## Oakland County 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
* Protected Personal Identifying Information forms, if needed
* Personal Protection Order
* Mailing Address for Personal Protection Order Processing form (if you answered in the DIY tool that you don’t want the Respondent to have your address)

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

* Request for Next Friend and Order

{%p endif %}

Your petition will be signed electronically when you download it.

Only the top half of your proposed order will be filled in. The judge will complete it if the judge grants you the PPO.

Then gather any evidence (documents or images) you want the judge to review, including the following:

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

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. If needed, you can go to the E-Services Center of the Clerk’s Office at the Circuit Court for in-person help with scanning police reports or paper copies of screenshots/photos. However, E-Services cannot help with converting images that are on your phone. You can use the free cell phone application called Genius Scan to convert documents or images into PDFs.

If you have more than one PDF, combine them into one document and put them in chronological order OR label each attachment of evidence in chronological order (EX: “1”, “2”, “3”). You can find instructions and free software to combine/merge pages into one PDF document on the [Adobe website](https://www.adobe.com/acrobat/online/merge-pdf.html).

**Please be aware that 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

This step is **not** necessary for Oakland County. Skip this step.

### Step 3: File your forms

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. Scroll down to upload any evidence you want to attach (police reports, medical records, etc.){% if is\_incapacitated\_adult %} Also, upload the Order Regarding Appointment of Guardian or the power of attorney paperwork.{% endif %} **Any documents you upload must be PDFs. Other formats will not be accepted. Go back to step 1 to learn how to convert other file types into a PDF.**

Then click the orange “Send” button. This will e-mail your petition and other forms to the Oakland County Circuit Court’s PPO Office, along with your attachments. After the PPO Office receives your forms, they will file the forms with the Court Clerk’s Office. If anything is incorrect or missing from your filing, the PPO Office will e-mail you to ask for corrections.

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

You will need to enter your own e-mail address before you send your forms to the PPO Office. This is so the PPO Office can e-mail you after the judge makes a decision on your petition.

If you don’t have an e-mail address and you need help signing up for one, you can go to the E-Services Center of the Clerk’s Office at the Circuit Court for in-person help. After you file, you will need to find a way to access e-mail, either on your smart phone, a computer, or another device.

If you have any questions about your petition, call the PPO Office at 248-303-1534.

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

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

{%p endif %}

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

It can take approximately 24 to 72 business hours for a judge to review a PPO petition. It may take a little longer than this for the documents to be processed and the PPO Office to e-mail you with the judge’s decision. The PPO Office will e-mail you to tell you when your PPO Petition is filed, and they will e-mail you again once the judge makes a decision and signs an order.

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

After a judge reviews your petition and makes a decision, the PPO Office will e-mail you a copy of the order the judge signed. This could be any one of the following:

* Personal Protection Order (along with documents needed for service and instructions)
* Order denying a PPO
* Order denying the ex parte PPO along with a Notice of Hearing that shows the date, time, and location of your scheduled hearing (along with documents needed for service and instructions)

If you get an order of denial with a Notice of Hearing, this means the judge wants to hear more on the matter, so they scheduled your petition for a hearing. Follow the instructions the court sends you to have the Respondent served with all necessary papers before the hearing.

If the judge grants you a PPO, the Clerk’s Office will enter the PPO information into the Law Enforcement Information Network (LEIN) for all police agencies.

If you get a denial order and the court did not schedule your petition for a hearing, you can ask to schedule a hearing. 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. If the PPO Office e-mails you a denial order, they will also send you a form to complete if you want to request a hearing. This form must be completed and submitted through MiFILE. Instructions for this will be sent in the same e-mail.

### Step 6: Have the Respondent served

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

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

{%p endif %}

**Gather what you need for service.** If a judge granted you a PPO, you will need the Personal Protection Order and the Petition (with any evidence you filed). You also need the Respondent's address and any other information the process server needs to find the Respondent.

If the judge denied your ex parte PPO petition but set a hearing, you will need the PPO Petition (with any evidence you filed), Notice of Hearing, and Zoom instructions (if the PPO Office sent you Zoom instructions). 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, or someone else who is 18 years or older. The PPO Office will e-mail you the contact information of the Sheriff’s Office Civil Unit as an option of someone who can serve the documents for you. **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. Even if the Respondent is served by mail, you need to find someone else to do the mailing. The server’s address—not yours—should be the one on the return receipt. To learn more, read [Serving Your Personal Protection Order](https://michiganlegalhelp.org/node/463).

{%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 evidence attachments, Notice of Hearing (if applicable) 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 %}

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

{%p endif %}

After the Respondent is served with the documents, the server must complete the Proof of Service form. In Oakland County, there is just one Proof of Service form that you need. The PPO Office will send it to you in the same e-mail that included the documents to be served.

Unless the server is a sheriff, bailiff, or appointed court officer, the server must fill out and sign the Proof of Service in front of a notary public. A notary can be found at the clerk's office or at a bank.

Make sure that you file the Proof of Service with the court through MiFILE. If the Respondent was served by mail, the green card signed by the Respondent (the return receipt) must also be filed. Instructions for filing the Proof of Service can be found in the e-mail from the PPO Office that included the documents to be served.

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.

If the Respondent violates the PPO and they are not arrested, also call the PPO Office or e-mail them at [PPO@oakgov.com](mailto:PPO@oakgov.com) for instructions on how to report the violation to the court. Even if you filed a police report, the police will not report the violation to the court. If you want the court to know about the violation, you must report the violation to the court.