

How to File Your Civil Harassment Response



Make sure you have all your court forms.

- ✓ It is very important that you read the instructions on this sheet.
- ✓ Take all your court forms with you to court.

Follow these steps.

1st

Sign and date your forms after you review them to make sure they are correct. Arrange your forms into **three** complete sets in the order that they were listed on the printing page.

2nd

Someone – not you – must serve the other party with a set of the forms at least 5 days before the hearing. Ask someone you know (who is 18 years or older) to mail a set of your forms to the other party. Have your server fill out a *Proof of Service* (CH-131). File the *Proof of Service* with your forms.

3rd

File your forms. Take the remaining two sets of your forms to the Clerk's office at the Court printed on your forms. The Court information is printed on the form called *Request for Orders to Stop Harassment* (CH-100) in the upper right hand corner. The clerk will charge you a fee to file your forms. Keep one set of forms for your records.

4th

If you can't pay the court fee, fill out a *Fee Waiver* before going to file your forms. I-CAN! will help you fill out a *Fee Waiver*. Go to the main menu and choose *Fee Waiver*. File the *Fee Waiver* forms with your response.

5th

Attend the hearing. Bring all of your court forms to the hearing (See page 2 *How to Prepare for your Civil Harassment Hearing*).

Need more help?

Visit the Self Help Center located at your court or your local Legal Aid Society.

How to Prepare for Your Civil Harassment Hearing



Follow these steps.

Know your hearing date. The form called *Notice of Hearing and Temporary Restraining Order* (CH-120) says the date, time, and room of your hearing. **Go to your hearing.**

Practice what you want to say. Practice saying why you are in court. Limit yourself to 3 minutes to say what you want.

Bring your court forms, any evidence and any witnesses that may help you in your case. You will have to show any evidence to the other party and then give it to the Bailiff to give to the judge. If you have any witnesses, let the judge know. They will need to wait outside the courtroom while you are testifying.

Get to the court 30 minutes early.

1. There may be a line for the security at the entrance to the court.
2. Find the courtroom. Your case will be listed on the calendar.
3. When the courtroom opens, go in and tell the clerk or officer you are present.
4. Watch the other cases so you will know what to do.
5. When your name is called, go to the table set up for the parties.

The judge will ask you questions.

- Be polite
- Call the judge “Your Honor”.
- Do not speak directly to the other party when you are before the judge.
- Do not interrupt anyone.
- Tell the judge if you don’t understand a question.
- Stick to the point. Answer the question you are asked.
- Wait for a copy of the orders.

NOTE: No camera phones are allowed in the court. Save time by leaving yours in the car.

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