

**P**ersonal **P**rotection **O**RDERS  
(Against Adult Respondents Age 18 years or Older)

Livingston County Family Court  
County Clerk's Office -204 S. Highlander Way, Ste 4, Howell, MI 48843  
(517) 546-9816

**\*MAKE SURE YOU SELECT THE CORRECT PETITION, (see the following);**

- Domestic PPO: when you have lived in the same household, -or-, have or have had a personal, romantic, or dating relationship use SCAO form # CC 375
- Non-Domestic PPO: if domestic PPO requirements above do not apply, and, you feel threatened by two recent incidences of stalking type behavior use SCAO form # CC 377

**YOUR RESPONSIBILITIES INCLUDE:** 1) fill out the Petition, Questionnaire, and upper portion, only ( C & D) of the order  
2) arrange to have the respondent served with a copy of the petition, questionnaire, and Order, if granted  
3) file a Proof of Service back with the Court showing that the respondent was served.

**FILING COSTS:** No filing fees.

**COURT RESPONSE TIME:** 24 hours.

**INSTRUCTIONS:** [ you may use an alternate address and phone # , but it must be an address & phone where the court is able to reach you]

1. Completely fill out the Petition -and- the attached Questionnaire. You are the *petitioner* and the person whom you want to be protected from is the *respondent*. It is important that the Judge is able to read & understand your Petition, please;
  - \*-carefully print
  - \*-check appropriate boxes
  - \*-answer each question
  - \*-give complete detailed answers and examples; the more information you provide in your petition for the Judge, the better informed the Judge will be to make a decision. HOWEVER Note; the Petition, the Questionnaire, and any attachment to your Petition, must also be provided to the respondent.

**IF YOU ARE ASKING FOR AN IMMEDIATE ORDER:** you must check the box on the petition requesting an *ex-parte order*, [ line G6 on Domestic Petition & line F6 on Non-Domestic Petition]

2. Complete sections C & D, only on the Personal Protection Order. [Domestic Order CC 376, or, non-domestic Order CC 380] You must provide the Court with identifying information on the respondent. The respondents' name, race, sex, date of birth, or age, is necessary.

3. 24 hours after you file the petition, you may call the Clerk's Office at (517) 546-9816, to see if the order has been signed.

**\*ONCE THE ORDER IS SIGNED;** you will need to pick-up copies from the Clerk's office, - **and** - arrange to have the Order & Petition with Questionnaire served on the respondent. [ \*please refer to Signed Personal Protection Order instructions]

**YOU MUST PROVIDE THE COURT PROOF,** THAT THE RESPONDENT WAS SERVED WITH THE PERSONAL PROTECTION PETITION AND ORDER, by making sure that you complete and return the "Proof of Service" form with the Court.

**IF A PERSONAL PROTECTION ORDER IS DENIED:** you have the right to request a hearing before the Judge. The Clerk's Office will assist you in scheduling a hearing.

**TO MODIFY, TERMINATE, EXTEND OR SCHEDULE A PPO VIOLATION HEARING;** Please, contact the Clerk's Office for additional information and appropriate paperwork .