

LIVINGSTON COUNTY CIRCUIT COURT / FAMILY DIVISION  
CIRCUIT COURT CLERK'S OFFICE  
(517) 546-9816

**ADULT**  
**SIGNED PERSONAL PROTECTION ORDER (PPO)**

-After the judge has granted and signed a personal protection order for you, you must come back to the Circuit Court Clerk's office to pick-up your signed true copies of the Personal Protection Order. [remember you are the petitioner, and the other party is the respondent]

-Your Personal Protection Order is effective from the time it is signed, until the expiration date as stated on line 8 for a domestic PPO, or, line 7 for a non-domestic PPO, or until the PPO is modified, extended, or terminated by further order of the Court.

-Your Personal Protection Order has been entered into the law enforcement information network, (LEIN), and is available for enforcement by all police within and outside the State of Michigan

1. You are being provided with three packets. [Two packets for you and one packet for respondent ]  
Each packet will contain the following;

- a true copy of the Personal Protection Order
- a true copy of your petition, questionnaire, and any attachments that were submitted with your petition.
- a Proof of Service form. [ see 3. below ]

2. One packet is to be served upon the respondent, or the person who the personal protection order is against. It is your responsibility to have this packet served. **YOU CANNOT SERVE THE RESPONDENT YOURSELF.** To serve the respondent you may do one of the following:

- 1) Mail by Certified Restricted Delivery with Return Receipt requested.
- 2) Arrange for Personal Service upon the respondent, using one of the following;
  - hire a process server (the Clerk's Office can provide names of process servers) -or-
  - have a competent adult, who is not personally involved in your situation, serve the respondent.

3. Once the respondent is served, you must file the completed "Proof of Service" form back with this office, showing that the respondent was served.

**PROOF OF SERVICE BY CERTIFIED RESTRICTED DELIVERY:** you must fill out and sign the Proof of Service form **-and-** attach the green certification card to the Proof of Service. (\*the green certification card will be sent to you from the post office, once the respondent has signed for the mailing). You must file the Proof of Service with the certification card attached at the Clerk's office. Your signature must be notarized.

**PROOF OF SERVICE BY PERSONAL SERVICE:** whoever served the respondent must fill out and sign the Proof of Service form, and have their signature notarized. You are responsible to have the completed Proof of Service form filed back with the Clerk's office.

-IF THE RESPONDENT VIOLATES THIS ORDER: immediately contact the police. You may also file paperwork re: the violation and request that the respondent appear before the Court on the violation.  
-TO TERMINATE, OR, MODIFY THIS ORDER: contact the Clerk's Office.

\*note: respondent also has the right to motion the court to terminate the petition within 14 days after they are served. If the petitioner does file a motion to terminate the PPO, a hearing will be set before the Court, and the respondent must provide you notice of the hearing date and time.

-TO EXTEND THIS ORDER: you must file a motion to extend at least 3 days before the order expires.

