the papers in person. Or the papers can be sent to the Respondent by registered or certified mail with return receipt requested and delivery restricted to the Respondent. If the Respondent is served by mail, they must sign the green card (the return receipt).

{%p if respondent\_is\_minor and not respondent\_is\_emancipated\_minor %}

**If the respondent is a minor**, you must also have a copy of the petition, any attachments, and order served on the respondent’s parent(s), guardian(s), or custodian(s), if you know their location.

{%p endif %}

### Step 7: File the completed Proof of Service forms

{%p if has\_next\_friend\_petitioning %}

Your next friend will need to complete this step for you.

{%p endif %}

After the Respondent is served with the PPO papers, the server must complete and sign the Proof of Service form. You can find the Proof of Service on the download page of the Do-It-Yourself Personal Protection Order tool, above the Notice of Hearing. In the section of the Proof of Service that says "Attachments (if any)," the server should write "Notice of Hearing on Petition."

{%p if county\_choice == “Macomb” %}

After the Proof of Service is completed, e-file it on the [MiFILE website](https://mifile.courts.michigan.gov/login?ReturnUrl=%2Fcases).

If the Respondent was served by certified or registered mail, the green card (the return receipt) should also be scanned and uploaded when you e-file.

{%p else %}

If the Respondent was served by mail, the green card (the return receipt) must be included when you file your Proof of Service forms.

File the Proof of Service with the court clerk’s office. Make a copy for your own records.

{%p endif %}

### Step 8: Attend the hearing

{%p if has\_next\_friend\_petitioning %}

Your next friend will need to attend the hearing with you.

{%p endif %}

Go to the court on the scheduled day and time. Dress neatly. Arrive 10 or 15 minutes before your scheduled hearing time. Go to the clerk and tell them your name, that you are there for a hearing, and that you are representing yourself. Follow the clerk’s directions and do not interrupt any hearing in progress.

Bring your proposed order to the hearing. Be prepared to answer questions from the judge about why you need a PPO.

When you are called, go to the place you are directed and answer the judge’s questions clearly and directly. The Respondent will also have a turn to speak.

{%p if county\_choice != “Macomb” %}

If the judge decides to grant you a PPO, the judge will ask you for your proposed order. The court will give you and the Respondent a copy of the order. Ask the courtroom clerk for four (or more) copies of the order. You may want a copy for your employer, your child’s school or childcare provider, and several copies to keep in your home, car, and purse. If court staff do not serve the Respondent after the hearing, you will also need to have a copy sent to the Respondent (see Step 9).

{%p elif county\_choice == “Macomb” %}

If the judge decides to grant you a PPO, the judge will ask you for your order and sign it. The clerk will either give you a copy of the order or e-serve it to you. If court staff do not serve the Respondent after the hearing, you will also need to have a copy sent to the Respondent (see Step 9).

You may want to make a copy of your PPO for your employer, your child’s school or childcare provider, and several copies to keep in your home, car, and purse.

{%p endif %}

If the judge decides not to grant you a PPO, the court will prepare a different order denying your request. If the Respondent is not served after the hearing or did not attend the hearing, you will also need to send a copy to the Respondent (see Step 9).

### Step 9: Have the Respondent served with the order. If the respondent is a minor, also have a copy of the order served on the respondent’s parent(s), guardian(s), or custodian(s), if you know their location.

{%p if county\_choice == “Cass” or county\_choice == “Ionia” or county\_choice == “Jackson” or county\_choice == “Montcalm” %}

If the Respondent did not appear at the hearing, you will need to have the Respondent served with a copy of the order.

{%p elif county\_choice == “Gogebic” or county\_choice == “Iosco” or county\_choice == “Marquette” or county\_choice == “Newaygo” %}

Have the Respondent served with a copy of the order.

{%p else %}

If the court does not give the Respondent a copy of the order after the hearing, have the Respondent served with a copy of the signed order.

{%p endif %}

{% if has\_next\_friend\_petitioning %}**Neither you nor your next friend is allowed to serve the Respondent.**{% else %}**Do not serve the Respondent yourself.**{% endif %} Have the order served by a police officer, professional process server, friend, or relative. This person can give the Respondent the order in person. Or you can have the order sent to the Respondent by registered or certified mail with return receipt requested and delivery restricted to the Respondent. If the Respondent is served by mail, they must sign the green card (the return receipt).

### Step 10: File the completed Proof of Service

{%p if has\_next\_friend\_petitioning %}

Your next friend will need to complete this step for you.

{%p endif %}

When you used the Do-It-Yourself Personal Protection Order (PPO) tool, you got a Proof of Service with the PPO.

Have the process server complete and sign the Proof of Service. This tells the court how and where the Respondent was served with the PPO.

{%p if county\_choice == “Macomb” %}

E-file the completed Proof of Service on the [MiFILE website](https://mifile.courts.michigan.gov/login?ReturnUrl=%2Fcases). If the Respondent was served by mail, the green card (the return receipt) should also be scanned and uploaded when you e-file.

{%p else %}

You or the process server must file the Proof of Service with the court clerk's office. If the Respondent was served by mail, the green card signed by the Respondent (the return receipt) must be attached to the Proof of Service. Get a copy of the Proof of Service for your own records.

{%p endif %}

After you have your PPO, you can enforce it by calling the police if the Respondent ever violates it. It is a good idea to keep a copy of your PPO and Proof of Service with you at all times because it will make enforcement easier if it becomes necessary.