



**PRIVATE POSTSECONDARY SCHOOL VIOLENCE RESTRAINING ORDER:
INSTRUCTIONS ON SERVICE
(STEP 2)**

One (1) copy of the completed restraining order documents you submitted are attached to the back of this packet. **Note: The Temporary Restraining Order is not in effect until the respondent is properly served.**

The next step in the process **requires you** to personally serve the respondent with one (1) set of the required documents no later than five (5) days prior to the scheduled hearing date, unless a shorter period is ordered by the Court. You **must** also appear at your hearing date.

YOU MUST MAKE COPIES OF THE DOCUMENTS REQUIRED FOR SERVICE.

Instructions for service on the respondent are below.

**DOCUMENTS
REQUIRED TO
BE SERVED**

The following documents must be served to the respondent and are included in the completed restraining order documents returned to you:

SV-100 – Petition for Private Postsecondary School Violence Restraining Order

SV-109 – Notice of Court Hearing

CV/E-214 – Zoom (Remote Appearance) Permanent Hearing

SV-110 – Temporary Restraining Order

And, you must also serve the respondent with the blank forms listed below that are included in this packet:

SV-120-INFO – How Can I Respond to a Private Postsecondary School Violence Restraining Order?

SV-120 – Response to Petition for Private Postsecondary School Restraining Order

SV-250 – Proof of Service of Response by Mail

SV-800-INFO – How Do I Turn In, Sell or Store My Firearms?

SV-800 – Proof of Firearms Turned In, Sold or Stored

One (1) complete set of the documents listed above must be served to the respondent at least five (5) days prior to the scheduled hearing date, unless



the Court orders a shorter time for service. This order can be found in the **SV-109** – Notice of Court Hearing.

HOW TO SERVE THE RESPONDENT

You must make arrangements for the required restraining order documents to be served to the respondent. Service may be completed by the Sheriff's Civil Bureau or a person who is over 18 years old and is not a party to the case.

Sheriff's Civil Bureau – Sacramento County

If the party you are serving lives or works in Sacramento County, the Sheriff's Civil Bureau can serve the documents to the respondent. There is a fee for service; unless the Court ordered that you do not have to pay the fee to serve due to 1) the Order being based on unlawful violence, a credible threat of violence or stalking or 2) you are entitled to a fee waiver. This order can be found in the **SV-110** – Temporary Restraining Order.

You may submit your request for service from the Sheriff's Civil Bureau online or in person as follows:

Online:

Requests for service may be submitted to the Sheriff Civil Bureau's via their e-SERVICE PORTAL. User Guides for E-Services Registration and E-Services Filing are available in the help menu located in the e-SERVICES PORTAL: <https://civil.sacsheriff.com/Portal/>.

In Person:

The Sheriff's Civil Bureau requires you to provide two (2) complete sets of the documents to be served. **You are responsible for making the copies needed for service.** You will also need to attach an "Instructions to Sheriff – Temporary/Permanent Restraining Order" form that is available through their office. The office address is listed below.

**Sheriff's Civil Bureau
2969 Prospect Park Drive, Suite 200
Rancho Cordova, CA 95670**

Public counter hours are Monday through Friday, 9:00 a.m. to 3:00 p.m., excluding holidays. A drop box is also available 8:00 a.m. to 5:00 p.m. in front of the Civil Bureau Office.

Sheriff's Kiosk:

Customers may submit requests to serve to the Sheriff's Civil Bureau by using the self-service kiosk located in the lobby area of the Civil Bureau's office. The kiosk will be available for use during the Sheriff's public counter hours.

All documents **MUST** be received in their office a minimum of 15 days prior to the last day for service.



**HOW TO SERVE
THE
RESPONDENT,
continued.**

For additional information, please contact their office at (916) 875-2665 or visit https://www.sacsheriff.com/pages/civil_bureau.php.

If the person to be served lives and works outside of Sacramento County, contact the Sheriff's Office of that county for help.

Person Not Party to Case

You may choose to have someone you know serve the documents to the respondent. They must **not be a party to the case and must be over 18 years of age**. After service, this person **must complete and sign the SV-200 - Proof of Personal Service** attached to this packet.

You also have the option of using a professional document server.

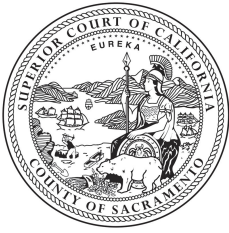
**PROOF OF
SERVICE**

Bring the original and one (1) copy of the completed **SV-200 – Proof of Service** for filing at the Civil Front Counter – Window 9 at the Gordon D. Schaber Sacramento County Courthouse, 720 9th Street, Room 102, Sacramento, CA 95814. The hours of operation are 8:30 a.m. to 4:00 p.m., Monday through Friday.

If you do not file your completed Proof of Service at Window 9 prior to your scheduled hearing date, then you will need to bring the Proof of Service to your hearing.

For more information, see the **SV-200-INFO – What is “Proof of Personal Service”?** attached to this packet.

If you do not speak English, complete the next page and submit it with your paperwork to request an interpreter. The Court will make every effort to provide an interpreter. If an interpreter is available, they will be provided free of charge.



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO**

720 NINTH STREET ~ ROOM 101
SACRAMENTO, CA 95814-1380
(916) 874-8455
WWW.SACCOURT.CA.GOV

Interpreter Request Form

To be completed by Requestor or Interpreter's Office:		
Case Name:	Case Number:	Language Needed:
Date Interpreter Needed:	Time Interpreter Needed:	Department/Address:
Interpreter Needed for: <i>(Check all that apply and provide name(s)):</i> <input type="checkbox"/> Plaintiff (Name(s): _____) <input type="checkbox"/> Defendant (Name(s): _____) <input type="checkbox"/> Petitioner (Name(s): _____) <input type="checkbox"/> Respondent (Name(s): _____) <input type="checkbox"/> Witness (Name(s): _____) <input type="checkbox"/> Victim (Name(s): _____) <input type="checkbox"/> Parent (Name(s): _____) <input type="checkbox"/> Other: (Name(s): _____)		Interpreter Requested by: <input type="checkbox"/> Court <input type="checkbox"/> Public Defender <input type="checkbox"/> Criminal Conflict Defender <input type="checkbox"/> District Attorney/County Counsel <input type="checkbox"/> DCSS <input type="checkbox"/> Self-Represented Litigant <input type="checkbox"/> Private Attorney <input type="checkbox"/> Other: _____
<input type="checkbox"/> A Court Interpreter is Needed for: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> An Arraignment <input type="checkbox"/> A Further Proceeding <input type="checkbox"/> A Preliminary Hearing <input type="checkbox"/> A Trial <input type="checkbox"/> A Conference </div> <div style="width: 30%;"> <input type="checkbox"/> An Office Interview <input type="checkbox"/> A Field Interview <input type="checkbox"/> A Telephone Interview <input type="checkbox"/> Court Mediation <input type="checkbox"/> Other _____ </div> <div style="width: 30%;"> <input type="checkbox"/> A Main Jail Interview <input type="checkbox"/> A Branch Jail Interview <input type="checkbox"/> A Juvenile Detention Interview <input type="checkbox"/> A Court Workshop </div> </div> <input type="checkbox"/> Need Interpreter to call _____ to set _____		
Requested By (Name):		Requestor Phone Number:
Judicial Officer Will Not: <input type="checkbox"/> Accept Provisional Interpreter <input type="checkbox"/> Trail the Case Past (time) _____		
Special Request/Other Information:		

Response to Petition for Private Postsecondary School Violence Restraining Orders

Clerk stamps date here when form is filed.

Use this form to respond to the *Petition* (Form SV-100)

- Read *How Can I Respond to a Petition for Private Postsecondary School Violence Restraining Orders?* (form SV-120-INFO) to protect your rights.
- Fill out this form and take it to the court clerk.
- Have someone age 18 or older—not you—serve the petitioner or the petitioner’s lawyer by mail with a copy of this form and any attached pages. (Use form SV-250, Proof of Service of Response by Mail.)

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:

1 Petitioner (Educational Institution Officer or Employee)

Name: _____

2 Student Seeking Protection

Full Name: _____

3 Respondent (Person From Whom Protection Is Sought)

a. Your Name: _____

Your Lawyer (if you have one for this case)

Name: _____ State Bar No.: _____

Firm Name: _____

b. Your Address (You may give a mailing address if you want to keep your street address private; skip this if you have a lawyer.)

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

4 Personal Conduct Orders

a. I agree to the orders requested.

b. I do not agree to the orders requested.
(Specify why you disagree in item 11 on page 3.)

c. I agree to the following orders (specify below or in item 11 on page 3):

5 Stay-Away Orders

a. I agree to the orders requested.

b. I do not agree to the orders requested. (Specify why you disagree in item 11 on page 3.)

c. I agree to the following orders (specify below or in item 11 on page 3):

The court will consider your response at the hearing. Write your hearing date, time, and place from form SV-109, item 4 here:

Hearing Date → Date: _____ Time: _____
Dept.: _____ Room: _____

If you were served with a Temporary Restraining Order, you must obey it until the hearing. At the hearing, the court may make orders against you that last for up to three years.



6 **Additional Protected Persons**

- a. I agree that the persons listed in item 4 of the Petition may be protected by the order requested.
- b. I do not agree that the persons listed in item 4 of the Petition may be protected by the order requested.

7 **Firearms Prohibition and Relinquishment**

If you were served with form SV-110, *Temporary Restraining Order*, you cannot own or possess any guns, other firearms, or ammunition. You must sell to or store with a licensed gun dealer, or turn in to a law enforcement agency, any guns or other firearms in your immediate possession or control within 24 hours of being served with form SV-110. (See item 8 of form SV-110.) You must file a receipt with the court. You may use form SV-800, *Proof of Firearms Turned In, Sold, or Stored* for the receipt.

- a. I do not own or control any guns or other firearms.
- b. I ask for an exemption from the firearms prohibition under Code of Civil Procedure section 527.9(f) because carrying a firearm is a condition of my employment, and my employer is unable to reassign me to another position where a firearm is unnecessary. (Explain):
 - Check here if there is not enough space below for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 7b—Firearms Surrender Exemption" as a title. You may use form MC-025, Attachment.

- c. I have turned in my guns and firearms to the police or sold them to or stored them with a licensed gun dealer. A copy of the receipt
 - is attached. has already been filed with the court.

8 **Other Orders**

- a. I agree to the orders requested.
- b. I do not agree to the orders requested. (Specify why you disagree in item 11 on page 3.)
- c. I agree to the following orders (specify below or in item 11 on page 3):

9 **Denial**

I did not do anything described in item 8 of form SV-100. (Skip to 11.)



12 **No Fee for Filing**

- a. I ask the court to waive the filing fee because the petitioner claims in form SV-100 item **14** to be entitled to free filing.
- b. I request that I not be required to pay the filing fee because I am eligible for a fee waiver. (*Form FW-001, Request to Waive Court Fees, must be filed separately.*)

13 **Costs**

- a. I ask the court to order the petitioner to pay my court costs. The amounts requested are:

<u>Item</u>	<u>Amount</u>	<u>Item</u>	<u>Amount</u>
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

- Check here if there are more items. Put the items and amounts on the attached sheet of paper and write "Attachment 13—Costs" for a title. You may use form MC-025, Attachment.*
- b. I ask the court to deny the request of the person asking for protection that I pay his or her lawyer's fees and costs.

14 Number of pages attached to this form, if any: _____

Date: _____

Lawyer's name (if any)

Lawyer's signature

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print your name

Sign your name

How Can I Respond to a Petition for Private Postsecondary School Violence Restraining Orders?

What is a private postsecondary school violence restraining order?

It is a court order that prohibits you from doing certain things and going certain places.

What does the order do?

The court can order you to:

- Not contact the student who is protected by the order
- Stay away from the student and the student’s home, school and other places
- Not have any guns as long as the order is in effect

Who can ask for a private postsecondary school violence restraining order?

A school official at a private postsecondary school can ask for an order on behalf of an adult student who is worried about his or her safety because he or she has suffered a credible threat of violence that could be carried out on the school campus or facility.

I've been served with a petition for private postsecondary school violence restraining orders. What do I do now?

Read the papers served on you very carefully. The *Notice of Court Hearing* tells you when to appear in court. There may also be a *Temporary Restraining Order* forbidding you from doing certain things. You must obey the order until the hearing.

What if I don't obey the order?

The police can arrest you. You can go to jail and pay a fine.

What if I don't agree with what the order says?

You still must obey the order until the hearing. If you disagree with the orders the person is asking for, fill out Form SV-120, *Response to Petition for Private Postsecondary School Violence Restraining Orders*, before your hearing date and file it with the court. If you need to include attachments, you can use Form MC-025. You can get the forms from legal publishers or on the Internet at www.courts.ca.gov. You also may be able to find them at your local courthouse or county law library.

Do I have to serve the other person with a copy of my response?

Yes. Have someone age 18 or older—**not you**—mail a copy of completed Form SV-120 to the person named in item ① of the petition Form SV-110 (or that person’s lawyer). (This is called “service by mail.”)

The person who serves the form by mail for you must fill out Form SV-250, *Proof of Service of Response by Mail*. Have the person who did the mailing sign the original. Take the completed form back to the court clerk or bring it with you to the hearing.

Should I go to the court hearing?

Yes. You should go to court on the date listed on Form SV-109, *Notice of Court Hearing*. If you do not go to the hearing, the judge can make orders against you without hearing from you.

SV-109 Notice of Court Hearing

Clerk stamps date here when form is filed.

① **Petitioner (Educational Institution Officer or Employee)**

a. Name: _____
 Lawyer for Petitioner (if any for this case):
 Name: _____ State Bar No.: _____
 Firm Name: _____

b. Address (If you have a lawyer, give your lawyer's information.):
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____
 E-Mail Address: _____

② **Student in Need of Protection**
 Full Name: _____

③ **Respondent (Person From Whom Protection Is Sought)**
 Full Name: _____

The court will complete the rest of this form.

④ **Notice of Hearing**

A court hearing is scheduled on the request for restraining orders against the respondent:

Hearing Date	Date: _____	Time: _____	Name and address of court if different from above: Dept.: _____ Room: _____
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⑤ **Temporary Restraining Orders** (Any orders granted are on Form SV-110, served with this notice.)

a. Temporary Restraining Orders for personal conduct and stay away orders as requested in Form SV-100, Request for Private Postsecondary School Violence Restraining Orders, are (check only one box below):

(1) All GRANTED until the court hearing.

(2) All DENIED until the court hearing. (Specify reasons for denial in b, below.)

(3) Partly GRANTED and partly DENIED until the court hearing. (Specify reasons for denial in b, below.)

Judicial Council of California, www.courts.ca.gov
 Revised January 1, 2012, Mandatory Form
 Code of Civil Procedure, § 527.85
 Approved by DOJ

Notice of Court Hearing
(Private Postsecondary School Violence Prevention)

SV-109, Page 1 of 3



How long does the order last?

If the court issued a temporary restraining order before the hearing, it will last until your hearing date. At that time, the court will decide to continue or cancel the order. Any order issued at the hearing can last for up to three years.

Do I need a lawyer?

Having a lawyer is always a good idea, but it is not required, and you are not entitled to a free court-appointed attorney. Ask the court clerk about free and low-cost legal services and self-help centers in your county.

Will I see the student at the court hearing?

Yes. Assume that the student will attend the hearing. Do not talk to him or her unless the judge or that person's attorney says that you can.

Can I bring a witness to the court hearing?

Yes. You can bring witnesses or documents that support your case to the hearing. But if possible, you should also bring the witnesses' written statements of what they saw or heard. Their statements must be made under penalty of perjury. You can use Form MC-030 for this.

For help in your area, contact:

[Local information may be inserted.]

What if I don't speak English?

When you file your papers, ask the clerk if a court interpreter is available. You may have to pay a fee for the interpreter. If an interpreter is not available for your court date, bring someone to interpret for you. You should ask someone age 18 or older to interpret for you.

What if I have a gun?

If a restraining order is issued, you cannot own, possess, or have a gun, other firearm, or ammunition while the order is in effect. If you have a gun or other firearm in your immediate possession or control, you must sell it to or store it with a licensed gun dealer, or turn it in to a law enforcement agency.

Can I agree with the protected person to cancel the order?

No. Once the order is issued, only the judge can change or cancel it. You or the school official would have to file a request with the court to cancel the order.

What if I am deaf or hard of hearing?

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five court days before the hearing. Contact the clerk's office or go to www.courts.ca.gov/forms for *Request for Accommodations by Persons with Disabilities and Response* (Form MC-410). (Civ. Code, § 54.8.)

Clerk stamps date here when form is filed.

1 Petitioner (Educational Institution Officer or Employee)

Name: _____

2 Student in Need of Protection

Name: _____

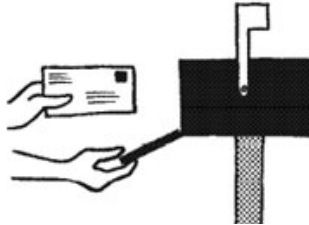
3 Respondent (Person From Whom Protection Is Sought)

Name: _____

4 Notice to Server

The server must:

- Be 18 years of age or older.
- Be a resident of or employed in the county where the mailing took place.
- Not be the respondent.
- Mail a copy of all documents checked in **5** below to the petitioner or the petitioner's lawyer.
- Complete and sign this form and give it to the respondent.



Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:

PROOF OF SERVICE BY MAIL

5 I am 18 years of age or older and not a party to this proceeding. I live or am employed in the county where the mailing took place. I mailed the petitioner or the petitioner's lawyer a copy of:

- a. Form SV-120, *Response to Petition for Private Postsecondary School Violence Restraining Orders* (completed)
 b. Other (specify): _____

6 I placed copies of the documents listed above in a sealed envelope and mailed them as described below:

- a. Mailed to (name): _____
 b. To this address: _____
 City: _____ State: _____ Zip: _____
 c. On (date): _____ Mailed from: City: _____ State: _____

7 Server's Information

Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

(If you are a registered process server):

County of registration: _____ Registration number: _____

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print server's name

▶ _____
Server to sign here

1 What is a firearm?

A firearm is a:

- Handgun
- Rifle
- Shotgun
- Assault weapon

2 If you own or have a firearm you must:

- Turn it in to local law enforcement
- Sell it to a licensed firearms dealer, or
- Store it with a licensed firearms dealer

3 How do I sell or store my firearm?

Find a California licensed firearms dealer in your area.

Look under “Firearms Dealers” in your local Yellow Pages or on the Internet. Make sure the dealer is licensed.

4 How do I take my firearm to law enforcement?

Call your local law enforcement agency to ask about their procedures. Take a copy of the restraining order with you. Go directly to the law enforcement agency. Do not go anywhere else with firearms in your vehicle!

5 If I turn my firearm in to law enforcement, how long will they keep it?

Ask the law enforcement agency.

6 After I give my firearm to law enforcement, can I change my mind?

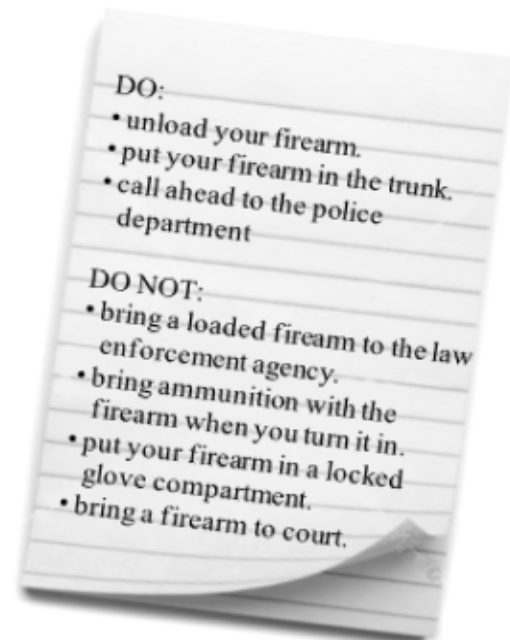
Yes. You are allowed to make one sale through a licensed gun dealer. To do this, a licensed gun dealer must present a bill of sale to your local law enforcement agency. The law enforcement agency will give the licensed gun dealer the firearm you are selling.

7 Do I have to pay the law enforcement agency to keep my firearm?

You may have to pay the agency for keeping your firearm. Contact your local law enforcement agency and ask if a fee is charged. The agency will tell you how much you need to pay.

8 Questions?

Call your local law enforcement agency:
(Insert local information here.)



1 Petitioner (Educational Institution Officer or Employee)

Name: _____

2 Student in Need of Protection

Full Name: _____

3 Respondent (Person From Whom Protection Is Sought)

Your Name: _____

Your Lawyer (if you have one for this case):

Name: _____ State Bar No.: _____

Firm Name: _____

Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or e-mail.):

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:**4 To the Respondent:**

If the court has ordered you to turn in, sell, or store your firearms, you may use this form to prove to the court that you have obeyed its orders. When you deliver your unloaded weapons, ask the law enforcement officer or the licensed gun dealer to complete item 5 or 6 and item 7. After the form is signed, file it with the court clerk. Keep a copy for yourself. For help, read Form SV-800-INFO, *How Do I Turn in, Sell, or Store My Firearms?*

5 To Law Enforcement

Fill out items 5 and 7 of this form. Keep a copy and give the original to the person who turned in the firearms.

The firearms listed in 7 were turned in on:

Date: _____ at: _____ a.m. p.m.

To: _____

*Name and title of law enforcement agent**Name of law enforcement agency**Address*

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Signature of law enforcement agent

6 To Licensed Gun Dealer

Fill out items 6 and 7 of this form. Keep a copy and give the original to the person who sold you the firearms or stored them with you.

The firearms listed in 7 were

 sold to me transferred to me for storage on:Date: _____ at: _____ a.m. p.m.

To: _____

*Name of licensed gun dealer**License number Telephone**Address*

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Signature of gun dealer



7 Firearms

	<u>Make</u>	<u>Model</u>	<u>Serial Number</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____

Check here if you turned in, sold, or stored more firearms. Attach a sheet of paper and write "SV-800, Item 7—Firearms Turned In, Sold, or Stored" for a title. Include make, model, and serial number of each firearm. You may use Form MC-025, Attachment.

8 Do you have, own, possess, or control any other firearms besides the firearms listed in **7**? Yes No
If you answered yes, have you turned in, sold, or stored those other firearms? Yes No
(If yes, check one of the boxes below):


- a. I filed a *Proof of Firearms Turned In, Sold, or Stored* for those firearms with the court on (date):
- b. I am filing the proof for those firearms along with this proof.
- c. I have not yet filed the proof for the other firearms. (Explain why not):

Check here if there is not enough space below for your answer. Put your complete answer on the attached sheet of paper or Form MC-025 and write "Attachment 8c" for a title.

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date:

Type or print your name

 _____
Sign your name

What is “Service”?

Service is the act of giving legal papers to the other party. There are many kinds of service—in person, by mail, and others. This form is about personal or “in-person” service. The *Petition for Orders to Stop Private Postsecondary School Violence* (Form SV-100), the *Notice of Court Hearing* (Form SV-109), and the *Temporary Restraining Order* (Form SV-110) must be served in person. That means that someone must personally “serve” (give) a copy of the forms to the person to be restrained. These forms cannot be served by mail.

Service lets the other person know:

- What orders you are asking for
- The hearing date
- How to respond

Why do I have to get the orders served?

- The police cannot arrest anyone for violating an order unless that person knows about the order.
- The judge cannot make the orders permanent unless the restrained person was served.

Who can serve?

Ask someone you know, a process server, or a law enforcement agency to personally serve (give) a copy of the forms to the person to be restrained. You **cannot** send the forms to that person by mail.



Don't serve it by mail!

The server must:

- Be 18 years of age or older
- Not be you or anyone whom you are asking to be protected by the orders

The sheriff or marshal may be authorized to serve the court's orders **for free** if the orders are based on claims of stalking or a credible threat of violence, or if you are eligible for a fee waiver.

A registered process server is a business you pay to deliver court forms. Look for “Process Serving” in the Yellow Pages or on the Internet.

(If a law enforcement agency or the process server uses a different proof-of-service form, make sure it lists the forms served.)

How to serve

Ask the server to:

- Walk up to the person to be served.
- Make sure it is the right person. Ask the person's name.
- Give the person copies of all papers checked on Form SV-200, *Proof of Personal Service*.
- Fill out and sign the *Proof of Personal Service*.
- Give the signed *Proof of Personal Service* to you.

What if the person won't take the papers or tears them up?

- If the person will not take the papers, just leave them near him or her.
- It does not matter if the person tears them up. Service is still complete.

When do the orders have to be served?

It depends. To know the exact date, you have to look at two things on Form SV-109, *Notice of Court Hearing*.

First, look at the hearing date on page 1 of Form SV-109.

④ Notice of Hearing

Hearing Date → Date: _____
Dept.: _____

Next, look at the number of days in item ⑥ on page 2 of Form SV-109.

⑥ Service of Documents By the Person in ①

At least five _____ days before the hearing.

Look at a calendar. Subtract the number of days in ⑥ from the hearing date. That is the final date to have the orders served. It is always OK to serve earlier than that date.

If nothing is checked or written in ⑥, you must serve the orders at least five days before the hearing.

Who signs the *Proof of Personal Service*?

Only the person who serves the forms can sign Form SV-200, *Proof of Personal Service*. You do not sign it; the restrained person does not need to sign it.

What do I do with the completed *Proof of Personal Service*?

If someone other than the sheriff serves the papers, you should:

- Make several copies.
- File the original with the court before your hearing.
- Ask the clerk to enter it into the California Law Enforcement Telecommunications System (CLETS), a special computer system that lets police all over the state find out about the orders protecting you.
- If the clerk tells you that the court cannot enter it into the computer, take a copy of the *Temporary Restraining Order* (Form SV-110) and *Proof of Personal Service* (Form SV-200) to your local police. They will put the information into the state computer system. That way, police all over the state will know that your restraining order has been served.
- Bring a copy of the completed *Proof of Personal Service* to your hearing.
- Always keep an extra copy of the restraining orders with you for your safety.

If the sheriff serves the papers, he or she will send the proof of service to the court and CLETS for you.

What happens if I can't get the orders served before the hearing date?

Before your hearing, fill out and file Form SV-115, *Request to Continue Court Hearing and to Reissue Temporary Restraining Order*. This form asks the court for a new hearing date and makes your orders last until then. Ask the clerk for the form. After the court has reissued the orders, attach a copy of Form SV-116, *Notice of New Hearing Date and Order on Reissuance*, to a copy of your original orders. Ask the clerk to enter Form SV-116 into CLETS, or the clerk may ask you or your attorney to deliver a copy to the police. That way, the police will know your orders are still in effect.

1 Petitioner (Educational Institution Officer or Employee)

Name: _____

2 Student in Need of Protection

Name: _____

3 Respondent (Person From Whom Protection Is Sought)

Name: _____

4 Notice to Server

The server must:

- Be 18 years of age or older.
- Not be listed in items **1**, **2**, or **4** of Form SV-100.
- Give a copy of all documents checked in **5** below to the respondent. (You cannot send them by mail.) Then complete and sign this form and give or mail it to the petitioner.

PROOF OF PERSONAL SERVICE**5** I gave the respondent a copy of the forms checked below:

- a. SV-109, *Notice of Court Hearing*
- b. SV-110, *Temporary Restraining Order*
- c. SV-100, *Petition for Private Postsecondary School Violence Restraining Orders*
- d. SV-120, *Response to Petition for Private Postsecondary School Violence Restraining Orders* (blank form)
- e. SV-120-INFO, *How Can I Respond to a Petition for Private Postsecondary School Violence Restraining Orders?*
- f. SV-130, *Private Postsecondary School Violence Restraining Order After Hearing*
- g. SV-800, *Proof of Firearms Turned In, Sold, or Stored* (blank form)
- h. Other (specify): _____

6 I personally gave copies of the documents checked above to the respondent

- a. On (date): _____ b. At (time): _____ a.m. p.m.
- c. At this address: _____
City: _____ State: _____ Zip: _____

7 Server's Information

Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

(If you are a registered process server):

County of registration: _____ Registration number: _____

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print server's name_____
Server to sign here

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number: