

**VERIFICATION & ACKNOWLEDGMENT OF INSTRUCTIONS FOR FILING A PPO PETITION**

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

Case No.

Honorable

VS

\_\_\_\_\_  
Petitioner

Respondent

The following instructions were provided in regards to filing a Personal Protection Petition. [PPO]

- \_\_\_ Respondent must be 18 years of age or older to petition in the Circuit Court.
- \_\_\_ A minor petitioner (less than 18 years of age) must have a next friend appointed.
- \_\_\_ There are two different petitions. A Domestic Petition and a Non-Domestic Petition. Petitioner must complete the correct petition. The correct petition would be the petition that is relevant to the parties relationship.
- \_\_\_ Using an incorrect petition may cause a delay and may possibly result in a denial of a PPO.
- \_\_\_ A domestic Personal Protection Petition relates to a relationship between the above parties in which they-
  - ( ) have or have had a personal, or dating relationship, or, ( ) are or have been romantic ; or
  - ( ) live or have lived together -or- lived in the same household; or ( ) are or have been boyfriend/girlfriend; or
  - ( ) have a child in common, or ( ) are husband and wife
  
- \_\_\_ A non-domestic Personal Protection Petition relates to a situation in which the above parties-
  - ( ) are casual acquaintances / friends / work together / are business associates / neighbors
  - ( ) do not know each other, or ( ) are related, but have never lived in the same household
- AND-
- \_\_\_ A non-domestic PPO asks for a minimum of two recent incidents in which the petitioner feels or has felt harassed, terrorized, fearful, and/or threatened by the respondent.
  
- \_\_\_ The petition and court questionnaire must be neatly hand written or typed and must be legible.
  
- \_\_\_ The petition and court questionnaire must be **fully filled out with detailed answers**. The more information that is written will provide the judge with a better insight, and will enable the judge to make a more informed decision in granting or denying a PPO.
  
- \_\_\_ The box on the petition asking for an ex-parte order must be checked in order for the Court to review a request for an immediate PPO. If the ex-parte box is not checked a hearing before the judge will have to be set and both the petitioner and respondent are noticed to appear.
  
- \_\_\_ The upper sections of the proposed Personal Protection Order, sections C & D only must be filled out as complete as is possible with detailed information. **Every effort** should be extended to provide accurate identifying information. Complete and accurate information will allow law enforcement to easily identify the respondent should enforcement of the PPO be needed. Incomplete or inaccurate information may make it harder for law enforcement to identify the respondent should enforcement of the PPO be needed.
  
- \_\_\_ The petitioner must call or reappear at the Clerk's Office to inquire if the Judge granted or denied the personal protection order. If an Order is signed by the Judge, the petitioner must reappear at the Clerk's Office to pick-up the Order and copies for service upon the respondent.

\_\_\_\_\_  
Clerk

Petitioner

