



REQUEST TO MODIFY/ TERMINATE PRIVATE POSTSECONDARY SCHOOL VIOLENCE RESTRAINING ORDER: INSTRUCTIONS ON SERVICE (STEP 2)

One (1) copy of the completed Request to Modify/Terminate Private Postsecondary School Violence Restraining Order documents you submitted are attached to the back of this packet.

The next step in the process is to have the required documents served 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.

SERVICE INSTRUCTIONS:

Someone age 18 or older –**not you**—must serve a copy of the following forms on the other party

SV-600 - Request for Modify/Terminate Private Postsecondary School Violence Restraining Order

SV-610 - Notice of Hearing on Request to Modify/Terminate Private Postsecondary School Violence Restraining Order

SV-620 - Response to Request to modify/Terminate Private Postsecondary School Violence Restraining Order

If you are the restrained person: You must have the protected person personally served with these forms. This requirement of personal service on the protected person is not a justification for you to violate the terms of the civil harassment restraining order.

If you are the protected person: The restrained person may be served with these forms by mail.

PROOF OF SERVICE:

Bring the original and one (1) copy of the completed SV-200 – Proof of Personal Service or SV-250 – Proof of Service of Response by Mail for filing at the Civil Front Counter – Window 14 at the Gordon D. Schaber Courthouse, 720 9th Street, Room 102, Sacramento, CA 95814. The Hours of operation are 8:30 a.m. to 4:00 p.m., Monday – Friday.

If you do not file your completed Proof of Service at Window 14 prior to your scheduled hearing date, then you will need to bring the Proof of Service to your hearing. Friday.

**Request to Modify Terminate
Private Postsecondary School
Violence Restraining Order**

Clerk stamps date here when form is filed.

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:

1 Party Seeking Modification/Termination

- a. Your Full Name: _____
- b. Petitioner Respondent
- c. Your Lawyer (if you have one for this case)
Name: _____ State Bar No.: _____
Firm Name: _____
- d. 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: _____

2 Other Party

- a. Full Name: _____
- b. Address (if known): _____
City: _____ State: _____ Zip: _____

3 Current Order

- a. The current order is a/an:
 Private Postsecondary School Violence Restraining Order After Hearing (form SV-130)
 Order Renewing Private Postsecondary School Violence Restraining Order (form SV-730)
- b. The current order expires on (date): _____
- c. A copy of the current order is attached.

4 Request to Modify Restraining Order

- a. I ask the court to modify the current order as follows (specify requested changes referring to the item number in order that you want to change or delete):

 Check here if there is not enough space for your answer. Attach a sheet of paper and write "Attachment 4a —Requested Changes" for a title. You may use form MC-025, Attachment.



Case Number: _____

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

Notice of Hearing on Request to
 Modify **Terminate** **Private**
Postsecondary School Violence
Restraining Order

Clerk stamps date here when form is filed.

Party seeking order completes items ① and ②.

① Party Seeking Modification/Termination

- a. Your Full Name: _____
- b. Your Lawyer (if you have one for this case)
Name: _____ State Bar No.: _____
Firm Name: _____
- c. 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

Fill in case number:
Case Number:

② Other Party

- a. Full Name: _____
- b. Address (if known): _____
City: _____ State: _____ Zip: _____

③ Court Hearing

The judge has set a court hearing date. Court will fill in box below.

The current restraining order stays in effect unless terminated by the court.

Date: _____ Time: _____ Name and address of court if different from above: _____
Dept.: _____ Room: _____

④ Service on Other Party

Someone age 18 or older—not you—must serve a copy of the following forms on the other party or parties:

- SV-600, Request to Modify/Terminate Private Postsecondary School Violence Restraining Order;
- SV-610, Notice of Hearing on Request to Modify/Terminate Private Postsecondary School Violence Restraining Order (this form);
- SV-620, Response to Request to Modify/Terminate Private Postsecondary School Violence Restraining Order (blank copy).

The forms must be served on the other party _____ days before the hearing.



- b. **If you are the Respondent: You must have the protected person personally served with these forms. This requirement of personal service on the protected person is not a justification for you to violate the terms of the restraining order.** You must also serve the Petitioner educational institution officer or employee. Service on the Petitioner may be by mail.
- c. **If you are the Petitioner Education Institution Officer or Employee and you are requesting modification or termination other than at the request of the protected person: You must have the protected person personally served with these forms.** You must also serve the Respondent. Service on the Respondent may be by mail.
- d. **If you are the Protected Person:** The Respondent and Petitioner educational institution officer or employee may be served with these forms by mail.
- e. The person who serves the forms must fill out either form SV-200, *Proof of Personal Service*, or form SV-250, *Proof of Service of Response by Mail* (or both). Have the person who served sign the original. Take the signed original proof-of-service form back to the court clerk for filing or bring it with you to the hearing. For help with personal service, see form SV-200-INFO, *What Is "Proof of Personal Service"?*

Date: _____

Clerk, by , Deputy

To the Other Party:

If you wish to make a written response to this request to modify or terminate the current private postsecondary school violence restraining order, you may fill out form SV-620, *Response to Request to Modify/Terminate Private Postsecondary School Violence Restraining Order*. File the original with the court before the hearing and have someone age 18 or older—**not you**—mail a copy of it to the other party at the address in ① at least _____ days before the hearing. Also file form SV-250, *Proof of Service of Response by Mail*, with the court before the hearing.

Request for Accommodations



Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office for *Request for Accommodations by Persons With Disabilities and Response* (form MC-410). (Civ. Code, § 54.8.)

(Clerk will fill out this part.)

—Clerk's Certificate—

I certify that this *Notice of Hearing on Request to Modify/Terminate Private Postsecondary School Violence Restraining Order* is a true and correct copy of the original on file in the court.

Clerk's Certificate
[seal]

Date: _____

Clerk, by , Deputy

Response to Request to
 Modify **Terminate Private**
Postsecondary School Violence
Restraining Order

Clerk stamps date here when form is filed.

Use this form to respond to the *Request to Modify or Terminate Private Postsecondary School Violence Restraining Order* (form SV-600).

- Fill out this form and then take it to the court clerk.
- Have someone age 18 or older—**not you**—mail a copy of this form and any attached pages to the other party at the address in (2) below. Use form SV-250, *Proof of Service of Response by Mail*.

1 Party Filing Response

- a. Your Full Name: _____
- b. Petitioner Respondent
- Your Lawyer (if you have one for this case):
- Name: _____ State Bar No.: _____
- Firm Name: _____

- c. 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. Law enforcement officer, give agency information.)
- Address: _____
- City: _____ State: _____ Zip: _____
- Telephone: _____ Fax: _____

2 Other Party

- Full Name: _____
- Address: _____
- City: _____ State: _____ Zip: _____
- E-Mail Address: _____

3 Response

- a. I agree to the Modification Termination of the order.
- b. I do not agree to the Modification Termination
(Specify why you disagree in item (4) on page 2.)
- c. I agree to the following orders (specify below or in item (4) on page 2):

Fill in court name and street address:
Superior Court of California, County of

Fill in case number:
Case Number:

The court will consider your response at the hearing. Write your hearing date, time, and place from form SV-610 item (3) here.

Hearing Date → Date: _____
Time: _____

Dept.: _____ Room: _____



4 Reasons I Do Not Agree to the Modification Termination

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 4—Reasons I Disagree" as a title. You may use form MC-025, Attachment.

Lined area for providing reasons for disagreement.

Date: _____

Lawyer's name, if you have one

▶ _____
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

To the Party Filing This Response:

Have someone age 18 or older—**not you**—mail a copy of this completed form SV-620 to the other party or to the other party's lawyer, if any. This is called "service by mail." The person who serves the form by mail 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 signed original proof-of-service form back to the court clerk or bring it with you to the hearing.

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Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

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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

Clerk stamps date here when form is filed.

1 Petitioner (Educational Institution Officer or Employee)

Name: _____

2 Student in Need of Protection

Name: _____

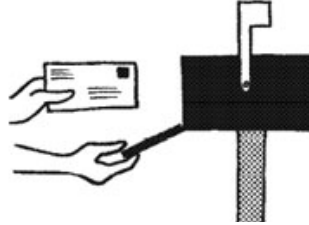
3 Respondent (Person From Whom Protection Is Sought)

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