

BRIEF INSTRUCTIONS FOR FILLING OUT THE TPO APPLICATION

- ❖ **USE BLACK (OR DARK BLUE INK.** You must write clearly in ink dark enough to be scanned and copied several times.
- ❖ Throughout the paperwork, you are the **Applicant** – the other party is the **Adverse Party**.
- ❖ **On the Application, PRINT** your full name (first, middle, and last) on the line that says “Applicant” and **PRINT** the other party’s full name (first, middle, and last) on the line that says “Adverse Party.” Once your application is filed, it is public record, so be sure to observe the provisions that prevent the Adverse Party from knowing certain addresses (home, work, and school addresses). If you want these addresses confidential, check the **CONFIDENTIAL** box, and do not fill in anything else in these sections.
- ❖ **Please supply full addresses**, with “Street, Avenue, etc.” and zip codes if the addresses are not confidential.
- ❖ **The most important part of the Application is the affidavit you write on Pages 4-5. DO NOT WRITE ON THE BACK OF ANY PAGE OF THE APPLICATION.**
 - Start with the most recent incident, including the (approximate) date.
 - **BE BRIEF, BUT VERY SPECIFIC** when stating acts of abuse.
 - If you have been threatened, write **specifically** what was said to you.
 - If you have been subjected to name-calling, write the specific names you were called. The judge needs this specific information, and will not be offended.
 - If there has been a history of abuse, please included specific details, to give the judge a complete picture of your situation.
 - **NO ATTACHMENTS ARE ALLOWED WITH THE APPLICATION.**
- ❖ You may ask for protection of addresses you or your children frequent – such as addresses of family or friends. Public places are not usually protected.
- ❖ On the lines in the middle of page 8, you may request additional provisions that you believe are necessary to protect you and/or your children. Fill out the remainder of the form, but **DO NOT SIGN THE APPLICATION**
- ❖ Return your completed paperwork to the **TPO Office, 1 S. Sierra Street, Room 308 (3rd Floor, North Tower)**. An advocate will speak with you, answer your questions, provide additional paperwork to be filled out, prepare your application packet and explain the rest of the process.
- ❖ See “Steps in the TPO Process” for additional information.