

PROCEDURE FOR PROCESSING SERVICE OF RESTRAINING ORDER (Domestic Violence or Harassment (sexual assault or stalking))

All restraining orders (domestic violence or harassment (sexual assault or stalking)) will have the completed CH-101/DV-290 form with "a true certified copy etc" stamped on reverse of form together with signed written instructions from requester.

In the lower half of this form, (item 3) the court directs the Sheriff to execute service without advance fees as follows:

- a. The protected person qualifies for a fee waiver. (The certified CH-101 acts as the fee waiver)
- b. The protected person does not qualify for a fee waiver. (When this is checked, the box below will be completed indicating date of service and \$30.00 fee.) The civil clerk is to make a copy of this form together with copy of 1st page of TRO and send to Santa Barbara Civil Office, Attn: Relva, who will bill the court monthly. Dennis Schiladweiler, Accounting Manager, Superior Court, Santa Barbara/Anacapa will be handling the billings.

When the orders after hearing are brought in for service, they are to have a certified true copy of Request and Order for Free Service of Restraining Order again indicating fees waived and/or does not qualify for a fee waiver. The same process as above is to be followed. Information: The court states fee waivers are good for 6 months.

The following forms are listed for your information to help you understand the above procedure:

DV-110 Temporary Restraining Order & Notice of Hearing (CLETS) (Domestic Violence Prevention) 5 pgs.

DV-100 Request for Order (Domestic Violence Prevention) 4 pgs

DV-101 Description of Abuse (Domestic Violence Prevention) 2 pgs

CH-101/DV-290 Request & Order for Free Service of Restraining Order (Domestic Violence or Harassment (sexual assault or stalking)) effective Jan. 1, 2004 – MANDATORY USE

CH-120 OSC (Civil Harassment) and Temporary Restraining Order (CLETS) (Civil Harassment) 3 pgs

CH100 Petition for Injunction Prohibiting Civil Harassment 4 pgs

DV-130 Restraining Order after Hearing (CLETS) (Domestic Violence Prevention) 5 pgs

CH-120 Responsive Declaration to Order to Show Cause (Domestic violence Prevention) 3 pgs

CH-140 Order After Hearing on Petition For Injunction Prohibiting Civil Harassment (CLETS) 3 pgs