

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA
CIVIL DIVISION**

**600 Administration Drive, Room 107-J
Santa Rosa, California 95403-2878
Office Hours: 8:00 a.m. to 3:30p.m.
(707) 521-6610**

www.sonoma.courts.ca.gov

**Self-Help Center
(707) 521-6534**

SelfHelp@SonomaCourt.org

CIVIL HARASSMENT FORMS AND INFORMATION

Included in this packet are the forms needed to file a Request for Civil Harassment Restraining Order. Hand printed forms using black or blue ink will be accepted for filing as long as they are legible.

The following forms are included in this packet:

Can a Civil Harassment Restraining Order Help Me?.....	CH-100-INFO
Request for Civil Harassment Restraining Orders.....	CH-100
Notice of Court Hearing.....	CH-109
Temporary Restraining Order	CH-110
Confidential CLETS Information.....	CLETS-001
What is “Proof of Personal Service”?	CH-200-INFO
Proof of Personal Service	CH-200

If you would like the judge to review your forms the day you drop them off, you must submit them to the Clerk in room 107-J by 8:30 a.m.

Forms which are received by the Clerk’s Office after 8:30 a.m. will be submitted to the Judge for review on the next court business day.

Please complete the following four forms for review:

1. Request for Civil Harassment Restraining Orders (CH-100)
2. Notice of Court Hearing (CH-109)
3. Temporary Restraining Order (CH-110)
4. Confidential CLETS Information (CLETS-001)

Your copies of the signed orders may be picked up in Room 107-J after 2:30 p.m. on the day of signature.

Pursuant to Code of Civil Procedure Section 527.6 you may be required to pay a fee for filing a Request for Civil Harassment Restraining Orders if there has been no violence or threat of violence, and if you do not qualify for a fee waiver.

Clerks of the Court are prohibited from rendering legal advice or assistance in court proceedings.

Persons appearing in their own behalf (in propria persona) are responsible for preparing and presenting their own pleadings in complete and proper form, without legal assistance from the Clerk’s Office. Questions pertaining to legal matters or to the proper completion of the appropriate forms should be directed to an attorney.

If you do not know an attorney, you may arrange for a consultation by calling:

Sonoma County Lawyer Referral Service at (707) 542-5297

You may also telephone Legal Aid of Sonoma County at (707) 542-1290 (144 South E Street, Suite 100, Santa Rosa) to schedule an appointment or to determine when walk-in services are available.

ON ALL FORMS: It is important that you complete the information regarding the person to be restrained, especially the Name, Sex, Race, and Date of Birth. If you do not know the DOB, estimate the person's age.

CLETS (California Law Enforcement Telecommunications System)

If a temporary or permanent restraining order is granted, the information contained on the restraining order will be entered into the California Law Enforcement Telecommunications System (CLETS) the same date the order is granted if the necessary information is provided on the forms. Be sure to complete the identifying information sections on the restraining order to ensure prompt entry into CLETS.