



CUYAHOGA COUNTY COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS

Case No. _____

**INFORMATION FOR RESPONDENTS REGARDING THE SURRENDER OF FIREARM(S)
AMMUNITION AND CONCEALED CARRY WEAPON (CCW) PERMIT(S)**

- If an EX PARTE (Initial Emergency Hearing) Domestic Violence Civil Protection Order (DVCPO) has been issued and served upon you, ordering you to surrender all firearm(s), ammunition and concealed carry weapon (CCW) permit(s) in your possession, **you must immediately surrender such items to the law enforcement officer who serves you with the Order and obtain proof of surrender receipt (property receipt), and return that proof of surrender receipt to the Domestic Violence Department staff located in room 53 of the Cuyahoga County Courthouse, 1 W. Lakeside, Cleveland, OH 44113.**

IF YOU WERE SERVED VIA CERTIFIED MAIL OR REGULAR MAIL, YOU MUST IMMEDIATELY SURRENDER ALL

firearm(s), ammunition and concealed carry weapon (CCW) permit(s) in your possession, to any Police Department and obtain proof of surrender receipt (property receipt) and return that proof of surrender receipt to the Domestic Violence Department staff located in room 53 of the Cuyahoga County Courthouse, 1 W. Lakeside, Cleveland, OH 44113.

- If a FULL HEARING OR CONSENT (Final Hearing) Domestic Violence Civil Protection Order (DVCPO) has been issued and served to you via regular or certified mail, ordering you to surrender all firearm(s), ammunition and concealed carry weapon (CCW) permit(s) in your possession, **you must immediately surrender such items to any Police Department, obtain proof of surrender receipt (property receipt), and return that proof of surrender receipt to the Domestic Violence Department located in room 53 of the Cuyahoga County Courthouse, 1 W. Lakeside, Cleveland, OH 44113.**
- **Instructions for surrendering firearms(s) and ammunition:**
 - a. Unload all firearms
 - b. Separate all firearms and ammunition
 - c. Lock all firearms in lock boxes or gun cases and place in trunk of car
 - d. Enter police department (without firearms and ammunition) and present copy of the Domestic Violence Civil Protection Order in place against you to the police department personnel
 - e. Advise the police department personnel of the quantity and location of firearm(s) and ammunition being surrendered
 - f. Follow procedure set forth by the police department personnel to complete surrender
 - g. You must obtain a written receipt from the Police that you surrendered the firearm(s), ammunition and concealed carry weapon (CCW) permit(s).

IT IS A FEDERAL CRIME FOR A RESPONDENT TO POSSESS A FIREARM OR AMMUNITION WHEN A PERMANENT INJUNCTION IS IN EFFECT AGAINST HIM/HER, PURSUANT TO 18 U.S.C. §922(g)(8).

IT IS A FEDERAL CRIME FOR A PERSON CONVICTED OF A MISDEMEANOR CRIME OF DOMESTIC VIOLENCE OR A FELONY OF ANY KIND TO POSSESS A FIREARM OR AMMUNITION, PURSUANT TO 18 U.S.C. §922 (g)(1)&(9).

THE PENALTY FOR VIOLATING THE SECTIONS MAY INCLUDE UP TO TEN (10) YEARS IMPRISONMENT AND/OR \$250,000 FINE.

FOR QUESTIONS REGARDING RESPONDENTS' FIREARM(S) SURRENDER PROCEDURE, CONTACT THE DOMESTIC VIOLENCE DEPARTMENT CASE MANAGER: 216-698-4359