

STEPS IN THE T.P.O. PROCESS

The Paperwork: 1-2 hours.

After you download the application and associated materials from the 2nd Judicial District Court website at www.washoecourts.com and fill them out (in black or dark blue ink), bring them to the TPO Office, 1 South Sierra Street, Room 308 [Family Court (3rd floor) in the North Tower]. There may be a small amount of additional paperwork to fill out at the TPO Office. An Advocate will explain how to fill out this paperwork, answer any questions you may have, and explain the remainder of the process.

The Interview with the Advocate: 30 to 45 minutes

After you complete your paperwork, an Advocate at the T.P.O. Office will check it over, then interview you and prepare and file your paperwork. The Advocate will also provide peer counseling, referrals to community services, and other assistance as needed.

Interview with the Court Master: up to 2 hours, including waiting time

At the appointed time, you will return to **1 South Sierra Street, 3rd floor**, and check in at the window at the Front Desk marked **Court Administration Reception**. Tell the clerk that you are here for a T.P.O. interview, then have a seat in the lobby until your name is called by the Court Master. Up to 4 Applicants are scheduled for the same appointment time. Based on the application and interview, the Court Master will decide whether to **grant** or **deny** your Application, or **set a Hearing to Issue a T.P.O.** After the interview, you will **wait while the Domestic Court Clerk prepares your papers.**

Serving the Adverse Party:

If your application has been granted or set for a hearing to issue a T.P.O., and the Adverse Party resides or works in Washoe County, you will take the packet of papers to be served on the **Adverse Party** to the **Washoe County Sheriff's Civil Division Office at 911 Parr** which is open from **8:00 a.m. to 5:00 p.m., Monday through Friday**. Or you may bring your packet to the advocate's office and it will be faxed to WCSO for service. A civil officer of the Washoe County Sheriff's Office will serve the papers on the Adverse Party, and call you when service is completed. Orders that require removal of the Adverse Party from the residence are given top priority, and are served as quickly as possible. If the parties are not living together, service of documents could take a few days. Note: **If you do not have an address in Washoe County where the Adverse Party can be served, do not take the papers to the Sheriff's Civil Division.** The Advocate in the T.P.O. office will explain some options for having the Adverse Party served with the papers.

The Adverse Party has the right to contest a T.P.O. which has been granted by filing a motion with the court. If he or she files such a motion, a hearing will be set within 10 days. You must attend the hearing if you wish to explain your need for continued protection.

For questions, call the T.P.O. office voice mail at **328-3468**. An Advocate will return your call as soon as possible. You may also call the Courtroom Advocate at **328-3568**.