

## **INFORMATION ABOUT FILING FOR AN ORDER OF PROTECTION**

### **VERY IMPORTANT** **READ BEFORE FILING**

(PERSON WHO IS FILING: DETACH THIS PAGE TO KEEP FOR YOURSELF)

The following pages are forms that require you to give information that is necessary for the Clerk to file your Petition for Orders of Protection and for the National Crime Information Center.

**ALL** information requested needs to be completed in the correct spaces, if it is known. Some of the information is asked for more than once, **but** please complete all spaces. Complete all address information and include street number & street name, apartment number, city, state and zip code. If the Respondent is in jail, we still need an address for mailing – last known address or relative's address.

Please include a phone number where you can be reached. This is **very** important so that you can be notified about your court date. If your address or phone number changes, it is your responsibility to notify the Clerk. We must have current information to notify you of any court dates or problems that may come up about your case.

If you are including your minor children in the Petition for Protection Orders, you must list their names, ages & birthdates on **all** pages where it is requested. **ALL** of this information is absolutely necessary for entry into the National Crime Information Center. If it is not included, the police will not know the children are covered in case of emergency.

### **ALL OF YOUR PERSONAL STATISTICAL INFORMATION PROVIDED** **IS CONFIDENTIAL AND IS NOT PUBLIC RECORD!**

If you have any questions about this Order of Protection, please contact the Clerk of the Court to which your case has been assigned (see page 2 or 3 of the Ex Parte Order).



## Petition for Orders of Protection Coversheet

To determine which Court will hear your case, please answer the following questions:

1) Check **ONE** of the shaded boxes below that identifies your relationship with the Respondent, and answer any corresponding question(s) that relate to the relationship:

I am **MARRIED** to the Respondent. [Will be filed in Circuit]

If you are married to the Respondent, have you filed for divorce? \_\_\_\_\_  
If you have filed for divorce, what county was the divorce filed in? \_\_\_\_\_

If you filed for divorce in any county other than Davidson County, **please bring a copy of the Complaint for Divorce and any Orders with you to Court.**

I am **DIVORCED** from the Respondent. [Will be filed in Circuit]

If you are divorced from the Respondent, what county was your divorce granted in? \_\_\_\_\_

If you were divorced in any county other than Davidson County, **please bring a copy of the Final Decree of Divorce with you to Court.**

I am **NOT MARRIED** to the Respondent but we **DO** have minor child(ren) together.

Do you have a Court Order for child support/visitation or a *Voluntary Acknowledgement of Paternity Papers*? \_\_\_\_\_ YES [Will be filed in Circuit] \_\_\_\_\_ NO [Will be filed in General Sessions]

If yes, **please bring the following items to Court with you:**

- 1) The child(ren)'s Birth Certificate(s).
- 2) If child support **is** being paid for the child(ren), please bring a copy of the child support/visitation *Order* to Court with you.
- 3) If child support is **not** being paid for the child(ren) and the Respondent has been named the father of the child by Court Order or by *Voluntary Acknowledgement of Paternity Papers*, please bring a copy of any Court Order or Voluntary Acknowledgement of Paternity Papers from the State of Tennessee Vital Records Department.

I am **NOT MARRIED** to Respondent and we **DO NOT** have any children together. [Will be filed in GS]

2) Please answer the following questions:

A) Is Respondent **UNDER** 18 years of age? \_\_\_\_ Yes \_\_\_\_ No [If answer is "yes", will be filed in Juvenile]

B) Are you **UNDER** the age of 18? \_\_\_\_ Yes \_\_\_\_ No [This question is for notification by Clerk, TCA §36-3-602(b)(c)]

If the answer to **Question 2B** is **yes**, you are under 18 years of age, list the name and address of the parent you are living with: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**NCIC ORDER OF PROTECTION ENTRY FORM**  
**SHADED BLOCK TO BE COMPLETED BY PERSON**  
**REQUESTING THE ORDER OF PROTECTION**

**(Print) Information on person asking for the Order of Protection (Petitioner)**

1. Petitioner's (Your) First Name \_\_\_\_\_ 2. Middle Name \_\_\_\_\_ 3. Last Name \_\_\_\_\_ 4. Maiden Name \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 5. Your Sex \_\_\_\_\_ 6. Your Race \_\_\_\_\_ 7. Your Date of Birth \_\_\_\_\_

**(Print) Information on the person (Respondent) that you (Petitioner) are in fear of and want to stay away from you. (Fill in all that is known)**

8. First Name \_\_\_\_\_ 9. Middle Name \_\_\_\_\_ 10. Last Name \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 11. Address (number and street) \_\_\_\_\_ 12. City \_\_\_\_\_ 13. State \_\_\_\_\_ 14. Zip Code \_\_\_\_\_ 15. Social Security Number \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 16. Date of Birth \_\_\_\_\_ 17. Sex \_\_\_\_\_ 18. Race \_\_\_\_\_ 19. Height \_\_\_\_\_ 20. Weight \_\_\_\_\_ 21. Eyes \_\_\_\_\_ 22. Hair \_\_\_\_\_ 23. State of Birth (Place) \_\_\_\_\_  
 24. Type of Vehicle \_\_\_\_\_ 25. Year of Vehicle \_\_\_\_\_ 26. Make of Vehicle \_\_\_\_\_ 27. Color of Vehicle \_\_\_\_\_ 28. Model of Vehicle \_\_\_\_\_  
 29. License Plate No. \_\_\_\_\_ 30. State of Lic. Plate \_\_\_\_\_ 31. Vehicle Identification Number \_\_\_\_\_ 32. D.L. State \_\_\_\_\_ 33. Drivers License Number \_\_\_\_\_

**Order of Protection Conditions: Must be filled in by Commissioner**

34. \_\_\_\_\_: Ex Parte Order Of Protection 35. Conditions: \_\_\_\_\_ 36. O.C.A. Court Number: \_\_\_\_\_  
 (Put as many conditions that may apply) (Origination Agency Case Number / Comp #)  
 37. Court Identifier: \_\_\_\_\_ (GS / CC / NC / JC)

**A Judge must fill out Order of Protection Conditions and Brady Law**

38. BRD: \_\_\_\_\_. Must be Y for yes, N for no, or U for unknown. Yes means the person is disqualified from possessing, purchasing, or receiving a firearm under Federal Law 18, USC 922.  
 39. \_\_\_\_\_: Order Of Protection \_\_\_\_\_: Non-Expiring Order Of Protection 40. Court Identifier: \_\_\_\_\_  
 ( GC / CC / JC)  
 41. Date of Issue: \_\_\_\_\_ 42. Date of Expiration: \_\_\_\_\_

**Research or Entry Section:**

43. FBI Number: \_\_\_\_\_ 44. Miscellaneous Number/OCA: \_\_\_\_\_ 45. Skin: \_\_\_\_\_  
 46. FBI Finger Print Classification: \_\_\_\_\_ 47. Scars, Marks or Tattoos: \_\_\_\_\_  
 48. \_\_\_\_\_: Enter "**C**" if the Respondent may be dangerous and caution is needed. 49. **Miscellaneous Information:** \_\_\_\_\_  
 \_\_\_\_\_  
 50. Date Order Served: \_\_\_\_\_ 51. Date Entered into NCIC: \_\_\_\_\_ 52. NCIC #: \_\_\_\_\_  
 53. Serving Officer: \_\_\_\_\_ 54. EMP #: \_\_\_\_\_ 55. TCIC #: \_\_\_\_\_

56. Officer Giving Notice of the Order of Protection \_\_\_\_\_ 57. Employee No. \_\_\_\_\_ 58. Sector / Shift \_\_\_\_\_  
 59. Contact Name for Validation of the Order of Protection \_\_\_\_\_ 60. Employee No. \_\_\_\_\_ 61. Date \_\_\_\_\_ 62. Time (24 hour) \_\_\_\_\_



# Temporary Order of Protection (Ex Parte Order of Protection)

Petitioner is under 18

Case # (the Clerk fills this in):  
\_\_\_\_\_

IN THE \_\_\_\_\_ COURT OF DAVIDSON COUNTY, TENNESSEE

DCSO # \_\_\_\_\_

## Petitioner (person needing protection)

If Petitioner is under 18, insert child's name if filed on behalf of an unemancipated person (someone under 18 years of age), pursuant to T.C.A. §36-3-602. This request is being made by \_\_\_\_\_ who is  child's parent, or  legal guardian, or  a caseworker.

\_\_\_\_\_  
*First Middle Last*

## Petitioner's Child(ren) Under 18 Protected by this Order:

Name / DOB / Relationship to Respondent		Name / DOB / Relationship to Respondent	
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

## Respondent's Information (person you want to be protected from):

\_\_\_\_\_  
*First Middle Last Date of Birth (MM/DD/YYYY)*

\_\_\_\_\_  
*Street Address City State Zip*

Respondent's Employer: \_\_\_\_\_  
*Employer's Name Employer's Phone #*

### Describe Respondent:

Sex	Race	Hair	Eyes	Height – Weight – SSN – Other	
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Other: _____	<input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Blond <input type="checkbox"/> Bald <input type="checkbox"/> Brown <input type="checkbox"/> Other: _____	<input type="checkbox"/> Brown <input type="checkbox"/> Hazel <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Other: _____	Height	_____
				Weight	_____
				Social Security #	(Provided to Clerk's Office if known)
				Scars/Special Features	_____
				Phone Number	_____

**Petitioner's Relationship to the Respondent (Check all that apply):**

We are married or used to be married.  We live together or used to live together.

We have a child together.  We are dating, used to date, or have had sex.

We are relatives, related by adoption, or are/were in-laws. (Specify): \_\_\_\_\_

We are the children of a person whose relationship is described above (Specify): \_\_\_\_\_

The Respondent has stalked me.  The Respondent has sexually assaulted me.

Other: \_\_\_\_\_

The Court having reviewed the Petition for Temporary Order of Protection and finding, pursuant to T.C.A. §36-3-605(a), that Petitioner is under an immediate and present danger of abuse from the Respondent and good cause appearing, the Court issues the following:

**Warning!** 

Weapon involved

Has or owns a weapon

**This is a Court Order**

**Orders to the Respondent:**

- Do not abuse, threaten to abuse, hurt or try to hurt, or frighten Petitioner and/or Petitioner's minor child(ren) under 18.
  - Do not put Petitioner and/or Petitioner's minor child(ren) under 18 in fear of being hurt or in fear of not being able to leave or get away.
  - Do not stalk or threaten to stalk Petitioner and/or Petitioner's minor child(ren) under 18.
  - Do not come about the Petitioner and/or Petitioner's minor child(ren) protected by this Order (including coming by or to a shared residence) for any purpose.
  - Do not contact the Petitioner and/or Petitioner's minor child(ren) protected by this Order, either directly or indirectly, by phone, email, messages, mail or any other type of communication or contact.
  - If the parties shared a residence, Respondent must immediately and temporarily vacate the residence shared with the Petitioner, pending a hearing on the matter.
  - If the parties shared a residence, Respondent can obtain his/her clothing and personal effects such as medicine, as follows: (List process as approved by local law enforcement personnel)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- You must not hurt, or threaten to hurt, any animals owned or kept by the Petitioner/Petitioner's children.
  - Other orders: \_\_\_\_\_

**Go to Court** on (date): \_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m.

at (location): \_\_\_\_\_

**You must obey these Orders until the date of the hearing or until changes are made by the Court.** If you do not agree with these Orders, go to the Court hearing and tell the Court why. If you do not go, the Court can make orders against you. You have the right to bring your own lawyer. If you do not obey all orders on this form, you may be fined and sent to jail.

**Only the Court can change this Order.** Neither you nor the Petitioner can agree to change this Order. Even if the Petitioner tries to contact you or agrees to have contact with you, you must obey this Order. If you do not, you can be sent to jail for up to ten (10) days and fined up to \$50 for each violation.

*(T.C.A. §36-3-610)*

Date: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.

▶ \_\_\_\_\_  
Judicial Officer's Signature

**Warnings to Respondent:**

The Court will send a copy of this Order to all law enforcement agencies in this county. Any law enforcement officer who reasonably believes you have disobeyed this Order may arrest you.

If you hurt or try to hurt anyone while this Order, probation or diversion is in effect, you may face separate charges for aggravated assault, a Class C felony. (T.C.A. §39-13-102(c))



**This is a Court Order**



**Proof of Service**

The Respondent was served copies of the Petition, Notice of Hearing, and Temporary Order of Protection on:

(date): \_\_\_\_\_ at (time): \_\_\_\_\_  a.m.  
by (check one):  p.m.

- Personal service
- U.S. Mail per T.C.A. §20-2-215 and §20-2-216.  
(The Respondent does not live in Tennessee.)

\_\_\_\_\_  
Server's Signature

**If the Petitioner is under 18** and serving these documents would **not** put him/her at risk, the Clerk will serve and fill out below. (T.C.A. §36-3-605(c))

*I served the child's parents with copies of the Petition, Notice of Hearing, and Temporary Order of Protection by personal delivery or U.S. Mail on: (date):* \_\_\_\_\_

at (address): \_\_\_\_\_  
\_\_\_\_\_

Clerk's Signature: \_\_\_\_\_

**Petitioner Notification**

\_\_\_\_\_ The Petitioner was notified of the service result on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ a.m. / p.m.

\_\_\_\_\_ I was unable to reach the Petitioner to give notification of the service result. The Clerk will attempt to give either verbal or written notification of the service result.

**NOTICE OF HEARING**

Notice is hereby given to you that the Petitioner shall appear requesting the Court to extend the Ex Parte Order of Protection previously entered in this cause and to award the relief prayed for in the Petition for Orders of Protection. The hearing will be heard in the following Court, and you may be represented by counsel if you so choose:

- Juvenile Court (615-862-8079)

Place of Hearing: Courtroom C, 100 Woodland Street, Nashville, TN 37213  
Date of Hearing: \_\_\_\_\_ at 1:00 p.m.

- General Sessions Court-Civil Division (615-862-5195)

Place of Hearing: Justice A. A. Birch Building, 408 Second Avenue North, Nashville, TN 37201  
Date of Hearing: \_\_\_\_\_ at 8:15 a.m.

- Circuit Court (615-862-5181)

Place of Hearing:  Third Circuit Court, 6<sup>th</sup> Floor, Historic Courthouse, Nashville, TN 37201  
Date of Hearing: \_\_\_\_\_ at 9:30 a.m.

Place of Hearing:  Fourth Circuit Court, 6<sup>th</sup> Floor, Historic Courthouse, Nashville, TN 37201  
Date of Hearing: \_\_\_\_\_ at 9:30 a.m.

**IF YOU WANT TO TELL YOUR SIDE TO THE JUDGE, YOU MUST BE AT THE HEARING. IF YOU DO NOT COME TO THE HEARING, THE JUDGE WILL DECIDE BASED ONLY ON THE PETITIONER'S TESTIMONY.**

**This is a Court Order**



# Petition for Order of Protection and Order for Hearing

Case # (the Clerk fills this in): \_\_\_\_\_

IN THE \_\_\_\_\_ COURT OF DAVIDSON COUNTY, TENNESSEE

DCSO # \_\_\_\_\_

**Petitioner's Name** (person needing protection) [**\*\*Petitioner's child(ren) under 18 that are in need of protection are listed below:**

If Petitioner is under 18, insert child's name if filed on behalf of an unemancipated person (someone under 18 years of age), pursuant to T.C.A. §36-3-602. This request is being made by \_\_\_\_\_ who is  child's parent, or  legal guardian, or  a caseworker.

\_\_\_\_\_  
*First Middle Last*

**\*\*Petitioner's Child(ren) Under 18 that Petitioner Believes are in Need of Protection:**

Name / DOB / Relationship to Respondent	Name / DOB / Relationship to Respondent
1. _____	3. _____
2. _____	4. _____

**Respondent's Information** (person you want to be protected from):

\_\_\_\_\_  
*First Middle Last Date of Birth (MM/DD/YYYY)*

\_\_\_\_\_  
*Street Address City State Zip*

Respondent's Employer: \_\_\_\_\_  
*Employer's Name Employer's Phone #*

**Describe Respondent:**

Sex	Race	Hair	Eyes	Height – Weight – SSN – Other	
<input type="checkbox"/> Male	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Brown	Height	
<input type="checkbox"/> Female	<input type="checkbox"/> Asian	<input type="checkbox"/> Gray	<input type="checkbox"/> Hazel	Weight	
	<input type="checkbox"/> Black	<input type="checkbox"/> Blond	<input type="checkbox"/> Blue	Social Security #	(Provided to Clerk's Office if known)
	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Bald	<input type="checkbox"/> Green	Scars/Special Features	
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Brown	<input type="checkbox"/> Gray	Phone Number	
		<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____		

① What is your relationship to the Respondent? (check all that apply):

- a.  We are married or used to be married.
- b.  We live together or used to live together.
- c.  We have a child together.
- d.  We are dating, used to date, or have had sex.
- e.  We are relatives, related by adoption, or are/were in-laws. (Specify): \_\_\_\_\_
- f.  We are the child(ren) of a person whose relationship is described above. (Specify): \_\_\_\_\_
- g.  The Respondent has stalked me.
- h.  The Respondent has sexually assaulted me.
- i.  Other: \_\_\_\_\_

**Warning!**

- Weapon involved
- Has or owns a weapon



② List all child(ren) under 18 that you have:

\*  Check here if listing addresses would put you or your child(ren) in danger. If so, leave any spaces for addresses blank.

Name of Child	DOB	Is Respondent the parent of the child? (Write "yes" or "no")	Does child need to be protected from Respondent?	Child's address







- ⑩  **Animals / Pets**  
Please give me custody and control of any animal owned, possessed, leased, kept or held by me, the Respondent, or the child(ren) listed above.
- ⑪  **Costs, Fees, and Litigation Taxes**  
Please order the Respondent to pay all Court costs, lawyer fees, and taxes for this case.
- ⑫  **Other Orders: (General Relief)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I also ask the Court to:**

1. Make an immediate Temporary Order of Protection. (*Ex-Parte Order of Protection*)
2. Notify law enforcement in this county of that Order.
3. Serve the Respondent a copy of that *Order* and Notice of Hearing to take place within 15 days of service.
4. Serve a copy of the Request, Notice of Hearing, and Temporary Order on the parents of the Petitioner (if the Petitioner is under 18 years of age) unless the Court finds that this would create a serious threat of serious harm to the Petitioner. (*T.C.A. §36-3-605(c)*)

**Petitioner (or parent/legal guardian/caseworker) signs here in front of Notary/Clerk/Judicial Officer and swears that he/she believes the above information is true:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Notary fills out below –**

I declare that the Petitioner has read this Petition, and swears it to be true to the best of her/his knowledge.  
Sworn and subscribed before me, the undersigned authority,

By (*Print name of Notary*): \_\_\_\_\_

On this date: \_\_\_\_\_ (*Notary's seal here*)

\_\_\_\_\_  
*Notary/Court Clerk signs here*
*Date Notary's commission expires*

- The Court finds good cause and will issue a Temporary Order of Protection.**  
\*\*\*\*\*
- The Court does not find good cause and denies a Temporary Order of Protection.** The Court finds there is no immediate and present danger of abuse to the Petitioner and denies the Petitioner's request for a *Temporary Order of Protection*. The Court will set the matter for hearing.

**ORDER FOR HEARING**

The Petitioner and Respondent must go to Court and explain to the Judge why the Judge should or should not issue an Order of Protection against the Respondent.

The hearing will take place in the following Court:

Juvenile Court (615-862-8079)

Place of Hearing: Courtroom C, 100 Woodland Street, Nashville, TN 37213

Date of Hearing: \_\_\_\_\_ at 1:00 p.m.

General Sessions Court-Civil Division (615-862-5195)

Place of Hearing: Justice A. A. Birch Building, 408 Second Avenue North, Nashville, TN 37201

Date of Hearing: \_\_\_\_\_ at 8:15 a.m.

Circuit Court (615-862-5181)

Place of Hearing:  Third Circuit Court, 6<sup>th</sup> Floor, Historic Courthouse, Nashville, TN 37201

Date of Hearing: \_\_\_\_\_ at 9:30 a.m.

Place of Hearing:  Fourth Circuit Court, 6<sup>th</sup> Floor, Historic Courthouse, Nashville, TN 37201

Date of Hearing: \_\_\_\_\_ at 9:30 a.m.

\_\_\_\_\_  
Judge/Judicial Commissioner

\_\_\_\_\_  
Date

**Proof of Service of Petition, Notice of Hearing and Temporary Order of Protection:**

Respondent was served on (date): \_\_\_\_\_  
at (time): \_\_\_\_\_ by (check one):

- Personal service
- U.S. Mail per T.C.A. §20-2-215 and §20-2-216  
(The Respondent does not live in Tennessee.)

\_\_\_\_\_  
Server's Signature

\_\_\_\_\_  
Print Name

Petitioner was served on (date): \_\_\_\_\_  
at (time): \_\_\_\_\_ by:

- Personal service

\_\_\_\_\_  
Server's Signature

\_\_\_\_\_  
Print Name

**If the Petitioner is under 18 (and Petitioner is a social worker filing on behalf of a minor) and service of these documents would not put him/her at risk, the Clerk will serve and fill out below. (T.C.A. §36-3-605(c))**

*I served the child's parents with copies of the Petition, Notice of Hearing, and Temporary Order of Protection by personal delivery or U.S. Mail on: (date): \_\_\_\_\_ at (address): \_\_\_\_\_*

\_\_\_\_\_  
Clerk's Signature: \_\_\_\_\_

**Petitioner Notification**

\_\_\_\_\_ The Petitioner was notified of the service result on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ a.m. / p.m.

\_\_\_\_\_ I was unable to reach the Petitioner to give notification of the service result. The Clerk will attempt to give either verbal or written notification of the service result.

**Notice to the Respondent about Firearms**

If the Court grants the Petitioner's request for a Protective Order:

- You will not be able to have a firearm while this or any later Protective Order is in effect. You will have to transfer all firearms in your possession within forty-eight (48) hours to any person who is legally allowed to have them. 18 U.S.C. §922(g)(8), T.C.A. §36-3-606(g), T.C.A. §36-3-625.
- You will not be allowed to buy a firearm until the Court says otherwise.

