

# SELF-REPRESENTED LITIGANTS PROJECT

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## Order of Protection / Restraining Order

Welcome to the interactive pleadings for an **Order of Protection / Restraining Order**. These pleadings are for victims of domestic violence, sexual assault, stalking, and harassment.

### **How does this work?**

The computer will ask specific questions for you to answer. The computer then takes your answers and uses them to create the legal documents that will be ready to submit to the Court. The questions that the computer will ask you will be in plain English. The documents that the computer will produce will be in proper legal language that will be acceptable to the Court.

**Please note that the system is unable to save your answers and your forms, so it is important to plan accordingly when you are developing your forms.**

### **What do you need before you start?**

**Print these pages!** Select the "Print" button at the top.

Be sure to have the following information ready before starting the interactive pleading. Without this information, you will not be able to complete the process.

- **Your information**– full name, date and place of birth, address, contact numbers.
- **Respondent's information**– full name, date and place of birth, address, contact numbers.
- **Information on any** divorce, paternity, custody and/or juvenile proceedings.
- **Information on** any reports made with GPD, CPS, or any history in which Respondent was arrested.

### **What are the general steps?**

**Step 1: Complete the Required Forms.** When you complete the interactive pleading process, the computer will take your answers and automatically create the following documents. These will be the documents that make up the Order of Protection pleadings which you can file with the Court.

- Form A1: Petition for Temporary Order of Protection & Order to Show Cause
- Form A2: Marshals Service Information Form
- Form A3: Order to Show Cause Temporary Order of Protection
- Form A4: Order of Protection Docketing Statement
- Form B1/B2: Order of Protection (Form B2 only if you have children who you would like to included in the PO and if you like the Judge to address custody and/or visitation)

If the interview results in you filing for a Restraining Order, the computer will take your answers and create the following documents:

- Declaration for Order to Proceed without payment of filing fees

- Complaint for Temporary and Permanent Injunction
- Declaration in Support of Order to Show Cause re: Temporary Restraining Order
- Summons
- Ex Parte Motion for Order to Show Cause and Memorandum of Points and Authorities
- Rule 9 Statement/Declaration of Counsel
- Order to Show Cause Temporary Restraining Order
- Restraining Order
- Marshals Service Information Form

**Step 2: Review and sign the forms.** Review the forms carefully. Some of the forms require that they be signed by you and in front of the court clerk.

**Step 3: Include attachments and make copies.** After you review and sign the legal pleadings, you will need to make sure that you have any of the following, that they are attached to the pleadings:

- Photographs of the injuries
- Photographs or printouts of the text messages, email or social media messages or posts
- Copy of phone bill listing numerous calls if you are declaring that the other party is stalking by making numerous phone calls.
- List of report numbers and dates of reports if they have been made to Guam Police Department
- Copy of current Order of Protection or Restraining Order (if filing for Contempt)
- Copy of divorce, paternity, custody and/or juvenile proceedings which may be related to the current case

**Step 4: Make the Copies and File with the Clerk.**

Assemble the pleading forms with your attachments and make the necessary number of copies of the documents listed here. Place copies underneath the original.

***For Order of Protection***

- Form A1: Petition for Temporary Order of Protection & Order to Show Cause (Provide 4 copies + original)
- Form A2: Marshals Service Information Form (Provide 4 copies + original)
- Form A3: Order to Show Cause Temporary Order of Protection (Provide 12 copies + original)
- Form A4: Order of Protection Docketing Statement
- Form B1/B2: Order of Protection (Provide 12 copies + original)

***For Restraining Order***

- Complaint for Temporary and Permanent Injunction (Provide 4 copies + original)
- Declaration in Support of Order to Show Cause re: Temporary Restraining Order (Provide 4 copies + original)
- Order to Show Cause Temporary Restraining Order (Provide 12 copies + original)
- Restraining Order (Provide 12 copies + original)
- Marshals Service Information Form (Provide 4 copies + original)

You will bring the pleadings and attachments to the court clerk. Please provide a picture ID to prove that you are the Petitioner. You will sign all four copies including the original for the Petition for Temporary Order of Protection & Order to Show Cause. Once that has been completed, documents will be signed by a Judge. Marshals will serve the order to the Respondent. Once service is complete, they will contact the petitioner. It is important to provide reliable contact information.

Once your case has been filed, the court clerk will "conform" your copies by stamping and dating them. This will save you paying \$1.00 per page for copies of these documents from the court file later on, and will provide proof of the filing of the documents in case they become misplaced from the court file. The court clerk will hand you the Original Summons and the conformed copies of the Complaint packet.

If at a later time you wish to have additional copies of the Order certified so you can record it or provide it to agencies, the fee is \$4.00 for the court clerk to make a copy PLUS \$1.00 per page to copy.

The Order is not valid until it is signed by the Judge.

### **Warning**

**Using these forms will not guarantee a favorable result.** *It is always advisable to talk to a lawyer before proceeding on your own. The materials and assistance you receive from these interactive forms are NOT a substitute for legal advice. The laws and court rules are complex. By proceeding without a lawyer, you are proceeding at your own risk.*

Need help finding a **Family Law** lawyer? **[Click here.](#)**

### **Are you ready to start?**

If you have all your information ready and are certain that you want the courts assistance with protection from abuse, you may proceed by clicking the link below. Otherwise, you may return to our listing of other pleadings.

*I have read the warning above and understand that this web site and these forms are not a substitute for legal advice.  
I am using these forms at my own risk.*

**I AGREE**

**I DO NOT AGREE**