

## TEMPORARY RESTRAINING ORDER SERVICE INFORMATION SHEET

### TO LAW ENFORCEMENT:

This sheet is attached to an Ex-Parte Temporary Protective Order (TPO). If the TPO has not been served upon the Respondent, you may execute service.

### PLEASE FOLLOW THE INSTRUCTIONS BELOW:

1. Responding Officer makes contact with Petitioner and Respondent (keeping both parties separated).
2. Responding Officer will read sections 1-7 of the order to the Respondent, all sections initialed by Judge, and *Notice to Respondent*.
3. Have Respondent to sign in appropriate section below. If Respondent refuses to sign, Officer will write "refused to sign." Officer will document the date and time of service and issue the Respondent the following: Petition for Temporary Protective Order and Ex-Parte Protective Order.
4. Officer will monitor the Respondent as they gather a few items (tools of trade, prescription medications, and personal hygiene supplies). ***Under no circumstances will any furniture, appliances, etc. be removed from the premises on the initial eviction.*** Any removal of furniture, appliances, etc. will be coordinated after a court hearing (allow the Respondent/Petitioner to photograph and/or video any property in question). If Petitioner/Respondent's property was packed prior to Officer's arrival, Petitioner/Respondent shall be allowed to inventory items packed and/or conduct an inventory of the residence to ensure all *important* items needed are gathered.
5. Escort the Respondent throughout the residence as he or she gathers their belongings. This process should be limited to 15-30 minutes.
6. Ensure the Respondent has left the area prior to leaving the location.
7. Explain to the Petitioner the actions to take should the Respondent return.
8. Officer will provide Petitioner/Respondent with contact number for additional assistance, if more items need to be gathered at a later date; (404) 298-8300, Ms. Godfrey (Administrative Assistant).
9. ***If the order requires surrendering of weapons the serving officer will seize the weapon(s) and place them in their department's property and evidence room.***
10. ***Serving Officer will send this form to the Sheriff's Office DV Unit via fax, hand delivery or e-mail. The fax number is (404) 298 -8048.***

I am the Respondent in the above-referenced case. I have been served with the TPO in this case.

Respondent (Print name) \_\_\_\_\_ (signature) \_\_\_\_\_

I, Officer, \_\_\_\_\_, (print name) do hereby attest that I have personally served the Respondent in this case. \_\_\_\_\_ (Officer's signature) DATE \_\_\_\_\_

TIME \_\_\_\_\_