

Instructions for Completing and Filing a Petition for Temporary Restraining Order and/or Petition and Motion for Injunction (Juvenile-Harassment)

1. Complete the necessary forms.

Court forms are available online on the Dunn County Clerk of Courts website:

<https://www.co.dunn.wi.us/juvenile> or they are available to be picked up in-person at the Dunn County Clerk of Courts office. Office hours are Monday-Friday, 8:00 a.m.-4:30 p.m. For questions, please call 715-232-2611.

Forms required to be filed:

- Petition in Juvenile Court for Temporary Restraining Order and/or Petition and Motion for Injunction-Harassment (Form JC-1693). **In order to use this form the Respondent must be under 18 years of age, or the Petitioner is under 18 years of age and involved in a CHIPS proceeding.** *Attach any statements if necessary to the Petition. If you wish to retain a copy of any attachments, please make your own copies ahead of time prior to filing. The clerk of courts office will charge a copy fee for attachments if you request a copy for your own records. Do not file digital or audio recordings with your petition. You can bring those items to your hearing.*

-Confidential Address Information (Form CV-502)

-Respondent's Information for Service by Sheriff (Form CV-420)

-If the Respondent is a parent or legal guardian of the child to be protected by the restraining order or has court-ordered visitation, the Petitioner must file the Uniform Child Custody Jurisdiction & Enforcement Act Affidavit (Form GF-150).

2. File the proper paperwork with the Clerk of Courts office.

Once you file your paperwork, they will be forwarded to the Circuit Court Judge for review. If granted, a hearing will be scheduled. The petitioner will be contacted to pick up their copy of the Temporary Restraining Order. If the petitioner does not pick up their paperwork within 24 hours, the Clerk will mail the copy to the Petitioner at the address they provide. The Temporary Restraining Order is not enforceable until the Respondent is served.

3. **Service of documents.** The Clerk will provide the papers to the Dunn County Sheriff's Department that you have completed for service on the respondent. If the respondent is a Dunn County resident, the Dunn County Sheriff's Department will attempt service and once served the Sheriff's Department will file the Proof of Service with the Clerk of Courts office. If the respondent does not live in Dunn County, the Dunn County Clerk of Courts office will forward the documents to the appropriate Sheriff's Department. It is the petitioners' responsibility to contact the agency serving the documents on the respondent to see if they require a service fee and if they will provide you with a **Proof of Service** document. If they provide you with the **Proof of Service**, you must file that with the Clerk of Courts office prior to the hearing date.

4. **File Proof of Service** document with the Clerk of Courts as soon as possible and prior to the hearing date

5. **Attend** the hearing listed on the petition and follow the instructions listed on the Notice of Hearing as to how you can appear for the court hearing. Please arrive at least 5 minutes prior to the hearing time.

What can I expect to occur at the hearing?

- o The court will direct the hearing if the parties are appearing without counsel.
- o The parties will respond to the Court and/or counsel under oath.
- o The court will make a finding based upon the evidence and testimony given.