**{{ county\_choice }} Instructions - How to Ask for an Ex Parte Personal Protection Order ({{ ppo\_type\_full }})**

Following are step-by-step instructions to help you file a Petition for an Ex Parte Personal Protection Order ({{ ppo\_type\_full }}). Make sure you keep a copy of everything you file for your records.

**Step 1: Complete the forms**

Complete the forms using our Do-It-Yourself Personal Protection Order (PPO) tool. You will get the following:

* Instructions
* Petition for Personal Protection Order, including the Statement of Facts
* Personal Protection Order
* Proof of Service (2)

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

* Request for Next Friend and Order

{%p endif %}

{%p if county\_choice == “Genesee” %}

County requires an additional form. Please print and fill out the Verified Statement form, available on this [Genesee County website page](https://www.gc4me.com/departments/county_clerks1/ppo.php), after you complete the Do-It-Yourself Personal Protection Order (PPO).

{%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://www.livgov.com/courts/circuit/clerk/Documents/PPO-Verification-of-Instructions.pdf#search=verification%20and%20acknowledgment%20of%20instructions).

{%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 %}

{%p if 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.

{%p elif 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.

{%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 %}

Then gather any other 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

{%p if county\_choice == “Macomb” %}

If you have any of these documents or images (police reports, photos, etc.), scan and save them as PDF files so you can attach them when you send your petition to the court in Step 3.

{%p endif %}

**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.**

**Step 2: Make copies of the forms**

{%p if county\_choice == “Wayne” %}

Skip this step for {{ county\_choice }} County.

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

In {{ county\_choice }} County you do not need to make copies. Either save your documents to your device or print them to scan.

{%p elif county\_choice == “Cass” or 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 through the Law Help Interactive (LHI) website after completing the Do-It-Yourself Personal Protection Order tool.

If you are going to file at the courthouse, make four copies of the petition and all attachments. 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 else %}

Make four copies of the petition and attachments.

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 or is\_incapacitated\_adult %}

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

{%p endif %}

{%p if county\_choice == “Cass” or county\_choice == “Gogebic” or county\_choice == “Ionia” 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 forms:

* Petition for Personal Protection Order, including the Statement of Facts
* Personal Protection Order
* Any attachments

{%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**

After you prepare your forms with the [Do-It-Yourself Personal Protection Order (PPO)](https://michiganlegalhelp.org/node/5583), you will be redirected to a LawHelp Interactive webpage. Make sure to create a free account so you can save your forms. Download and review the forms. After you are finished reviewing them, if you do not need to make any changes, click the button labeled “Email Your Form(s) to the Courts/Agency.” Type in your e-mail address in the provided space. This is so the court can e-mail you after the judge makes a decision on your petition. Scroll down to upload any evidence you want the judge to review (police reports, medical records, etc.).

Then click the orange “Send” button. This will e-mail your petition and other forms to the court.

You may also want to save your petition and other documents to your device while you are logged into LawHelp Interactive.

{%p elif county\_choice == “Wayne” %}

In Wayne County, you will file your PPO petition online. After you prepare your forms with the [Do-It-Yourself Personal Protection Order (PPO)](https://michiganlegalhelp.org/node/5583), you will be redirected to a LawHelp Interactive webpage. Make sure to create a free account so you can save your forms. Download and review the forms. After you are finished reviewing them, if you do not need to make any changes, click the button labeled “Email Your Form(s) to the Courts/Agency.” Type in your e-mail address in the provided space. This is so the court can e-mail you after the judge makes a decision on your petition. Scroll down to upload any evidence you want the judge to review (police reports, medical records, etc.).

Then click the orange “Send” button. This will e-mail your petition and other forms to the court.

You may also want to save your petition and other documents to your device while you are logged into LawHelp Interactive.

{%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

{%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.

{%p else %}

File the following forms with the court clerk:

* Petition for Personal Protection Order, including the Statement of Facts
* Personal Protection Order
* Any attachments

{%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://www.livgov.com/courts/circuit/clerk/Documents/PPO-Verification-of-Instructions.pdf))

{%p endif %}

There is no filing fee. The clerk will return copies of your petition and proposed order to you. Ask the clerk when you should call back to find out if the judge granted you a PPO.

Also ask the clerk if you need to take a copy of the petition to the judge’s office. Some courts will ask you to do this, while others will take care of it for you. If they tell you to go to the judge’s office, do this and leave one copy of the petition form (with attachments) and all copies of the order with the judge's staff.

{%p endif %}

**Step 4: The judge will review your petition**

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

It should not take more than one business day for a judge to review your petition. If you do not hear from the court within one business day, you can call {% if county\_choice == “Cass” %}(269) 445-4416{% elif county\_choice == “Gogebic” %}(906) 663-4518{% elif county\_choice == “Newaygo” %}(231) 689-7252{% endif %}.

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

A judge will review your petition within one business day. If you have a question, you can call the PPO office at (517) 483-6545.

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

It should not take more than one business day for a judge to review your petition. The clerk’s office will call you to let you know when your order is ready. This will be either a PPO or a denial order signed by a judge. If you do not hear from the court within 24 hours, you can call {% if county\_choice == “Ionia” %}(616) 527-5322{% else %}(989) 831-3520 and select option 1{% endif %}.

{%p elif county\_choice == “Iosco” %}

It should take around one business day for a judge to review your petition. The business day ends at 4:30 p.m. If you have questions, you can call (989) 362-3497**.**

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

The court will process your petition within 72 hours from the time of filing. If you have questions, you can call (517) 788-4268 or (517) 841-2952.

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

The judge will review your petition within one business day. If the PPO is granted, the clerk’s office will call you. You can call (906) 225-8330 if you need to find out the status of your petition.

{%p elif county\_choice == “Wayne” %}

It may take up to 48 hours to process your PPO request. The court will send a completed Personal Protection Order, a Denial Order, or Notice of Hearing to the e-mail address you provided when you filed. If you do not receive any information within 48 hours after filing, contact (313) 967-3579 for more information.

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

It should not take more than one business day for the judge to review your petition.

{%p else %}

It should not take more than one business day for the judge to review your petition. If you have questions, you can call the court clerk’s office.

{%p endif %}

**Step 5: After the judge makes a decision**

{%p if county\_choice == “Cass” %}

If the judge grants you a PPO, the court will contact you by phone to let you know. The court will mail you the PPO along with instructions on how to have the Respondent served.

The court will also send a copy to the law enforcement agency.

You may want to make several copies of the PPO: one to keep with you at all times, one to keep in your car, one for your employer, etc.

If the judge does not grant you a PPO, you will get a denial order. You can ask to schedule a court hearing to review your petition. You must do this within 21 days of the judge’s denial if you want a hearing. Follow the {% if ppo\_type == “domestic” %}[How to Ask for a Personal Protection Order (Domestic Relationship) after Hearing](https://michiganlegalhelp.org/checklist/1278){% elif ppo\_type == “nondomestic” %}[How to Ask for a Personal Protection Order (Nondomestic Stalking) after Hearing](https://michiganlegalhelp.org/checklist/4548){% elif ppo\_type == “nondomestic\_sexual\_assault” %}[How to Ask for a Personal Protection Order (Nondomestic Sexual Assault) after Hearing](https://michiganlegalhelp.org/checklist/4541){% endif %} instructions.

The judge can also decide to dismiss your petition. If this happens, you cannot request a hearing.

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

If the judge grants you a PPO, the court will contact you to let you know you can pick it up at the courthouse.

The court will also send a copy to the law enforcement agency.

You may want to make several copies of the PPO: one to keep with you at all times, one to keep in your car, one for your employer, etc.

If the judge does not grant you a PPO, you will get a denial order in the mail. You can ask to schedule a court hearing to review your petition. You must do this within 21 days of the judge’s denial if you want a hearing. Follow the {% if ppo\_type == “domestic” %}[How to Ask for a Personal Protection Order (Domestic Relationship) after Hearing](https://michiganlegalhelp.org/checklist/1278){% elif ppo\_type == “nondomestic” %}[How to Ask for a Personal Protection Order (Nondomestic Stalking) after Hearing](https://michiganlegalhelp.org/checklist/4548){% elif ppo\_type == “nondomestic\_sexual\_assault” %}[How to Ask for a Personal Protection Order (Nondomestic Sexual Assault) after Hearing](https://michiganlegalhelp.org/checklist/4541){% endif %} instructions.

The judge can also decide to dismiss your petition. If this happens, you cannot request a hearing.

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

In general, your PPO or denial order will be ready to pick up after 1:00 pm on the day after you file your petition. However, if you file your petition on a Friday, your PPO or denial order will be ready the same day. The court will not call you. If you have a question, you can call the PPO office at (517) 483-6545.

If the judge grants you a PPO, the court will also send a copy to the law enforcement agency.

You may want to make several copies of the PPO: one to keep with you at all times, one to keep in your car, one for your employer, etc.

If the judge does not grant you a PPO, you can ask to schedule a court hearing to review your petition. You must do this within 21 days of the judge’s denial if you want a hearing. Follow the {% if ppo\_type == “domestic” %}[How to Ask for a Personal Protection Order (Domestic Relationship) after Hearing](https://michiganlegalhelp.org/checklist/1278){% elif ppo\_type == “nondomestic” %}[How to Ask for a Personal Protection Order (Nondomestic Stalking) after Hearing](https://michiganlegalhelp.org/checklist/4548){% elif ppo\_type == “nondomestic\_sexual\_assault” %}[How to Ask for a Personal Protection Order (Nondomestic Sexual Assault) after Hearing](https://michiganlegalhelp.org/checklist/4541){% endif %} instructions.

The judge can also decide to dismiss your petition. If this happens, you cannot request a hearing.

{%p elif county\_choice == “Iosco” %}

If the judge grants you a PPO, the clerk’s office will call you and ask if you want the copies mailed or if you want to pick them up at the court clerk’s office.

The court will also send a copy to the law enforcement agency.

You may want to make several copies of the PPO: one to keep with you at all times, one to keep in your car, one for your employer, etc.

If the judge does not grant you a PPO, the clerk’s office will mail the denial order to you. The clerk’s office will not call you if your petition is denied. You can ask to schedule a court hearing to review your petition. You must do this within 21 days of the judge’s denial if you want a hearing. Follow the {% if ppo\_type == “domestic” %}[How to Ask for a Personal Protection Order (Domestic Relationship) after Hearing](https://michiganlegalhelp.org/checklist/1278){% elif ppo\_type == “nondomestic” %}[How to Ask for a Personal Protection Order (Nondomestic Stalking) after Hearing](https://michiganlegalhelp.org/checklist/4548){% elif ppo\_type == “nondomestic\_sexual\_assault” %}[How to Ask for a Personal Protection Order (Nondomestic Sexual Assault) after Hearing](https://michiganlegalhelp.org/checklist/4541){% endif %} instructions.

The judge can also decide to dismiss your petition. If this happens, you cannot request a hearing.

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

If the judge grants you a PPO, the clerk will send it to the e-mail address you provided, or you can pick it up at the court clerk’s office.

The court will also send a copy to the law enforcement agency.

You may want to make several copies of the PPO: one to keep with you at all times, one to keep in your car, one for your employer, etc.

If the judge does not grant you a PPO, you will get a Denial Order that explains why the order was denied. You can ask to schedule a court hearing to review your petition. You must do this within 21 days of the judge’s denial if you want a hearing. Follow the {% if ppo\_type == “domestic” %}[How to Ask for a Personal Protection Order (Domestic Relationship) after Hearing](https://michiganlegalhelp.org/checklist/1278){% elif ppo\_type == “nondomestic” %}[How to Ask for a Personal Protection Order (Nondomestic Stalking) after Hearing](https://michiganlegalhelp.org/checklist/4548){% elif ppo\_type == “nondomestic\_sexual\_assault” %}[How to Ask for a Personal Protection Order (Nondomestic Sexual Assault) after Hearing](https://michiganlegalhelp.org/checklist/4541){% endif %} instructions.

The judge can also decide to dismiss your petition. If this happens, you cannot request a hearing.

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

The clerk’s office will call you to tell you whether the judge approved or denied your petition. If a PPO was granted, the clerk’s office will ask you to pick it up at the courthouse.

The court will also send a copy to the law enforcement agency.

You may want to make several copies of the PPO: one to keep with you at all times, one to keep in your car, one for your employer, etc.

If the judge does not grant you a PPO, you will get a Denial Order that explains why the order was denied. You can ask to schedule a court hearing to review your petition. You must do this within 21 days of the judge’s denial if you want a hearing. Follow the {% if ppo\_type == “domestic” %}[How to Ask for a Personal Protection Order (Domestic Relationship) after Hearing](https://michiganlegalhelp.org/checklist/1278){% elif ppo\_type == “nondomestic” %}[How to Ask for a Personal Protection Order (Nondomestic Stalking) after Hearing](https://michiganlegalhelp.org/checklist/4548){% elif ppo\_type == “nondomestic\_sexual\_assault” %}[How to Ask for a Personal Protection Order (Nondomestic Sexual Assault) after Hearing](https://michiganlegalhelp.org/checklist/4541){% endif %} instructions.

The judge can also decide to dismiss your petition. If this happens, you cannot request a hearing.

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

You will be e-mailed a copy of the order approving or denying the PPO.

If you are granted a PPO, the clerk will send a copy to the law enforcement agency. Print as many copies of the PPO as you think you will need. For example, you may want one to keep with you at all times, one to keep in your home, one in your car, one for your employer, etc.

If the judge does not grant you a PPO, you will get a Denial Order that explains why the PPO was denied. You can ask to schedule a court hearing to review your petition. You must do this within 21 days of the judge’s denial if you want a hearing. Follow the {% if ppo\_type == “domestic” %}[How to Ask for a Personal Protection Order (Domestic Relationship) after Hearing](https://michiganlegalhelp.org/checklist/1278){% elif ppo\_type == “nondomestic” %}[How to Ask for a Personal Protection Order (Nondomestic Stalking) after Hearing](https://michiganlegalhelp.org/checklist/4548){% elif ppo\_type == “nondomestic\_sexual\_assault” %}[How to Ask for a Personal Protection Order (Nondomestic Sexual Assault) after Hearing](https://michiganlegalhelp.org/checklist/4541){% endif %} instructions.

The judge can also decide to dismiss your petition. If this happens, you cannot request a hearing.

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

If you are granted a PPO, the clerk’s office will call you and ask you to go to the court clerk’s office to pick up copies of the PPO for yourself and a copy to be served on the Respondent. If the Petition for PPO is denied, the judge's office will mail a copy of the Order Denying PPO to you.

The court will also send a copy to the law enforcement agency.

You may want to make several copies of the PPO: one to keep with you at all times, one to keep in your car, one for your employer, etc.

If the judge does not grant you a PPO, you will get a Denial Order that explains why the order was denied. You can ask to schedule a court hearing to review your petition. You must do this within 21 days of the judge’s denial if you want a hearing. Follow the {% if ppo\_type == “domestic” %}[How to Ask for a Personal Protection Order (Domestic Relationship) after Hearing](https://michiganlegalhelp.org/checklist/1278){% elif ppo\_type == “nondomestic” %}[How to Ask for a Personal Protection Order (Nondomestic Stalking) after Hearing](https://michiganlegalhelp.org/checklist/4548){% elif ppo\_type == “nondomestic\_sexual\_assault” %}[How to Ask for a Personal Protection Order (Nondomestic Sexual Assault) after Hearing](https://michiganlegalhelp.org/checklist/4541){% endif %} instructions.

The judge can also decide to dismiss your petition. If this happens, you cannot request a hearing.

{%p elif county\_choice == “Wayne” %}

If the judge grants you a PPO, the clerk will send it to the e-mail address you provided and to the law enforcement agency. If you filed by mail, you will receive the order in the mail. You may want to make several copies of the PPO: one to keep with you at all times, one to keep in your car, one for your employer, etc.

If the judge does not grant you a PPO, you will get a Denial Order that explains why the order was denied. In some cases, the court may schedule a hearing where the judge will determine whether or not to grant you a PPO.

The judge can also decide to dismiss your petition. If this happens, you cannot request a hearing.

{%p else %}

Find out if you need to pick up your order from the clerk's office or the judge's office. If you have to go to the judge's office, return to the clerk's office afterwards to file the order. Ask for as many copies of the PPO as you think you will need. For example, you may want one to keep with you at all times, one to keep in your home, one in your car, one for your employer, etc.

The clerk will send a copy of your PPO to the law enforcement agency.

If the judge does not grant you a PPO, you will get a Denial Order that explains why the PPO was denied. You can ask to schedule a court hearing to review your petition. You must do this within 21 days of the judge’s denial if you want a hearing. Follow the {% if ppo\_type == “domestic” %}[How to Ask for a Personal Protection Order (Domestic Relationship) after Hearing](https://michiganlegalhelp.org/checklist/1278){% elif ppo\_type == “nondomestic” %}[How to Ask for a Personal Protection Order (Nondomestic Stalking) after Hearing](https://michiganlegalhelp.org/checklist/4548){% elif ppo\_type == “nondomestic\_sexual\_assault” %}[How to Ask for a Personal Protection Order (Nondomestic Sexual Assault) after Hearing](https://michiganlegalhelp.org/checklist/4541){% endif %} instructions.

The judge can also decide to dismiss your petition. If this happens, you cannot request a hearing.

{%p endif %}

**Step 6: Have the Respondent served**

{%p if has\_next\_friend\_petitioning or is\_incapacitated\_adult %}

Your next friend will need to arrange to have the papers served on the Respondent.

{%p endif %}

**Gather what you need for service.** You need a copy of the petition, any attachments you filed, and the signed PPO. You also need the Respondent's address and any other information the process server needs to find the Respondent.

**Have the papers served (sent or given to) the Respondent.** This can be done by a police officer, professional process server, friend, or relative. **Do not serve the Respondent yourself.** The papers can also be served by registered mail with return receipt requested and delivery restricted to the Respondent. To learn more, read [Serving Your Personal Protection Order](https://michiganlegalhelp.org/node/463).

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

**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 with the court clerk**

{%p if has\_next\_friend\_petitioning or is\_incapacitated\_adult %}

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

{%p endif %}

After the Respondent is served with the petition and the PPO, the server must complete the two Proof of Service forms. There is one Proof of Service for the petition and another one for the order. If the server is not a sheriff, bailiff, or court officer, they must sign the Proof of Service forms in front of a notary. A notary can usually be found at a bank{% if county\_choice != “Macomb” %} or the court{% endif %}.

{%p if county\_choice == “Wayne” %}

You or the server must file the Proofs of Service with the court by emailing them to PPO@3rdcc.org. If the Respondent was served by mail, the green card signed by the Respondent (the return receipt) must also be scanned and emailed with your Proofs of Service. Make a copy of each Proof of Service for your records.

If you don’t have access to an e-mail account, mail your Proofs of Service to:

{{ the\_court.address.on\_one\_line() }}

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

After the Proof of Service forms are completed, e-file them 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 %}

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