

RESTRAINING ORDER CHECKLIST

- 1. Choose which type of Restraining Order you need.
- 2. Ask for the paperwork for the Restraining Order you have chosen to complete. Paperwork is located in the Dane County Law Library, Room L1007, lower level of the Dane County Courthouse.
- 3. Complete the “Petition for Temporary Restraining Order.”
- 4. Complete the “Temporary Restraining Order Fact Sheet.”
- 5. Complete the “Temporary Restraining Order and Notice of Injunction Hearing.” (Top-half only)
- 6. Complete the “Confidential Address Information.” (Sign the same)
- 7. Complete the “TRO Worksheet” for the Sheriff’s Office. **Must be filled out as complete as possible.**
- 8. **Skip this step and go to step #9, UNLESS the case you are filing involves a minor Petitioner and/or a minor Respondent or a Restraining Order for an Individual at Risk.** For cases involving minors and Individuals at Risk, complete the “Restraining Order Information Sheet for Guardian ad Litem (GAL).” This form will be provided to any Guardian ad Litem that might be appointed by the Court for any minors in the case and some Individuals at Risk. A GAL is an attorney appointed to represent a minor or Individual at Risk’s best interests. **Parents may be ordered by the Court to contribute towards the cost of GAL fees up to a maximum of \$300.00.** For minor petitioners, also complete the “Uniform Child Custody Jurisdiction and Enforcement Act Affidavit.”
- 9. Complete the “Petitioner’s Statement of Respondent’s Possession of Firearms” form. (Optional)
- 10. **Go to Court Records Room 1002** (1st floor of the Dane County Courthouse) with your completed forms. A Court Commissioner will be summoned to review your packet and grant or deny the TRO.
- 11. After leaving Court Records, **go to the main Clerk of Court’s Office Room 1000** (1st floor of the Dane County Courthouse) to file your Restraining Order if it has been approved by the Court Commissioner.
- 12. Attend the Injunction Hearing as scheduled. **Your hearing date, time and location are on page two of your Temporary Restraining Order.**

***Note** – The Clerk of Court’s Office electronically delivers your approved restraining order packet to the Dane County Sheriff’s Department for service on the respondent. You may be contacted by the Sheriff’s Department to provide additional information that may be necessary to execute service on the respondent. It is extremely important that you fill out the “TRO Worksheet” as thoroughly as possible to assist the Sheriff’s Department in getting the respondent served. Use VPO to know when the Temporary Restraining Order has been served on the respondent. The Vine Program will not alert you regarding service in Child Abuse TRO’s.

*If you would like assistance with, or information about, Restraining Orders, or other support related to domestic abuse, call **Domestic Abuse Intervention Services 24 hour Help and Crisis Line: (608) 251-4445 or 1-800-747-4045** (toll free in Dane County, TDD and Language Line).