

# How to File Your Domestic Violence Protective Order



## Make sure you have all your court forms.

- ✓ It is very important that you read the instructions on this sheet. **See more detailed instructions at [www.fultonfamilydivision.com](http://www.fultonfamilydivision.com)**
- ✓ Take all your forms with you to court.

## Follow these steps.

1<sup>st</sup>

**Review your forms to make sure they are correct.** Arrange your forms into **three** complete sets in the order that they were listed in I-CAN! Attach police reports and any other supporting documents to your *Petition*. [In Fulton County bring your forms to the One Stop in Suite C838, 136 Pryor St., SW, Atlanta, GA.]

2<sup>nd</sup>

**Take your forms to a Notary Public.** Sign and date any forms that require notarization in the presence of the Notary.

3<sup>rd</sup>

**Go to an *Ex Parte* Hearing before a Judge in the Court printed on your forms.** Be prepared to explain to the Judge the reason you are seeking a protective order.

If the Judge grants your Petition, you will receive a *Temporary Protective Order* when you file your forms. A second hearing will be held and the Judge will decide whether or not to grant you a *12 Month Protective Order*.

4<sup>th</sup>

**If the Judge grants your Petition:**

**File your forms.** Take all three sets of your forms to the Clerk's office. **Always** keep a certified copy of your *Temporary Protective Order* with you.

5<sup>th</sup>

**Serve the other party.** Arrange for the Sheriff to give a copy of your court forms to the other party.

6<sup>th</sup>

**Attend the second hearing.** After you file your forms, the forms give the date, time, and room of your second hearing. Bring all of your court forms to the hearing.

## Need more help?

Contact the Family Law Information Center at (404) 335-2789

# How to Prepare for Your *12-Month Protective Order* Hearing

## Follow these steps.

**Know your hearing date.** After you file your forms, they will give the date, time, and room of your hearing. **Go to your hearing.**

### **Practice what you want to say.**

Prepare brief notes about what you want to say, so that you will be organized.

**Bring your court forms. At the hearing, you may present any evidence and any witnesses that may help you in your case.** Any evidence you plan to present in court must be shown to the other party and then to the deputy. If you have any witnesses, let the Judge know. They may need to wait outside the courtroom while you are testifying.

**NOTE:** No camera or weapons allowed in the court. Save time by leaving yours in the car.

### **Get to the court 30 minutes early.**

1. There may be a line to get through Court 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 questions you are asked.
- Wait for a copy of any orders.

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