

# INSTRUCTIONS FOR FILLING OUT PROTECTION ORDER PRAECIPE.

## HEADING:

- Enter the name of the county where you are filing this praecipe.
- Enter the first, middle and last names of the plaintiff (your name).
- Enter the first, middle and last names of the additional petitioner(s) or minor children who listed on the petition and affidavit you filed with the court.
- Enter the first, middle and last names of the respondent (the other party's name).
- The case number will be assigned by the Clerk of the District Court.

## BODY OF PETITION AND AFFIDAVIT:

In the first space, enter the name of the county that the protection order and/or the order to show cause, petition and request for hearing (if applicable) will be served upon the respondent.

In the next spaces enter the addresses for the respondent's home, work or other locations where they might be located.

In the last available space enter any special directions for service.

## SIGNATURE BLOCK:

**NOTE: If you are concealing your address or phone, do not provide them. Make separate arrangements with the clerk.**

Enter the date that you are signing this praecipe.

Enter your first, middle and last names.

Enter your street address/P.O. Box.

Enter your City, State and Zip Code.

Enter your e-mail address if you are alright with the court communicating with you by e-mail.

Enter your phone number.

## On page 2 of the Protection Order Praecipe:

Enter the identifying characteristics of the respondent in the boxes to the right of the items listed. NOTE: "Other distinguishing features" are those physical traits that would help Law Enforcement recognize the respondent.

Enter the respondent's employer and what days/hours they normally work.

Enter the description of the respondent's vehicle and driver's license information in the boxes to the right of the items listed.

Enter the answers to the miscellaneous questions in the spaces to the right and/or below the questions.