# Completion of Domestic Violence Restraining Order Paperwork

www.sb-court.org

# Easier Way to Fill Out the Forms

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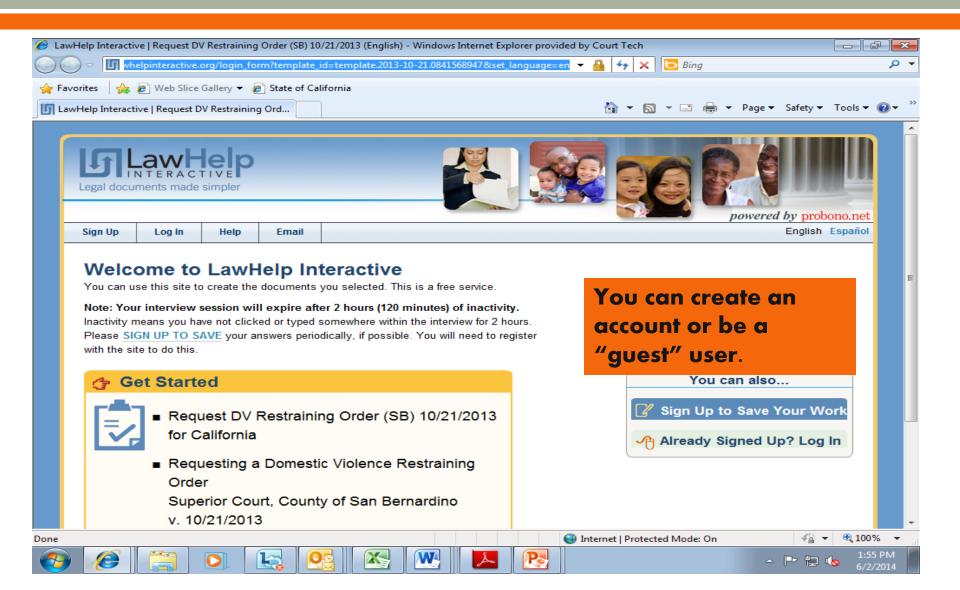
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<ul> <li>Free Online Option to Fill Out the Request for Domestic Violence Restraining Order</li> </ul>	Free Online Option to Fill Out the Forms to					
<ul> <li>Free Online Option to Fill Out the Response to Request for Domestic Violence Restraining Order</li> </ul>	Request a Domestic Violence Restraining Order					
	The San Bernardino Superior Court offers you this free online program to fill out the forms to request or respond to a Domestic Violence Restraining Order. This program will NOT fill out the forms for a Civil Harassment Restraining Order. (Civil Harassment applies when there is no romantic or close family relationship between the parties.)					
	You will be asked a series of questions about your situation. Be sure to answer each question, since ALL the information is needed to fill out the forms completely.					
	Depending upon your situation, it may take you from 15 minutes to 2 hours to answer all the questions. If you have children and are asking for child or spousal support and want to fill out the Income & Expense Declaration online, the process will take you in the range of 2 hours.					
	If you create an account, you can save your answers and come back to it at any time. Creating an account is NOT REQUIRED to use the program. Be Safe! People can tell what internet sites you have visited on your computer.					
	Please note that the system will time you out at 2 hours, possibly without a warning. If you have created an account, your answers will be saved. However, if you did not create an account, then you will have to re-do your work.					
	At the end of the questions, you will be able to print your completed forms to take to the courthouse for filing. You can also easily email the forms to someone to print them out for you. There is no electronic filing of the forms at this time.					
	To Complete Your Forms Using this Free Online Program, CLICK HERE.					



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Help

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#### Request DV Restraining Order (SB) 10/21/2013

How to Use This Domestic Violence Restraining Order Request Program

Answer these questions in order to fill out your Restraining Order forms. If you answer each question, then your forms will be complete.

If you skip over any questions, it may take longer to get your forms filed at the courthouse. The clerk may have to return the pages to you, so you can finish the paperwork.

#### How To Use The Program:

At the bottom of each page, you can move to the next screen (or go back to the prior screen) after you have answered the questions. (NEXT or PREVIOUS)

If you see a "?" near the question, you can click on it to reveal some helpful information.

When you finish all the screens, you will select FINISH. You will need to print out all the forms and take them to the courthouse. Currently, there is no way to send your forms to the courthouse electronically.

If you created an account when you started on the LawHelpInteractive page, then you can stop at any time and save your work. (Select "Finish" at the bottom right to take you to the saving page.)

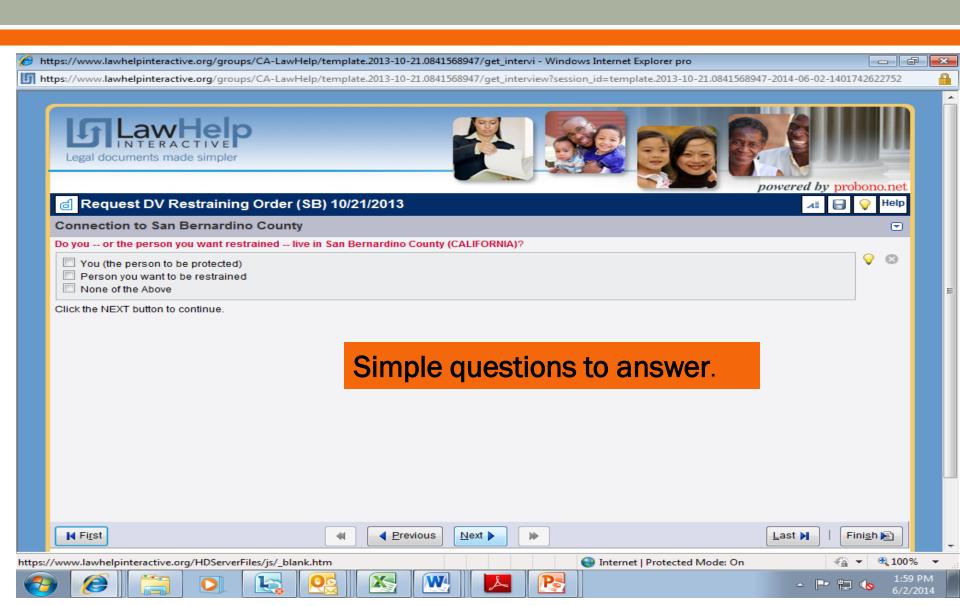
When you are ready to work on it again, you would use the account and password that you created to get your old answers back. (Keep your password safe!)

NOTE: The program will time out in 2 hours or less, so it is always recommended to create an account. Before you invest any time now, why not go back and create an account?

Click the NEXT button to continue.

### The First Page Gives Navigation Instruction





## **Domestic Violence or Civil Harassment?**

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d Request DV Restraining Order (SE	3) 10/21/2013	AI 🕞 💡 Hei	Р
B. IDENTITY OF PARTIES: Protected Per	rson		-
What is your full name? Your First Name: Alternative (AKA) Name:	Your Middle Name:	Your Last Name:	=
What is your relationship to the person you want rest Example: If you are married and have children togeth old" option.		are parents together of a child or children UNDER 18 years	E
<ul> <li>We are parents together of a child or children U</li> <li>We are married.</li> <li>We used to be married.</li> <li>We are registered domestic partners.</li> <li>We used to be registered domestic partners.</li> <li>We used to be married.</li> <li>We were engaged to be married.</li> <li>We live together.</li> <li>We used to live together</li> <li>We are dating or used to date.</li> <li>We have a signed Voluntary Declaration of Pater</li> </ul>			

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# **Tips for Completing Forms**

- Need to go page by page.
- Questions that must be answered before you can move on.
- You can stop and save your work and come back later.
- More efficient makes sure the request and both orders match



# **Declarations Prompted**

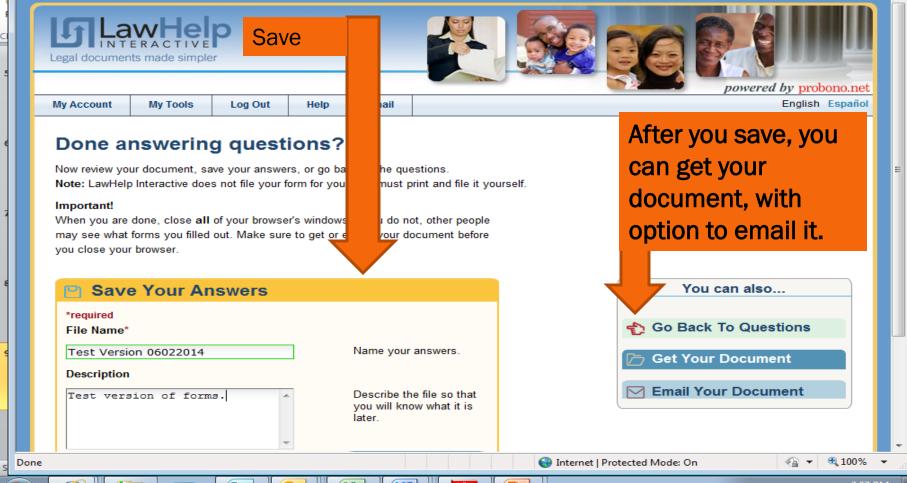
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	Image: Sequest DV Restraining Order (SB) 10/21/2013Image: All provided and the sequence of	Help
	E. DESCRIPTION OF ABUSE: Most Recent Incident Of Abuse	
	The judge can make a restraining order ONLY if you give enough information to show that John Doe abused you or your child.	
	Abuse means:	=
	<ul> <li>to hurt or try to hurt your body, either on purpose or by being reckless. Reckless means not careful;</li> <li>to make you or someone else afraid of being seriously hurt very soon. This fear must be reasonable;</li> <li>to bother, attack, hit, stalk (follow), sexually assault, threaten, batter, harass, telephone, or contact you; or</li> <li>to destroy your personal property. Personal property is a thing like your car, computer, phone, or things in your house.</li> </ul> On what date did the most recent abuse happen?	
	June 9, 2014	1
	Who was there? (Identify the names of the person(s) who were present, whether or not they saw anything. Later, you will be asked about who are the "witne the incident.) Bob Smith and Phyllis Smith	esses"to ]≣
	What did John Doe do to you?	
	John yelled at me, threatened to kill me, and then hit me across the face with his hand. I fell down to the ground and John came over and put his boot on me to keep me down.	
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h	Image: Sequest DV Restraining Order (SB) 10/21/2013   Image: Sequest DV Restraining Order (SB) 10/21/2013
A 10	What happened just before the abuse started?
Ì	Did John Doe use a gun or other weapons?
	© Yes ⊙ No
I	Did the police come?
8	© Yes ⊙ No
I	Were you injured?
•	© Yes ⊙ No
I	Did John Doe damage your property (for instance, your car, phone, home, or something else?
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	Did anybody (for instance, 'Bob Smith and Phyllis Smith') see what happened?
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CawHelp Interactive | Request DV Restraining Order (SB) 10/21/2013 (English) - Windows Internet Explorer provided by Court Tech

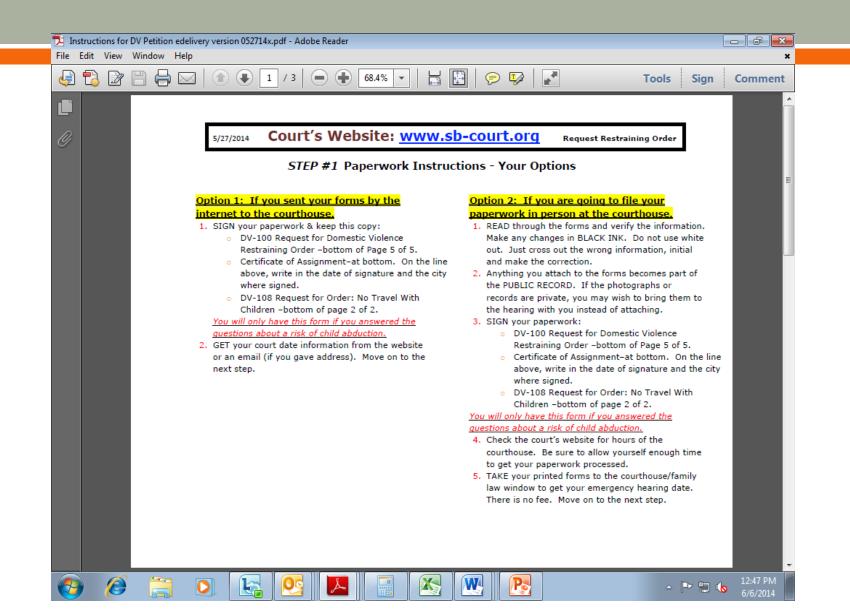
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Options:

- 1. Use the internet to send in your forms.
- ∞ 2. Print out your forms and walk in to the courthouse.

Advantages of E-Delivery

\*You can send the forms from a safe location at any time of the day or night.

\*Saves you one trip to the courthouse and time spent in line at the clerk's office.

## How to E-Deliver

- Step 1: Save your domestic Violence Restraining Order Request forms as a PDF file. Save them on your computer or on a portable flash drive with a name you will remember.
- Step 2: Go back to the Court's website at <u>www.sb-court.org</u> for the Domestic Violence Page. You will see the link for Sending Your Forms Over the Internet.
- **Step 3:** Follow the instructions to submit your documents
- Step 4: Wait for clerk's office to process and set hearing date. Notification by email or check website later in the day.
- **Step 5:** Go to your hearing at court as scheduled.

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#### Request a Hearing

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You must still go t	o the courthouse for your hearing. Restraining or	ders are not decided over the internet.	
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out when you need	<b>go to court AFTER you send your forms</b> , select to be at court for your restraining order hearing. Y ne special confirmation code you received by sen	ou will be able to access your hearing	
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### **Requesting a Hearing Date**

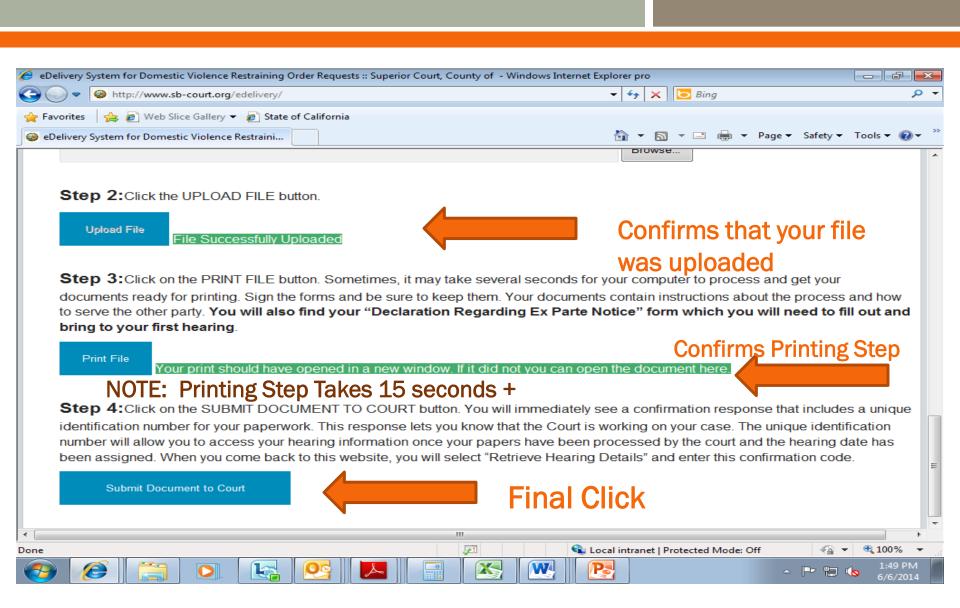
#### **Contact Information**

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Superior Court of C county of San Bernardino Our Court exists to preserve and protect fair resolutions of all disputes brought to	ct rights and to effect	E
your case and then notify you about your court hearing date * Denotes required field	ch step below. Once completed and submitted, the court will begin reviewing or if we have any questions about your paperwork.	
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### **Requesting a Hearing Date**

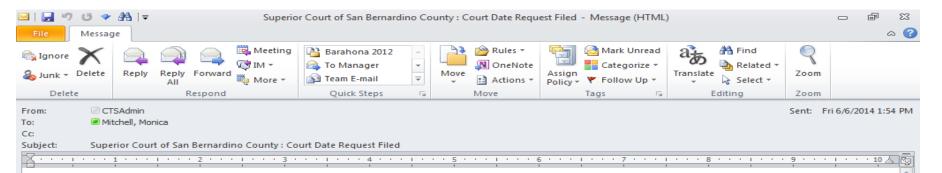
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Follow the steps below to	o send your paperwork to	the cou	rthouse ove	r the	
internet:					
Step 1:Click the BROWSE button and	choose the file name of the document you ju	st created a	nd saved for your do	mestic violence	
	drive, you will retrieve your document from the	e flash drive	e. Whichever docume	ent you choose is	\$
the one that will be e-delivered to the Cour	t.				
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### Website & Email Confirmation

#### Optional to Use Email



#### Your submission is now in process.

Generally, requests for restraining orders that are submitted Monday through Friday by 3pm will be filed by the court clerk for hearing on the next court day. The information regarding your court date will be available by 5pm Monday through Friday excluding court holidays.

If you have submitted your request after hours, on a weekend, or holiday, and this is an emergency, please contact law enforcement or call 911. You can ask the law enforcement officer for an EMERGENCY PROTECTIVE ORDER ("EPO") to temporarily protect you before your court date for your restraining order request.

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To find out when your hearing will be held, log into the website <u>http://www.sb-court.org/edelivery/default.aspx</u>, by using the following confirmation code: <u>113-ERGRWN</u>

Confirmation Number Confirmation Number shows up on internet after you click Submit Document to Court.

### WWW.SB-COURT.ORG/EDELIVERY

### Checking for Court Date

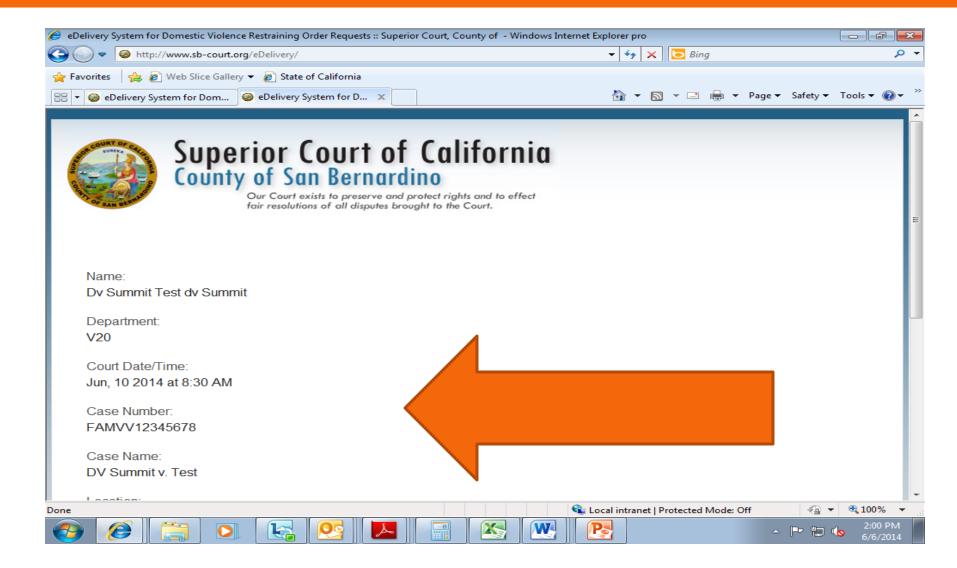
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You must still go to the	courthouse for your hearing. Restraining orders a	re not decided over the internet.	
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Hearing information will through Friday, except Co	be available by 5pm on the same court day you se ourt Holidays)	ent in your paperwork. (Monday	
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### WAIT & CHECK BACK LATER THAT DAY

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### **Check Back on Website**

#### www.sb-court/edelivery



# If document cannot be filed by court, contact the clerk

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Superior Court of California           County of San Bernardino           Our Court exists to preserve and protect rights and to effect fair resolutions of all disputes brought to the Court.		
Court date not set, please check back later or call the court below for details.		E
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# **Day of Hearing Process**

# Be sure to check in early for your court date.

After the hearing, you will be instructed to visit the clerk's office to pick up your paperwork. (Wait time varies – may be after lunch)