

Temporary Civil Protection Order – A Checklist to Get Started

__ Forms

Download these **FOUR** Colorado Judicial Department forms. These forms can be found online at www.courts.state.co.us:

(1) JDF 402 - Verified Complaint/Motion for Civil Protection Order; (2) JDF 401 - Incident Checklist; (3) JDF 442 - Information Sheet for Registering a Protection Order, and (4) JDF 400 - Instructions for Obtaining a Civil Protection Order.

If you want protection for your child(ren) you **ALSO** need JDF 404 - Affidavit Regarding Children.

__ Information about yourself

- Know your current legal name, birthdate, address and phone numbers, and email address. Get the names and addresses for your work, child(ren)'s school(s), daycare, and any other locations you want protected.
- Find out the county in which you work or live. If you have an attorney, you need the attorney's name.
- If you have a current protection order against you, you must tell the court. Find the date that a protection order was issued, the case number, and name and state of the court that issued it.

__ Information about the person you are filing against

- Know the full name and any aliases for each person you are filing against. Gather as much information as possible about their address, phone number(s), age or birthdate, their height, weight, hair and eye color, any scars, tattoos, etc.
- If there are protection orders currently in effect against them, you must tell the court. Find the date that any protection order was issued, the case number, and the name and state of the court that issued it.
- If you know the other person has an attorney, give the attorney's name.

__ Information about your child(ren)

- If you want the protection order for your child(ren), you need their names, birthdates and addresses. You also need the names, relationship, and addresses of every person the child(ren)has/have lived with in the past five years. If someone else has custody of the child(ren) now, you must tell the court.
- If a family law or domestic relations case involving the child(ren)has been filed, you must give the county, state, case number and type of case.
- You must tell the court if you have been part of any court case about custody, visitation, or parenting time for the child(ren), or if you know of any other court cases that could impact this case, or if some other person has a claim or right for parenting time, visitation or custody.

__ Incidents of abuse, violence, stalking or threats, etc.

- Take some time to write down the story of what has happened to you, starting with the most recent incident, and then list any past events. What do you think was the most serious incident?
- Be specific about dates, times, and locations. Use the list of types of abuse in JDF 401 - the Incident Checklist - to help you describe what kinds of abuse happened to you. In what county did the most recent incident occur?

__ What do you want the court to do?

- The court can order someone to have no contact of any kind with you, or your child(ren), and make them stay away from your home and other places.
- You can ask for temporary custody of your child(ren), for protection of pet animals, and for temporary financial support.
- You can also ask for lesser protections, such as allowing electronic communication, but no physical contact. Think about what you want, and what will make you and your child(ren) safe.

__ Review the Instructions for Filing (JDF Form 400)

- Read the General Information and Common Terms sections on the first page. Understand that a fee may be charged. If this is an emergency and you do not have the money, ask court staff about forms to request a fee waiver. You may be eligible for a payment plan, or might not have to pay the fee.

__ Choose a court (venue) and fill out the forms

- File in the county where the most recent incident of abuse occurred, or where you or the other party lives. You can find a list of courts by county online [here](http://www.courts.state.co.us/Courts/County/Choose.cfm).
(<http://www.courts.state.co.us/Courts/County/Choose.cfm>)
- If you have gathered the forms and information listed above, you should have what you need to complete the forms.

__ File your papers with the court, go to the hearing

- These are Steps Two and Three on JDF 400 - Instructions for Filing. Once in the courthouse, ask court staff where to go for the hearing.

__ Serve the other person with the Order

- This is Step Four on JDF 400 - Instructions for Filing. You are strongly advised to get professional help from a Sheriff or private process server with this process.

__ Prepare for the Permanent Orders hearing

- Go back to the beginning of JDF 400 - Instructions for Filing, get help with anything you did not understand. Focus on Steps Four and Five.