



MONTEREY COUNTY SUPERIOR COURT  
1200 Aguajito Road  
Monterey, CA 93940  
(831) 647-5800  
[www.monterey.courts.ca.gov](http://www.monterey.courts.ca.gov)

## DOMESTIC VIOLENCE RESTRAINING ORDER WITHOUT MINOR CHILDREN

(Packet #20)

*The purpose of these instructions is to provide information about how to complete the forms and a link to the forms you can use to ask the Court for a Domestic Violence Restraining Order when there are no minor children from the relationship.*

### STEP 1: Complete the forms.

You **must** fill out the following attached forms:

- **Confidential CLETS Information:** [CLETS-001](#)
  - **Request for Order:** [DV-100](#) (and **Additional Page:** [MC-020](#), if necessary). Make sure you have described the incident under item 23 and make sure you list:
    - the date of each incident of abuse
    - the names of the people who witnessed the abuse
    - a fact-based description of the abuse, telling the story of what happened
    - Attach DV-101 and/or MC-020 if you need more space to describe the abuse
  - **Notice of Court Hearing:** [DV-109](#)
  - **Temporary Restraining Order:** [DV-110](#)
  - **Restraining Order After Hearing:** [DV-130](#)
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- All forms must be completed in a clear and legible manner and either typed (completed online) or neatly written in **black or blue ink**.
  - **Do not use white-out liquid or correction tape on your forms!** If you make a mistake, simply mark a single line through the mistake, initial it and then enter the correct information.
  - Complete the caption on **every** page of the form. Make sure the information is **exactly** the same on all of the forms.
  - If you have any questions regarding completing these forms or would like someone to review your forms before you file them, please schedule a document check with the Self-Help Center. You can do this online at [www.monterey.courts.ca.gov/SelfHelp/](http://www.monterey.courts.ca.gov/SelfHelp/).

If you need assistance in completing the forms, you can attend the restraining order clinics at the Self-Help Center (see below for details).

## **STEP 2: File the forms with the court.**

Bring the original forms to the first floor Restraining Order filing window at the [Monterey Courthouse](#), located at 1200 Aguajito Road, Monterey. The clerk will give you a case number and tell you when to return to the court to pick up your documents.

**Filing fee:** There is no fee for filing a domestic violence restraining order.

## **STEP 3: Return to the court to pick up your documents.**

The documents are submitted to a judge for review and the judge will do one of the following:

- Grant a Temporary Restraining Order (TRO) and set a court hearing date within 20 days – if the judge grants the TRO, then the court will arrange for service of the documents on the other party, if within Monterey County.
- Deny the TRO and set a court hearing date – if the judge denies the TRO, then the court will NOT arrange for service of the documents on the other party and you will be given instructions when you pick up your documents.

**For additional assistance:** The Self-Help Center provides restraining order clinics and is located on the first floor at the Monterey Courthouse, 1200 Aguajito Road, in Monterey. Clinic hours may change; please call the court for the current schedule. *831-647-5800*.

**You must read and/or complete the following forms:**

- **[DV-500-INFO](#)** (Can a Domestic Violence Restraining Order Help Me?)
- **[DV-505-INFO](#)** (How Do I Ask for a Temporary Restraining Order?)
- **[CLETS-001](#)** (Confidential CLETS Information)
- **[DV-100](#)** (Request for Domestic Violence Restraining Order)
- **[DV-101](#)** (Description of Abuse)
- **[MC-020](#)** (Additional Page)
- **[DV-109](#)** (Notice of Court Hearing)
- **[DV-110](#)** (Temporary Restraining Order)
- **[DV-130](#)** (Restraining Order After Hearing)
- **[DV-530-INFO](#)** (How to Enforce Your Restraining Order)
- **[DV-120-INFO](#)** (How Can I Respond to a Request for Domestic Violence Restraining Order?)
- **[DV-120](#)** (Response)
- **[DV-800/JV-252](#)** (Proof of Firearms Turned In or Sold)
- **[DV-800-INFO](#)** (How Do I Turn In or Sell My Firearms?)
- **[DV-200](#)** (Proof of Personal Service)
- **[DV-200-INFO](#)** (What is “Personal Proof of Service”?)
- **[DV-250](#)** (Proof of Service by Mail)