

# CIVIL HARASSMENT RESTRAINING ORDERS

## GENERAL INSTRUCTIONS

The Court prefers that you type the forms, but you may print them legibly in **blue** or **black** ink only. Fill in your name, address and phone number in the upper left box. Depending on which court you file in, the correct heading for the court is:

Stockton Branch  
222 E. Weber Ave., Room 303  
PO Box 201022  
Stockton, CA 95201-9022  
(209) 992-5693

Manteca Branch  
315 E. Center Street  
Manteca, CA 95336  
(209) 239-9188

Lodi Branch  
315 W. Elm Street  
Lodi, CA 95240  
(209) 992-5522

Initial forms required to be completed and filed:

CM-010	Civil Case Cover Sheet
CLETS-001	Confidential CLETS Information
CH-100	Request for Civil Harassment Restraining Order
CH-109	Notice of Court Hearing (complete items 1 & 2 only)
CH-110	Temporary Restraining Order (complete items 1, 2 & 3 only to match what you requested on the CH-100 form)

**File one original of each form with the clerk's office.** Once the forms are checked and signed by the judge, the clerk's office will make 3 (three) certified copies for you.

**Papers that are completed and filed in the clerk's office by 10 a.m. will be available for pick up between 2:30 p.m. and 4 p.m. the same day.**

**Filing fees:** If the person you are seeking the restraining order against has used or threatened to use violence against you or has stalked you, you do not have to pay a filing fee; otherwise, you must pay the filing fee. If you cannot afford to pay the filing fee, ask the clerk how to apply for a fee waiver.

**Service:** The Sheriff's office will serve these papers without cost if there was violence or a credible threat of violence or if you qualify for a fee waiver. You may have anyone over the age of 18, who is not a party to the action, serve the papers or you may hire a private process server.

**After the hearing:** If you represented yourself, the CIVIL HARASSMENT RESTRAINING ORDER AFTER HEARING (CH-130) will be available for pick up 3-5 business days from your hearing date. The order must be served on the other party and a Proof of Service MUST be filed with the clerk's office.

The restraining order could last up to five years.

### **Resources & Self-Help:**

San Joaquin County Bar Association  
Lawyer Referral Service  
20 N. Sutter St., Suite 300  
(209) 948-4620  
[www.sicbar.org](http://www.sicbar.org)

San Joaquin County Law Library  
20 N. Sutter St., First Floor  
Stockton, CA 95202  
(209) 468-3920

Family Law Facilitator/Pro Per Clinic  
(Clinic is for review of completed paper work only)  
540 E. Main Street, Stockton CA 95202  
(209) 992-5283

Hours:

Mon/Tues/Thurs/Fri: 8am-2pm Wed: 8am-noon

\*check public website for current clinic hours at:

[www.sicourts.org/self-help/pro-clinic](http://www.sicourts.org/self-help/pro-clinic)

- **Self-Help:** [www.courts.ca.gov/selfhelp-abuse.htm](http://www.courts.ca.gov/selfhelp-abuse.htm)
- For any additional legal advice, consult with an attorney.