

# STEPS FOR FILING A DOMESTIC VIOLENCE CIVIL PROTECTION ORDER (DVCPO) R.C. 3113.31

## FOR SELF-REPRESENTED LITIGANTS ONLY

➤ **Ways to Contact the Domestic Violence Department:**

- **Phone:** 216.443.7940
- **Website:** <https://domestic.cuyahogacounty.us/>  
Fill out DV Contact Form (for self-represented litigants only)  
Attorney represented litigants please contact the DV Department at: 216.443.7940
- **In Person:** The Cuyahoga County Courthouse, 1 W. Lakeside Ave., Cleveland, OH 44113, Room 53. Located in downtown Cleveland, across the street from the Justice Center. (Also known as the “Old Courthouse”)

**Note:** Court staff cannot give you legal advice but can assist with filing your documents with the Clerk of Courts.

**For legal assistance contact:**

The Metropolitan Bar Association Attorney Referral Service at: 216.696.3525  
The Legal Aid Society of Cleveland at : 216.687.1900



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➤ **Be prepared to answer questions from a staff member including:**

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- Your name and date of birth.
- Relationship to the person you are filing against.
- The person you're filing against full name, date of birth and address where the person may be found. (all of these must be provided for filing a DVCPO)
- If you have child(ren) in common with the person you are filing against and if there are any Court Order relative to said child(ren).
- If there is a criminal case pending regarding the same incident and the person you are filing against.
- A brief description of the incident for which you are requesting protection.

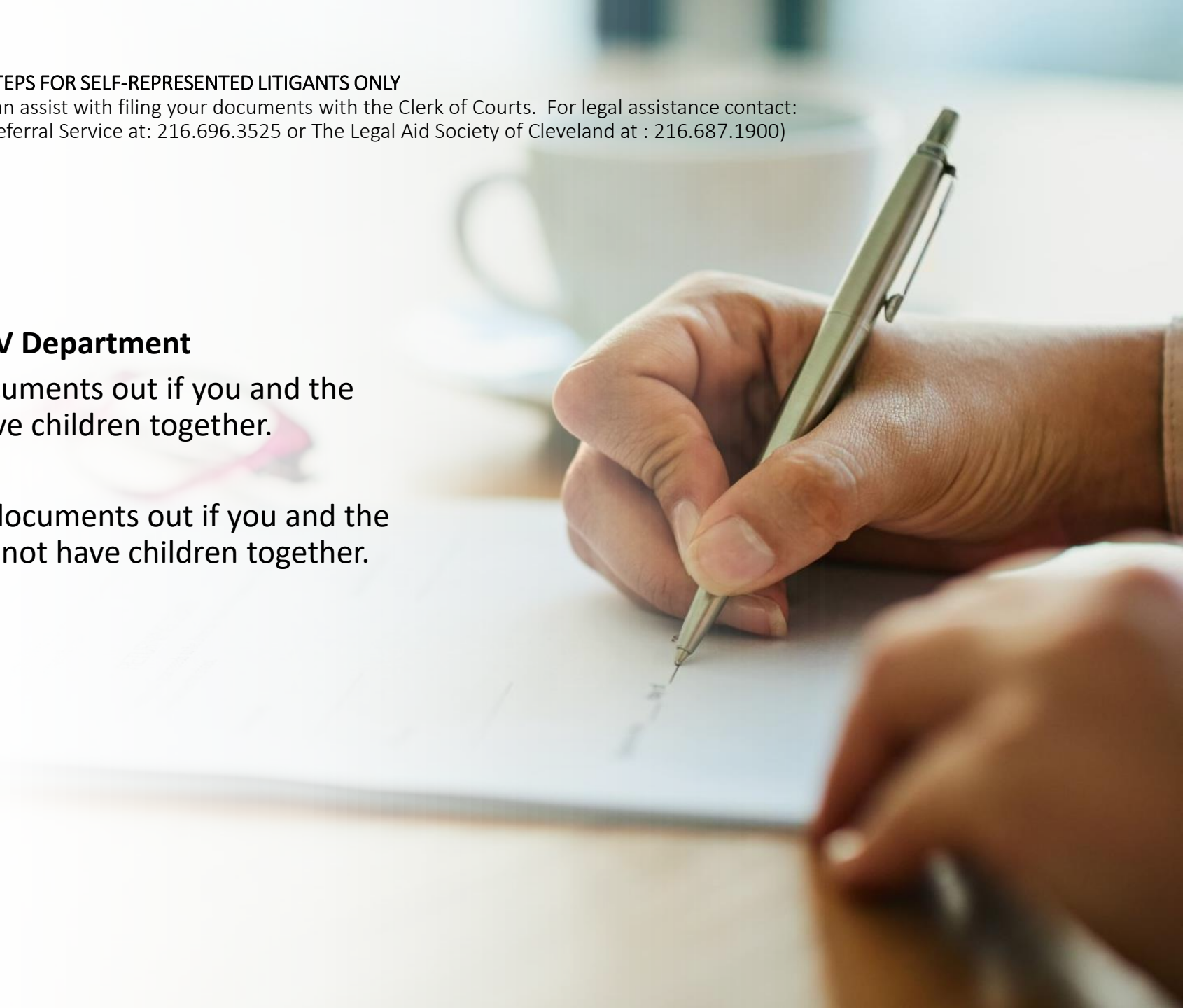


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#### **1. Fill out the forms provided by the DV Department**

- [Packet with Kids](#) - Fill these documents out if you and the person you are filing against have children together.
- [Packet with no Kids](#) - Fill these documents out if you and the person you are filing against do not have children together.
- Fully complete all documents.





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**2. Submit your completed forms to the Court:**

- In Person to: The Cuyahoga County Courthouse, 1 W. Lakeside Ave., Cleveland, OH 44113, Room 53, located in downtown Cleveland, across the street from the Justice Center (Also known as the “Old Courthouse”)
- Contact the DV Department for assistance by dialing: 216.443.7940
- Follow DV Department Specialist instructions

➤ **After submitting your documents:**

- A DV Specialist will courtesy process and file your Petition and accompanying documents with the Clerk of Courts and explain the process for the emergency hearing (*Ex Parte* hearing) and future hearings.
- Be prepared to spend 3-5 hours at the Court



**3. *Ex Parte* Hearing is held. After your Petitioner and accompanying documents are filed, an emergency hearing (*Ex Parte* Hearing) will be conducted by an assigned Domestic Violence Magistrate.**

- This hearing is held the same day a Petition for DVCPO is filed. This is an emergency hearing where only the Petitioner is present and gives testimony as to the alleged abuse. If the Magistrate finds that the events described meet the requirements of the law (O.R.C. 3113.31) the Court will issue an *Ex Parte* CPO and schedule a Full Hearing.
- If the Respondent is asked to leave/stay away from the current or previously shared home in which Petitioner lives, the next hearing (Full Hearing) will be held in 7 court days. Otherwise, a Full Hearing will be held in 10 court days.

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**4. Full Hearing** - A final hearing where parties and witnesses can testify, and evidence is offered during trial to the Magistrate who will then issue a decision. This Order can last for up to 5 years. The Court can hold a Full Hearing only after the Respondent has been served the *Ex Parte* DVCPO.

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- Instead of a Full Hearing, parties may enter into a:
  - **Consent Agreement Domestic Violence Civil Protection Order** – an enforceable Order wherein the terms and conditions are agreed to by both parties. Parties can choose this option instead of going to a Full Hearing/Trial. Parties will work with a Case Manager who will assist in facilitating the Civil Protection Order.

FORM 10.01-J: CONSENT AGREEMENT AND DOMESTIC VIOLENCE CIVIL PROTECTION ORDER

DIVISION OF DOMESTIC RELATIONS  
IN THE COURT OF COMMON PLEAS  
CUYAHOGA COUNTY, OHIO

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**Order of Protection**

Per R.C. 3113.31(F)(3), this Order is indexed at \_\_\_\_\_

LAW ENFORCEMENT AGENCY WHERE INDEXED  
( ) - \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_

Case No. \_\_\_\_\_

Judge \_\_\_\_\_

State **OHIO**

CONSENT AGREEMENT AND DOMESTIC VIOLENCE CIVIL PROTECTION ORDER (R.C. 3113.31)  
 WITH SUPPORT ORDER

PETITIONER: \_\_\_\_\_

PERSON(S) PROTECTED BY THIS ORDER:

Petitioner: \_\_\_\_\_ DOB: \_\_\_\_\_  
Petitioner's Family or Household Members:  
( Additional forms attached.) \_\_\_\_\_ DOB: \_\_\_\_\_  
\_\_\_\_\_ DOB: \_\_\_\_\_  
\_\_\_\_\_ DOB: \_\_\_\_\_  
\_\_\_\_\_ DOB: \_\_\_\_\_

First Middle Last  
v. \_\_\_\_\_

RESPONDENT: \_\_\_\_\_

Relationship to Petitioner: \_\_\_\_\_  
Address where Respondent can be found: \_\_\_\_\_  
\_\_\_\_\_

RESPONDENT IDENTIFIERS			
SEX	RACE	HGT	WGT
EYES	HAIR	DOB	
DRIVER'S LIC. NO.	EXP. DATE	STATE	

Distinguishing Features: \_\_\_\_\_

**WARNING TO LAW ENFORCEMENT: RESPONDENT HAS FIREARMS ACCESS – PROCEED WITH CAUTION**

Violence Against Women Act, 18 U.S.C. 2265, Federal Full Faith & Credit Declaration: Registration of this Order is not required for enforcement.

**THE COURT HEREBY FINDS:**  
That it has jurisdiction over the parties and subject matter, and Respondent was provided with reasonable notice and opportunity to be heard within the time required by Ohio law. **Additional findings of this Order are set forth below.**

**THE COURT HEREBY ORDERS:**  
That the above named Respondent be restrained from committing acts of abuse or threats of abuse against Petitioner and other protected persons named in this Order. Additional terms of this Order are set forth below.

The terms of this Order shall be effective until \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DATE CERTAIN – 5 YEARS MAXIMUM)

**WARNING TO RESPONDENT:** See the warning page attached to the front of this Order.

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FORM 10.01-J: CONSENT AGREEMENT AND DOMESTIC VIOLENCE CIVIL PROTECTION ORDER  
Amended: April 15, 2021  
Discard all previous versions of this form

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# FOR SELF-REPRESENTED & ATTORNEY-REPRESENTED LITIGANTS

- Advocacy services through The Journey Center for Safety & Healing
  - Advocates are not court employees
  - Advocates cannot give legal advice
  - Advocates are available to provide support during the filing and hearing process
  - Assist with safety planning and crisis intervention.
  - Provide community resources
- Language Services
  - Inform the court the type of language services required for both the Petitioner and Respondent.
  - The Court will provide an interpreter for all hearings.