

Civil Harassment Restraining Orders

Civil Self-Help Services

Hall of Justice
813 6th Street
Room 117, First Floor
Sacramento, CA 95814



What is a Civil Harassment Restraining Order?

A Civil Harassment Restraining Order is a court order that helps protect people from violence, stalking, serious harassment, or threats of violence.

Restraining orders could tell the person:

- They cannot contact you or any member of your household,
- Not go near you, your children, or others who live with you, no matter where you go;
- Stay away from your work, your school, or your children's school; or
- Not have a gun.

Civil Harassment Restraining Orders cannot be used to remove a person from a home.

Who can I request a Civil Harassment Restraining Order against?

You may request a Civil Harassment Restraining Order against any of the following:

- A neighbor, roommate, friend, former-friend, partner of your former partner, ex-spouse's new partner/spouse, family member more than 2 degrees removed, (like an aunt or uncle, a niece or nephew, cousins, and more distant relative), or
- Other people you are not closely related to.

Who serves the restraining order?

You must have the restrained person served with the paperwork. The Court WILL NOT have the person served.

If the restrained party lives or works in Sacramento County, you can have the Sacramento Sheriff's Civil Bureau serve the documents. You will need to give them two copies of each document.

The [Sheriff's Civil Bureau](#) is located at:

2969 Prospect Park Drive, Suite 200
Rancho Cordova, California 95670

More information can be found on their website:

https://www.sacsheriff.com/pages/civil_bureau.php

If the restrained party lives and works outside of Sacramento County, you need to contact the Sheriff of that county for help.

You may also ask another person who is not named in our restraining order to serve the restrained person. They must be at least 18 years old, and must complete a Proof of Service (form [CH-200](#)). You will need to file the Proof of Service with the court before the hearing. If you have not filed your Proof of Service prior to the time of the hearing, the Judge may continue your hearing to a later date to allow you more time to have the restrained party served.

The Temporary Restraining Order will not restrain the other person's conduct or make them stay away from you until they are personally served with the documents.

IMPORTANT:

Add "Zoom Hearing Notice" to the list of documents served on the [CH-200](#) if you do not have the sheriff serve the restrained party.

What if I can't get the Restraining Order served on the Respondent in time for the hearing?

You will need to request a continuance. There are two ways you can continue the hearing on your Civil Harassment Restraining Order.

1. Complete the Request to Continue Court Hearing, (form CH-115) and Order on Request to Continue Hearing (form CH-116) and file them at the court.

Or

2. Attend your hearing and ask for a new court date to allow you to have more time to have the restrained person served.

If you are granted a continuance, the Court will extend any temporary restraining orders so you will be protected until the new hearing date.

Will an interpreter be available at my hearing if I need one?

You may request an interpreter for your hearing by submitting an "Interpreter Request Form" (form AD/I-18) with your Restraining Order documents. The Court will make every effort to provide an interpreter. If an interpreter is available for your hearing, one will be provided free of charge.

Is there help available to fill out the forms?

Civil Self-Help Services helps with this process at 813 6th Street, Room 117 and at 720 9th Street, Room 102 - Window 18. At Self-Help Services, you can complete the forms on a computer or by hand, as well as ask procedural questions about this process. More information is available on the Court's website.

Where can I pick up and file my forms?

The packet can be picked up and, once completed, filed at Window 10 in Room 102 at the Gordon D. Schaber Courthouse:

720 9th Street
Sacramento, CA 95814

The filing window is open 8:30 a.m. to 4:00 p.m., Monday through Friday. Submit an original and one copy of all documents required.

If you prefer to complete the forms by hand, the packet can be downloaded from the Court's website [HERE](#).

How soon can I get my temporary order?

If you file before 11:30 a.m. your results are available at 4:00 p.m. the same day.

If you file after 11:30 a.m. your results are available at 4:00 p.m. the following business day.

Hours				
Mon	Tue	Wed	Thu	Fri
8:30-12:00	8:30-12:00	8:30-12:00	8:30-12:00	8:30-12:00
1:30-4:00	1:30-4:00	1:30-4:00	CLOSED	1:30-4:00

Hours are subject to change based on staff availability.

Civil Self-Help Services

Hall of Justice
813 6th Street
Room 117, First Floor
Sacramento, CA 95814



Phone: (916) 874-1421

Email: CivilSelfHelp@Saccourt.ca.gov

Web: www.saccourt.ca.gov

