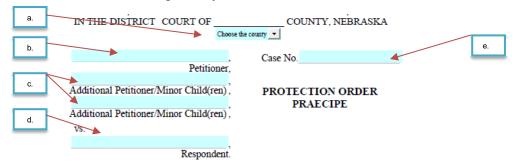
## INSTRUCTIONS FOR COMPLETING THE PROTECTION ORDER PRAECIPE.

If you are printing the Praecipe and handwriting the answers, you will check the first box. If you are typing in your answers, you will check the second box.

1	Printing the form and handwriting
	the answers.
	Completing the form electronically

### **HEADING:**

- a. Choose the county in the drop down box below the first blank. This is where you are filing this praecipe.
- b. Enter the full name of the plaintiff (your name).
- c. Enter the full name of the additional petitioner(s) or minor children who listed on the petition and affidavit you filed with the court.
- d. Enter the full name of the respondent (the other party's name).
- e. The case number will be assigned by the Clerk of the District Court.

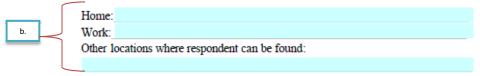


## **BODY OF PETITION AND AFFIDAVIT:**

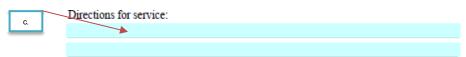
a. Enter the name of the county that the protection order and/or the order to show cause, petition and request for hearing (if applicable) will be served upon the respondent.



b. Enter the addresses for the respondent's home, work or other locations where they might be located.



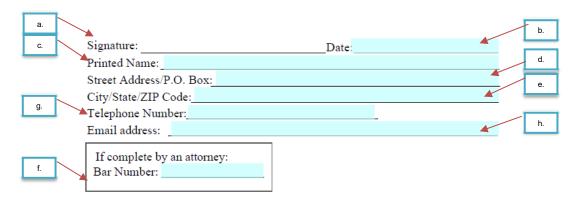
c. Enter any special directions for service.



#### SIGNATURE BLOCK:

# NOTE: If you are concealing your address or phone, do not provide them. Make separate arrangements with the clerk.

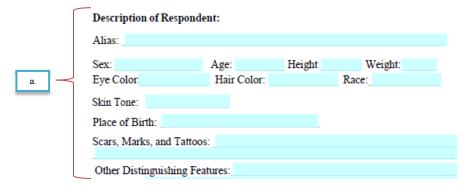
- a. Sign your full name.
- b. Enter the date that you are signing this praecipe.
- c. Print your full name.
- d. Enter your street address/P.O. Box.
- e. Enter your City, State and Zip Code.
- f. <u>IF</u> this is being completed by an attorney enter bar number and firm name.
- g. Enter your phone number including area code.
- h. Enter your email address if you are alright with the court communicating with you by email.



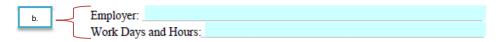
# On page 2 of the Protection Order Praecipe:

a. Enter the identifying characteristics of the respondent in the boxes to the right of the items listed.

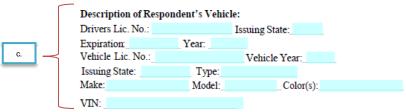
NOTE: "Other distinguishing features" are those physical traits that would help Law Enforcement recognize the respondent.



b. Enter the respondent's employer and what days/hours they normally work.



c. Enter the description of the respondent's vehicle and driver's license information in the boxes to the right of the items listed.



d. Enter the answers to the miscellaneous questions in the spaces to the right and/or below the questions.

Does the Respondent:

