



## PIMA COUNTY SHERIFF'S DEPARTMENT CIVIL ENFORCEMENT UNIT



# PROTECTIVE ORDERS

### Protective Orders – Orders of Protection / Injunctions Against Harassment

- Protective Orders are given priority and service may take from 3 - 10 business days.
- Protective Orders and Injunctions Against Harassment are usually processed no later than the next business day.
- The more details you provide on your information sheet the more likely a successful service will be made. If you do not provide enough information, such as, a current home address, employer address, phone numbers, etc., the chances of a successful service may be drastically reduced.
- Protective Orders are not in effect until they have been served on the defendant.
- Keep a copy of the Protective Order with you at all times. If you encounter the defendant prior to service, call 911 and have law enforcement respond. The responding law enforcement officer can serve your copy of the Protective Order on the defendant at that time. Notify our office at 740-5510 if this occurs.
- After service is completed, keep a copy of the Protective Order and declaration of service with you at all times. This will assist law enforcement officers in enforcing the order.
- You will receive notification by mail of whether your order was successfully served or not. If you receive notice that the defendant was not served, contact the issuing court concerning your options and always a keep a copy of the order and petition with you.
- Note: we may not be able to serve protective orders at certain locations, such as, reservations (which require the assistance of tribal authorities), medical/rehab/mental health centers, or because of employers who may prohibit service at worksites.

### Paperwork needed to process and serve a Protective Order:

1. Copy of the order/injunction
2. Copy of the petition
3. Request for hearing
4. Hearing order
5. Declaration of service form
6. Information sheet filled out completely, legibly and in detail
7. Return envelope filled out completely
8. Waiver or deferral, if applicable

### Charges

Fees and service charges are waived on all Orders of Protection and Injunctions Against Harassment, **with a dating relationship**. Waiving of fees means that no payment is required.

Fees and service charges for standard Injunctions Against Harassment are deferred. Deferral means that you will be billed later by the Sheriff's Department for any applicable fees or charges. The following fees may apply to standard Injunctions Against Harassment:

- Service fee \$16.00
- Prep fee \$ 8.00
- Mileage fee \$ 2.40 a mile (\$16.00 MIN.)

We can only accept waivers from an Arizona Court. Waivers will not be accepted for out-of-state Injunctions Against Harassment, without a dating relationship. A waiver or deferral is required for each Injunction Against Harassment, without a dating relationship.

If you require further assistance, please contact the Civil Enforcement Unit at 740-5510.