



CUYAHOGA COUNTY COURT OF COMMON PLEAS DOMESTIC VIOLENCE DEPARTMENT

FILING FOR A DOMESTIC VIOLENCE CIVIL PROTECTION ORDER? HERE'S WHAT TO EXPECT

We will help you prepare the paperwork and file for a Domestic Violence Civil Protection Order (DVCPO). We will help you through the process as quickly as possible, but you can expect to be here between **1 ½ to 3 hours**.

ASK QUESTIONS AT ANYTIME. WE ARE HERE TO HELP!

TODAY: FILE PETITION AND EMERGENCY HEARING

PAPERWORK

- ❖ After you sign-in, you will provide information to us about you (the “Petitioner”), the person that you are filing against (the “Respondent”), and children, if any.
- ❖ We will help you prepare the Petition. The Petition is your lawsuit asking the court to enter the DVCPO against the Respondent. **The Petition will be based on the information you provide.**

EX PARTE HEARING

- ❖ You will participate in an emergency (or “ex parte”) hearing before a Magistrate. (Magistrates conduct proceedings just as a judge would and may issue orders and decisions).
 - The Respondent will not be in the hearing.
 - You will testify under oath and explain why you need a protection order.
 - You are NOT required to present documents or recordings as evidence.
 - You CANNOT show anything from your phone to the Magistrate.
- ❖ The Magistrate may grant or deny your Petition.

COPIES

- ❖ The Magistrate will schedule a full hearing in 7 to 10 days. **You will know the date and time before you leave.**
- ❖ You will receive copies of the official documents, including the DVCPO, if granted, and instructions for preparing for the full hearing.
- ❖ All documents will be served (delivered) to the Respondent, no matter the outcome of the emergency hearing.
- ❖ The Court will notify the Respondent of the date of the full hearing.

ADVOCACY SERVICES

- ❖ If you are a victim of domestic violence by an intimate partner or an adult trying to protect a child, you will receive contact information for advocacy services from the Journey Center for Safety and Healing. Advocates can help you with safety planning and direct you to available community resources. Advocates are *not* court employees.
- ❖ **ADVOCATE INFORMATION:** Katia Asmar 216-443-3155

7 TO 10 DAYS FROM TODAY – FULL HEARING

- ❖ A full hearing on the dispute will be held within 7 to 10 days of the filing of the Petition.
- ❖ The Respondent has the right to attend the full hearing and will have an opportunity to tell their side of the story. If the Respondent has not been served, the case will be rescheduled.
- ❖ You still cannot show anything directly from your phone to the Magistrate. You can present documents and/or records as evidence. (The process of identifying evidence and witnesses is explained in the documents you received at the end of your emergency hearing).
- ❖ The Magistrate will decide if a full order is granted or denied.
- ❖ A full order can last up to 5 years. You will receive the decision in the mail.

QUESTIONS?

CONTACT US AT 216-443-7940
