



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 Twp  
(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**

This project is funded by the Crime Victim Services Commission through a Victim of Crime Act (VOCA) grant.

# 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 Rd**  
**Belleville, MI 48111**  
**734-461-4833 (Monday – Friday)**

### 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 No. (s): \_\_\_\_\_

## Personal Protection Order Filing Instructions

Due to the State of Emergency as a result of the COVID-19 health crisis, all filings for Personal Protection Orders (PPO) will be done via email at this time. Due to limited staffing, please know that your paperwork will be processed as soon as possible, in the order in which it is received.

If you are in an emergency situation, dial 911 or contact your local police department. If you need assistance completing these forms, contact First Step Advocate at (734) 756-0508 or their 24 Hour Helpline of (734) 722-6800, Domestic Violence Advocacy Project-Americorps at (313) 334-7922, Lakeshore Legal Aid at (888) 783-8190 or William Booth Legal Aid Clinic at 313-361-6340 or visit [www.wblac.org](http://www.wblac.org).

**PLEASE NOTE THAT THE EMAIL ADDRESS YOU USE TO SUBMIT YOUR PETITION FILING WILL BE USED FOR COMMUNICATION WITH THE COURT. IF YOU HAVE SAFETY CONCERNS, PLEASE ENSURE YOU ARE USING A SECURE EMAIL ADDRESS.**

- Step 1: Complete the necessary forms. You will find the forms at <https://www.3rdcc.org/divisions/family-domestic/personal-protection-order-filing-instructions>.
- Step 2: The County Clerk will process and file the Petition and forward it to the PPO Director for review. If any additional information is needed, you will be notified at the email and/or phone number you provided.
- Step 3: The PPO Director will forward the Petition to the Judge for approval or denial. Once the Judge approves or denies the Petition, you will receive a copy of the Order approving or denying the Petition from the Clerk.
- Step 4: If the Petition is granted, the Court will transmit the Petition to the Michigan State Police for entry into the LEIN system.
- Step 5: If the Petition is granted, you will need to serve the Petition and Signed Order on the Respondent and file a Proof of Service with the Court.



TIMOTHY M. KENNY  
CHIEF JUDGE

KATHLEEN M. MCCARTHY  
PRESIDING JUDGE

ZENELL B. BROWN  
EXECUTIVE COURT ADMINISTRATOR

ERIN LINCOLN  
FRIEND OF THE COURT

**THE CIRCUIT COURT**  
**FOR THE THIRD JUDICIAL CIRCUIT OF MICHIGAN**  
**FAMILY DIVISION – FRIEND OF THE COURT**

**HOW TO HAVE YOUR PERSONAL PROTECTION ORDER SERVED**  
**DURING THE STATE OF EMERGENCY**

You can use any one of the following methods:

**1. PROCESS SERVER/COURT OFFICER**

Fee: Varies (must pay for services in advance)

**Step 1:** Locate a Process Server or Court Officer and make arrangements to have your PPO served. Process Servers can be found in the Yellow Pages or through an internet search. A copy of approved Court Officers can be [found here](#).

**Step 2:** Give the Process server three copies of the Petition for Personal Protection Order, Verified Addendum to Petition for a PPO along with the Personal Protection Order. The Process Server will serve the respondent with one copy, then complete the other two copies, have them notarized and return to you.

**Step 3:** Once you receive notarized copies from the Process Server, make a copy for your records and then you must scan and email or take a picture of and email the Proof of Service to [DebPPO@3rdcc.org](mailto:DebPPO@3rdcc.org).

**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 or other individual.

**Step 1:** Give three copies to the server.

**Step 2:** The server will need to give a copy of the Petition for Personal Protection Order, Verified Addendum to Petition for a PPO along with the Personal Protection Order to the Respondent. (These forms should be handed to the Respondent personally.) After serving the Respondent, the server must complete the back of the other two copies and have his/her signature notarized on the forms.

**Step 3:** The server will need to give the other two copies to you once they are completed and notarized. Make a copy for your records, then you must scan and email or take a picture of and email the Proof of Service to [DebPPO@3rdcc.org](mailto:DebPPO@3rdcc.org).

**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 the postal fee and mail a copy of the Petition for Personal Protection Order, Verified Addendum to Petition for a PPO along with the Personal Protection Order to the Respondent.

**Step 3:** Wait for the green return card to be mailed to you from the Post Office. The return card must have Respondent's signature. (If the Respondent is a minor, the green return card must be signed by the Respondent's parent or guardian.)

**Step 4:** Once you receive the green return receipt (with Respondent's signature) from the post office, complete the back of the other two copies of the PPO. Once you have completed the proof of service forms, you must have your signature notarized on these forms. Make a copy for your records and then you must scan and email or take a picture of and email the Proof of Service to [DebPPO@3rdcc.org](mailto:DebPPO@3rdcc.org).

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

**IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT THE PROOF OF SERVICE FORMS ARE PROPERLY COMPLETED AND EMAILED BACK TO THE COURT.**



TIMOTHY M. KENNY  
CHIEF JUDGE

ZENELL B. BROWN  
EXECUTIVE COURT ADMINISTRATOR

KATHLEEN M. MCCARTHY  
PRESIDING JUDGE

**THE CIRCUIT COURT**  
**FOR THE THIRD JUDICIAL CIRCUIT OF MICHIGAN**  
**FAMILY DIVISION – FRIEND OF THE COURT**

ERIN LINCOLN  
FRIEND OF THE COURT

Court Officers Who May Serve Personal Protection Orders

Brown, Paul  
(313)732-7128

Hiller, Gregory  
(586)552-7780

Campos, Adelaido  
(313)909-5856

Lewis, Donovan  
(313)989-5983

Carter, Carlton  
(313)828-9024

Low, Joy  
(313)784-5119

Corbin, H.J.  
(313)516-6008

McMurray, Dairshun  
(248)904-1904

Curto, Anthony D.  
(734)644-0244

Smith, Charles J.  
(313)595-7549

Ezell, Michael  
(313)926-9032

Watson, Ray  
(313)720-1260

Grant, Corey D.  
(313)465-6272