

RESPONDING TO A REQUEST FOR A CIVIL HARASSMENT RESTRAINING ORDER

SELF-HELP FORM PACKET



SHC-CH-04 (Rev. 09/01/2022)

Self-Help Services can review your completed forms before you file them with the Court. To request review of your completed forms:

1. Complete the attached forms in black ink.
2. Scan your completed forms and save as a single PDF file.
3. Go to www.occourts.org/self-help (click on the blue button labeled *Click Here to Contact Self-Help Services*) attach the PDF, and complete the online request form. Make sure to select CIVIL as the case type on the form.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE

CIVIL PROTECTIVE ORDERS

	Elder or Dependent Adult Abuse Protective Order	Domestic Violence Restraining Order	Civil Harassment Restraining Order	Workplace Violence
This order may be appropriate for you if:	<p>You are:</p> <ul style="list-style-type: none"> A person 65 years of age or older A person between 18 and 64 years of age and who has a mental or physical condition that prevents you from carrying out normal activities (a dependent adult) <p>And you have been:</p> <ul style="list-style-type: none"> Physically or financially abused Mentally or emotionally abused Neglected, abandoned or abducted Isolated Deprived by a caregiver of goods or services needed to avoid harm or suffering <p>*The order may also protect other family or household members.</p>	<p>You have one of the following relationships with the restrained person:</p> <ul style="list-style-type: none"> Spouse or former spouse Cohabitant or former cohabitant¹ (with a romantic or close² relationship) Current or past dating relationship Parent or child Brother, sister, grandparent or grandchild Step-parent, step-child, step-brother, step-sister, step-grandchild, step-grandparent (if <i>blood</i> parent of step-parent) In-laws: Any relationship to a spouse's <i>blood</i> relatives (parent, son, daughter, brother, sister, grandparent, grandchild) <p>And you have been:</p> <ul style="list-style-type: none"> Abused³ (physical, spoken or written) <p>*The order may also protect other family or household members.</p>	<p>You and the restrained person:</p> <ul style="list-style-type: none"> Do not have a Domestic Violence case open <p>And you have been:</p> <ul style="list-style-type: none"> Stalked Harassed Sexually Assaulted Threatened with violence <p>*The order may also protect other family or household members.</p>	<p>You are:</p> <ul style="list-style-type: none"> An employer of employee (including volunteer or independent contractor who performs services at the worksite, member of the board of directors or public officer) <p>And employee has:</p> <ul style="list-style-type: none"> Suffered violence at the workplace Received threats of violence at the workplace <p>Note: An employee cannot ask for a workplace violence restraining order. Only an employer⁴ may request this type of protective order.</p> <p>*The order may also protect other family or household members.</p>
If granted, the court can order someone to:	<ul style="list-style-type: none"> Not contact you Stay away from you and your home Move out of your home Not own or possess a gun 	<ul style="list-style-type: none"> Not molest, attack, strike, stalk, assault, batter, threaten, sexually assault, or harass (personally or by telephone) you Not destroy your personal property Not come within a specified distance Not own or possess a gun Move from the home you share <p>The Court may also order: Child custody, visitation, supervised visitation or no visitation; child support, spousal support, and repayment of monies lost due to the violence or threats</p>	<ul style="list-style-type: none"> Not contact you Stay away from you, your home (unless you are roommates) and your work Not assault, batter, threaten, stalk, or harass (personally or by telephone) you Not own or possess a gun 	<ul style="list-style-type: none"> Not assault, batter or stalk you Not telephone or send correspondence to you Not enter the workplace Stay a specific distance away from you Not own or possess a gun

Form# L-0779 (Revised June 2017)

You may get additional help from the resources listed on the back of this pamphlet.

¹ A cohabitant is a person who regularly resides in the household. Tenants or roommates subletting rooms in the same house do not meet the relationship requirement for a Domestic Violence Restraining Order unless they have a romantic or close relationship.

² A close relationship is one where the persons share a common goal and mutual interests beyond that of roommates.

³ Abuse means to hit, kick, grab, choke, hurt, scare, throw things, pull hair, push, follow, harass, assault with a weapon, force to participate in unwanted, unsafe or degrading sexual activity, or threaten to do any of these things.

⁴ Employer is defined as the following:

- Every person engaged in any business or enterprise in this state that has one or more persons in service under any appointment, contract of hire, or apprenticeship, express or implied, oral or written, irrespective of whether such person is the owner of the business or is operating on a concessionaire or other basis. Labor Code 350(a)
- A federal agency, the state, a state agency, a city, county, or district, and a private, public or quasi-public corporation, or any public agency thereof or therein. Code of Civil Procedure 527.8(d)

If you are in immediate danger, you may need an EMERGENCY PROTECTIVE ORDER

Emergency Protective Order	
This order may be appropriate for you if:	You are in immediate danger.
If granted, the court can order someone to:	<ul style="list-style-type: none"> • Stay away from you, your home, and your work. • Immediately move from your residence. • Not own or possess a gun. <p>The Court may also order: Temporary care and control of a minor child to the protected person.</p>
The order lasts:	Up to 7 days.
You may get help from:	<p>Any Law Enforcement Officer can help you with an Emergency Protective Order.</p> <p><i>If you need protection for longer than 7 days, you must come to court and ask for another type of restraining order.</i></p>

YOU MAY GET HELP AT:

Superior Court of California, County of Orange County, Self-Help Centers:

Central Justice Center
700 Civic Center Drive West, 1st Floor
Santa Ana, CA 92701
(657) 622-7577

Harbor Justice Center – Newport Beach
4601 Jamboree Rd, Room 150
Newport Beach, CA 92660
(657) 622-5756

Lamoreaux Justice Center
341 The City Drive, 1st Floor
Orange, CA 92868
(657) 622-5720

North Justice Center
1275 N. Berkeley Ave, Room 355
Fullerton, CA 92832
(657) 622-6623

Superior Court Service Center
27573 Puerta Real
Mission Viejo, CA 92691
(657) 622-5720

Domestic Violence Assistance Program

Lamoreaux Justice Center
341 The City Drive, 7th Floor, Room 705
Orange, CA 92868
(714) 935-7956

Adult Protective Services (APS)

Social Services Agency
PO Box 22006
Santa Ana, CA 92702-2006
(800) 451-5155

Legal Aid Society

2101 N. Tustin Ave
Santa Ana, CA 92705
(714) 571-5200

Orange County Bar Association’s Lawyer Referral Service

(877) 257-4762

SUPERIOR COURT OF CALIFORNIA COUNTY OF ORANGE



GUIDE TO PROTECTIVE ORDERS

What is a civil harassment restraining order?

It is a court order that prohibits you from doing certain things and going to certain places.

What does the order do?

The court can order you to:

- Not contact the person who asked for the order
- Stay away from that person and the person's home and workplace
- Not have any guns as long as the order is in effect

Who can ask for a civil harassment restraining order?

A person who is worried about safety because he or she has been or is being:

- Stalked
- Harassed
- Assaulted, including sexually, *or*
- Threatened with violence

I've been served with a request for civil harassment restraining orders. What do I do now?

Read the papers served on you very carefully. The *Notice of Court Hearing* tells you when to appear in court. There may also be a *Temporary Restraining Order* forbidding you from doing certain things. You must obey the order until the hearing.

What if I don't obey the order?

The police can arrest you. You can go to jail and pay a fine.

What if I don't agree with what the order says?

You still must obey the order until the hearing. If you disagree with the orders the person is asking for, fill out form CH-120, *Response to Request for Civil Harassment Restraining Orders*, before your hearing date and file it with the court. If you need to include attachments, you can use form MC-025. You can get the forms from legal publishers or on the Internet at www.courts.ca.gov. You also may be able to find them at your local courthouse or county law library.

Do I have to serve the other person with a copy of my response?

Yes. Have someone age 18 or older—**not you**—mail a copy of completed form CH-120 to the person who asked for the order (or that person's lawyer). (This is called "service by mail.")

The person who serves the form by mail must fill out form CH-250, *Proof of Service by Mail*. Have the person who did the mailing sign the original. Take the completed form back to the court clerk or bring it with you to the hearing.

Should I go to the court hearing?

Yes. You should go to court on the date listed on form CH-109, *Notice of Court Hearing*. If you do not go to the hearing, the judge can make orders against you without hearing from you.

CH-109 Notice of Court Hearing		<small>Clerk stamps date here when form is filed.</small>
1 Person Seeking Protection a. Your Full Name: _____ Your Lawyer (if you have one for this case): Name: _____ State Bar No.: _____ Firm Name: _____ b. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or e-mail.): Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____ E-Mail Address: _____		<div style="border: 1px solid black; height: 80px; width: 100%;"></div> <small>Fill in court name and street address:</small> Superior Court of California, County of _____ <small>Court fills in case number when form is filed.</small> Case Number: _____
2 Person From Whom Protection Is Sought Full Name: _____ <p style="text-align: center;"><small>The court will complete the rest of this form.</small></p> 3 Notice of Hearing A court hearing is scheduled on the request for restraining orders against the person in 2): Name and address of court if different from above: <div style="border: 1px solid black; padding: 2px;"> Hearing Date: _____ Date: _____ Time: _____ Dept.: _____ Room: _____ </div>		
4 Temporary Restraining Orders (Any orders granted are on Form CH-110, served with this notice.) a. Temporary Restraining Orders for personal conduct and stay-away orders as requested in Form CH-100, <i>Request for Civil Harassment Restraining Orders</i> , are (check only one box below): (1) <input type="checkbox"/> All GRANTED until the court hearing. (2) <input type="checkbox"/> All DENIED until the court hearing. (Specify reasons for denial in b, below.) (3) <input type="checkbox"/> Partly GRANTED and partly DENIED until the court hearing. (Specify reasons for denial in b, below.)		



How long does the order last?

If the court issued a temporary restraining order before the hearing, it will last until your hearing date. At that time, the court will decide to continue or cancel the order. Any order issued at the hearing can last for up to five years.

Do I need a lawyer?

Having a lawyer is always a good idea, but it is not required, and you are not entitled to a free court-appointed attorney. Ask the court clerk about free and low-cost legal services and self-help centers in your county.

Will I see the person who asked for the order at the court hearing?

Yes. Assume that the person who is asking for the order will attend the hearing. Do not talk to him or her unless the judge or that person's attorney says that you can.

Can I bring a witness to the court hearing?

Yes. You can bring witnesses or documents that support your case to the hearing. But if possible, you should also bring the witnesses' written statements of what they saw or heard. Their statements must be made under penalty of perjury. You can use form MC-030 for this.

For help in your area, contact:

[Local information may be inserted.]

What if I don't speak English?

When you file your papers, ask the clerk if a court interpreter is available. You may have to pay a fee for the interpreter. If an interpreter is not available for your court date, bring someone to interpret for you. You should ask someone age 18 or older to interpret for you.

What if I have a gun?

If a restraining order is issued, you cannot own, possess, or have a gun, other firearm, or ammunition while the order is in effect. If you have a gun or other firearm in your immediate possession or control, you must sell it to or store it with a licensed gun dealer, or turn it in to a law enforcement agency.

Can I agree with the protected person to cancel the order?

No. Once the order is issued, only the judge can change or cancel it. You or the protected person would have to file a request with the court to cancel the order.

What if I am deaf or hard of hearing?

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five court days before the hearing. Contact the clerk's office or go to www.courts.ca.gov/forms for *Disability Accommodation Request* (form MC-410). (Civ. Code, § 54.8.)

Clerk stamps date here when form is filed.

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

Use this form to respond to the Request (form CH-100)

- Read *How Can I Respond to a Request for Civil Harassment Restraining Orders?* (form CH-120-INFO) to protect your rights.
- Fill out this form and take it to the court clerk.
- Have someone age 18 or older—**not you**—serve the person in ① or his or her lawyer by mail with a copy of this form and any attached pages. (Use form CH-250, Proof of Service by Mail.)

① Person Seeking Protection

Full name of person seeking protection (see form CH-100, item ①):

② Person From Whom Protection Is Sought

a. Your Name: _____
 Your Lawyer (if you have one for this case)
 Name: _____ State Bar No.: _____
 Firm Name: _____

b. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or email.)

Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____
 Email Address: _____

Present your response and any opposition at the hearing. Write your hearing date, time, and place from form CH-109 item ③ here:

Hearing Date → Date: _____ Time: _____
 Dept.: _____ Room: _____

If you were served with a Temporary Restraining Order, you must obey it until the hearing. At the hearing, the court may make orders against you that last for up to five years.

③ Personal Conduct Orders

- a. I agree to the orders requested.
- b. I do not agree to the orders requested. (Specify why you disagree in item ⑪ on page 3.)
- c. I agree to the following orders (Specify below or in item ⑪ on page 3.)

④ Stay-Away Orders

- a. I agree to the orders requested.
- b. I do not agree to the orders requested. (Specify why you disagree in item ⑪ on page 3.)
- c. I agree to the following orders (specify below or in item ⑪ on page 3):

⑤ Additional Protected Persons

- a. I agree that the persons listed in item ③ of form CH-100 may be protected by the order requested.
- b. I do not agree that the persons listed in item ③ of form CH-100 may be protected by the order requested.



6 Guns or Other Firearms and Ammunition

If you were served with form CH-110, *Temporary Restraining Order*, you cannot own or possess any guns, other firearms, or ammunition. (See item 7 of form CH-110.) You must sell to or store with a licensed gun dealer, or turn in to a law enforcement agency, any guns or other firearms in your immediate possession or control within 24 hours of being served with form CH-110. You must file a receipt with the court. You may use form CH-800, *Proof of Firearms Turned In, Sold or Stored*, for the receipt.

- a. I do not own or control any guns or firearms.
- b. I ask for an exemption from the firearms prohibition under Code of Civil Procedure section 527.9(f) because carrying a firearm is a condition of my employment, and my employer is unable to reassign me to another position where a firearm is unnecessary. (Explain):
 - Check here if there is not enough space below for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 6b—Firearms Surrender Exemption" as a title. You may use form MC-025, Attachment.

- c. I have turned in my guns and firearms to the police or sold them to or stored them with a licensed gun dealer. A copy of the receipt is attached. has already been filed with the court.

7 Possession and Protection of Animals

- a. I agree to the orders requested.
- b. I do not agree to the orders requested. (Specify why you disagree in item 11 on page 3.)
- c. I agree to the following orders (specify below or in item 11 on page 3):

8 Other Orders

- a. I agree to the orders requested.
- b. I do not agree to the orders requested. (Specify why you disagree in item 11 on page 3.)
- c. I agree to the following orders (specify below or in item 11 on page 3):

9 Denial

I did not do anything described in item 7 of form CH-100. (Skip to 11.)



10 **Justification or Excuse**

If I did some or all of the things that the person in **1** has accused me of, my actions were justified or excused for the following reasons (*explain*):

Check here if there is not enough space below for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 10—Justification or Excuse" as a title. You may use form MC-025, Attachment.

11 **Reasons I Do Not Agree to the Orders Requested**

Explain your answers to each order requested that you do not agree with.

Check here if there is not enough space below for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 11—Reasons I Disagree" as a title. You may use form MC-025, Attachment.



12 **No Fee for Filing**

- a. I request that I not be required to pay the filing fee because the person in **1** claims in form CH-100 item **13** to be entitled to free filing.
- b. I request that I not be required to pay the filing fee because I am eligible for a fee waiver. (*Form FW-001, Request to Waive Court Fees, must be filed separately.*)

13 **Lawyer's Fees and Costs**

- a. I ask the court to order payment of my Lawyer's fees Court costs.

The amounts requested are:

<u>Item</u>	<u>Amount</u>	<u>Item</u>	<u>Amount</u>
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

- Check here if there are more items. Put the items and amounts on the attached sheet of paper and write "Attachment 13—Lawyer's Fees and Costs" for a title. You may use form MC-025, Attachment.
- b. I ask the court to deny the request of the person asking for protection that I pay his or her lawyer's fees and costs.

14 Number of pages attached to this form, if any: _____

Date: _____

Lawyer's name (if any)



Lawyer's signature

I declare under penalty of perjury under the laws of the State of California that the information above and on all attachments is true and correct.

Date: _____

Type or print your name



Sign your name

Clerk stamps date here when form is filed.

1 Name of Person Asking for Protection:

2 Name of Person to Be Restrained:

3 Notice to Server

The server must:

- Be 18 years of age or over.
- Not be listed in items **1**, **2**, or **3** of form CH-100, *Request for Civil Harassment Restraining Orders*.
- Mail a copy of all documents checked in **4** to the person in **5**.

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:**4 I (the server) am 18 years of age or over and live in or am employed in the county where the mailing took place. I mailed a copy of all documents checked below to the person in 5:**

- a. CH-120, *Response to Request for Civil Harassment Restraining Orders*
- b. CH-130, *Civil Harassment Restraining Order After Hearing*
- c. Other (*specify*): _____

5 I placed copies of the documents checked above in a sealed envelope and mailed them as described below:

- a. Name of person served: _____
- b. To this address: _____
 City: _____ State: _____ Zip: _____
- c. Mailed on (*date*): _____
- d. Mailed from (*city*): _____ (*state*): _____

6 Server's Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

If you are a registered process server:

County of registration: _____ Registration number: _____

7 I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print server's name



Server to sign here

Clerk stamps date here when form is filed.

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

1 Protected Person

Name: _____

2 Restrained Person

a. Your Name _____

Your Lawyer (if you have one for this case):

Name: _____ State Bar No.: _____

Firm Name: _____

b. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or e-mail.):

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

3 To the Restrained Person:

If the court has ordered you to turn in, sell, or store your firearms, you may use this form to prove to the court that you have obeyed its orders. When you deliver your unloaded weapons, ask the law enforcement officer or the licensed gun dealer to complete item 4 or 5 and item 6. After the form is signed, file it with the court clerk. Keep a copy for yourself. For help, read Form CH-800-INFO, *How Do I Turn in, Sell, or Store My Firearms?*

4 To Law Enforcement

Fill out items 4 and 6 of this form. Keep a copy and give the original to the person who turned in the firearms.

The firearms listed in 6 were turned in on:

Date: _____ at: _____ a.m. p.m.To: _____
*Name and title of law enforcement agent*_____
*Name of law enforcement agency*_____
Address

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

▶ _____
Signature of law enforcement agent

5 To Licensed Gun Dealer

Fill out items 5 and 6 of this form. Keep a copy and give the original to the person who sold you the firearms or stored them with you.

The firearms listed in 6 were

 sold to me transferred to me for storage on:Date: _____ at: _____ a.m. p.m.To: _____
*Name of licensed gun dealer*_____
*License number Telephone*_____
Address

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

▶ _____
Signature of gun dealer



6 Firearms

	<u>Make</u>	<u>Model</u>	<u>Serial Number</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____

Check here if you turned in, sold, or stored more firearms. Attach a sheet of paper and write "CH-800, Item 6—Firearms Turned In, Sold, or Stored" for a title. Include make, model, and serial number of each firearm. You may use Form MC-025, Attachment.


7 Do you have, own, possess, or control any other firearms besides the firearms listed in **6**? Yes No
If you answered yes, have you turned in, sold, or stored those other firearms? Yes No
If yes, check one of the boxes below:

- a. I filed a *Proof of Firearms Turned In, Sold, or Stored* for those firearms with the court on (date):
- b. I am filing the proof for those firearms along with this proof.
- c. I have not yet filed the proof for the other firearms. (*Explain why not*):
 Check here if there is not enough space below for your answer. Put your complete answer on the attached sheet of paper or Form MC-025 and write "Attachment 7c" for a title.

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date:

Type or print your name

 _____
Sign your name

1 What is a firearm?

A firearm is a:

- Handgun
- Rifle
- Shotgun
- Assault weapon

**2 If you own or have a firearm you must:**

- Turn it in to local law enforcement
- Sell it to a licensed firearms dealer, or
- Store it with a licensed firearms dealer

3 How do I sell or store my firearm?

Find a California licensed firearms dealer in your area.

Look under “Firearms Dealers” in your local Yellow Pages or on the Internet. Make sure the dealer is licensed.

4 How do I take my firearm to law enforcement?

Call your local law enforcement agency to ask about their procedures. Take a copy of the restraining order with you. Go directly to the law enforcement agency. Do not go anywhere else with firearms in your vehicle!

5 If I turn my firearm in to law enforcement, how long will they keep it?

Ask the law enforcement agency.

6 After I give my firearm to law enforcement, can I change my mind?

Yes. You are allowed to make one sale through a licensed gun dealer. To do this, a licensed gun dealer must present a bill of sale to your local law enforcement agency. The law enforcement agency will give the licensed gun dealer the firearm you are selling.

7 Do I have to pay the law enforcement agency to keep my firearm?

You may have to pay the agency for keeping your firearm. Contact your local law enforcement agency and ask if a fee is charged. The agency will tell you how much you need to pay.

8 Questions?

Call your local law enforcement agency:

(Insert local information here.)

