

STEPS IN THE TEMPORARY PROTECTION ORDER (T.P.O.) PROCESS

Step 1 - Filling out the Paperwork:

1 - 2 hours

The application is available at the Self Help Center, Law Library, Filing Office, Protection Order Help Center, or www.washoecourts.com.

- Print information clearly in blue or black ink.
- Once your application is filed, it is a public record.
- You are the *applicant*. The other party is the *adverse party*.
- On the line that says *applicant*, print your full name; first, middle, and last.
- On the line that says *adverse party*, print the other party's full name; first, middle, and last.
- Please supply full addresses, with street, avenue, etc. and zip codes if the addresses are not confidential. If your address is confidential, check the *confidential* box and do not fill in anything else in this section.
- You may ask for protection of addresses that you or your child(ren) frequent, such as addresses of family and friends. Public places are usually not protected.
- On page 8, you may request additional provisions that you believe are necessary to protect you and/or your child(ren).
- Do not write on the back of any pages. You may attach additional sheets if necessary. However, do **not** attach any exhibits to the application.
- You may file your application at the courthouse or online using eFlex. For more information on eFlex, visit www.washoecourts.com.

Step 2 - Review by a Court Master:

The Court Master will grant, deny, or set a hearing.

- You may be contacted by the court for an interview with a Court Master if they need additional information about the application.
- You will be contacted by the court when a ruling on your application is made.
- If the Court Master sets a hearing, you and the adverse party will be notified of the hearing date and time, and the court will hear from both you and the adverse party. At the end of the hearing, the Court Master will either grant or deny your application.
- If the Court Master grants your application, without a hearing, a T.P.O. will be issued and it must be personally served on the adverse party.
- If the Court Master denies your application, an order with the basis for the denial will be issued. You may re-apply if there are further incidents.

For questions contact:

The Self Help Center 775-328-6731, Law Library 775-325-3250, or Protection Order Help Center 775-328-3468

Step 3 - Serving the Adverse Party:

variable

If the application is granted, the adverse party will need to be served with a copy of your application and the T.P.O.

- If the application is granted or set for a hearing **and** the adverse party lives or works in Washoe County, you will take the paperwork to the Civil Division of the Washoe County Sheriff at 911 Parr Blvd. They are open Monday through Friday from 7:30am - 4:00pm. Telephone hours are 8:00am - 3:00pm, 775-328-3310.
- The Sheriff will call you when service is complete.
- Orders that require removal of the adverse party from the residence are given top priority and are served as quickly as possible.
- If the adverse party does not have an address in Washoe County, do not take the papers to the Washoe County Sheriff's Office. The Self Help Center, Law Library, or Protection Order Help Center can explain other options.
- The adverse party has the right to contest a TPO by filing a motion with the Court. If they do, a hearing will be set within approximately 10 days. You *must* attend the hearing if you want the length of the T.P.O. extended. A T.P.O. can be extended up to one year.

Step 4 - Extension Hearing:

The hearing date and time will be on the front of the protection order.

- You *must* appear at the hearing for the court to grant an Extended Protection Order.
- If you want an advocate to accompany you, you *must* contact a community advocacy group.
- The hearing is an opportunity for you **and** the adverse party to speak to a Court Master and request an extension, modification, correction, or dissolution of the protection order.

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