

## Instructions for Full Protection Order, PO 040

### If signed by the judge, this order will:

- Tell the Restrained Person what behavior is not allowed and what other orders they must follow; and
- Set the expiration date.

### Check with the court clerk before filling out the order.

*In some courts, the judge will fill out this order. In other courts, you will be expected to fill out the order. Please check with the court clerk.*

- If you are expected to fill out the form, follow the instructions below.
- It may be helpful to ask the court clerk for advocate services to help you fill out this form.

### The clerk will file the original order in the public court record and distribute copies for:

- You (free certified copies).
- Law enforcement, to enter into the statewide database.
- Service on the respondent and the restrained person.

### Print Clearly! Use Black or Blue Ink only.

### Caption box (above the line):

This information will be the same as what is provided in the **Temporary Order**, PO 030.

### Numbered Sections

#### 1. Effective Date

If you want the order to be in place for longer than one year, then write in the date you want the order to expire. (For example, if you want the order to be in effect for 5 years from the date of the hearing, and your hearing is Aug. 12, 2022, then you would write in Aug. 12, 2027).

- **Important!** Providing a different expiration date does not guarantee that the court will grant it in the final order.

#### 2. Order Restrains & Restrained Person's Identifiers

- This information will be the same provided in number 2 of the **Temporary Order**.
- **Important!** If you want the restrained person to surrender weapons, then also complete the **Order to Surrender and Prohibit Weapons**, form WS 001, and provide it to the court.

### 3. **Protected Party & Names of Minors**

- This information will be the same provided in number 3 of the **Temporary Order**.
- If you only filed for yourself, then check the appropriate box. If you filed on behalf of a minor or vulnerable adult, then also check the appropriate box/es.

### 4. **Notice & Hearing**

Leave this blank. The court will fill it out.

### 5. **Basis & Type of Order**

- Section A: This information will be the same provided in number 7 of the **Petition**, PO 001.
- Section B: Leave this blank. The court will check the box based on which order it grants.

### 6. **Jurisdiction**

Leave this blank. The court will fill it out.

### 7. **Other Findings**

Leave this blank. The court will fill it out.

### 8. **Protection Provisions**

- This information will be the same provided in the **Petition**.
- **Remember:** You have the right to keep your residential address confidential. You do not need to write it down on this form.

### 9. **Assistance by Law Enforcement**

This information will be the same provided in the **Petition**.

### 10. **Washington Crime Information Center (WACIC) and Other Data Entry**

This information will be the same provided in the **Temporary Order**.

### 11. **Service**

Leave this blank. The court will fill it out.

### 12. **Service on Others**

Leave this blank. The court will fill it out.

### **13. Other Orders**

Leave this blank. The court will fill it out.

### **14. Review Hearing**

Leave this blank. The court will fill it out.

### **Sign the form**

- The judge will fill in the date and time when the order is granted and sign their name.
- Sign the bottom of the form where it says “Signature of Petitioner/Lawyer”. If you are represented by a lawyer, they will sign there.

### **Attachment A (if applicable)**

This information will be the same as provided in Attachment A in the **Temporary Order**.

### **What happens after the full hearing?**

- If the judge grants and signs your final protection order, the clerk's office will give you free certified copies. Some courts may also send you copies by email.
  - You may ask for the number of copies that you need, that way you can always have a copy on you and have one to give to your employer, to your children's school or daycare, or to show law enforcement in the event of a violation, and so on, etc.
- If the restrained person did not go to the hearing and must be served, the clerk's office will send a copy of your new order to law enforcement for them to serve on the restrained person.
- You may register your protection order with WA Protective Order Service. This free, automated service lets you track the status of a protection order over the phone or internet. You can also register to be notified when the order has been served. Call 1-877-242-4055 or visit [www.registervpo.com](http://www.registervpo.com).

### **How do I enforce my protection order?**

- Your protection order is valid as soon as the judge signs it.
- The order will say if the restrained person must be served with a copy of the order, or not.
  - If the restrained person was at the hearing, further service is usually not required.
  - If restrained person did not appear but was properly served the temporary protection order and petition, and the protection order does not materially differ from the temporary protection order, additional service is not required.
- If additional service is required, the restrained person cannot be arrested or prosecuted for violating the order until they have been served.
- If you asked that a police officer serve your order, you can call the law enforcement agency responsible for service to see if the restrained person has been served.

- After the order has been served, you must call the police to report any violations of the order.
  - Calling 911 is the best way to report violations of the order.
  - When you call 911, be sure to have a copy of your order with you and, if possible, a copy of the proof of service form that showings that the restrained person was served with your order. (This is sometimes called a “return of service” or “affidavit of service”.)
  - It is also important to keep a personal record of any violations, in case you want to change (modify) or renew the order.

### **Register for Automatic Notices about your Protection Order:**

As authorized by RCW 36.28A.410, WA VINE Protective Order is an automated service that allows you, the petitioner, to track the status of a protective order over the phone or internet. You can also register to be notified by phone and email about changes in the status of a protective order. If you register for notification, you will receive important notifications regarding the service status of your protective order, a 90-day expiration warning, and notification if the restrained person in your order attempts to purchase/transfer a firearm while they are prohibited and are denied.

To access protective order information, call [1-877-242-4055](tel:1-877-242-4055) or visit [www.registervpo.com](http://www.registervpo.com).

**Do not rely solely on WA VPO for your safety. If you feel you are in danger, call 9-1-1.**