

TEMPORARY RESTRAINING ORDER - HARASSMENT INFORMATION

Harassment Forms:

- Petition for Temporary Restraining Order and/or Injunction (Harassment) form [CV- 405](#)
- Notice of Hearing-Temporary Restraining Order (Harassment) form [CV- 406](#)
- Injunction (Harassment) form [CV- 407](#)

Instructions for Completing forms:

Petition for Temporary Restraining Order and/or Injunction (Harassment)

- Petitioner to complete all blanks.
- The petition must be signed before a notary. There are notaries available at the courthouse.
- The petitioner must provide proper identification – a valid driver's license or state I.D.
- The petitioner should prepare a written statement listing the incidents of harassment and attach the statement to the petition.

Notice of Hearing-Temporary Restraining Order (Harassment)

- Petitioner to complete top section with petitioner's name, date of birth and respondent's name and address.

Injunction (Harassment)

- Petitioner to complete top section with petitioner's name, date of birth and respondent's name, address and respondent's description.
- Completed paperwork should be presented for filing in the Civil Division, Room C-167 of the Waukesha County Courthouse.
- A court official will review the petition.
- If approved by the court official, the case will be filed and a hearing date will be assigned.
- The petitioner will be provided copies of the documents for service. One copy is to be kept with the petitioner at all times.
- Copies of the documents are faxed to petitioner's local police department. Report any violations to the local police.

Service Information:

- The petitioner will be provided three copies and will be instructed to take the copies of the documents to the Sheriff for service on the respondent.
- The respondent **must** be served to give notice of the court date. The temporary restraining order is not in effect until the respondent has been served.
- The Sheriff charges a fee to serve the documents on the respondent for

- harassment restraining orders.
- If the respondent is to be served in Waukesha County, the Waukesha County Sheriff can serve the papers and will file proof of service.
 - **If the Respondent is to be served outside of Waukesha County**, the petitioner must contact the Sheriff in the county where the respondent is to be served to arrange service of the restraining order on the respondent. The Sheriff charges a fee for service of harassment restraining orders.
 - It is petitioner's responsibility to file proof of service with the Clerk of Courts. Proof of service may be faxed to the clerk's office at (262) 548-7546 or the petitioner may mail the original to the Clerk of Courts Office.
 - If service cannot be obtained, petitioner must appear and bring written proof of attempted service to the court hearing. The court may extend the time for hearing up to fourteen (14) additional days, for service to be accomplished.

Hearing:

- Report to the designated courtroom on the assigned date and time and check in with the bailiff.
- Bring any necessary documents or witnesses with you to the hearing.