

# Legal Process Instructions for PERSONAL PROTECTION ORDERS

## **PLEASE READ THESE INSTRUCTIONS CAREFULLY**

By using these instructions, you are representing yourself in a court action to get a personal protection order. You are acting as your own attorney and these instructions will help you with the legal process. Michigan Law does not allow court employees or the judge to give you legal advice.

**In order to receive the protection or action you seek, you must follow the instructions from this booklet, the PPO Office and judicial/court staff.** If you fail to do one of the required steps, the order you get from the court could be ineffective and you could remain unprotected.

**NOTE: PPOs are processed on a first come, first serve basis.**

**The five most important things you will have to do are:**

1. Complete the PPO forms, gather evidence and submit everything electronically to the PPO Office.
2. Respond promptly to all emails and/or phone calls from the PPO Office/Judge's Chambers about your case.
3. Once an order has been signed by a judge and sent to you, follow the instructions in this booklet for your next steps.
4. When applicable, provide legal notice of the court's order to the person you want to be restrained by arranging for service.
5. Create a MIFILE account and upload the completed Proof of Service.

**This booklet will help you with these duties.**

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**INFORMATION YOU NEED TO KNOW BEFORE YOU BEGIN THE PROCESS**

- 1) There is no fee to file a Personal Protection Order. However, you may need money to pay the costs of serving papers on the restrained person (See Service Pg 11)
- 2) You will need information about the person you are filing against such as name, date of birth, age, address, physical description, etc. You **MUST** have their legal name and telephone number or address to file for a PPO. The Court cannot provide you with this information. You must provide the Court with all necessary information when filing for a PPO.
- 3) PPO is for one person versus one person. If you need a PPO against multiple people, you must complete the PPO process for each person.
- 4) If you have a minor child or legally incapacitated adult that you are filing a PPO for, you will be considered their Next Friend. A Request and Order for Next Friend must be completed and included in the filing.
- 5) The PPO filing process is **completely** electronic. You must have an email address to file for a PPO or to file a motion on a PPO. The email address you use to submit your PPO filing will be used for communication with the court. If you have safety concerns, please ensure you are using a secure email address or an email address of someone you trust.
- 6) You **must** provide an address and telephone number where the court can reach you.
- 7) If you do not have a computer or smart phone, you may use a friend's computer, visit your local library or use a computer in the PPO Office.
  - **In person filings and filings submitted from home are submitted the same way (electronically) and are processed in the order in which they are received. Neither method is more expedited than the other.**
- 8) The PPO Office walk-in hours are Monday-Friday from 8:30 a.m. to 4 p.m. There are computers for public use that are available on a first come, first serve basis. Camera phones are allowed in the courthouse.

**NOTE: In person filings in the PPO Office must be started by 2:30 p.m. and submitted by 3:45 p.m. to be processed that day by the PPO Office. If you do not finish by the deadline, you can continue the process in person the next business day OR complete your submission from home.**
- 9) It is recommended that you do not bring children with you as the process may take several hours to complete. However, if you must bring children, and it is possible, please bring an adult with you to supervise them.
- 10) Gather all evidence. This information is important for the judge in making a decision, but is not required for the judge to enter an order. You must provide a copy of all evidence in PDF format to the court if you want the judge to review it. Examples of evidence include:
  - Copies of divorce, annulment, paternity, support, custody or any other judgments or orders involving you and the person you want restrained.
  - Copies of notarized, written statements from witnesses if there are any.
  - Copies of text messages, emails, pictures etc. if there are any.
  - Copies of supporting documents or materials (reports from police, social agencies, doctors, or hospitals) if there are any. The court does not have access to police report systems and cannot obtain police reports.

**Oakland County Circuit Court PPO Office - (248) 303-1534; [ppo@oakgov.com](mailto:ppo@oakgov.com)**

If you have any evidence on your phone OR if you have paper copies of any evidence, it must be scanned and converted to a PDF format. There is a free cell phone app called Genius Scan that you can use to scan, convert to PDF format, and email directly from the app. (See Instructions for Genius Scan Pg 4 & 5)

- If you have police reports, put the details of the incident into the Addendum/Statement of Facts of your PPO or Motion and include the police report number. You must provide the details and cannot simply state “See Attached Police Report for...” as the court requires the details of the incident in your own words. You may also include a transcript of the incident indicating what was said/done by each person on the video/audio in the Addendum/Statement of Facts. Please keep the video/audio for your records.

Note: The PPO Office cannot accept video/audio files for ex parte PPO requests. If your matter is set for a hearing, you may contact your judge’s chambers to request instructions to submit video/audio to the court for the hearing.

**All evidence must be submitted in PDF format at the same time as your PPO forms. If the PPO Office has submitted your filing to the court and you would like to add additional evidence/information to your PPO, you will need to submit the additional items through MIFILE. Contact the PPO Office by phone or email for further instructions.**

**NOTE: Everything filed in a PPO matter will be public record. Remove all personal information, such as your Social Security Number and Date of Birth from all evidence. The respondent will receive a copy of all documents and evidence submitted for your PPO filing. If you are filing your address/telephone number confidentially, you must remove your confidential information from ALL evidence prior to submitting it to the court.**

11) Decide if you need a PPO Against an Adult (18 years of age or older) OR Against a Minor (Under 18 years of age)

12) Decide what type of PPO you need:

- **Domestic**
  - i. If you are married to the person you want restrained; or
  - ii. If you are not married to the person you want restrained, but **you live with or have lived with** him or her and he or she is **not** your unemancipated minor child; or
  - iii. If you and the person you want restrained have a child in common even if you were never married to one another or never lived together; or
  - iv. If you and the person you want restrained **have or had** a dating relationship.
- **Non-Domestic**
  - i. If you have **never** lived with or had a relationship with the person you want restrained.
- **Non-Domestic Sexual Assault**
  - i. If you have not lived with or had a relationship with the person you want restrained and the person you want restrained has:
    - ii. Previously been convicted of a sexual assault against you; or
    - iii. Subjected you to, threatened you with, or placed you in a reasonable apprehension of sexual assault, or
    - iv. Previously been convicted of furnishing you, a minor, with obscene material; or
    - v. Furnished you, a minor, with obscene material.

## INSTRUCTIONS FOR GENIUS SCAN ON IPHONE

Evidence and paper versions of PPO forms can be scanned and converted to PDF format AND emailed to the PPO Office using the **free** cell phone app, Genius Scan.

**NOTE: Motions on an existing PPO case must be e-filed through MIFILE and cannot be submitted by email to the PPO Office**

### Genius Scan Instructions for iPhone:

#### Download Genius Scan from the Apple Store

To scan court forms, evidence/police reports or paper documents:

- Open the app to scan the document. **The document must be scanned. A picture of the document converted into PDF format will not be accepted.**
- From the app, tap the  icon.
- Place the document on a flat surface with no other items/documents in the camera frame.
- Stand directly above the document. This is the angle the picture needs to be taken.
- Line the orange box up with all 4 corners of the document.
- The app will automatically scan when the orange box is correctly lined up with the 4 corners of the paper.
- You can scan multiple forms; one right after the other. After you are finished scanning forms, tap “done” on the app
- To email the scanned documents from the app tap the  icon. This will open another window
- On the “Export” screen tap the line that says @email
- On the line that says To: put the PPO Office email address [ppo@oakgov.com](mailto:ppo@oakgov.com)
- In the subject line put your case name: your last name v respondent’s last name
- To send tap the  icon.

To convert pictures/screenshots of text messages or phone call logs:

- From the app, tap the  icon.
- At the bottom left of the screen tap “Photos”. This will take you to your phone’s camera roll.
- Select all screenshots/pictures that you want to include as evidence. Then, tap “Done.”
- Tap “Recents” and select all screenshots/pictures that you want to include as evidence. Then, tap “Choose” at the bottom right of the screen.
- This will bring up another screen which shows the picture(s) you selected. You can swipe left with your finger and should be able to view all pictures you selected.
- To complete the conversion and send the screenshots/pictures, tap the  icon
- On the “Export” screen tap the line that says @email
- On the line that says To: put the PPO Office email address [ppo@oakgov.com](mailto:ppo@oakgov.com)
- In the subject line put your case name: your last name v respondent’s last name
- To send tap the  icon.

If you have questions, please call 248-303-1534 and leave a message. Staff will call you back.

## INSTRUCTIONS FOR GENIUS SCAN ON ANDROID

Evidence and paper versions of PPO forms can be scanned and converted to PDF format AND emailed to the PPO Office using the **free** cell phone app, Genius Scan.

**NOTE: Motions on an existing PPO must be e-filed through MIFILE and cannot be emailed to the PPO Office**

### Genius Scan Instructions for Android:

#### Download Genius Scan from the Google Play Store

To scan court forms, police reports or paper documents:

- Open the app to scan the document. **The document must be scanned. A picture of the document converted into PDF format will not be accepted.**
- From the app, tap the camera  icon.
- Place the document on a flat surface with no other items/documents in the camera frame.
- Stand directly above the document. This is the angle the picture needs to be taken.
- Line the orange box up with all 4 corners of the document.
- The app will automatically scan when the orange box is correctly lined up with the 4 corners of the paper.
- You can scan multiple forms; one right after the other. After you are finished scanning the forms, tap the check mark ✓ on the app
- To email the scanned documents from the app tap the  icon. This will open another window
- Scroll down to the Email option and tap to open.
- On the line that says To: put the PPO Office email address [ppo@oakgov.com](mailto:ppo@oakgov.com)
- In the subject line put your case name: your last name v respondent's last name
- Tap SEND.

To convert pictures/screenshots of text messages or phone call logs:

- From the app, tap the  icon.
- This will take you into "Recents". Select which screenshots/pictures that you want to include as evidence. This will add the photo to your list of Documents in the Genius Scan app.
- Select all the pictures you want to submit as evidence.
- To complete the conversion and send the screenshots/pictures, tap the  icon
- Scroll down to the Email option and tap to open.
- On the line that says To: put the PPO Office email address [ppo@oakgov.com](mailto:ppo@oakgov.com)
- In the subject line put your case name: your last name v respondent's last name
- Tap SEND

If you have questions, please call 248-303-1534 and leave a message. Staff will call you back.

**INSTRUCTIONS TO FILE AN EX PARTE PPO (ORDER WITHOUT A HEARING)**

1. Visit the PPO page of the Oakland County website <https://www.oakgov.com/government/courts/circuit-court/family-division/personal-protection-orders>
2. Follow all instructions in the light blue box
3. Complete the necessary PPO forms by visiting Michigan Legal Help's DIY PPO Tool <https://michiganlegalthelp.org/resources/personal-safety/do-it-yourself-personal-protection-order-ppo>
  - **Note: Michigan Legal Help is NOT compatible with MAC computers.**
  - Next, click Create Your Personal Protection Order Form. This is a Do-It-Yourself (DIY) Tool.
  - We suggest creating an account on Michigan Legal Help **BEFORE** you start the forms. To do this, click the blue login button and complete the boxes under Sign Up. You are a "self-helper."
    - i. Write down your username and password! If you lose it, PPO staff cannot help you retrieve it.
  - After you've created an account, you will begin answering questions for the PPO. Michigan Legal Help will use the answers to create the necessary PPO court forms.
  - Halfway through the DIY PPO Tool, it will ask if you want to save. We suggest saving your answers.
  - After you have saved your answers, click the blue Edit Answers button to get back into the DIY PPO Tool.
  - Next, click "Continue Without Saving" to answer the remaining questions in the DIY PPO Tool.
  - At the end of the DIY PPO Tool, save your answers again.
  - Then, click the green Email to Court/Agency button.
    - i. You will need to enter your own e-mail address before you send your forms to the PPO Office. This is so the PPO Office can e-mail you regarding your Petition and an Order can be emailed to you after the judge makes a decision on your Petition.
    - ii. Attach all evidence in PDF format.
      1. **Note: If you filed a police report and want the judge to review it, you must submit a copy of the police report to the court with your filing. The court cannot access police reports from a report/complaint number.**
      2. **Only 25 MB of evidence can be sent through the Email to Court/Agency page. If you have additional evidence, please write in the Comment box that you will be sending additional evidence in a separate email.**
    - iii. Click send. This will send your forms and evidence directly to the PPO Office, as well as email you a copy of everything that was sent.
    - iv. **If you have additional evidence, you must send it in PDF format from your email to [ppo@oakgov.com](mailto:ppo@oakgov.com) immediately after Step "iii" above.**

13) After the PPO Office receives your PPO filing and evidence (if applicable), staff will contact you by email to notify you of your next steps. If you do not receive an email response within **one** business day, please call the PPO Office at 248-303-1534 and leave a message. Calls are returned in the order they are received.

**Note: Your filing will not be submitted to the court until all forms are correct and all evidence is received in the proper format.**

The turnaround time for a response on a PPO Petition is approximately 24-72 business hours; however, processing time varies based on your case specifics and the availability of a judge's docket. Once an order is signed, you will be emailed the order. For instructions on what to do next, See (What Can Happen... Pg7)

**WHAT CAN HAPPEN WHEN YOU REQUEST A PPO FROM THE COURT?**

When you request a PPO, there are three possible outcomes from the Court:

- 1) Your request may be granted ex parte. This means it will take effect immediately without a hearing and without advance notice to the respondent. **You will be emailed the signed order by the judge's clerk.** You will also be mailed two true copies of the Personal Protection Order to the address you provided the court.
  - It is **your responsibility** to arrange for the signed PPO and copies of all documents used to file for the PPO to be served to the respondent. Please (See Service Pg 11) to verify you are serving all necessary documentation to respondent. After service of the documents, you must e-file a completed Proof of Service form with the court through [MIFILE](#). (See Service Pg 11)
  - A PPO is a court order and is enforceable as soon as it is signed by the judge. The PPO will be entered into LEIN (Law Enforcement Information Network) by the Clerk's Office as soon as the signed order is given to them. Always carry a true or certified copy of the signed order with you to show the police if necessary.
  - **NOTE: a violation of a PPO cannot be entered against the respondent until they are legally served with the PPO and the Proof of Service is filed with the court.**

**NOTE: The PPO is in effect until it expires, or the court enters an order to change or end it. The PPO expires at 12:01 A.M. the morning of the date of expiration. You must not do anything that would encourage the respondent to violate the PPO before it expires or the court orders it to be terminated, (e.g. invite respondent over.)**

- 2) Your request for an ex parte PPO may be denied with the court setting a hearing date. This does not mean you cannot have a PPO, but instead, the judge wants to hear testimony from both parties before making a decision. **You will be emailed the denied ex parte order, a Notice of Hearing form, and Zoom information (if applicable) by the judge's clerk.**
  - It is **your responsibility** to arrange for the denied order and copies of all documents to be served to the respondent. Please (See Service Pg 11) to verify you are serving all necessary documentation to respondent. After service of documents, you must e-file a completed Proof of Service form with the court through MIFILE. (See Service Pg 11)
- 3) Your ex parte request may be denied. This means you will not get a PPO with the facts you have provided. **You will be emailed the denied order by the judge's clerk. PPO Office Staff and court staff cannot explain why a PPO was denied nor can they provide legal advice.**
  - If your PPO was denied you may:
    - File an appeal visit <http://courts.mi.gov/courts/coa> for more information.
    - Request a Hearing. You have 21 days from the date of judge's signature on the *Order Denying or Dismissing Petition for PPO (CC383)* to submit a request for a hearing with the court through MIFILE. A Request for Hearing form can be found by visiting: 
      - <https://www.oakgov.com/home/showpublisheddocument/17392/638237312558330000>
    - Re-file for a PPO. You must have **at least** one new allegation (not mentioned in your previous PPO submission) against the respondent to include in your Statement of Facts/Addendum.
    - Contact an attorney.

**INFORMATION ABOUT THE HEARING (IF A HEARING IS SCHEDULED)**

If you require special accommodation to use the court because of disabilities, please call 248-858-0345 immediately to make the request.

If you cannot attend your court hearing, you must call your judge's chambers to request an adjournment at least two business days prior to the hearing. If you fail to request adjournment in time, you must appear on the record to make your request. If you fail to appear for your hearing and do not request an adjournment, the court may dismiss your PPO Petition without further action.

If you have an **in-person** hearing scheduled:

1. Dress appropriately for court.
2. Get there 10 or 15 minutes early.
3. Be prepared to spend most of the morning or afternoon in court.
4. Bring all copies of your documents with you, including the *Personal Protection Order* form.
5. Bring paper and pen so you can take notes.
6. If you have any witnesses willing to testify, bring them with you also.
7. Go to the judge's courtroom on the scheduled day and time. Before entering the courtroom, silence your phone. Upon entering the courtroom, check in with the judge's clerk. Tell the clerk your name, that you are there for a hearing and that you are representing yourself. Have a seat on a bench in the courtroom and wait for your case to be called.

If you have a Zoom hearing scheduled:

1. It is your obligation and responsibility to ensure you have the equipment and networking needed for a successful call. Further, it is your responsibility to ensure that your connection works before your court date. If you will be using a tablet or phone for the hearing, install the Zoom app from the App Store (Apple) or Google Play Store (Android) prior to the call.
2. On the day of the hearing, dress appropriately for court. This is a formal matter and will be on the record.
3. Have all copies of your documents with you.
4. If you have any witnesses willing to testify, have them with you also.
5. Have paper and pen to take notes, if necessary.
6. Sit in a quiet location to avoid interference during the hearing.
7. Connect to the Virtual Courtroom five minutes prior to your scheduled proceeding:
8. • Desktop PCS and Laptops: Go to the Zoom website ([www.zoom.us](http://www.zoom.us))
  - Click on "Join a Call"
  - Join using Meeting ID (this can be found on the Notice of Hearing you received)• Tablets and Phones (Apple and Android):
  - Install the Zoom app from the App Store (Apple) or Google Play Store (Android) prior to the call. At the time of the call, launch the Zoom app and join using the Meeting ID you were provided on the Notice of Hearing
9. During the hearing, answer the judge's questions clearly and directly. If witnesses testify, ask them to tell the court what they saw or heard regarding your situation. If the other party is in court, he or she will also have a chance to speak. Do not interrupt. After the other party speaks, you will have another chance to talk.

**AFTER THE HEARING (IF A HEARING IS SCHEDULED)**

After the hearing:

- If the judge grants your PPO, the judge will complete the order and sign it. Provide your email address to the judge's clerk and verify that a copy will be e-mailed to you. After the order is signed, you must have the order served to the other party. (See Service Pg 11) Verify with the judge's clerk to see if they will serve the other party while he/she is in court and file a Proof of Service.

**NOTE: If a Clerk of the Court served and filed a Proof of Service for you, it is your responsibility to verify through MIFILE that the Proof of Service was filed to your case.**

- If the judge does not grant the order, he or she will state the reasons on the record and complete an Order Denying or Dismissing Petition for Personal Protection Order. The judge's clerk may provide you with a physical copy of the denied order or they may email it to you.

**WHAT IF I CHANGE MY MIND?**

If an Order has not yet been signed by the judge and you no longer want to get a PPO, please contact the PPO Office immediately at 248-303-1534 to notify them that you want to dismiss the PPO action.

- You will need to obtain your Case Number, judge's name, and chambers telephone number from the PPO Office.
- Immediately call your judge's chambers and notify them of your intent to dismiss.
- Immediately after your call to your judge's chambers, you must e-file a *Motion and Order to Dismiss Action for Personal Protection Order (CC378)* through MIFILE. For MIFILE instructions (See How To Register for MIFILE Pg 17)
  - Be advised your *Motion and Order to Dismiss Action for Personal Protection Order* may be denied and the PPO may be granted at the discretion of the judge.

To add anything or make changes to a PPO **BEFORE** the judge has signed it, you must complete and e-file an Amended Petition and/or Amended Addendum/Statement of Facts. Please contact the PPO Office immediately at 248-303-1534 to notify them that you want to make changes to your PPO request before the judge signs it.

- You will need to obtain your Case Number, judge's name, and chambers telephone number from the PPO Office.
- Immediately call your judge's chambers and notify them of your intent to file an Amended Petition and/or Amended Addendum/Statement of Facts.
- Follow any additional instructions provided by the judge's chambers.
- File your Amended Petition and/or Amended Addendum/Statement of Facts in MIFILE. For MIFILE instructions (See How To Register for MIFILE Pg 17))

**If you have been threatened, coerced, or otherwise forced to dismiss the PPO against your will, please call an advocate from HAVEN or Common Ground for help. Trained advocates are available to discuss your safety options. Contact information for HAVEN and Common Ground is on page 20.**

**SERVICE**

Service is the process of notifying the other party on your case that you have been granted a PPO against them or that the court has scheduled a hearing regarding the PPO Petition or Motion.

**In PPO matters, the moving party is responsible for arranging service & filing a [Proof of Service](#) with the court.**

**The Circuit Court and the PPO Office do not arrange for service on PPO matters.**

What documents get served?

1. If the court has granted a PPO and you received a signed copy of any of the following PPO forms: CC376, CC380, CC396, CC380M, CC396M, CC376M, the other party must be served with a copy of each of the following:
  - a. Petition with the Statement of Facts/Addendum and any evidence
  - b. Personal Protection Order
  - c. Custody and Parenting Time Worksheet (if applicable)
  - d. Verified Statement (if applicable)
2. If the court has denied the ex-parte PPO, but has set the matter for a hearing and you received a signed copy of the CC383, the other party must be served with a copy of each the following:
  - a. Petition with the Statement of Facts/Addendum and any evidence
  - b. Custody and Parenting Time Worksheet (if applicable)
  - c. Verified Statement (if applicable)
  - d. Notice of Hearing
  - e. Zoom Instructions (if applicable)
3. If you filed a Motion to an existing PPO case through MIFILE, the other party must be served with each of the following **AFTER** you receive a response from the judge:
  - a. If judge grants the motion **without** a hearing:
    - i. A copy of the Motion with any evidence/attachments
    - ii. The Order from the court that:
      1. Extends, Modifies or Terminates the PPO (if applicable).
        - a. If you filed a Motion to Extend, you must also serve the other party with a copy of the Extended PPO.
      2. Show Cause (if applicable).
      3. Allows Alternative Service (if applicable).
  - b. If judge sets the motion for a hearing:
    - i. A copy of the Motion with any evidence/attachments
    - ii. Notice of Hearing and Zoom Instructions (if applicable)
    - iii. Allows Alternative Service.
      1. After the hearing, the other party must be served with the Order from the court that:
        - a. Extends, Modifies or Terminates the PPO (if applicable).
        - b. Show Cause (if applicable).

To serve a Motion to Modify, Extend or Terminate a PPO, the other party must be served with:

1. A copy of the Motion.
  - If you are the respondent serving the Motion and the other party has a confidential address, see the Clerk's Office for service on the other party. The clerk's office WILL NOT give the confidential address to anyone.
  - A copy of the Notice of Hearing if it is a separate document.

## WHO IS RESPONSIBLE FOR SERVICE?

**In PPO matters, the moving party is responsible for arranging service.**

**The other party must be served either personally OR by registered mail, restricted delivery, return receipt requested.**

Personal Service is when physical copies of court papers are given to the other party.

- You cannot personally serve the other party yourself.
- You may have a friend or relative (18 years of age or older), who will not be a witness in your case, serve the documents for you.
- You can hire a process server or the [Oakland County Sheriff's Office Civil Unit](#) to personally serve for you. To arrange service by the Sheriff's Office Civil Unit call 248-452-9725 or email your service request to [civilunit@oakgov.com](mailto:civilunit@oakgov.com) The fee for service by the Civil Unit is based on federal standards and has a base rate, plus mileage to and from the point of service, and may be more if service is difficult. For any questions about fees and acceptable payment methods, call the Civil Unit.
- Note: Law Enforcement or a Clerk of the Court may verbally serve the other party when a PPO is signed or extended. If there is a hearing set, the other party **cannot** be verbally served.
- Once the documents are served to the other party, the person who served them must complete the [Proof of Service](#) form. If you had a process server, friend or relative serve the forms, his or her signature must be notarized by a notary public on the Proof of Service form. A notary public can be found at many banks, the UPS Store, or at the Clerk's Office.
  - The Proof of Service form does not need to be notarized if service was completed by the Civil Unit, a law enforcement officer or a Clerk of the Court. Once service has been done and the Proof of Service form is completed, the Proof of Service form must be returned to you.
- Upload the completed Proof of Service form to the Clerk's Office through MIFILE as soon as possible.
  - Instructions for uploading to [MIFILE](#) can be found on the Oakland County Clerk's Office [website](#).
  - For help with MIFILE, call 248-858-0582 option #3 OR take the completed Proof of Service form to the Clerk's Office e-Services Center for assistance with filing it to your case.

### Registered Mail, Restricted Delivery, Return Receipt Requested

This means that delivery of the envelope is restricted to the person to whom it is addressed.

- To serve the other party by registered mail, restricted delivery return receipt- go to the post office with the copies that need to be served and arrange for them to be mailed to the other party by registered mail, restricted delivery, return receipt requested.
- The other party will sign a green card (also called a return receipt) when they accept the envelope. You can choose to have the green card returned to you by mail or email.
  - Once you receive the green card, make sure the other party signed the green card.
  - Keep a copy of the green card for your records.
  - Fill out the Proof of Service form and sign it. Then, it must be notarized by a notary public.
  - Attach the original green card to the Proof of Service form.
  - Upload the Proof of Service form to the Clerk's Office through MIFILE as soon as possible.
    - If you need help with MIFILE, call 248-858-0582 option #3 OR take the Proof of Service form to the Clerk's Office e-Services Center for assistance with filing it to your case.

If the petitioner's address is filed confidentially with the court, you must contact the Clerk's Office at 248-858-0582 to request service on the other party. The Clerk's Office WILL NOT give the confidential address to anyone.

**Note: If law enforcement or a Clerk of the Court served and filed a Proof of Service for you, it is your responsibility to verify through MIFILE that the Proof of Service was completed properly and filed to your case.**

**EXAMPLE PROOF OF SERVICE FORM**

All highlighted areas must be completed

STATE OF MICHIGAN 6 <sup>th</sup> JUDICIAL CIRCUIT COUNTY OF OAKLAND	PROOF OF SERVICE	CASE NO. 20XX-XXXXXX-PX
1200 N. TELEGRAPH RD, PONTIAC, MI 48341		(248) 975-9511

1. I SERVED A COPY OF   Petition for Personal Protection Order/Stalking  
 Verified Statement  
 Notice of Hearing  
 Personal Protection Order/Personal Protection Order Stalking  
 Motion and Order to Show Cause for Violation of a Personal Protection Order  
 Motion to Modify/Extend/Terminate Personal Protection Order  
 Petition/Order Appoint Next Friend  
 Order Modify/Extend/Terminate Personal Protection Order  
 Order Deny/Dismiss Personal Protection Order  
 Other \_\_\_\_\_

**Check the box beside all of the items served to the other party**

2. The Name of the Person the Papers Were Served To  
 Example: John Doe  
 NAME OF PERSON SERVED \_\_\_\_\_ Complete Mailing Address of Where The Person Was Served  
 Example: 1212 Main Street, Pontiac, MI 48341  
 COMPLETE ADDRESS WHERE PERSON WAS SERVED \_\_\_\_\_  
 Example: Monday, 01/02/24 2 p.m.  
 DAY, DATE, TIME \_\_\_\_\_

3. by  personal service or  
 registered mail, restricted delivery (copy of return receipt attached):  
 or  
 Respondent was verbally notified by  law enforcement officer  clerk of the court of:  
 • the existence of the Personal Protection Order,  
 • the conduct prohibited by the Personal Protection Order,  
 • the penalties for violating the Personal Protection Order and  
 • where the respondent can obtain a copy of the Personal Protection Order.

**If box 4a is checked, this form must be notarized**

4. a. Being 1<sup>st</sup> duly sworn, I am:  
 A legally competent adult who is not a party or an officer of a corporate party:  
 PLEASE HAVE FORM NOTARIZED  
 or  
 b. I am:  
 A sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR2.104(A)(2)],

The person who is serving the other party print's their name here  
 NAME OF PERSON COMPLETING SERVICE (Type or Print) \_\_\_\_\_ The person who is serving the other party signs their name here  
 SIGNATURE OF PERSON COMPLETING SERVICE \_\_\_\_\_  
 Subscribed and sworn to before me on \_\_\_\_\_ Date \_\_\_\_\_ County, Michigan  
 My commission expires: \_\_\_\_\_ Date Signature: \_\_\_\_\_  
 Notary Public

**COMPLETE ONLY IF YOU CAN'T FIND THE PERSON**  
 After diligent search and inquiry, I have been unable to find and serve the respondent/petitioner. I have made the following efforts in attempting to serve process: \_\_\_\_\_

**ACKNOWLEDGMENT OF SERVICE**  
 I acknowledge that I received a copy of the documents checked off in Number 1 (above):  
 Example: Monday 01/02/24 2 p.m.  
 Day, date, time \_\_\_\_\_ Signature of the person being served \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Printed name of the person being served \_\_\_\_\_  
 Print full name \_\_\_\_\_

**The person being served completes the Acknowledgment of Service**  
 Ppo-pro 1 (12/10)

**WHEN COURT DOCUMENTS CANNOT BE SERVED**

Sometimes court documents cannot be served because the address or telephone number of the person to be served is wrong or the whereabouts of the person to be served are unknown.

A signed PPO is valid even if the respondent hasn't been served; however, as the petitioner, you cannot file a violation with the court until the respondent has been served and the Proof of Service has been filed to your case.

A hearing on a PPO matter cannot be held until it can be proven to the court that both parties know about the hearing or that every effort was made to serve the court papers. If the other person's copy of the court papers is returned to you as undeliverable through Registered Mail or the person you hired to perform service has tried to serve the other party at least **three** times and was unsuccessful, you may request permission for Alternate Service.

**Note: The court may permit alternate service after one failed service attempt if there are extenuating circumstances.**

Alternate Service means the court may permit service in another manner that could reasonably give actual notice of the Order or proceedings to the other party.

To request permission for Alternate Service, complete a Motion and Verification for Alternate Service form **and** prepare an Order Regarding Alternate Service. The forms for the [Motion and Verification for Alternate Service \(MC303\)](#) and [Order Regarding Alternate Service \(MC304\)](#) can be found on the Oakland County website [www.oakgov.com](http://www.oakgov.com) by searching for the specific forms.

If you have any questions on how to complete the forms, contact the PPO Office at 248-303-1534.

You will need to submit the Motion and Verification for Alternate Service, Order Regarding Alternate Service, and the Proof of Service(s) showing the failed service attempt(s) electronically to the court through MIFILE.

Approximately 24-48 hours after you've successfully submitted your motion to MIFILE, you should receive a response from the judge in MIFILE. If you do not see a response, call e-filing at 248-858-0582 option #3.

After you've received a signed Order from the judge approving alternative service, you may arrange for service by the new method (which will be indicated on the order you receive from the judge). Once service is completed, file your Proof of Service to your case through MIFILE.

**Note: The PPO Office is unable to assist with MIFILE. If you have questions about MIFILE or need assistance with MIFILE, call e-filing at 248-858-0582 option #3.**

## HOW TO CHANGE, EXTEND, OR END A PPO

[A Motion to Modify/Extend or Terminate a Personal Protection Order \(CC379\)](#) is used to change something on your existing PPO, extend your PPO that is expiring soon or terminate your PPO.

- Motion to Extend
    - The expiration date of your PPO is clearly marked on your order. This is the date the PPO will no longer be in effect. It is important that you make a note of this date. The PPO will not automatically extend. You must file a Motion to Extend to request an extension.
    - It is recommended you file your motion no more than 30 days before the expiration date, but you **must** file and have your motion accepted at least 3 days BEFORE it expires.
    - **NOTE: If your motion requires a hearing and you file the motion 3 days before the PPO expires, your PPO may expire before the matter can be heard.**
  - Motion to Modify
    - To make any changes to a PPO AFTER the judge has signed it, you must file a Motion to Modify.
  - Motion to Terminate
    - If you are the petitioner and you want to terminate a PPO, you must file a Motion to Terminate.
    - If you are the respondent and you have been served with a PPO that you want to terminate, you must file a Motion to Terminate.
      - You have 14 days from the date you were served to file a Motion to Terminate unless you are able to provide good cause to the court for filing your motion after that time frame.
  - To Obtain the *Motion to Modify/Extend/Terminate (CC379)* form, visit:
    - <https://www.oakgov.com/home/showpublisheddocument/17392/638237312558330000>
- Complete the motion and sign it. If you have any evidence (such as a police report or pictures) you must upload them with the motion. If you have paper evidence or evidence on your phone (See Instructions for Genius Scan Pg 4 & 5)
- You must e-file the completed motion in [MIFILE](#). For MIFILE registration instructions and quick tips (See How to Register for MIFILE Pg 17)
    - After you've uploaded your motion, you will need to monitor your MIFILE account to receive a Notice of Hearing from the judge.
      - The other party must be served the Motion, Notice of Hearing and any evidence you submitted at least seven (7) days before the hearing date.
      - You are also required to upload the Proof of Service to MIFILE prior to the hearing date.
      - For additional information on Service, (See Service Pg 11)
  - **NOTE: The other party must be personally served. PPO documents cannot be e-served through MIFILE.**

## HOW TO FILE A VIOLATION OF A PPO WITH THE COURT

[A Motion to Show Cause for Violating Valid Personal Protection Order\(CC382m\)](#) and an *Order to Show Cause for Violating Valid Personal Protection Order (CC382o)* may be filed if **all** of the following have happened:

- Respondent has been served with the PPO.
- A Proof of Service has been filed with the court
- You believe respondent has violated the terms of the order.

If you filed a police report about the violation or if you notified the police about a violation and the respondent wasn't arrested, you must also file a *A Motion to Show Cause for Violating Valid Personal Protection Order(CC382m)* and an *Order to Show Cause for Violating Valid Personal Protection Order (CC382o)* to notify the court of the violation. A police report is not required for the judge to enter an order; however, if you filed a report and want the judge to read it, you must include a copy with your violation paperwork.

To file a violation with the court:

- Visit <https://www.icle.org/contentfiles/scao/cc382.pdf> to obtain forms for a *Motion to Show Cause for Violating Valid Personal Protection Order(CC382m)* and an *Order to Show Cause for Violating Valid Personal Protection Order (CC382o)*.
- Complete both forms.
- Have your signature notarized on the Motion form. A notary public can be found at many banks, the UPS Store, or at the Clerk's Office.
- If you have any evidence (such as a police report or pictures) you must upload them with the motion. If you have paper evidence or evidence on your phone, you can scan them using your phone and the free cell phone application, Genius Scan. (See Instructions for Genius Scan Pg 4 & 5)
- You must e-file the completed *Motion to Show Cause for Violating Valid Personal Protection Order (CC382m)* and an *Order to Show Cause for Violating Valid Personal Protection Order (CC382o)*, and any evidence, in [MIFILE](#). For MIFILE registration instructions and quick tips (See How To Register for MIFILE Pg 17)
  - After you've uploaded your motion and Proposed order, you will need to monitor your MIFILE account to receive a Notice of Hearing from the judge.
    - The other party must be served with the Motion, Order, any evidence and the Notice of Hearing at least seven (7) days before the hearing date.
    - You are also required to upload the Proof of Service to MIFILE prior to the hearing date.
    - For additional information on Service, (See Service Pg 11)
- **NOTE: The other party must be personally served. PPO documents cannot be e-served through MIFILE.**

## HOW TO REGISTER FOR MIFILE

After an initial PPO is filed, all subsequent filings must be submitted to the court through MIFILE.

Complete ALL steps on Pages 17, 18 and 19 of this booklet. If you do not complete all steps, your account will not be setup properly and you may not receive notification and orders from the court.

Please visit the [Clerk's Office e-filing page](#) for more information, quick tips and common e-filing rejection reasons.

### Sign Up/Register

1. To register for MIFILE visit <https://mifile.courts.michigan.gov/login>.
2. Use the Sign Up link at the bottom of the page.
3. Complete the user information fields and create a password.

### Select a Role

1. If you are representing yourself, select "I am Filing for Myself (Pro Se)".
2. If you are an attorney, select that role and complete the required fields.
3. If none of the roles are applicable, such as support staff, paralegal, etc., do not select a role. You will be prompted to select a filer, such as an attorney to whom you are connected, when you eFile your documents.

The screenshot shows the "Sign Up for MiFILE" registration form. On the left side, there are several input fields: "Email Address \*", "First Name \*", "Last Name \*", "Firm/Organization", "Address (Line 1) \*", "Address (Line 2)", "City \*", "State/Province \*" (with a dropdown menu), "Zip Code \*", "Password \*", and "Confirm password \*". An information icon (i) is located next to the password field. On the right side, there is a text block explaining the benefits of signing up and a list of three user roles with checkboxes: "I am Filing For Myself (Pro Se)", "I am a Court Reporter", and "I'm an Attorney in one or more States". A dark blue "Sign Up" button is positioned at the bottom right of the form.

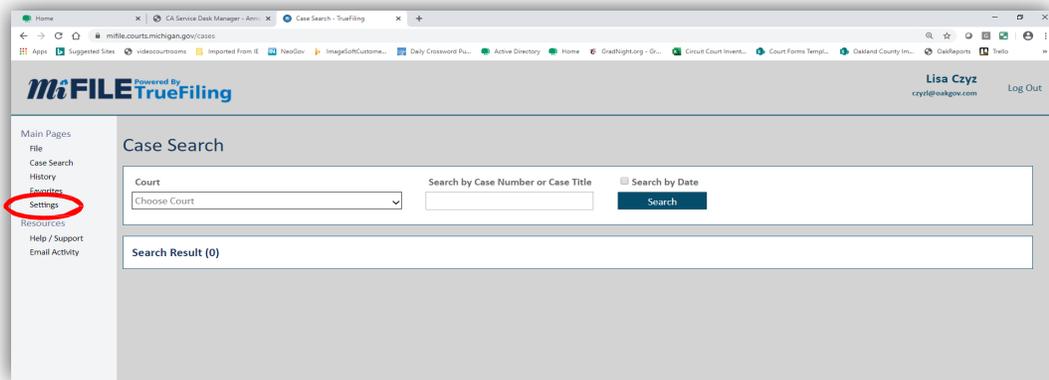
### Complete Sign Up

1. Select Sign Up.
2. You will be sent an email with a link to confirm the email address you have provided.
3. Once the email link has been confirmed, you will be able to sign in using your email address and the password you created.

## HOW TO REGISTER FOR MIFILE CONTINUED

### Establish Your Settings

1. Upon logging in, you will see the home page below:



2. Under Settings there are four sections for consideration:
  - My Information –
    - Contains all the information provided at sign up and allows for modification.
    - Please provide a phone number.
    - You can modify passwords and roles in this section.
  - Connections –
    - Connections allow you to file on someone’s behalf, share filing history, and share credit card information, if applicable.
    - A connection is within a firm or office, like secretary to attorney. It is not Facebook – you don’t want to connect with friends.
    - A connection is a two-way street. A connection request must be sent and accepted to be established.
  - Payment Accounts –
    - There is no charge to e-file. You are not required to have a credit card on file unless your filing requires a statutory filing fee. There is no fee for PPO-related filings.
    - If you submit for filing a document or pleading that requires a statutory fee, then you must have a credit card for payment. Credit card information would be added/updated here.
    - If you are exempt from paying the fee, you can select that option at the time of checkout.
  - Notification Settings –
    - Notifications are updates on the status of your filings which are managed by you.
    - Notifications are not the same as service.
    - They can be sent to yourself via email and/or text.
    - You can also have them sent to a connected person.
    - At minimum, keep the **Rejected** notification, so that you are notified of any rejections by the Clerk’s Office; so documents can be corrected by you and resubmitted in a timely fashion.

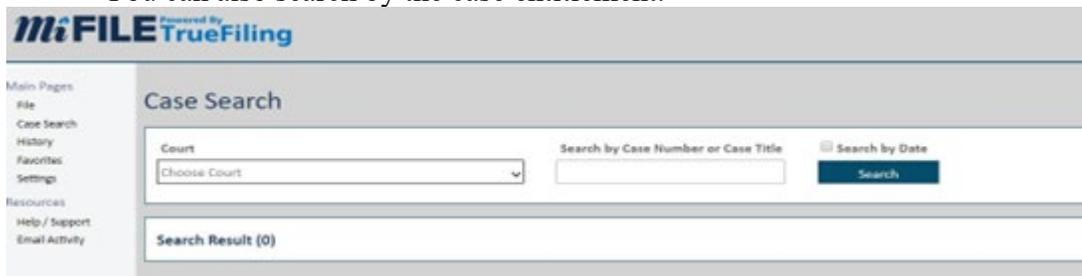
## HOW TO REGISTER FOR MIFILE CONTINUED

### Service/Case Contacts

Electronic service is completed by the Court using MIFILE. You are added as a case contact automatically when you e-file a document. However, the Court may be trying to serve you before that time.

• **The other party must be personally served. PPO documents cannot be e-served through MIFILE.**

1. Select the Court – MI Oakland County 6<sup>th</sup> Circuit Court.
2. Search for the case, using **one** of the following methods:
  - The full case number with the four-digit year.
    - Example 22-000000-PP would be entered as 2022-000000-PP
  - The 6 digits in the middle.
    - Example 22-000000-PP would be entered as 000000
  - You can also search by the case entitlement.

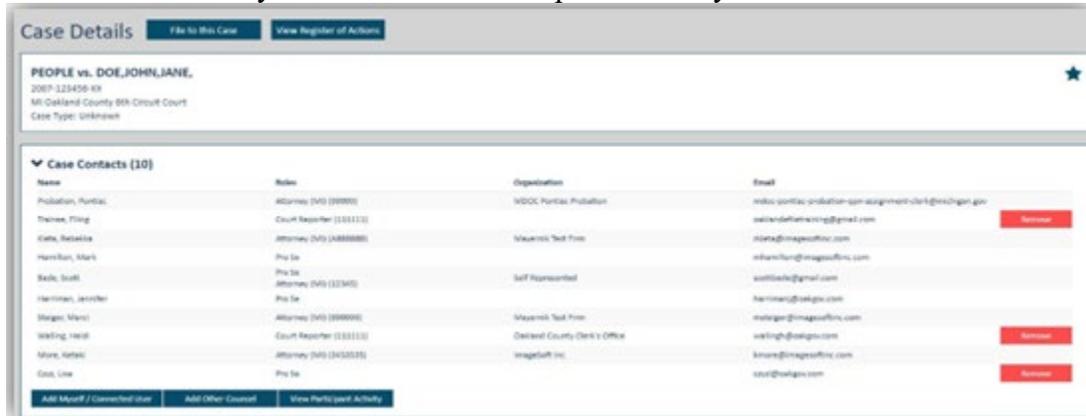


3. Click on the case under Search Results.



Case Number	Court	Case Title	Date
2007-123456-03	MI Oakland County 6th Circuit Court	PEOPLE vs. DOE,JOHN,JANE	6/16/2007 9:33:41 AM

4. Click on the Add Myself/Connected User option to add yourself as a contact to the selected case.



Name	Role	Organization	Email
Probatore, Patricia	Attorney (476) (99999)	WDCI, Patricia Probatore	patrick.probatore@washington.gov
Thomas, Fling	Court Reporter (111111)		oaklandfling@gmail.com
Calks, Rebecca	Attorney (476) (488888)	Waynes, Test Firm	rcalks@magsoffice.com
Harrison, Mark	Pro Se		markh@magsoffice.com
Bede, Scott	Pro Se	Self Represented	scottbede@gmail.com
Harrison, Jennifer	Pro Se		jenharr@oakgov.com
Morgan, Marc	Attorney (476) (99999)	Waynes, Test Firm	mmorgan@magsoffice.com
Welling, Heidi	Court Reporter (111111)	Oakland County Clerk's Office	hwelling@oakgov.com
Moore, Robert	Attorney (476) (443333)	Magsoft Inc.	rmoores@magsoffice.com
Case, Lisa	Pro Se		lisa@oakgov.com

Other options:

- File Into This Case – allows you to proceed to eFile and/or serve a document within this case.
- View Register of Actions – directs you to Court Explorer, Oakland County’s online access to view the register of actions or order documents that are already filed with the Clerk’s Office.

**Note: The PPO Office is unable to assist with MIFILE. If you have questions about MIFILE or need assistance filing to your case in MIFILE, call e-filing at 248-858-0582 option #3.**

INFORMATIONAL RESOURCES

**Personal Protective  
Orders  
and  
Additional  
Safety Planning**



**Responding to Your  
Safety Needs**

We know how difficult it is for victims of domestic violence, sexual assault and stalking to reach out for help and how isolated many of you may have become. We want to help you enlarge your support base and work with you for your safety if you will allow us to. All of your concerns will be addressed in a confidential matter.

**Please call our crisis and support line:  
24 hours a day/7 days a week  
248-334-1274 or 877-922-1274  
TTY 248-334-1290**

**OUR VISION  
TO ERADICATE SEXUAL ASSAULT AND INTIMATE PARTNER  
VIOLENCE AND HEAL THOSE AFFECTED BY ITS INJUSTICE.**

COUNSELING SERVICES | EMERGENCY SHELTER | COURT ADVOCACY  
PREVENTION EDUCATION | PPO SERVICE | COMMUNITY RESOURCES

SEXUAL ASSAULT EXAMS WITHIN 5 DAYS OF ASSAULT  
STRANGULATION EXAMS UP TO 30 DAYS FOLLOWING ASSAULT

**TOLL-FREE CRISIS & SUPPORT 248.334.1274**  
CHAT WITH A CRISIS SPECIALIST AT  
[www.haven-oakland.org](http://www.haven-oakland.org)

**LIVE WITHOUT FEAR**



**VICTIM  
ASSISTANCE  
PROGRAM**

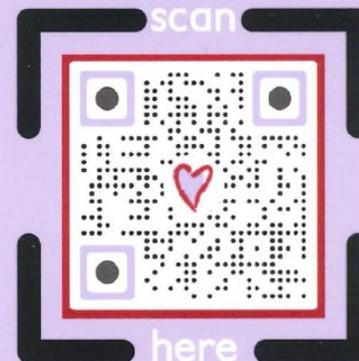
*Helping victims and their families  
in the aftermath of a crime.*

All of our Services are  
Confidential & Free of Charge

**Call 248.451.2622 for Help**  
[CommonGroundHelps.org](http://CommonGroundHelps.org)



Advocates support victims and their families in the aftermath of their victimization using nonjudgmental, informational, and practical support. The Victim Assistance Program partners with victims and survivors to assist in the steps following their victimization.



**INFORMATIONAL RESOURCES CONTINUED**



**CENTRO MULTICULTURAL  
La Familia**

*We create belonging  
by transforming  
barriers into bridges*

**EMPOWER  
ADVOCATE  
HEAL**

**Looking for support?  
We can help!**

-  Emotional Support for Adults, Families, and Children
-  Information and Referral to Community Resources
-  Free Assistance to Survivors of Violence, Abuse and Crimes
-  Bilingual staff, Translations, Interpretations
-  Workshops and Lifeskills Classes
-  Medicaid, Food Stamps and Cash Assistance Application



 35 W Huron St. Suite 100  
Pontiac, MI 48342

 +1 (248) 858 7800

WEB [www.centromulticultural.org](http://www.centromulticultural.org)

 [facebook.com/centromulticultural](https://facebook.com/centromulticultural)

 [www.radiocmf.org](http://www.radiocmf.org)



**CENTRO MULTICULTURAL  
La Familia**

*Creamos un sentido de  
pertenencia al convertir  
barreras en puentes*

**EMPOWER  
ADVOCATE  
HEAL**

**¿Necesitas apoyo?  
¡Podemos ayudarte!**

-  Apoyo emocional para adultos, familias y niños
-  Información y enlace a recursos de la comunidad
-  Asistencia sin costo para sobre-vivientes de violencia y abuso
-  Personal bilingüe, traducción e interpretación
-  Asistencia para aplicación de Medicaid y SNAP
-  Clases de inglés y de habilidades para la vida



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Pontiac, MI 48342

 +1 (248) 858 7800

WEB [www.centromulticultural.org](http://www.centromulticultural.org)

 [facebook.com/centromulticultural](https://facebook.com/centromulticultural)

 [www.radiocmf.org](http://www.radiocmf.org)



**INFORMATIONAL RESOURCES CONTINUED**

**1. OAKLAND COUNTY PERSONAL PROTECTION ORDERS**

The Oakland County Personal Protection Order (PPO) website provides instruction on filing a PPO with Oakland County, as well as an Index of SCAO Approved Forms for Use in Personal Protection Proceedings and other forms required by Oakland County for use in various types of Personal Protection Orders.

<https://www.oakgov.com/government/courts/circuit-court/family-division/personal-protection-orders>

**2. MICHIGAN LEGAL HELP**

The Michigan Legal Help website provides a Do-It-Yourself PPO Tool to help you create all the forms necessary for filing a PPO with Oakland County. The website also provides additional information and resources about Personal Protection Orders.

<https://michiganlegalhelp.org/resources/personal-protection-orders>

**3. MICHIGAN DOMESTIC VIOLENCE BENCHBOOK-CHAPTER 5**

The Domestic Violence Benchbook provides information on Personal Protection proceedings and other information on Domestic Violence law.

[https://www.courts.michigan.gov/4a2700/siteassets/publications/benchbooks/dvbb/dvbbresponsive.html5.zip/index.html#t=DVBB%2FCover\\_and\\_Acknowledgments%2FDomestic\\_Violence\\_BenchbookFourth\\_Edition-ug1z.htm](https://www.courts.michigan.gov/4a2700/siteassets/publications/benchbooks/dvbb/dvbbresponsive.html5.zip/index.html#t=DVBB%2FCover_and_Acknowledgments%2FDomestic_Violence_BenchbookFourth_Edition-ug1z.htm)

**4. LOW-COST LEGAL SERVICES:**

Oakland Mediation Center: (248)338-4280, ext. 211

Lakeshore Legal Aid: (888) 783-8190

Oakland County Bar Association Lawyer Referral Service: (248) 338-2100 <https://lrs.michbar.org/>