

# Civil Harassment Restraining Order

A Civil Harassment Restraining Order (CHRO) is an order directing a person not to harass or engage in violence against you. In Sacramento, CHROs are filed at the Gordon D. Schaber Sacramento County Courthouse, located at 720 Ninth Street, in downtown Sacramento.

You may seek protection if you are worried about your safety because you are being stalked, harassed, sexually assaulted, or threatened by someone you do not have a family or past or present romantic relationship with, like a neighbor, co-worker, or roommate.

**Restraining order requests must be filed in person by the person requesting the order or by their attorney.**

## Templates and Forms

- [Civil Harassment Restraining Order Forms – California Courts Self Help](https://selfhelp.courts.ca.gov/CH-restraining-order/fill-forms) (<https://selfhelp.courts.ca.gov/CH-restraining-order/fill-forms>)
- [Civil Harassment Restraining Order: Instructions on Service – California Courts Self Help](https://selfhelp.courts.ca.gov/CH-restraining-order/sheriff-serves-request) (<https://selfhelp.courts.ca.gov/CH-restraining-order/sheriff-serves-request>)

## Need protection from a family member or romantic partner?

If you need protection from someone who is a member of your immediate family or a current or ex romantic partner, you may need a Domestic Violence Restraining Order instead. For information, see the Sacramento Court's website at "[Domestic Violence Restraining Order](https://www.saccourt.ca.gov/restraining-orders/domestic-violence.aspx)." (<https://www.saccourt.ca.gov/restraining-orders/domestic-violence.aspx>)

## Step-by-Step-Instruction

### 1 Preparation

In order to complete the forms necessary to obtain a civil harassment restraining order, you will need to gather:

- The name and physical description of the person you want restrained.
- Any information you need to describe the last few instances of stalking, harassment, violence, threat, or sexual assault against you, including what was said and done and the names of any witnesses.

If the person you want restrained does not know your address, you may want to obtain a separate mailing address, such as a P.O. Box, to use on your court papers.

## 2 Complete the Necessary Forms

Sample filled-in forms with instructions are available at the end of this Guide. You have three options for filling out forms: typing on the Judicial Council forms online, printing out and filling them out by hand, or following a guided interview that helps you fill them out online.

### Printed or typed

[The California Courts Self Help pages link the required forms \(https://selfhelp.courts.ca.gov/CH-restraining-order/fill-forms\)](https://selfhelp.courts.ca.gov/CH-restraining-order/fill-forms), which you can fill out on the computer and then print out, or print out blank copies to fill out by hand. You can also obtain the forms at the [Civil Self Help Services \(https://saccourt.ca.gov/civil/self-help-services/self-help-services.aspx\)](https://saccourt.ca.gov/civil/self-help-services/self-help-services.aspx) office at 813 Sixth St., Sacramento CA 95814 (916-874-1421).

### Guided on the computer:

The Sacramento County Superior Court's website provides access to [Law Help Interactive \(https://saccourt.ca.gov/civil/self-help-services/civil-harassment-restraining-order.aspx\)](https://saccourt.ca.gov/civil/self-help-services/civil-harassment-restraining-order.aspx) (scroll down and click "Get Started" button), which will ask you a series of questions and use your responses to complete all the required forms. You will need to print the forms out to file them once you finish.

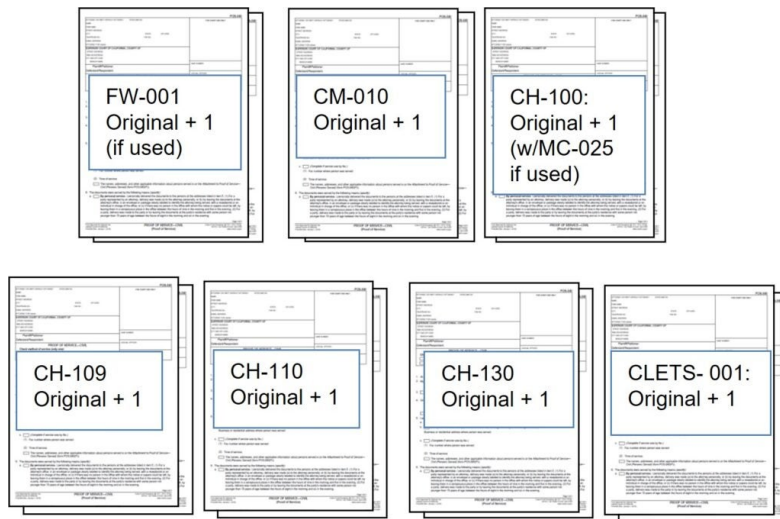
After you have completed all your forms, make one photocopy of each document.

## 3 Organize Your Papers for Filing

The court is very particular about the format and order in which you give the clerk the forms. When you file, the court will require the **original of each form on top (unstapled), plus one copy underneath it (stapled)**.

Stack your forms in this order:

- Request to Waive Court Fees (FW-001)
- Civil Case Cover Sheet (CM-010)
- Request for Civil Harassment Restraining Orders (CH-100) **plus two copies** (total of three)
  - Staple each copy, then clip behind original.
- Notice of Court Hearing (CH-109)
- Temporary Restraining Order (CH-110) (complete items 1, 2, and 3 only)
- Confidential CLETS Information (CLETS-001)
- Civil Harassment Restraining Order After Hearing (CLETS-CHO) (CH-130) (complete items 1, 2, and 3 only)



## 4 File your Papers

Restraining order requests must be filed **in person by the person requesting the order or by their attorney**. You will make two trips to the courthouse, one to turn in your request, and another to pick up your forms and ruling after it has been reviewed by a judge.

**If you file before 11:30 a.m.: forms ready at 4 p.m. the same day.** If the clerk accepts your forms by 11:30 a.m., you will receive your forms and ruling on any request for a temporary order at 4:00 p.m. the same day in the lobby outside Room 102 (720 9th St.).

**If you file after 11:30 a.m.: forms ready at 4 p.m. the next business day.** If you do not meet the 11:30 a.m. deadline, but your forms are filed before 4:00 p.m., you can pick up your forms and ruling on any request for a temporary order at 4:00 p.m. the next court business day in the lobby outside of Room 102 (720 9th St.).

**Filing Fees:** If your Request for Civil Harassment Restraining Orders (CH-100) form alleges violence, threats of violence, or words or acts that cause you to reasonably fear violence from the person you want restrained, there is no fee to file. You make this allegation by checking item 13 on your Request for Civil Harassment Restraining Orders (CH-100). However, if the Judge decides that your allegation is not credible, you must pay the filing fee when you pick up the forms at 4 p.m. The [filing fee \(https://www.saccourt.ca.gov/indexes/fees-forms.aspx\)](https://www.saccourt.ca.gov/indexes/fees-forms.aspx) is currently \$435.

If you are not alleging violence, but cannot afford to pay the filing fee, you may apply for a fee waiver at the time you file your restraining order papers. If you are submitting a fee waiver request, the clerk will accept your forms at the window when you file and you will not have to pay a filing fee at that time. However, if the Judge decides that you do not qualify for a fee waiver, you must pay the filing fee when you pick up the forms at 4 p.m.

For more information and sample fee waiver forms, see our [fee waiver guide](https://www.saclaw.org/resource_library/fee-waiver/waiver/) ([https://www.saclaw.org/resource\\_library/fee-waiver/waiver/](https://www.saclaw.org/resource_library/fee-waiver/waiver/)).

## 5 Examine the Papers for Orders and Hearing Date

When you pick up your papers, examine them carefully. A case number will be stamped on your documents. If the judge made temporary orders, they will be on the Temporary Restraining Order (CH-110), in paragraphs 5 through 8.

Review the Notice of Court Hearing (CH-109). Your hearing date and the court department that will hear your request for a permanent restraining order will be listed in paragraph 3.

The court clerk will enter the temporary orders into the California Restraining and Protective Order System (CARPOS) through the California Law Enforcement Telecommunications System (CLETS).

## 6 Service on the Person You Need Protection From

Have the following documents served on the respondent **at least 5 days prior to the hearing date**:

- Request for Civil Harassment Restraining Orders (CH-100) (and Attachment (MC?025), if used)
- Notice of Court Hearing (CH-109)
- Temporary Restraining Order (CH-110) (if granted)
- Handout and blank documents in the [Step 2 Packet](https://www.saccourt.ca.gov/local-rules/docs/local-rules.pdf) (<https://www.saccourt.ca.gov/local-rules/docs/local-rules.pdf>)

You can have the Sheriff's office, a process server, or anyone over the age of 18 who is not a party in the case serve the person to be restrained. They must personally serve the paperwork on the respondent.

### Special Instructions for the Sheriff's Office

If you have the Sheriff serve the papers, there will be a fee (currently \$50, [check fee schedule for up-to-date fee](https://www.sacsheriff.com/documents/civil/FEE%20SCHEDULE%20-%202025.pdf) (<https://www.sacsheriff.com/documents/civil/FEE%20SCHEDULE%20-%202025.pdf>)) unless (1) you have a fee waiver OR (2) the court ordered free service due to violence or threat of violence.

Either way you must deliver two (2) complete sets of documents, along with any fee and the [Request for Sheriff to Serve Court Papers \(SER-001\)](https://www.courts.ca.gov/documents/ser001.pdf) (<https://www.courts.ca.gov/documents/ser001.pdf>) form to:

### [Sheriff's Civil Bureau](https://www.sacsheriff.com/) (<https://www.sacsheriff.com/>)

2969 Prospect Park Drive, Suite 200

Rancho Cordova, CA 95670

916-875-2665

Mon and Fri 9am to 12 pm, T/W/Th 9am to 3:00pm

(Dropbox 8:00 a.m.-5:00 p.m.)



**Deadline: 20 days before your hearing date.** *Service must be completed at least 5 days prior to the hearing date. The Sheriff needs your papers at least 15 days prior to last day for service.*

The person who serves the forms must fill out Civil Harassment Proof of Personal Service (CH-200) and return it to you.

**If you cannot get the person you want restrained served in time** for the hearing, you can request an extension of time. See the [Sacramento County Superior Court's CHRO website \(https://www.saccourt.ca.gov/restraining-orders/civil-harassment.aspx#hearing\)](https://www.saccourt.ca.gov/restraining-orders/civil-harassment.aspx#hearing) for forms and information under the heading "What if I can't get the restraining order served in time for the hearing or I need a continuance?"

If the person you want restrained is **avoiding or evading service**, or cannot be located, see "What If the Person I Want Protection from Is Avoiding (Evading) Service or Cannot Be Located?" (form [CH-205-INFO](https://www.courts.ca.gov/documents/ch205info.pdf) (<https://www.courts.ca.gov/documents/ch205info.pdf>))

## 7 File the Proof of Service in Court

File the **original and two copies** of the signed Civil Harassment Proof of Personal Service (CH-200) form with the court. If you had the Sheriff serve the paperwork, the Sheriff's office will file the Proof of Service with the court for you.

If you cannot file before the hearing date, bring the original and two copies with you to the hearing.

## 8 Review the Response, If Any

The person to be restrained may choose to oppose your request for a restraining order in writing. If so, they should mail you a copy of this response prior to your hearing date. Be sure to review any response so that you may anticipate any evidence the person you wish to be restrained will present in court.

## 9 Attend Your Hearing

Be prepared to spend at least half a day at the courthouse on the day of your hearing. Arrive at your assigned department early and wait for the courtroom to open. The calendar of cases to be heard that day will be posted next to the courtroom door. Make sure that your case is listed on the docket, and when the courtroom opens, check in with the court attendant.

Whether or not the other side appears, you will need to present your case to the judge. Be prepared to explain clearly and concisely why the court should grant your request. During the hearing, it is your burden to prove to the court by “clear and convincing evidence” the violence, threats, stalking, or harassment you claim. Be sure to bring any documents or photos that you will need to prove your case, such as medical or police reports, or threatening letters and emails. Witnesses may also bolster your case, but the court may or may not let witnesses speak at the hearing.

If the other side appears, they will also have an opportunity to present their side of the story. Do not be surprised if the judge interrupts either or both of you to ask questions. The judge is attempting to learn what happened, and is asking questions to assist him or her in understanding the situation.

At the end of your hearing, the judge may:

- grant your request;
- deny your request;
- take the matter under submission (think about it and mail their decision);
- continue the hearing to another date; or,
- refer you to mediation.

If your request is continued to another date or taken under submission, be sure to ask the judge to continue the temporary restraining order until to the new hearing or until you and the person you wish to be restrained can be notified of the decision.

**If you do not attend your hearing, your request for a restraining order will be denied, and any temporary orders will expire.**

## 10 Mediation

The judge may refer your matter to mediation. If this happens, you and the other party will meet with an available mediator, who will explain that mediation is both voluntary and confidential, and does not jeopardize either party’s ability to have a hearing – at any point either of you can say mediation is not working and you would like to request a hearing. In that case, both parties must return to the courtroom and wait until the judge is ready to hear the case.

The mediator does not make judgments and typically does not even look at the parties’ evidence. Rather, the mediation process focuses on what the parties can agree to do to make life peaceful in the future. The goal of mediation is to reach an agreement, which can include a restraining order. The mediated agreement is an

### Clear and Convincing Proof

A petitioner seeking a Civil Harassment Restraining Order must prove the matter by “clear and convincing proof,” meaning the petitioner must prove his or her facts in the case to be “highly probable.”

This is a higher standard of proof than most lawsuits, including Domestic Violence Restraining Orders. In most lawsuits, cases must be proven by “preponderance,” that is that the petitioner’s case must be proven to be more likely than not true.

enforceable stipulated judgment; the civil harassment restraining order case is dismissed. If either party violates the terms of the stipulated judgment, the other party can re-file the civil harassment restraining order case.

The benefit of mediation in a civil harassment restraining order case is that the person who wanted the restraining order can walk away from court that day with some sort of resolution in place, as opposed to often walking away with nothing. The court can only grant or deny a request for a civil harassment restraining order; because of the high “clear and convincing” standard of proof, the Sacramento County Superior Court grants few civil harassment restraining orders. Also, because the mediated agreement can be tailored to meet both parties’ needs, there is a higher likelihood of follow-through on both sides.

## 11 Court Enters CHRO into Law Enforcement Database

If a restraining order is granted, the court clerk will enter the order into California Law Enforcement Telecommunications System (CLETS), a statewide database of protective orders, via the California Restraining and Protective Order System (CARPOS).

## 12 Serve the Restrained Person

Follow the directions in Paragraph 13 of the Civil Harassment Restraining Order After Hearing (CH-130).

The judge will indicate if the orders must be served. If service is required, the judge will indicate if service may be done by mail, or if personal service is required.

If paragraph 13(b)(1) is checked, service by mail is permitted. Someone over the age of 18 who is not a party to the case may mail a copy of the signed CH-130 to the restrained person. Your server will complete [Proof of Service by Mail \(CH-250\)](https://www.courts.ca.gov/documents/ch250.pdf) (<https://www.courts.ca.gov/documents/ch250.pdf>).

The sheriff is one inexpensive option to serve the papers. If you have the sheriff serve any paperwork, you must fill out the [Instructions to Sheriff – Temporary/Permanent Restraining Order](https://www.sacsheriff.com/documents/7483%20Form%20007-TRO%20Instructions%20Rev%202018-07.pdf) (<https://www.sacsheriff.com/documents/7483%20Form%20007-TRO%20Instructions%20Rev%202018-07.pdf>) form.

If paragraph 13(b)(2) is checked, personal service is required. Your server must personally serve a copy of the signed CH-130 to the restrained person. Service must be performed by a sheriff, marshal, process server, or someone over the age of 18 who is not a party to the case. Your service will complete [Civil Harassment Proof of Personal Service \(CH-200\)](https://www.courts.ca.gov/documents/ch250.pdf) (<https://www.courts.ca.gov/documents/ch250.pdf>).

## 13 File the Proof of Service in Court

File the **original, plus two copies**, of Civil Harassment Proof of Personal Service (CH-200) or Proof of Service by Mail (CH-250) completed in Step 12.

## For help

**Civil Self Help Services (Hall of Justice)** (<https://saccourt.ca.gov/civil/self-help-services/self-help-services.aspx>)

813 Sixth St., Sacramento CA 95814

916-874-1421

[civilselfhelp@saccourt.ca.gov](mailto:civilselfhelp@saccourt.ca.gov)

Civil Self-Help Services (SHS) helps people without lawyers who have questions about simple issues related to a civil case. They can give you general information and help you prepare your own forms in the area of civil law. Common topics include civil harassment restraining orders, petitions for change of name/gender, and expungement of criminal convictions.

### **Sacramento Mediation Center**

(<https://calawyersforthearts.org/civil-harassment-court-mediation-program-cla-2/>) The same organization that conducts mediation in civil harassment restraining order cases at the Sacramento County Family Relations Court, the Sacramento Mediation Center charges fees on a sliding scale according to income.

### **Civil Bureau, Sacramento County Sheriff's Department**

([https://www.sacsheriff.com/pages/civil\\_bureau.php](https://www.sacsheriff.com/pages/civil_bureau.php)) 2969 Prospect Park Drive, Suite 200

Rancho Cordova, CA 95670

916-875-2665

The Sheriff's Civil Bureau can serve your papers for you for a fee. If you have a fee waiver, there is no charge.

## For More Information:

### **California Courts Online Self Help Center (Civil Harassment)**

(<https://www.courts.ca.gov/1044.htm>) This is the official website of the California Courts. It offers explanations and links to the forms you need for civil harassment restraining orders, and other types of restraining orders such as domestic violence, elder abuse, and workplace.

## Samples

Yellow highlights show text that is always required. Other areas may or may not apply in your particular case.

### Request for Civil Harassment Restraining Orders

**CH-100**

**Request for Civil Harassment Restraining Orders**

Read *Can a Civil Harassment Restraining Order Help Me?* (form CH-100-INFO) before completing this form. Also fill out *Confidential CLETS Information* (form CLETS-001) with as much information as you know.

Clerk stamps date here when form is filed.

**1 Person Seeking Protection**

**Your Full Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

Your name, age, address, and optionally, telephone number, fax, and e-mail. You may use a mailing address like a P.O. Box if you do not wish the restrained person to know your physical address. Leave the lawyer information blank.

a. 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 email.)

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**2 Person From Whom Protection Is Sought**

**Full Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Address (if known):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**3 Additional Protected Persons**

**a. Are you asking for protection for any other family or household members?** ☐ Yes ☐ No If yes, list them:

Full Name	Gender	Age	Lives with you?	How are they related to you?
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

☐ Check here if there are more persons. Attach a sheet of paper and write "Attachment 3a—Additional Persons" for a title. You may use form MC-025, Attachment.

**b. Why do these people need protection? (Explain below):**

☐ Check here if there is not enough space for your answer. Put your complete answer on the back of this paper or form MC-025 and write "Attachment 3b—Why Others Need Protection" for a title.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This is not a Court Order.**

Judicial Council of California, www.courts.ca.gov  
Rev. January 1, 2023, Mandatory Form  
Code of Civil Procedure, §§ 527.6 and 527.9

**Request for Civil Harassment Restraining Orders**  
(Civil Harassment Prevention)

CH-100, Page 1 of 6  
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Request for Civil Harassment Restraining Orders (CH-100) (page 1)



Describe how you know the person to be restrained. If you require more space, you may check the box and attach an additional page.

Identify the reason(s) your request is being made in Sacramento County.

If you have been involved in any other court cases with the person to be restrained, check the "Yes" box (otherwise check "No"), and list the case information. If there are already restraining orders in effect (e.g. a criminal restraining order), check the "Yes" box in 6(b), and attach a copy of the order if you have one.

Paragraph 7 is used to describe the harassment or violence. State the most recent date of harassment/violence, and identify the witnesses to it.

**4 Relationship of Parties**  
How do you know the person in **(2)**? (Explain below):  
☐ Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 4—Relationship of Parties" for a title.

**5 Venue**  
Why are you filing in this county? (Check all that apply):  
a. ☐ The person in **(2)** lives in this county.  
b. ☐ I was harassed by the person in **(2)** in this county.  
c. ☐ Other (specify): \_\_\_\_\_

**6 Other Court Cases**  
a. Have you or any of the persons named in **(3)** been involved in another court case with the person in **(2)**?  
☐ Yes ☐ No (If yes, check each kind of case and indicate where and when each was filed.)  

Kind of Case	Filed in (County/State)	Year Filed	Case Number (if known)
(1) <input type="checkbox"/> Civil Harassment	_____	_____	_____
(2) <input type="checkbox"/> Domestic Violence	_____	_____	_____
(3) <input type="checkbox"/> Divorce, Nullity, Legal Separation	_____	_____	_____
(4) <input type="checkbox"/> Paternity, Parentage, Child Custody	_____	_____	_____
(5) <input type="checkbox"/> Elder or Dependent Adult Abuse	_____	_____	_____
(6) <input type="checkbox"/> Eviction	_____	_____	_____
(7) <input type="checkbox"/> Guardianship	_____	_____	_____
(8) <input type="checkbox"/> Workplace Violence	_____	_____	_____
(9) <input type="checkbox"/> Small Claims	_____	_____	_____
(10) <input type="checkbox"/> Criminal	_____	_____	_____
(11) <input type="checkbox"/> Other (specify): _____	_____	_____	_____

**b.** Are there now any protective or restraining orders in effect relating to you or any of the persons in **(3)** and the person in **(2)**? ☐ No ☐ Yes (If yes, attach a copy if you have one.)

**7 Description of Harassment**  
Harassment means violence or threats of violence against you, or a course of conduct that seriously alarmed, annoyed, or harassed you and caused you substantial emotional distress. A course of conduct is more than one act.  
a. Tell the court about the last time the person in **(2)** harassed you.  
(1) When did it happen? (provide date or estimated date): \_\_\_\_\_  
(2) Who else was there? \_\_\_\_\_

**This is not a Court Order.**

Rev. January 1, 2023

**Request for Civil Harassment Restraining Orders**  
(Civil Harassment Prevention)

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→

Request for Civil Harassment Restraining Orders (CH-100) (page 2)



Describe the most recent incident of harassment/violence. If you require extra space you may check the box and attach an additional page. Because the court will base its initial ruling as to whether a temporary restraining order will issue, or whether a fee waiver will be granted on these initial pleadings, any description should be written clearly in a way that may be easily understood by a complete stranger, in this case, the judge. You may check the box and use an attachment if you need more space.

**7 a. (3) How did the person in (2) harass you? (Explain below):**

☐ Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 7a(3)—Describe Harassment" for a title.

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State whether a gun or other weapon was threatened or used by the person to be restrained during this most recent incident. If one was threatened or used, write a brief explanation below.

**(4) Did the person in (2) use or threaten to use a gun or any other weapon?**

☐ Yes ☐ No (If yes, explain below):

☐ Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 7a(4)—Use of Weapons" for a title.

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**(5) Were you harmed or injured because of the harassment?**

☐ Yes ☐ No (If yes, explain below):

☐ Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 7a(5)—Harm or Injury" for a title.

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**(6) Did the police come? ☐ Yes ☐ No**

If yes, did they give you or the person in (2) an Emergency Protective Order? ☐ Yes ☐ No

If yes, the order protects (check all that apply):

☐ Me ☐ The person in (2) ☐ The persons in (3).

(Attach a copy of the order if you have one.)

**b. Has the person in (2) harassed you at other times?**

☐ Yes ☐ No (If yes, describe prior incidents and provide dates of harassment below):

☐ Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 7b—Previous Harassment" for a title.

In 7b., state whether there were any prior incidents of harassment. If you check "Yes," describe the prior incident(s). Check the attachment box if you need more space, and continue your description on an attachment. You can attach as many pages as you need. For each incident, include the information requested in 7a(3), 7a(4), 7a(5), and 7a(6).

State whether you were injured or harmed by the act you described. If you check "Yes," describe your injuries.

State whether police came in response to the act you described. If they did, indicate whether an emergency protective order was issued, and who the order applies to.

**This is not a Court Order.**

Rev. January 1, 2023

**Request for Civil Harassment Restraining Orders**  
(Civil Harassment Prevention)

CH-100, Page 3 of 6



Request for Civil Harassment Restraining Orders (CH-100) (page 3)





Check the appropriate boxes for the conduct you want the judge to prohibit.

Case Number:

**Check the orders you want.** ☒

**8 Personal Conduct Orders**

I ask the court to order the person in (2) not to do any of the following things to me or to any person to be protected listed in (3):

- a. ☐ Harass, intimidate, molest, attack, strike, stalk, threaten, assault (sexually or otherwise), hit, abuse, destroy personal property of, or disturb the peace of the person.
- b. ☐ Contact the person, either directly or indirectly, in any way, including, but not limited to, in person, by telephone, in writing, by public or private mail, by interoffice mail, by email, by text message, by fax, or by other electronic means.
- c. ☐ Other (specify):

☐ Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 8c—Other Personal Conduct Orders," for a title.

"Other" is used to request that conduct not described in sections (a) or (b) be prohibited. If you check "other," describe the conduct you wish to be prohibited.

The person in (2) will be ordered not to take any action to get the addresses or locations of any protected person unless the court finds good cause not to make the order.

**9 Stay-Away Orders**

a. I ask the court to order the person in (2) to stay at least 100 yards away from (check all that apply):

- (1) ☐ Me. (8) ☐ My vehicle.
- (2) ☐ The other persons listed in (3). (9) ☐ Other (specify):
- (3) ☐ My home.
- (4) ☐ My job or workplace.
- (5) ☐ My school.
- (6) ☐ My children's school.
- (7) ☐ My children's place of child care.

If you are requesting stay-away orders, check the box, state the distance that you are requesting the restrained person to stay away, and the places you wish him or her to stay away from. If this order would prevent him or her from getting to home, school, or work, you must explain.

b. If the court orders the person in (2) to stay away from all the places listed above, will he or she still be able to get to his or her home, school, or job? ☐ Yes ☐ No (If no, explain below):

☐ Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 9b—Stay-Away Orders," for a title.

**10 Firearms (Guns), Firearm Parts, and Ammunition**

Does the person in (2) own or possess any firearms (guns), firearm parts, or ammunition? This includes firearm receivers and frames, and any item that may be used as or easily turned into a receiver or frame (see Penal Code section 16531). ☐ Yes ☐ No ☐ I don't know

If the judge grants a protective order, the person in (2) will be prohibited from owning, possessing, purchasing, receiving, or attempting to purchase or receive firearms (guns), firearm parts, and ammunition while the protective order is in effect. The person in (2) will also be ordered to not store with a licensed gun dealer, any firearms (guns) and firearm parts.

Check the appropriate box to state whether the person you are seeking protection from owns a gun or other firearm.

**This is not a Court Order**

Rev. January 1, 2023

**Request for Civil Harassment Restraining Orders**  
(Civil Harassment Prevention)

CH-100, Page 4 of 6



Request for Civil Harassment Restraining Orders (CH-100) (page 4)



If you want the court to issue a temporary restraining order (TRO) until the date of your hearing, check the box in paragraph 11, and indicate whether or not you have told the person to be restrained that you are seeking a TRO. If you have not, explain why. If you need more room, attach MC-025.

**11** ☐ **Temporary Restraining Order**  
I request that a Temporary Restraining Order (TRO) be issued against the person in (2) to last until the hearing. I am presenting form CH-110, *Temporary Restraining Order*, for the court's signature together with this *Request*.  
Has the person in (2) been told that you were going to go to court to seek a TRO against him or her?  
☐ Yes ☐ No (If you answered no, explain why below):  
☐ Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 11—Temporary Restraining Order" for a title.

**12** ☐ **Request to Give Less Than Five Days' Notice of Hearing**  
You must have your papers personally served on the person in (2) at least five days before the hearing, unless the court orders a shorter time for service. (Form CH-200-INFO explains What Is "Proof of Personal Service"? Form CH-200, *Proof of Personal Service*, may be used to show the court that the papers have been served.)  
If you want there to be fewer than five days between service and the hearing, explain why below:  
☐ Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 12—Request to Give Less Than Five Days' Notice" for a title.

Normally, the person you are seeking protection from must be personally served with the Request and other forms at least five days before the hearing. If your circumstances require less than five days' notice be given, use paragraph 12 to request the order, and explain why reduced notice is required.

**13** ☐ **No Fee for Filing or Service**  
a. ☐ There should be no filing fee because the person in (2) has used or threatened to use violence against me, has stalked me, or has acted or spoken in some other way that makes me reasonably fear violence.  
b. ☐ The sheriff or marshal should serve (notify) the person in (2) about orders based on unlawful violence, a credible threat of violence.  
c. ☐ There should be no filing fee and the sheriff or marshal should serve me if I am entitled to a fee waiver. (You must complete and file form FW-001, *Fees and Costs*.)

There is a filing fee to request a Civil Harassment Restraining Order, but this fee may be waived by the court in cases of violence or credible threats of violence or stalking. In these cases, you may also request that the court order the Sheriff to serve restraining orders free of charge. You may also request a fee waiver by filing and receiving a fee waiver. Indicate in paragraph 13 if you are requesting that fees be waived and the reason(s) the fees should be waived.

**14** ☐ **Lawyer's Fees and Costs**  
I ask the court to order payment of my ☐ lawyer's fees ☐ Court costs.  
The amounts requested are:  

Item	Amount
	\$
	\$
	\$

  
☐ Check here if there are more items. Put the items and amounts on the attached sheet of paper or form MC-025 and write "Attachment 14—Lawyer's Fees and Costs".

A person requesting a restraining order may request that the restrained person be ordered to pay attorney fees and court costs. Use paragraph 14 to request payment of these costs, and itemize them on the lines provided. If you are self-represented, you are not entitled to recover lawyer's fees.

**This is not a Court Order.**

Rev. January 1, 2023

**Request for Civil Harassment Restraining Order (Civil Harassment Prevention)**

Request for Civil Harassment Restraining Orders (CH-100) (page 5)



Case Number: \_\_\_\_\_

**15 Possession and Protection of Animals**

I ask the court to order the following:

a. ☐ That I be given the sole possession, care, and control of the animals listed below, to lease, keep, or hold, or which reside in my household.  
(Identify animals by, e.g., type, breed, name, color, sex.)

\_\_\_\_\_

\_\_\_\_\_

I request sole possession of the animals because (specify good cause for granting order):

☐ Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 15a—Possession of Animals" for a title.

\_\_\_\_\_

\_\_\_\_\_

b. ☐ That the person in ② must stay at least \_\_\_\_\_ yards away from, and not take or attempt to conceal, molest, attack, strike, threaten, harm, or otherwise dispose of, the animal.

**16 Additional Orders Requested**

I ask the court to make the following additional orders (specify):

☐ Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or form MC-025 and write "Attachment 16—Additional Orders Requested," for a title.

\_\_\_\_\_

\_\_\_\_\_

**17** Number of pages attached to this form, if any: \_\_\_\_\_

Date: \_\_\_\_\_

Don't sign on the first signature line. It is used only by attorneys.

\_\_\_\_\_  
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 and on all attachments is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Type or print your name

\_\_\_\_\_  
Sign your name

Date the form and print and sign your name.

**THIS IS NOT A COURT ORDER.**

Rev. January 1, 2023
**Request for Civil Harassment Restraining Orders**  
(Civil Harassment Prevention)
CH-100, Page 6 of 6



<b>SHORT TITLE:</b>	<b>MC-025</b>
<b>CASE NUMBER:</b>	

**ATTACHMENT (Number):** 7(b)

*(This Attachment may be used with any Judicial Council form.)*

On February 2, 2016, Ralph Restrained was waiting by my car in the parking lot when I left work. He began shouting at me for talking to Linda, his soon-to-be ex-wife, and for taking Linda's side in the divorce. He blocked the door to my car, so I could not drive away, and would move in front of me when I tried to walk away. The entire time he was shouting at me. After several minutes of this, a co-worker, Calvin Coworker, exited the office and walked toward us in the parking lot. When he saw what was happening, he intervened and told Ralph he needed to leave or he would call the police. Ralph got into his car, and as he drove past us, shouted out the window "I'm not finished with you!" and pointed at me.

Many sections of the forms being filled out have a checkbox to indicate that you require extra space, and that the information being provided is continued on an additional page. The example shown above is a continuation of paragraph 7(b) of the sample Petition for a Temporary Restraining Order (CH-100).

You may use form MC-025 for any attachments. To use an attachment page, check the continuation box and write your description on an MC-025 form or a blank page, labeling the attachment. Download the Attachment page from [www.courts.ca.gov/documents/mc025.pdf](http://www.courts.ca.gov/documents/mc025.pdf).

Page 1 of 1

*(Add pages as required)*

**ATTACHMENT**  
**to Judicial Council Form**

*(If the item that this Attachment concerns is made under penalty of perjury, all statements in this Attachment are made under penalty of perjury.)*

Form Approved for Optional Use  
Judicial Council of California  
MC-025 (Rev. July 1, 2009)

[www.courtinfo.ca.gov](http://www.courtinfo.ca.gov)

Request for Civil Harassment Restraining Orders (CH-100) — Attachment 7b





## Notice of Court Hearing (CH-109)

CH-109 Notice of Court Hearing		Clerk stamps date here when form is filed.
<b>1 Person Seeking Protection</b> a. <b>Your Full Name:</b> _____ Your Lawyer (if you have one for this case): _____ Your name, address, and optionally, telephone number, fax, and e-mail. You may use a mailing address like a P.O. Box if you do not wish the restrained person to know your physical address. Leave the lawyer information blank. <i>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 email.</i> <b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>Telephone:</b> _____ <b>Fax:</b> _____ <b>Email Address:</b> _____		<b>The Court's county and address go here. In Sacramento County, use 720 9th Street, Sacramento, CA 95814</b>
<b>2 Person From Whom Protection Is Sought</b> <b>Full Name:</b> _____ <i>The court will complete the rest of this form.</i>		
<b>3 Notice of Hearing</b> A court hearing is scheduled on the request for restraining orders against the person in (2): <b>The court will complete paragraphs 3 and 4, and all of pages 2 and 3. Skip to CH-110.</b> Hearing Date: _____ Dept.: _____ Room: _____		<b>Case Number:</b> _____
<b>To the person in (2):</b> <ul style="list-style-type: none"><li>If you attend the hearing (in person, by phone, or by videoconference) and the judge grants a restraining order against you, the order will be effective immediately, and you could be arrested if you violate the order.</li><li>If you do not attend the hearing, the judge may still grant the restraining order that could last up to five years. After you receive a copy of the order, you could be arrested if you violate the order.</li></ul>		
<b>4 Temporary Restraining Orders</b> (Any orders granted are on form CH-110, served with this notice.) a. Temporary Restraining Orders for personal conduct and stay-away orders as requested in form CH-100, Request for Civil Harassment Restraining Orders, are (check only one box below): (1) <input type="checkbox"/> All GRANTED until the court hearing. (2) <input type="checkbox"/> All DENIED until the court hearing. (Specify reasons for denial in b, below.) (3) <input type="checkbox"/> Partly GRANTED and partly DENIED until the court hearing. (Specify reasons for denial in b, below.)		

Judicial Council of California, www.courts.ca.gov  
Rev. January 1, 2024, Mandatory Form  
Code of Civil Procedure, § 527.6  
Approved by DOJ

**Notice of Court Hearing  
(Civil Harassment Prevention)**

CH-109, Page 1 of 3 →

Notice of Court Hearing (CH-109) (page 1)

## Temporary Restraining Order (CH-110)

CH-110

### Temporary Restraining Order

Person in ① must complete items ①, ②, and ③ only.

*Clerk stamps date here when form is filed.*

**① Protected Person**

a. **Your Full Name:** \_\_\_\_\_

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

Name: \_\_\_\_\_ State: \_\_\_\_\_

*Your name, age, address, and optionally, telephone number, fax, and e-mail. You may use a mailing address like a P.O. Box if you do not wish the restrained person to know your physical address. Leave the lawyer information blank.*

*If private, you may give a different mailing address instead. You do not have to give telephone, fax, or email.):*

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

The Court's county and address go here. In Sacramento County, use **720 9th Street, Sacramento, CA 95814**

---

Court name and street address:

Superior Court of California, County of Sacramento

720 9th Street  
Sacramento, CA 95814

**② Restrained Person**

*(Give all the information you know. Information with a star (\*) is required to add this order to the California police database. If age is unknown, give an estimate.)*

**\*Full Name:** \_\_\_\_\_ **\*Age:** \_\_\_\_\_

**\*Race:** \_\_\_\_\_ **Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Hair Color:** \_\_\_\_\_

**\*Gender:** ☐ M ☐ F ☐ Nonbinary **Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Relationship to Protected Person:** \_\_\_\_\_

*Complete as much information as you know about the person you wish to be protected from.*

**③ Additional Protected Persons**

In addition to the person named in ①, the following family or household members of that person are protected by the temporary orders indicated below:

Full Name	Gender	Age	Household Member?	Relation to Protected Person
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

☐ Check here if there are additional persons. List them on an attached sheet of paper and write "Additional Protected Persons" as a title. You may use form MC-025, Attachment.

**④ Expiration Date**

*The court will complete the rest of this form.*

**This Order expires at the end of the hearing scheduled for the date and time below:**

**The Court will complete the rest of the form. Skip to CLETS-001.**

**This is a Court Order.**

Judicial Council of California, www.courts.ca.gov

Rev. January 1, 2023, Mandatory Form

Code of Civil Procedure, §§ 527.6 and 527.9

Approved by DOJ

**Temporary Restraining Order (CLETS-TCH)**

**(Civil Harassment Prevention)**

CH-110, Page 1 of 6

➔

Temporary Restraining Order (CH-110) (page 1)



## CLETS-001

**CLETS-001 Confidential Information for Law Enforcement**

**This form will NOT become a part of the public court file. It is confidential and private.**

**Instructions:** If you are asking for a restraining order, you must complete this form and give it to the court clerk, along with the other court forms. If the court grants the restraining order, information entered into a database (called CLETS) to help law enforcement. If information changes later, you may complete this form again and turn it in to the court.

Enter whether form submitted with new filing and date of filing.

To Court Clerk: Do not file this form. The information on this form must be entered into the protective order registry in CLETS.

Court fills in case number when form is received.

Case Number: \_\_\_\_\_

You will receive a case number when you file your papers.

Date received by court: \_\_\_\_\_

Information that has a star (\*) next to it is required. All other information is helpful.

**1 Person You Want a Restraining Order Against**

**\*Name:** \_\_\_\_\_

Other names used: \_\_\_\_\_

Marks, scars, or tattoos: \_\_\_\_\_ SSN: \_\_\_\_\_

Telephone: \_\_\_\_\_ Driver's license (number and state): \_\_\_\_\_

Vehicle type: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Plate number: \_\_\_\_\_

Name of employer and address: \_\_\_\_\_

Does the person speak English? ☐ Yes ☐ I don't know ☐ No (list language): \_\_\_\_\_

Does the person have any firearms (guns), firearm parts, or ammunition?  
☐ No ☐ I don't know  
☐ Yes (Give any information you have below, like the type, amount, or location of the firearm, if known): \_\_\_\_\_

Describe any guns the person to be restrained may have or own.

**2 \*Your Name:** \_\_\_\_\_

(Skip 3 and 4 if you are asking for a gun violence restraining order (form GV-100).)

**3 Your information**

**\*Age:** \_\_\_\_\_ **Date of Birth (month, day, year):** \_\_\_\_\_ **\*Gender:** ☐ M ☐ F ☐ Other \_\_\_\_\_

**Race:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Do you speak English?** ☐ Yes ☐ No (list language): \_\_\_\_\_

Complete the information about yourself in parts 2 and 3.

**4 Other People You Want Protected**

**\*Name:** \_\_\_\_\_ **\*Gender:** \_\_\_\_\_ **Race:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**\*Name:** \_\_\_\_\_ **\*Gender:** \_\_\_\_\_ **Race:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**\*Name:** \_\_\_\_\_ **\*Gender:** \_\_\_\_\_ **Race:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**\*Name:** \_\_\_\_\_ **\*Gender:** \_\_\_\_\_ **Race:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

☐ Check here if you have more people to list. Write them on a separate piece of paper and write "et al" at the end and attach it to this form.

If you are seeking protection for other people, list the information for the persons to be protected.

**This is not a Court Order—Do not place in court file.**

**Confidential Information for Law Enforcement**

Judicial Council of California, www.courts.ca.gov  
Rev. January 1, 2024, Mandatory Form  
Cal. Rules of Court, rule 1.51

Confidential Information for Law Enforcement (CLETS-001)





## Civil Harassment Restraining Order after Hearing (CH-130)

**CH-130**

**Complete parts 1, 2, and 3 ONLY.  
The Court will complete the rest.**

Stamps date here when form is filed.

Person in ① must complete ①, ②, and ③ only.

**① Protected Person**

a. **Your Full Name:** \_\_\_\_\_

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

Name: \_\_\_\_\_ State: \_\_\_\_\_

Your name, address, and optionally, telephone number, fax, and e-mail. You may use a mailing address like a P.O. Box if you do not wish the restrained person to know your physical address. Leave the lawyer information blank.

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**② Restrained Person**

(Give all the information you know. Information with a star (\*) is required to add this order to the California police database. If age is unknown, give an estimate.)

**\*Full Name:** \_\_\_\_\_ **\*Age:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**\*Race:** \_\_\_\_\_ **Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Hair Color:** \_\_\_\_\_

**\*Gender:** ☐ M ☐ F ☐ Nonbinary **Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Relationship to Protected Person:** \_\_\_\_\_

**③ Additional Protected Persons**

In addition to the person named in ①, the following family or household members of that person are protected by the orders indicated below:

Full Name	Gender	Age	Lives with you?	How are they related to you?
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

☐ Check here if there are additional persons. List them on an attached sheet of paper and write "Additional Protected Persons" as a title. You may use form MC-025, Attachment.

**④ Expiration Date**

This Order, except for any award of lawyer's fees, expires at \_\_\_\_\_

**Time:** \_\_\_\_\_

**The Court will complete part 4, and the rest of the form.**

If no expiration date is written here, this Order expires three years from the date of issuance.

**This is a Court Order.**

Judicial Council of California, www.courts.ca.gov  
Rev. January 1, 2024, Mandatory Form  
Code of Civil Procedure, §§ 527.6 and 527.9  
Approved by DOJ

**Civil Harassment Restraining Order After Hearing  
(CLETS-CHO)  
(Civil Harassment Prevention)**

CH-130, Page 1 of 6

The Court's county and address go here. In Sacramento County, use **720 9th Street, Sacramento, CA 95814**

**Superior Court of California, County of Sacramento**

**720 9th Street  
Sacramento, CA 95814**

Court fills in case number when form is filed.

**Case Number:** \_\_\_\_\_

Complete as much information as you know about the person you wish to be protected from.

If you are seeking protection for other family or household members, check the box and list the information for the persons to be protected.

Civil Harassment Restraining Order after Hearing (CH-130) (page 1)