



**PERSONAL PROTECTION ORDER (PPO)  
(Do-It-Yourself)**

1. Dress conservatively and neatly.
2. Go to Room 928, located in the Coleman A. Young Municipal Center (2 Woodward Avenue, Detroit MI 48226) at the corner of Woodward and Jefferson in Detroit. Hours: 8 AM – 4:30 PM. Court room hours 9-12PM & 2:00-4:00 PM. Telephone numbers for PPO advocates located in room 928: (313) 224-6291, (313) 224-6292 or (313) 224-6293
3. Plan on ½ day for court in the morning; 2-3 hours in the afternoon. Judges are not available between 12:30 PM – 2:00 PM or after 4:30 PM.
4. Bring:
  - Cash for parking and Sheriff to serve, if needed.
  - Full name (first and last) and address of the offender.
  - Description of offender: height, weight, sex, hair color, eye color and date of birth
  - History of recent abuse/stalking:
    - a. Date (month, date and year, if known) of each occurrence.
    - b. Date (month, date and year, if known) of police complaints and a copy if possible.
    - c. Reason PPO is needed (ex. What happened or what was said, stalking continues).
5. **Directions to Coleman A. Young Municipal Center: (Verify if roads are closed for construction)**

Take I-96 East (downtown). Follow Civic Center signs to US-10. After merging with US-10, get into the middle lane, which will turn into W. Jefferson Ave. Parking is available in the Ford Auditorium Garage located at Jefferson and Woodward. The entrance is between East and West Jefferson traffic between the median. **OR:**

Take I-75 North to South US-10. Follow above directions to parking **OR:**  
Take I-94 East to I-96 (downtown). Follow Civic Center signs to South US-10. Follow above directions to parking
6. **Go to Room 928 (located on the 9<sup>th</sup> floor):**
  - Speak with a Victim Advocate to get the right PPO petition, order and paperwork.
  - Fill out forms in black ink. Write clearly, then see advocate upon completion of forms.
  - Take completed forms to the case initiation clerk in Room 928.
  - A case initiation clerk will check for prior court actions, stamp forms and issue labels with case information.
  - Attach labels to the upper right hand corner of each form.
  - Unless otherwise directed, proceed to the PPO Courtroom: Room 1801 on the 18<sup>th</sup> Floor.
  - Hand paperwork to a court clerk and have a seat in the courtroom until your name is called.
  - A judge or court clerk may ask you questions about why you feel it is necessary to get a PPO.
  - The PPO will either be granted immediately (ex parte), denied, or a hearing will be scheduled.
  - Once the judge signs your PPO, it is valid. However, the named person needs to be served a copy of the PPO to complete the process.
  - If you want the PPO served by the Sheriff's Department, go to the 17<sup>th</sup> floor. Fill out paperwork and pay service fee, which is \$21.00 plus mileage based on respondent's zip code. **For all possible PPO service options contact PPO advocates in room 928.**
  - Keep "Moving Party" copy (the pink one) with you at all times. Return completed yellow and gold copies Wayne county clerk offices in the self addressed envelop provided by the court.
  - Call the local police in seven days to check if the PPO is in the LEIN system (police computer). (Sometimes the police will say the PPO is not in LEIN if proof of service is not filed. **To complete the process the respondent must be served and copy has to be in LEIN.**)
  - Keep copies of all PPO paperwork including your statement and Proof of Service.

**FIRST STEP - 24 HOUR HELP LINE  
(734) 722-6800 or Toll Free 1-888-453-5900**

**Free & confidential counseling, advocacy & safety planning for adult & child victims of domestic & sexual violence.**



## HOW TO USE YOUR PPO

### Helpful Hint

If you can, make a copy of your PPO and give it to any police department that is likely to be called in case of a violation. For example, if you live in Livonia, work in Ypsilanti and have day care in Westland, you should give all three police departments a copy of your PPO. This is not a necessary step, but it is helpful to police departments to have a copy of your PPO for their records.

### What to do if the restrained person violates your PPO:

- A. Call the police. Dial 911 if the person is at the same location you are (e.g. home or work). If the person is not where you are, the police may not be able to come out to take a report. If the police do not come out to where you are, go into the police station and make a report. It is very helpful to have the police document any violations.
- B. If you can, get a copy of the police report from this incident before you go downtown to file a Motion to Show Cause. Most police departments charge a minimal fee for copies. A police report is not necessary, but it is helpful.
- C. Keep a log or journal of all violations. You will need to make a statement of the violation, similar to the statement you made to obtain the PPO. We suggest this format:

Date	Time	What happened / Where it happened
1/1/09	2 AM	[Name] called my house 6 times from 2 AM - 4 AM
- D. File a Motion to Show Cause at the Coleman A. Young Municipal Center. You can file the motion yourself. You may ask if a First Step Advocate can go with you to court. It should take less time than it did to get the PPO. The court requires that you bring, photo ID, copies of original PPO and Proof of Service with you.
  - (1) You will need to go to Room 928 to get the paperwork.
  - (2) Once paperwork is completed you will need to have it notarized. Notary options (including possible costs) will be explained.
  - (3) You will then return the paperwork to room 928, where they will give you labels to put on the paperwork. There is no fee to file the motion.
  - (4) Then you will go to the court room. Take your paperwork to the clerk near the window.
  - (5) The Judge and/or clerk will set a hearing date for the Show Cause hearing. The court requires that you serve notice upon the Defendant by personal service. Please see attached personal service options to ensure proper service. You must appear for the hearing or the violation will be dismissed. You may ask if a First Step Advocate can go with you to the court hearing. **Any questions regarding this information can be answered by the PPO advocates in Room 928 at (313) 224-6291, (313) 224-6292, or (313) 224-6293.**

### How to modify a PPO or terminate a PPO

Ask to file a Motion to Terminate or Modify and follow steps 1, 2, 3 in letter D above. Bring a copy of PPO if you have it. If the address of the other party is known, the court will be responsible for serving notice for modification or termination hearings. If Petitioner is filing to modify or terminate PPO, they will need to bring photo ID.

### How to extend your PPO

To continue protection, it is possible to “extend” your current PPO order. You must file a Motion to Extend the PPO by requesting a new expiration date. **The motion must be filed with the court that issued the PPO no later than three days prior to the expiration date.** If the Motion to Extend the PPO is filed less than three days before the expiration date, you can file a motion to obtain a new PPO. Either motion should start in Room 928. As with your original PPO, the “extended” or the “new” one must be served on the Respondent. See attached service options for appropriate service. **You should also contact the PPO advocates in room 928 at the Coleman A. Young Municipal Center before filing to extend your PPO to see if there are any new requirements. PPO advocates telephone numbers are (313) 224-6291, (313) 224-6292, or (313) 224-6293.**

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# HOW TO HAVE YOUR PERSONAL PROTECTION ORDER SERVED

You Can Use any one of the Following Methods:

## 1) WAYNE COUNTY SHERIFFS DEPARTMENT

Fee: \$20.00 plus mileage. Fee must be paid in advance (cash or personal checks only)

Step 1: Go to the 17<sup>th</sup> floor in the Coleman A. Young Municipal Center. Tell the person behind the Counter that you need a PPO served.

Step 2: Pay the fee. Give all the blue, yellow and gold copies to the person assisting you. (Keep the pink copies.)

Step 3: Get a receipt and keep for your records.

Sheriffs department will mail information regarding delivered / undelivered PPOs to you. The Sheriffs office may choose to send the completed yellow /gold proof of service forms directly to our office or mail them to you. **If the forms are mailed to you, you must mail them to our office.** (See back of sheet for address)

- ❖ If the person you are serving address is in another county **you must go to their county Sheriff department to have your PPO served. (Follow Step 2 and 3) above.**
- ❖ If the person being served is in Wayne County Jail, **you must have the Wayne County Sheriffs department serve the PPO follow step 1-2-3 above.**
- ❖ If the person being served is held at a local jail/ police department, go to that location, give all blue, yellow and gold copies to an officer. The officer will give blue copies to respondent and complete the yellow and gold copies including signature, title and badge#, then give them back to you. **You must mail the yellow and gold copies to our office.** (See back of sheet for address)

## 2) THIRD PARTY

Fee: No cost (There can be a notary fee)

A third party can be anyone other than yourself who is 18 years of age or older. This can be a friend, family member, neighbor, co-worker, etc...

Step 1: Give all blue, yellow and gold copies to the server.

Step 2: The server will need to give all the blue forms to the respondent. After serving the respondent, the server must complete the back of the yellow and gold copies and have their signature notarized on the forms.

Step 3: The server will need to give all yellow and gold copies to you once they are completed. Make a copy for your records, then **you must mail the yellow and gold copies to our office.** (See back of sheet for address)

## PPO SERVICE (CONTINUED)

### 3) RESTRICTED DELIVERY CERTIFIED MAIL

Fee: Approximately \$10.00

Step 1: Go to any U.S. Post Office. Tell the postal clerk that you would like to send your PPO certified mail restricted delivery.

Step 2: Pay postal fee and mail all blue PPO copies to the respondent.

Step 3: Wait for the green and white return receipt card to be mailed to you from the Post Office. (If the respondent is a minor, the PPO can be served to the respondents parent or guardian. Otherwise, the card must have the respondents signature only. No other persons signature will be accepted.)

Step 4: Complete the back of the yellow and gold copies. (Proof of service forms) and have your signature notarized on the forms. Make copies for your records and **you must mail the green card plus all the yellow and gold copies to our office.** (See address below)

### 4) PROCESS SERVER

Fee: \$25.00 and higher (Must pay for services in advance)

Step 1: Locate a Process Server and make arrangements to have your PPO served. (Process Servers can be found in the Yellow Pages)

Step 2: Give all blue and yellow copies to the Process Server. The Process Server will serve respondent with the blue copies, complete the yellow and gold copies and have them notarized, then return the yellow and gold copies to you.

Step 3: Once you receive the completed yellow and gold copies from the process server, **you must mail them to our office.** (See address below)

**MAKE COPIES OF ALL DOCUMENTS FOR YOUR RECORDS**

**IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT PROOF OF SERVICE FORMS ARE PROPERLY COMPLETED AND RETURNED TO:**

**WAYNE COUNTY CLERK'S OFFICE  
2 WOODWARD AVE. ROOM 201  
COLEMAN A. YOUNG MUNICIPAL CENTER  
DETROIT, MI 48226**

# SUMPTER TOWNSHIP POLICE DEPARTMENT

## Information for Victims of Domestic Violence

Law Enforcement Officers, after intervening in a domestic dispute, are **REQUIRED** to give the victim the following notice:

### DOMESTIC VIOLENCE SHELTER IN WAYNE COUNTY

First Step..... (734)722-6800  
Toll-Free..... (888)453-5900

### FIRST STEP VICTIM'S ADVOCATE

Heather Mooreman..... (734)955-8819 Romulus Office  
(313)563-9850 Ext 108 Inkster Office

Information about emergency shelter, counseling services, and the legal rights of Domestic Violence Victims is available from the above listed resources.

You may obtain a copy of the police incident report by contacting:

**Sumpter Township Police Department**  
**23501 Sumpter Road**  
**Belleville MI 48111**  
**(734)461-4833 Ext 2**  
Monday through Friday  
10:30 am to 6:00 pm

### YOUR LEGAL RIGHTS

The **RIGHT** to ask the Wayne County Prosecutor to file a criminal complaint.

The **RIGHT** to go to court and file a petition requesting an injunctive order to protect you and/or other members of your household from Domestic Abuse which could include the following:

An order restraining or enjoining the abuser from:

- Entering onto the premises
- Assaulting, attacking, beating, molesting, or wounding you
- Contacting you
- Threatening to kill or physically injure you and/or another person
- Removing minor children from you, unless authorized by a custody or visitation order issued by a court
- Purchasing or possessing a firearm
- Engaging in stalking behavior

Police Incident Report: \_\_\_\_\_ Officer(s) & Badge(s): \_\_\_\_\_



Working to End Violence

*Have you been hit by someone you love?*

*Has someone you know been raped?*

*Are you or someone you know a victim of  
domestic violence or sexual assault?*

# HELP IS AVAILABLE!

A First Step Victim Advocate  
is available to  
assist you in the communities of:

**Sumpter • Huron Township • Belleville  
Romulus • Van Buren  
(34<sup>th</sup> District Court)**

For information and assistance, please contact:

**734-955-8819**

Romulus Police Department  
11165 Olive, Romulus, MI 48174

## **SERVICES INCLUDE:**

- *Advocacy and Assistance*
- *Counseling and Support Groups*
- *Information and Referrals*
- *Safety Planning*
- *Emergency Shelter*
- *Community Education*

# YOU ARE NOT ALONE!

**24-HOUR HELP LINE ~ 1-888-453-5900**

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