

Alcona Instructions - How to Ask for a Personal Protection Order (Domestic Relationship) after a Hearing

Following are step-by-step instructions to help you file a Petition for a Personal Protection Order (Domestic Relationship) 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 \(PPO\)](#) tool. You will get the following forms:

- Petition for Personal Protection Order (including the Statement of Facts)
- Protected Personal Identifying Information forms, if needed
- Notice of Hearing on Petition for Personal Protection Order
- Personal Protection Order
- Proof of Service (2)

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.

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.

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

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

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)
- Protected Personal Identifying Information forms, if needed
- Any evidence you will attach to your petition (examples: police reports, medical records, etc that are related to your petition)

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.

Step 3: File your forms

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.

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
- Protected Personal Identifying Information forms, if needed
- Any attachments (examples: police reports, medical records, etc that are related to your petition)
- Notice of Hearing on Petition for Personal Protection Order

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

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

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

Ask the court clerk for a hearing date. Fill out the Notice of Hearing on Petition for Personal Protection Order, and include the hearing information that you are given.

Make three copies of the completed Notice of Hearing.

Step 5: File the Notice of Hearing

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.

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 (or if your court had you file a different form to schedule a hearing, get a copy of it)
- Protected Personal Identifying Information forms (if needed)
- Any attachments you filed with your petition (examples: police reports, medical records, etc that are related to your petition)

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.

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 one day before the hearing. This can be done by a police officer, professional process server, or an adult friend or relative. You cannot serve the Respondent yourself.

The process server can give the Respondent the papers in person. Or the papers can be sent to the Respondent by registered 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 7: File the completed Proof of Service forms

After the Respondent is served with the PPO papers, the server must complete the Proof of Service forms attached to the Petition and the Notice of Hearing. 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 or the court clerk's office.

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.

Step 8: Attend the hearing

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.

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).

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 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.

Do not serve the Respondent yourself. 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 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

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. If the process server is not a sheriff, bailiff, or court officer, the Proof of Service must be signed in front of a notary. A notary can usually be found at a bank or the court clerk's office. You or the 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.

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.