

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 (Harassment) - without Request for Waiver of Fees

- 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) - file Original TRO-PETITION plus have copies file stamped
- G 4) pay \$124.00 fee (Clerk will keep original plus 1 copy)
- G 5) Clerk of Court will Call Court Commissioner for TRO Appointment
- G 6) @ Court Commissioner - will review TRO-PETITION
- G 7) if approved: Court Commissioner will proceed with step #10
- G 8) if denied: STOP - Court Commissioner will proceed with step #9
- G 9) Court Commissioner - will fill out dismissal form and file with Clerk of Court.
- G10) Court Commissioner - will fill out NOTICE OF HEARING
- G11) make 6 copies of NOTICE OF HEARING
- G12) @ Clerk of Court - file Original NOTICE OF HEARING have copies file stamped
(Clerk will keep original plus 1 copy)
- G13) prepare documents for service
take 2 copies for service

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