

**Sahuarita Municipal Court
360 W. Sahuarita Center Way
Sahuarita, Az. 85629**

EFFECTIVE: JUNE 1, 2011

NOTICE OF DEPOSITS:

This following "Notice of Deposits" form will be given to the public concerning deposits needed for the service of court paperwork provided by the Pima County Sheriff's Department Civil Enforcement Section.

Required Deposits:

A deposit is required for the service of all civil processes **except** for Orders of Protection and Injunctions against Harassment with a dating relationship stipulated by the courts, which are exempt from fees. Unless you provide a waiver (**WAIVER**-means that the issuing court is waiving all service fees and charges, and, therefore, no payment will be required) or deferral (**DEFERRAL**- means you will be billed later by the Pima County Sheriff's Department for any applicable fees and charges) from an Arizona court, there will be charges for serving your papers. If fees are to be waived or deferred, a valid copy of the court order waiving or deferring fees must accompany the papers you submit for service.

Out of state waivers or deferrals will not be accepted. You may contact a local Arizona court for assistance in obtaining a waiver or deferral order.

The required deposits are:

<i>Injunctions against Harassments</i>	\$50.00 per person being served
<i>All civil processes and criminal papers (subpoenas, summons, etc)</i>	\$100.00 per person being served
<i>Writs</i>	\$300.00 per case

Payment may be made by cashier's check, money order or law firm check, debit card or cash (exact amount only) in person. Checks must be written for the proper amount and payable to the Pima County Sheriff's Department. Cash and debit cards are accepted if payment is made in person with proper identification. **Pima County Sheriff's Department will not accept court paperwork after 4:45p.m. Court paperwork that is outside of the Sahuarita town limits must be delivered to the following location for service: Pima County Sheriff's Department, Civil Enforcement Section, 32 N. Stone Avenue, 16th floor, Tucson, Az. 85701, (520) 351-6000.**

After deduction of charges and fees, any excess deposit will be refunded to you by mail. If the fees exceed the amount of the deposit, the Pima County Sheriff's Department Civil Enforcement Section will bill you for that amount.

For additional information concerning our fees, please see our website at: www.pimasheriff.org under civil enforcement, service charges and fees page, or contact our office at (520) 351-6000.

Plaintiff's Guide Sheet for Protective Orders - Please Read Carefully

The following information is provided to further explain the protective order process. It is recommended, but not required, that the Plaintiff carry a copy of the protective order at all times.

1. You can request one of the following types of protective orders:

ORDER OF PROTECTION: An Order of Protection is used for a "family" relationship between you and the Defendant. This can include any of the following: 1) married now or in the past, 2) live together now or lived together in the past, 3) parent of a child in common, 4) one of you is pregnant by the other, 5) you are a relative (parent, in-law, brother, sister, or grandparent), or 6) current or previous romantic or sexual relationship. Also, you must state how an act of domestic violence was threatened or committed against you within the last year.

INJUNCTION AGAINST HARASSMENT: The Defendant has committed a series of acts (more than one) of harassment against you in the last year. There is no fee for service of process if the petition arises out of a dating relationship.

INJUNCTION AGAINST WORKPLACE HARASSMENT: This Injunction may be filed by an employer or owner of a business or operation for the benefit of an employee or the business against a single act or series of acts of harassment.

2. OTHER PROTECTED PERSONS: It is possible that you will be referred to Superior Court if your children are listed as protected persons in this order. Only a Superior Court Judge can decide child custody or parenting time in a separate action.

3. ONE DEFENDANT: You must list only one defendant per petition. A separate petition must be filed for each defendant. **A copy of your petition and the order will be given to the Defendant and may be used in future judicial proceedings.**

4. SERVICE AND EFFECT: This protective order is valid for one year from the date it is served on the Defendant and is enforceable by law enforcement in any state or tribal nation in the United States. There is no fee for law enforcement service of an Order of Protection or Injunction Against Harassment involving a dating relationship. There is a fee to serve an Injunction Against Harassment not involving a dating relationship or an Injunction Against Workplace Harassment. The court will instruct you on how service can be made. The cost to serve injunctions varies depending on mileage and number of attempts. If you cannot afford to hire a process server, you can ask the judge to defer or waive the fee.

5. PROTECTIVE ORDER HEARING: If the Defendant disagrees with this protective order, he/she has the right to request a hearing, which will be held within 5 to 10 business days after a written request has been filed in the court that issued this order. If you do not appear at the hearing, your Order may be quashed (dismissed); therefore, you must notify the court of any change in your contact information to assure you are notified of any hearing dates and times.

6. MODIFYING OR QUASHING (DISMISSING) THIS PROTECTIVE ORDER: Only a judge can modify or quash (dismiss) this protective order. If you file an action for maternity, paternity, annulment, legal separation, or dissolution against the Defendant, advise this court at once. **Nothing you do can stop, change, or undo this protective order without the Court's written approval.**

7. PLAINTIFF CONTACT: Even if you initiate contact, the Defendant could be arrested for violating this protective order. **If the Defendant does not want you to contact him/her, the Defendant has the right to request a protective order against you.** However, orders are not automatically granted upon request. Legal requirements must be met.

8. LAW ENFORCEMENT STANDBY: If you or the Defendant needs to get personal belongings from the other, you may request standby from the judge. Standby allows you or the Defendant to return once with a law enforcement officer to obtain necessary personal belongings from the residence. Neither law enforcement nor this protective order can resolve conflicts over property, title, furniture, finances, real estate, or other ownership issues.

9. FIREARMS: You may request that the judge order the Defendant not to possess, receive, or purchase firearms or ammunition.

10. COUNSELING: If requested, counseling for the Defendant can only be ordered at a hearing of which the Defendant had notice and an opportunity to participate.

11. PUBLIC ACCESS: To comply with federal law, no identifying information about you will be published on the Judicial Branch website (www.azcourts.gov).

Case No. _____

Plaintiff's Guide Sheet for Protective Orders - Please Read Carefully

PRINT ALL INFORMATION ON THIS FORM AND ON THE PETITION.

Your Name _____ Your Address _____

(_____) _____
 Your Daytime Telephone Number _____ City, State, ZIP _____ Date of Birth _____

E-mail address (if available) _____

You may ask the Court to keep your address confidential if the defendant does not know where you live or work. If checked, the following addresses will be restricted and will not appear on the petition served on the defendant:

Restrict: home address work address other address school address

Your relationship to the defendant is: (Choose only the FIRST category that applies to your relationship to the defendant.)

- | | |
|---|--|
| <p><input type="checkbox"/> married now or in the past</p> <p><input type="checkbox"/> live together now or lived together in the past</p> <p><input type="checkbox"/> parent of a child in common</p> <p><input type="checkbox"/> one party is pregnant by the other</p> | <p><input type="checkbox"/> relative (parent, in-law, brother, sister, grandparent)</p> <p><input type="checkbox"/> romantic or sexual relationship (current or previous)</p> <p><input type="checkbox"/> dating but not a romantic or sexual relationship</p> <p><input type="checkbox"/> other</p> |
|---|--|

Defendant's Name _____

Defendant's Address _____

(_____) _____
 Defendant's Daytime Telephone Number _____

City, State, ZIP _____

DEFENDANT IDENTIFIERS

Please provide all information below to the best of your knowledge. If you do not know the Defendant's date of birth, an estimated date of birth is acceptable. Please indicate the date of birth is an estimate by checking the "Est." box below.

SEX	RACE	DOB	Est.	HT	WT
			<input type="checkbox"/>		
EYES	HAIR	SOC SEC NUMBER			
DRIVER'S LICENSE #		STATE	EXP DATE		

ANIMALS and ORDERS OF PROTECTION – If you are requesting an Order of Protection to protect yourself, you may also ask the court to grant you the custody, care, and control of any animal owned by you, the defendant, or a minor child living in your household if you believe that the defendant is a danger to the animals. (A.R.S. § 13-3602(G)(7)) If you are asking the court to include animals on an Order of Protection, please write your request on Line 9 of the Petition.

CONFIDENTIAL

Sahuarita Municipal Court- 360 W. Sahuarita Center Way, Sahuarita, Az. 85629 520-344-7150

Plaintiff / Plaintiff Employer (Work Injunction ONLY) Birth Date: _____		Defendant _____ Address _____ _____ City, State, Zip Code, Phone _____	Case No. _____ <div style="background-color: black; color: white; padding: 5px; text-align: center;"> This is <u>not</u> a court order. </div> <p style="text-align: center;">PETITION for</p> <input type="checkbox"/> Order of Protection <input type="checkbox"/> Injunction Against Harassment <input type="checkbox"/> Workplace Injunction
Agent's Name (Work Injunction ONLY)			

DIRECTIONS: Please read the Plaintiff's Guide Sheet before filling out this form.

- Defendant/Plaintiff Relationship: Married now or in the past Live together now or lived together in the past
 Child in common One of us pregnant by the other Related (parent, in-law, brother, sister or grandparent)
 Romantic or sexual relationship (current or previous) Dating but not a romantic or sexual relationship
 Other: _____
- If checked, there is a pending action involving maternity, paternity, annulment, legal separation, dissolution, custody, parenting time or support in _____ Superior Court, Case #: _____ (COUNTY)
- Have you or the Defendant been charged or arrested for domestic violence OR requested a protective order?
 Yes No Not sure
 If yes or not sure, explain: _____
- I need a court order because: (PRINT both the dates and a brief description of what happened.)

Tell the judge what happened and why you need this order. A copy of this petition is provided to the defendant when the order is served. (Do not write on back or in the margin. Attach additional paper if necessary.)

Dates	

Case No. _____

5. The following persons should also be on this Order. As stated in number 4, the Defendant is a danger to them:

_____ (/ /) _____ (/ /)
Birth Date Birth Date
_____ (/ /) _____ (/ /)
Birth Date Birth Date

6. Defendant should be ordered to stay away from these locations, at all times, even when I am not present:

- Home _____
- Work _____
- School/Others _____

7. If checked, because of the risk of harm, order the defendant NOT to possess firearms or ammunition.

8. If checked, order the Defendant to participate in domestic violence counseling or other counseling. This can be ordered only after a hearing of which Defendant had notice and an opportunity to participate.

9. Other: _____

Under penalty of perjury, I swear or affirm the above statements are true to the best of my knowledge, and I request an Order / Injunction granting relief as allowed by law.

Plaintiff

Attest: _____ / /
Judicial Officer / Clerk / Notary Date