

**PERSONAL PROTECTION ORDER (PPO)
(Do-It-Yourself)**

1. Dress conservatively and neatly.
2. Go to Room 928, located in the Coleman A. Young Municipal Center (2 Woodward Avenue, Detroit MI 48226) at the corner of Woodward and Jefferson in Detroit. Hours: 8 AM – 4:30 PM. Court room hours 9-12PM & 2:00-4:00 PM. Telephone numbers for PPO advocates located in room 928: (313) 224-6291, (313) 224-6292 or (313) 224-6293
3. Plan on ½ day for court in the morning; 2-3 hours in the afternoon. Judges are not available between 12:30 PM – 2:00 PM or after 4:30 PM.
4. Bring:
 - Cash for parking and Sheriff to serve, if needed.
 - Full name (first and last) and address of the offender.
 - Description of offender: height, weight, sex, hair color, eye color and date of birth
 - History of recent abuse/stalking:
 - a. Date (month, date and year, if known) of each occurrence.
 - b. Date (month, date and year, if known) of police complaints and a copy if possible.
 - c. Reason PPO is needed (ex. What happened or what was said, stalking continues).
5. **Directions to Coleman A. Young Municipal Center: (Verify if roads are closed for construction)**

Take I-96 East (downtown). Follow Civic Center signs to US-10. After merging with US-10, get into the middle lane, which will turn into W. Jefferson Ave. Parking is available in the Ford Auditorium Garage located at Jefferson and Woodward. The entrance is between East and West Jefferson traffic between the median. **OR:**

Take I-75 North to South US-10. Follow above directions to parking **OR:**
Take I-94 East to I-96 (downtown). Follow Civic Center signs to South US-10. Follow above directions to parking.
6. **Go to Room 928 (located on the 9th floor):**
 - Speak with a Victim Advocate to get the right PPO petition, order and paperwork.
 - Fill out forms in black ink. Write clearly, then see advocate upon completion of forms.
 - Take completed forms to the case initiation clerk in Room 928.
 - A case initiation clerk will check for prior court actions, stamp forms and issue labels with case information.
 - Attach labels to the upper right hand corner of each form.
 - Unless otherwise directed, proceed to the PPO Courtroom: Room 1801 on the 18th Floor.
 - Hand paperwork to a court clerk and have a seat in the courtroom until your name is called.
 - A judge or court clerk may ask you questions about why you feel it is necessary to get a PPO.
 - The PPO will either be granted immediately (ex parte), denied, or a hearing will be scheduled.
 - Once the judge signs your PPO, it is valid. However, the named person needs to be served a copy of the PPO to complete the process.
 - If you want the PPO served by the Sheriff's Department, go to the 17th floor. Fill out paperwork and pay serving fee, which is \$21.00 plus mileage based on respondent's zip code. **For all possible PPO service options contact PPO advocates in room 928.**
 - Keep "Moving Party" copy (the pink one) with you at all times. Return completed yellow & gold copies to the Wayne County Clerk in self addressed envelope provided by court, after making copy of yellow sheet for yourself.
 - Call the local police in seven days to check if the PPO is in the LEIN system (police computer). (Sometimes the police will say the PPO is not in LEIN if proof of service is not filed. **To complete the process the respondent must be served and copy has to be in LEIN.**)
 - Keep copies of all PPO paperwork including your statement and Proof of Service.

Wayne County SAFE

Crisis pager: (313) 430-8000 or Office (313) 964-9701

Free & confidential counseling & advocacy for adult & children ages 12-18 victims of sexual violence.

HOW TO USE YOUR PPO

Helpful Hint

If you can, make a copy of your PPO and give it to any police department that is likely to be called in case of a violation. For example, if you live in Livonia, work in Ypsilanti and have day care in Westland, you should give all three police departments a copy of your PPO. This is not a necessary step, but it is helpful to police departments to have a copy of your PPO for their records.

What to do if the restrained person violates your PPO:

- A. Call the police. Dial 911 if the person is at the same location you are (e.g. home or work). If the person is not where you are, the police may not be able to come out to take a report. If the police do not come out to where you are, go into the police station and make a report. It is very helpful to have the police document any violations.
- B. If you can, get a copy of the police report from this incident before you go downtown to file a Motion to Show Cause. Most police departments charge a minimal fee for copies. A police report is not necessary, but it is helpful.
- C. Keep a log or journal of all violations. You will need to make a statement of the violation, similar to the statement you made to obtain the PPO. We suggest this format:

Date	Time	What happened / Where it happened
1/1/10	2 AM	[Name] called my house 6 times from 2 AM - 4 AM
- D. File a Motion to Show Cause at the Coleman A. Young Municipal Center. You can file the motion yourself. You may ask if a First Step Advocate can go with you to court. It should take less time than it did to get the PPO. The court requires that you bring, photo ID, copies of original PPO and Proof of Service with you.
 - (1) You will need to go to Room 928 to get the paperwork. Then proceed to Case Initiation window where they will give you labels to put on the paperwork. There is no fee to file the motion
 - (2) Once paperwork is completed you will need to have it notarized. Notary options (including possible costs) will be explained.
 - (3) Then you will go to the courtroom. Take your paperwork to the clerk near the windows.
 - (4) The Judge and/or clerk will set a hearing date for the Show Cause hearing. The court requires that you serve notice upon the Defendant by personal service. Please see attached personal service options to ensure proper service. You must appear for the hearing or the violation will be dismissed. You may ask if a First Step Advocate can go with you to the court hearing. **Any questions regarding this information can be answered by the PPO advocates in Room 928 at (313) 224-6291, (313) 224-6292, or (313) 224-6293.**

How to modify a PPO or terminate a PPO

Ask to file a Motion to Terminate or Modify and follow steps 1, 3 and 4 in letter D above. Bring a copy of PPO if you have it. If the address of the other party is known, the court will be responsible for serving notice for modification or termination hearings. If Petitioner is filing to modify or terminate PPO, they will need to bring photo ID.

How to extend your PPO

To continue protection, it is possible to “extend” your current PPO order. You must file a Motion to Extend the PPO by requesting a new expiration date. **The motion must be filed with the court that issued the PPO no later than three days prior to the expiration date.** If the Motion to Extend the PPO is filed less than three days before the expiration date, you can file a motion to obtain a new PPO. Either motion should start in Room 928. As with your original PPO, the “extended” or the “new” one must be served on the Respondent. See attached service options for appropriate service. **You should also contact the PPO advocates in room 928 at the Coleman A. Young Municipal Center before filing to extend your PPO to see if there are any new requirements. PPO advocates telephone numbers are (313) 224-6291, (313) 224-6292, or (313) 224-6293.**

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