



Guide to Civil Protection Orders

Step-by-Step

① File with the Court (Protected Person)



Complete these forms. The Court Clerk will schedule a Hearing when you file:

- JDF 402 Complaint/Motion
- JDF 442 Information Sheet

As Needed:

- JDF 401 Incident Checklist
- JDF 404 Affidavit Regarding Children

② Hearing: Temporary Order (Protected Person)



If scheduled, attend the hearing and discuss why you need a Protection Order with the Court. If the Court grants your request:

- a) Get Certified Copies of the Order (2+).
- b) Depending on your circumstances, you may need a copy to give to work, school, daycare, etc.
- c) Always keep a copy of the Order with you.

③ Personal Service (Protected Person)



Provide copies of these forms to the local Sheriff or a process server. You can use:

- JDF 98 Affidavit of Service (Complete §§ 1-4)
- a) Motion/Complaint (JDF 402).
 - b) Temporary Protection Order (JDF 398).

If filed, also include:

- c) Incident Checklist (JDF 401)
- d) Affidavit re Children (JDF 404)

The process server completes service, finishes the form, and returns it to you. Then, file it with the Court.

④ Response (Restrained Person)



No written response is required. Move on to step 5.

⑤ Hearing: Permanent Order (both parties)



The Parties discuss with the Court if the Temporary Protection Order should be made permanent. The Court may modify, extend, or dismiss the Temporary Order.

Protected Person:

- a) You may need new certified copies.
- b) You may need to serve the new Protection Order on the Restrained Person (if so, see Step 3).

Exceptions:

- 1) The Court gave the Restrained Person a copy at the hearing.
- 2) The Restrained Person didn't attend the hearing, and no changes were made from the Temporary Order.

Restrained Person:

- a) Carefully read the Protection Order.
- b) You could face criminal charges for violating a Protection Order.
- c) Only the Court can modify or dismiss this order.
- d) The Protected Person can't give you permission to violate the order.

More Information

Find Forms

Forms can be found on the Court's website:

[\[www.ColoradoJudicial.gov\]](http://www.ColoradoJudicial.gov)

How to File

Start the process:

- File into an existing case. Or,
- File at the courthouse in the county where you or the Other Party lives or works. Or,
- File in the county where the incident took place.

If filed into a Domestic Relations (DR) case:

- You can file online at:

[\[www.jbits.courts.state.co.us/efiling\]](http://www.jbits.courts.state.co.us/efiling)

Filing Fees

Protected Person:

Restrained Person:

There are no filing fees for cases of domestic violence, sexual assault, or stalking.

Other Fees:

Certified Copies:

Personal Service:

If you can't afford the fees, also file:

- JDF 205 Motion to Waive Fees
- JDF 206 Order re Court Fees (Complete §§ A-C)

Transfer Your Cell Phone

You can request that your (and/or minor child's) cell phone number be transferred from the Restrained Person's account to your own. File forms:

- JDF 271 A Motion to Transfer
- JDF 271 B Account Details
- JDF 77 Proposed Order (just do A to C)

Do **Not** give (*serve*) a copy of the Account Details form (JDF 271 B) to the Restrained Person.

Give the cell phone provider a copy of the Court's Order and Account Details form (JDF 271 B) if granted.

Law & Other Resources

- a) The law that covers the Protection Orders process is found in Colorado Revised Statutes (C.R.S.) Title 13 (Courts), Article 14 (Civil Protection Orders).
- b) For all Personal Service options, see C.R.S. 13-14-104.5(9) and Colorado Rules of Civil Procedure (C.R.C.P.) 4 and 304.
- c) To modify or dismiss the Protection Order, review:
 - 1) JDF 396 – Protected Person
 - 2) JDF 395 – Restrained Person

My Notes

- § means "section"