

MODIFICATION OF A CIVIL RESTRAINING ORDER

SELF-HELP FORM PACKET



SHC-CH-02 (Rev. 01/01/2026)

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.

1 Party Seeking Modification/Termination

- a. Your Full Name: _____
- b. ☐ Protected person ☐ Restrained person
- c. Your Lawyer (if you have one for this case)
 Name: _____ State Bar No.: _____
 Firm Name: _____
- d. 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: _____

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:**2 Other Party**

- a. Full Name: _____
- b. Address (if known): _____
 City: _____ State: _____ Zip: _____

3 Current Order

- a. The current order is a/an:
☐ Civil Harassment Restraining Order After Hearing (form CH-130)
☐ Order Renewing Civil Harassment Restraining Order (form CH-730)
- b. The current order expires on (date): _____
- c. ☐ A copy of the current order is attached.

4 ☐ Request to Modify Restraining Order

- a. I ask the court to modify the current order as follows (specify requested changes referring to the item number in order that you want to change or delete):
- ☐ Check here if there is not enough space for your answer. Attach a sheet of paper and write "Attachment 4a—Requested Changes" for a title. You may use form MC-025, Attachment.



b. I ask the court to modify the order because (*explain below*):

- ☐ Check here if there is not enough space for your answer. Attach a sheet of paper and write “Attachment 4b—Reasons for Requested Changes” for a title. You may use form MC-025, Attachment.

[illegible]

5 ☐ **Request to Terminate Restraining Order**

I ask the court to terminate the current order because (*give reasons below*):

- ☐ Check here if there is not enough space for your answer. Attach a sheet of paper and write “Attachment 5—Reasons to Terminate Order” for a title. You may use form MC-025, Attachment.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

6 ☐ **Lawyer's Fees and Costs**I ask the court to order payment of my: a. ☐ Lawyer's fees b. ☐ 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 or form MC-025 and write "Attachment 6—Lawyer's Fees and Costs" for a title.

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 is true and correct.

Date: _____

Type or print your name_____
Sign your name

Notice of Hearing on Request to
☐ **Modify** ☐ **Terminate**
Civil Harassment Restraining Order

Clerk stamps date here when form is filed.

Party seeking order completes items ① and ②.

① Party Seeking Modification/Termination

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

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:

② Other Party

- a. Full Name: _____
- b. Address (if known): _____
 City: _____ State: _____ Zip: _____

③ Court Hearing

The judge has set a court hearing date. Court will fill in box below.

The current restraining order stays in effect unless terminated by the court.

**Hearing
Date** →

Date: _____ Time: _____
 Dept.: _____ Room: _____

Name and address of court if different from above:

④ Service on Other Party

- a. Someone age 18 or older—**not you**—must serve a copy of the following forms on the other party:
- CH-600, Request to Modify/Terminate Civil Harassment Restraining Order;
 - CH-610, Notice of Hearing on Request to Modify/Terminate Civil Harassment Restraining Order (this form);
 - CH-620, Response to Request to Modify/Terminate Civil Harassment Restraining Order (blank copy).

The forms must be served on the other party _____ days before the hearing.



- b. **If you are the restrained person:** You must have the protected person personally served with these forms. This requirement of personal service on the protected person is not a justification for you to violate the terms of the civil harassment restraining order.
- c. **If you are the protected person:** The restrained person may be served with these forms by mail.
- d. The person who serves the forms must fill out either form CH-200, *Proof of Personal Service*, or form CH-250, *Proof of Service of Response by Mail*. Have the person who served sign the original. Take the signed original proof-of-service form back to the court clerk for filing or bring it with you to the hearing. For help with personal service, see form CH-200-INFO, *What Is "Proof of Personal Service"?*.

Date: _____

Clerk, by _____, Deputy

To the Other Party:

If you wish to make a written response to this request to modify or terminate the current civil harassment restraining order, you may fill out form CH-620, *Response to Request to Modify/Terminate Civil Harassment Restraining Order*. File the original with the court before the hearing and have someone age 18 or older—**not you**—mail a copy of it to the other party at the address in ① at least _____ days before the hearing. Also file form CH-250, *Proof of Service of Response by Mail*, with the court before the hearing.

Request for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office for *Request for Accommodations by Persons With Disabilities and Response* (form MC-410). (Civ. Code, § 54.8.)

*(Clerk will fill out this part.)***—Clerk's Certificate—**

I certify that this *Notice of Hearing on Request to Modify/Terminate Civil Harassment Restraining Order* is a true and correct copy of the original on file in the court.

Clerk's Certificate
[seal]

Date: _____

Clerk, by _____, Deputy

Response to Request to
☐ **Modify** ☐ **Terminate**
Civil Harassment Restraining Order

Use this form to respond to the *Request to Modify or Terminate Civil Harassment Restraining Order* (form CH-600).

- Fill out this form and then take it to the court clerk.
- Have someone age 18 or older—**not you**—mail a copy of this form and any attached pages to the other party at the address in (2) below. Use form CH-250, *Proof of Service of Response by Mail*.

Clerk stamps date here when form is filed.

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:

The court will consider your response at the hearing. Write your hearing date, time, and place from form CH-610 item (3) here.

**Hearing
Date** →

Date: _____

Time: _____

Dept.: _____ Room: _____

(1) Party Filing Response

a. Your Full Name: _____

b. ☐ Protected person ☐ Restrained person

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

Name: _____ State Bar No.: _____

Firm Name: _____

c. 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. Law enforcement officer, give agency information.*)

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

(2) Other Party

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

(3) Response

a. ☐ I agree to the ☐ Modification ☐ Termination of the order.

b. ☐ I do not agree to the ☐ Modification ☐ Termination
(Specify why you disagree in item (4) on page 2.)

c. ☐ I agree to the following orders (*specify below or in item (4) on page 2*):



4 ☐ **Reasons I Do Not Agree to the** ☐ **Modification** ☐ **Termination**

- ☐ 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 4—Reasons I Disagree" as a title. You may use form MC-025, Attachment.

5 ☐ **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>
<hr/>	\$ <hr/>	<hr/>	\$ <hr/>
<hr/>	\$ <hr/>	<hr/>	\$ <hr/>
<hr/>	\$ <hr/>	<hr/>	\$ <hr/>

- ☐ Check here if there are more items. Put the items and amounts on the attached sheet of paper or form MC-025 and write "Attachment 5—Lawyer's Fees and Costs" for a title.

- b. ☐ I ask the court to deny the request of the other party that I pay his or her lawyer's fees and costs.

Date:

Lawyer's name, if you have one



Lawyer's signature

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

To the Party Filing This Response:

Have someone age 18 or older—**not you**—mail a copy of this completed form CH-620 to the other party or to the other party's lawyer, if any. This is called "service by mail." The person who serves the form by mail must fill out form CH-250, *Proof of Service of Response by Mail*. Have the person who did the mailing sign the original. Take the signed original proof-of-service form back to the court clerk or bring it with you to the hearing.

Order on Request to☐ **Modify** ☐ **Terminate****Civil Harassment Restraining Order**

Clerk stamps date here when form is filed.

Prevailing party completes items ① and ②.

① Party Seeking Modification/Termination

a. Full Name: _____

Lawyer (if any for this case)

Name: _____ State Bar No.: _____

Firm Name: _____

b. Address (If this party has a lawyer, give the lawyer's information.
If the party does not have a lawyer and wants to keep home
address private, give a different mailing address instead.
Telephone, fax, or e-mail are not required.)

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:**② Other Party**

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

③ HearingThere was a hearing on (date): _____ at time: _____ ☐ a.m. ☐ p.m. Dept.: _____ Room: _____

(Name of judicial officer): _____ made the orders at the hearing.

These people were at the hearing:

a. ☐ The party seeking ☐ modification ☐ terminationb. ☐ The party opposing ☐ modification ☐ terminationc. ☐ The lawyer for the party seeking ☐ modification ☐ termination (name): _____d. ☐ The lawyer for the party opposing ☐ modification ☐ termination (name): _____**④ Order**☐ The request to ☐ modify ☐ terminate the attached☐ Civil Harassment Restraining Order After Hearing (form CH-130)☐ Order Renewing Civil Harassment Restraining Order (form CH-730)

originally issued on (date): _____ is:

a. ☐ **DENIED.** The order and expiration date remain the same.**This is a Court Order.**

- b. ☐ **DENIED** without prejudice because the other party was not served on time.
- c. ☐ **GRANTED**.
- (1) ☐ The order is **TERMINATED** as of the date this Order is signed on page 3.
- (2) ☐ The order is **MODIFIED** as stated: ☐ Below ☐ On Attachment 4c(2)

(Specify, referring to item numbers in the original order):

- (3) The order now **EXPIRES** on (date): _____ at (time): _____

5 ☐ Lawyer's Fees and Costs

The person in ____ must pay to the person in ____ the following amounts for:

- a. ☐ Lawyer's fees b. ☐ Costs

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

- ☐ Additional items and amounts are attached at the end of this Order on Attachment 5.

6 ☐ Mandatory Entry of Order Into CARPOS Through CLETS

This Order must be entered into the California Restraining and Protective Order System (CARPOS) through the California Law Enforcement Telecommunications System (CLETS). (Check one):

- a. ☐ The clerk will enter this Order and its proof-of-service form into CARPOS.
- b. ☐ The clerk will transmit this Order and its proof-of-service form to a law enforcement agency to be entered into CARPOS.
- c. ☐ By the close of business on the date that this Order is made, the prevailing party or his or her lawyer should deliver a copy of the Order and its proof-of-service form to the law enforcement agency listed below to enter into CARPOS:

Name of Law Enforcement Agency

Address (City, State, Zip)

- ☐ Additional law enforcement agencies are listed at the end of this Order on Attachment 6.

This is a Court Order.



To the Prevailing Party:**7 Service of Order**

If service is required, someone age 18 or older—**not you**—must serve a copy of this order on the other party. If a party is represented by a lawyer, you must serve the lawyer instead of the party.

- ☐ The other party attended the hearing. **No further service is required.**
- ☐ **Order Granted**—The other party did not attend the hearing. **Service is required.** This Order:
- ☐ must be personally served on the other party within _____ days of the date of this Order.
 - ☐ may be served by mail on the other party within 5 days of the date of this Order.
- ☐ **Order Denied**—The other party did not attend the hearing. **Service by Mail:** The other party may be served with this Order by mail.

Date: _____

*Judicial Officer**(Clerk will fill out this part.)***—Clerk's Certificate—***Clerk's Certificate*
[seal]

I certify that this *Order on Request to Modify/Terminate Civil Harassment Restraining Order* is a true and correct copy of the original on file in the court.

Date: _____ Clerk, by _____, Deputy

This is a Court Order.

What is "service"?

Service is the act of giving your court papers to the other party in your case. There are different ways to serve the other party: in person, by mail, and others.

Why do my court papers need to be served?

Before a judge can grant a civil harassment restraining order (which can last up to five years), the person you want a restraining order against must know about your request and have a chance to go to court to explain their side.

Also, if a restraining order is in place, the police cannot arrest the restrained person for violating the restraining order until the restrained person is served with the order.

What is "personal service"?

Personal service is when someone, known as a server, personally delivers your court papers to the other party. In most cases, these forms must be served on the other party by personal service:

- Form [CH-109](#);
- Form [CH-100](#);
- Form [CH-110](#);
- Form [CH-120](#) (leave this form blank);
- Form [CH-120-INFO](#); and
- Form [CH-250](#) (leave this form blank).

Who can serve my court papers?

Any adult who is not protected by the restraining order can serve your court papers. **You cannot serve your own court papers.**



Some situations may be dangerous. Think about people's safety when deciding who you want to serve your papers.

A sheriff or marshal will serve your court papers for free if:

- The court granted you a fee waiver; or
- The restraining order is based on stalking, violence, or a credible threat of violence.

Another peace officer may also serve the orders for free. See selfhelp.courts.ca.gov/CH-restraining-order/sheriff-serves-request for additional information regarding free service by a sheriff, marshal, or other peace officer.

A registered process server is a business you pay to deliver papers. To hire a process server, look for "process server" on the internet or in the yellow pages.

How do I have my court papers served?**○ Step 1: Choose a server**

The person who gives your court papers to the other party is called a server. Your server must be at least 18 years old. They must not be protected by the restraining order or involved in your case. This means that you cannot serve your own court papers.

○ Step 2: Have your server give your court papers to the other party

Give your server these instructions:

- 1** Before you serve the forms, note which forms you have, including the name of the form and the form number. See form [CH-200](#) for a list of forms.
- 2** Find the person you need to serve. Make sure you are serving the right person by asking the person's name.
- 3** Give the person the papers. If the person refuses to take the papers, put them on the ground or somewhere next to the person. The person doesn't have to touch or sign for the papers. It is okay if they tear them up.
- 4** Fill out form CH-200 completely and sign.
- 5** File form CH-200 with the court or give form CH-200 to the person who is asking for the restraining order so they can file it.

○ Step 3: File proof with the court

The court needs proof that service happened and that it was done correctly. If your server was successful, have your server fully complete and sign form CH-200. **The person you want restrained does not sign anything.**

File form CH-200 with the court in your case as soon as possible. This information will automatically go into a restraining order database that police have access to.

If the sheriff or marshal served your court papers, they may use another form for proof besides form CH-200. Make sure a copy is filed with the court and that you get a copy.



When is the deadline to serve my court papers?

It depends. To know the exact date, you need to look at two items on form [CH-109](#). Follow these steps:

- **Step 1: Look at the court date listed under item 3 on page 1.**

3 Notice of Hearing
A court hearing is scheduled on _____

Hearing Date → Date: _____
Dept.: _____

- **Step 2: Look at the court date listed under item 6 on page 2.**

6 Service of Documents for the Person in (1)
At least days before the _____

- **Step 3: Look at a calendar**

Subtract the number of days in item 6 from the court date. That's the deadline to have your court papers served. It's okay to serve your court papers before the deadline.

If nothing is written in item 6, you must have your court papers served at least five days before your court date.

What happens if I can't get my court papers served before the court date?

You will need to ask the court to reschedule (continue) your court date. Fill out and file form [CH-115](#) and form [CH-116](#). These forms ask the judge for a new court date and to make any temporary orders last until the end of the new court date.

If the judge gives you a new court date, the person you want restrained will have to be served with form CH-115, form CH-116, **and** the original papers you filed. You should keep a copy of form CH-115, form CH-116, and a copy of your original paperwork. That way, the police will know your orders are still in effect.

For more information on asking for a new court date, read form [CH-115-INFO](#).

What if the other party is avoiding (evading) service or cannot be located?

If you've tried many times to serve the restrained person, and you can show the judge that the restrained person is avoiding (evading) service or cannot be located, you may ask the court to allow you to serve another way. If you want to make this request, at your first court date tell the judge details about your attempts to have the restrained person served. The judge may require a written statement for this.

Read form [CH-205-INFO](#), *What If the Person I Want Protection from Is Avoiding (Evading) Service or Cannot Be Located?*, for more information.

Clerk stamps date here when form is filed.

1 Person Seeking Protection

Name: _____

2 Person From Whom Protection Is Sought

Name: _____

3 Notice to Server

The server must:

- Be 18 years of age or older.
- Not be listed in items 1 or 3 of form CH-100.
- Give a copy of all documents checked in **4** to the person in **2**. (You cannot send them by mail.) Then complete and sign this form and give or mail it to the person in **1**.



Fill in court name and street address:

Superior Court of California, County of Orange

700 Civic Center Drive
Santa Ana, CA 92701

Court fills in case number when form is filed.

Case Number:

PROOF OF PERSONAL SERVICE**4** I gave the person in **2** a copy of the forms checked below:

- a. ☐ CH-109, *Notice of Court Hearing*
- b. ☐ CH-110, *Temporary Restraining Order*
- c. ☐ CH-100, *Request for Civil Harassment Restraining Orders*
- d. ☐ CH-120, *Response to Request for Civil Harassment Restraining Orders* (blank form)
- e. ☐ CH-120-INFO, *How Can I Respond to a Request for Civil Harassment Restraining Orders?*
- f. ☐ CH-130, *Civil Harassment Restraining Order After Hearing*
- g. ☐ CH-250, *Proof of Service by Mail* (blank form)
- h. ☐ CH-800, *Receipt for Firearms, Firearm Parts, and Ammunition* (blank form)
- i. ☐ Other (specify): _____

5 I personally gave copies of the documents checked above to the person in **2**:

- a. On (date): _____ b. At (time): _____ ☐ a.m. ☐ p.m.
- c. At this address: _____

City: _____ State: _____ Zip: _____

6 Server's Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

(If you are a registered process server):

County of registration: _____ Registration number: _____

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.

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 Orange

700 Civic Center Drive
Santa Ana, CA 92701

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