

CHECK LIST FOR TRO's

WE ARE NOT ALLOWED TO GIVE LEGAL ADVICE - PLEASE CONTACT AN ATTORNEY
PLEASE RETAIN THIS CHECK LIST
PROOF OF SERVICE MUST BE ON FILE AT TIME OF THE FINAL HEARING

Check List for TRO's w/Request for Waiver of Fees (Harassment)

- G 1) @ Clerk of Court-fill out TRO-PETITION
(be sure to sign TRO-Petition before a notary)
- G 2) make 6 copies of TRO-PETITION
- G 3) - fill out WAIVER OF FEES-PETITION
- G 4) make 4 copies of WAIVER-PETITION
- G 5) Clerk will call Court Commissioner for TRO Appointment/Review Waiver of Fees
- G 6) @ Court Commissioner-will review WAIVER OF FEES-PETITION
- G 7) @ Clerk of Court-file Original WAIVER OF FEES-PETITION have copies file stamped
(Clerk will keep original plus 1 copy)(if not approved pay \$124.00 fee)
- G 8) file Original TRO-PETITION plus have copies file stamped
(Clerk will keep original plus 1 copy)
- G 9) @ Court Commissioner - will review TRO-PETITION
- G10) if approved: Court Commissioner will proceed with step #13
- G11) if denied: STOP - Court Commissioner will proceed with step #12
- G12) Court Commissioner - will fill out dismissal form and file with Clerk of Court.
- G13) Court Commissioner - will fill out NOTICE OF HEARING
- G14) make 6 copies
- G15) @ Clerk of Court - file Original NOTICE OF HEARING plus have copies file stamped
(Clerk will keep original plus 1 copy)
- G16) prepare documents for service
take 2 copies for service

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