



Self-Help Center  
Family Law Facilitator Office

Superior Court of California  
County of San Luis Obispo

### Forms Needed to Request Civil Harassment Restraining Orders

1.  [CH-100](#) Request for Civil Harassment Restraining Orders (staple the following as needed)  
 [MC-025](#) Attachment Form (if you need more space to describe the harassment)
2.  [CH-109](#) Notice of Court Hearing
3.  [CH-110](#) Temporary Restraining Order (only complete if you are requesting emergency temporary restraining orders, if so complete items 1, 2, 3 and 9 name and address of law enforcement only)
4.  [CH-130](#) Civil Harassment Restraining Order After Hearing (only complete items 1, 2 and 3)
5.  [CLETS-001](#) Confidential CLETS Information
6.  [CM-010](#) Civil Case Cover Sheet
7.  [CH-120](#) Response to Request for Civil Harassment Restraining Orders (staple and leave blank)  
 [CH-120-INFO](#) How Can I Respond to a Request for Civil Harassment Restraining Orders?  
 [CH-800](#) Proof of Firearms Turned In or Sold (leave blank)
8.  [CH-200](#) Proof of Personal Service

**Where can I find these forms and get more help?** For \$5 the forms are available at the [Court Clerk's Office](#) or you may download free forms and information at <http://www.courts.ca.gov/selfhelp-abuse.htm>.

**What is a Civil Harassment Restraining Order?** It is a court order that helps protect people from harassment by roommates, neighbors, co-workers or other people not related to you.

**Can I get a Civil Harassment Restraining Order?** You may obtain a civil harassment restraining order if you are worried about your safety because someone has stalked you, harassed you, assaulted you or threatened you with violence.

**What facts does the judge need to know about?** Your written declaration must state sufficient detailed facts that show reasonable proof of a past act or acts of abuse. Your written declaration should contain dates, a detailed description of the recent abuse and a detailed description of any injuries. If someone you know also witnessed any incident, that person may submit a declaration describing the incident. If you have police reports, photographs, declarations by others or other supporting documents, attach a copy to your Request for Orders, labeled as Exhibits and number each exhibit in your declaration. If you are requesting protection for another person, he or she must live in your household or be a family member. Your declaration must state the facts showing why that person also needs protection. The Court will grant or deny your request for temporary orders solely on the basis of your declaration. Your declaration must contain detailed facts based on your own knowledge.

## Civil Harassment Restraining Order - Filing and Serving Instructions

<b>1</b>	Complete Restraining Order Forms and Make Copies	Complete all necessary Restraining Order forms including CH-100, CH-109, CH-110, CH-130, CLETS-001 and CM-010. Make 3 copies of your original completed CH-100 Request for Civil Harassment Restraining Orders.
<b>2</b>	Take to the Court and file all the completed original documents and copies	When you give the Court Clerk your original CH-100, CH-109, CH-110, CH-130, CLETS-001 and CM-010 and 3 copies of the CH-100, the clerk will deliver the documents to the judge so that a decision can be made about your restraining order request. You should make arrangements with the Court Clerk about when and where you should pick up your copies of the restraining order documents.
<b>3</b>	Pick Up Your Restraining Order Copies	Generally, within 24 hours from when you file, the court will make a decision about your Temporary Restraining Order. When you pick up your restraining order copies you will know the date of your next hearing and whether the judge granted your request for a temporary restraining order.
<b>4</b>	Give the Other Party a Copy of the Restraining Order Documents and Complete the Proof of Service	<p>Someone who is 18 years or older must personally deliver to the other party a copy of your restraining order documents including the following: CH-100 (plus any attachments), CH-109, CH-110 and a blank CH-120, CH-120-INFO and CH-800. The other party must receive these documents at least 5 days before your scheduled hearing date, unless otherwise ordered by the court. The person who personally delivered the documents to the other party must complete and sign the Proof of Service CH-200 form.</p> <p>If you are having the Sheriff's Office deliver the documents to the other party, then you will need to give the Sheriff's Office 2 copies. In addition, the Sheriff will have their own Proof of Service form.</p>
<b>5</b>	File the Proof Of Service with the Court Clerk	You must file the original completed Proof of Service (CH-200 or Sheriff's form) with the Court Clerk's Office as soon as possible so you can show that the other party was served.
<b>6</b>	Go to Court on the Day of Your Hearing	On the day of your hearing, the judge will decide whether to grant or deny the orders you requested. If a restraining order is granted, it may last for up to 3 years. If you do not attend your hearing, then any temporary orders will expire on the date of the court hearing and you will have to start all over again to ask for orders if you need them in the future.