



Request to Modify/Terminate WVRO Step 2 Packet

Sacramento Superior Court
Civil Self-Help Services

Forms to serve on the other party AFTER you request a modification or termination of the permanent order.

The following form must be served on the other party and is included in this packet. You do not need to keep a copy of this form.

WV-620 — Response to Request to Modify/Terminate WVRO

The forms you already filed with the court must also be served on the other person. If you are picking this packet up from the court, they will be attached at the end.

WV-600 — Response to Request to Modify/Terminate WVRO

WV-610 — Notice of Hearing on Request to Modify/Terminate WVRO

If you are the restrained person: Have the protected person **personally served** with the above forms. This is not a justification for you to violate the existing restraining order. Anyone who is over 18 can serve the protected person for you. They will complete the attached form below. More info on page 2.

WV-200 — Proof of Personal Service.

If you are the protected person: Have the restrained person **served by mail** with the above forms. The Sheriff's Civil Bureau **will not** serve anything that can be served by mail. Anyone who is over 18 can mail the forms by first-class mail for you. The person mailing the documents will complete the attached form below. If you bring postage (stamps or pre-paid envelope), Civil Self-Help Services can do the service by mail, and fill out the Proof of Service by Mail (**WV-250**) for you.

WV-250 — Proof of Service by Mail.

You must serve a copy of everything you filed with the court (including attachments) on the other person.

If you are the restrained person:

You are responsible for having the protected person (the person who filed the restraining order against you) personally served with a copy of everything listed on the front page **at least 5 court days before the hearing**. Any adult who is not protected by the order can personally hand the copies to the protected person. Service **cannot** be completed by certified mail.

Sacramento Sheriff's Civil Bureau: If the person lives in Sacramento County, you may have the Sacramento Sheriff's Civil Bureau serve them. You will need to have at least one (1) address where you think the person might be between the hours of 9:00 AM and 3:00 PM. The Sacramento Sheriff's Civil Bureau **will not** look up addresses for you.

The Sacramento Sheriff's Civil Bureau charges \$50.00 to serve, but that fee can be waived. The Court may order it waived with a Fee Waiver and Order (**FW-001 & FW-003**).

Online: You can submit requests for service to the Sheriff's Civil Bureau online. Find more information about this process at the e-SERVICES PORTAL: civil.sacsheriff.com/Portal/.

In Person: Public counter hours are Monday through Friday, 9:00 AM to 3:00 PM, excluding holidays. A drop box is available 8:00 AM to 5:00 PM in front of the Civil Bureau Office.

**Sacramento Sheriff's Civil Bureau
2969 Prospect Park Drive, Suite 200
Rancho Cordova, CA 95670**

Kiosk: You may submit requests to serve to the Sheriff's Civil Bureau by using the kiosk in the lobby of the Civil Bureau office. The kiosk is available during public counter hours.

You must get your forms to the Sheriff's Civil Bureau a **minimum of 15 days prior to the last day for service**.

If you have questions about the above information,
please contact the Sacramento Sheriff's Civil Bureau office:



(916) 875-2665



sacsheriff.com/pages/civil_bureau.php

FILING FEE: There is no filing fee for Step 2.

FILING AND COPIES: The original plus one (1) copy (2 total) of the Proof of Service (**WV-200** if you are the restrained person and **WV-250** if you are the protected person) needs to be filed with the Court before the hearing date. The court cannot make copies for you at the filing window. A public copy machine is available in Room 102 at 720 9th Street. Copies cost 0.25 cents per page. The machine takes cash only.

WHERE TO FILE:

| IN PERSON | BY MAIL |
|---|--|
| <p>Civil Filing Counter 720 9th Street, Rm. 102, Window 10 Sacramento, CA 95814</p> <p>Monday – Friday 8:30 am – 4:00 pm</p> | <p>Sacramento Superior Court 720 9th Street, Rm. 102, Sacramento, CA 95814</p> |

If you need help filling out these forms,
contact Civil Self-Help Services.

✉ civilselfhelp@saccourt.ca.gov ☎ 916-874-1421

| MON | TUE | WED | THU | FRI |
|---------------------|---------------------|---------------------|------------------|---------------------|
| 8:30 AM- Noon | 8:30 AM- Noon | 8:30 AM- Noon | 8:30 AM- Noon | 8:30 AM- Noon |
| 1:30 PM- 4:00 PM | 1:30 PM- 4:00 PM | 1:30 PM- 4:00 PM | CLOSED PM | 1:30 PM- 4:00 PM |

Response to Request to

Modify **Terminate**

Workplace Violence Restraining Order

Use this form to respond to the *Request to Modify or Terminate Workplace Violence Restraining Order* (form WV-600).

- Fill out this form and then take it to the court clerk.
- Have someone age 18 or older—**not you**—mail a copy of this form and any attached pages to the other party at the address in (2) below. Use form WV-250, *Proof of Service of Response by Mail*.

Clerk stamps date here when form is filed.

Fill in court name and street address:

Superior Court of California, County of

Sacramento

720 9th Street

Sacramento, CA 95814

Fill in case number:

Case Number:

(1) Party Filing Response

a. Your Full Name: _____

b. **Petitioner** **Respondent**

Your Lawyer (*if you have one for this case*):

Name: _____ State Bar No.: _____

Firm Name: _____

c. Your Address (*If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or e-mail. Law enforcement officer, give agency information.*)

Address: _____

City: _____ State: ____ Zip: _____

Telephone: _____ Fax: _____

The court will consider your response at the hearing. Write your hearing date, time, and place from form SV-610 item (3) here.

Hearing → Date: _____
Date Time: _____

Dept.: _____ Room: _____

(2) Other Party

Full Name: _____

Address: _____

City: _____ State: ____ Zip: _____

E-Mail Address: _____

(3) Response

a. I agree to the **Modification** **Termination** of the order.

b. I do not agree to the **Modification** **Termination**

(Specify why you disagree in item (4) on page 2.)

c. I agree to the following orders (*specify below or in item (4) on page 2*):



4 Reasons I Do Not Agree to the Modification Termination

Check here if there is not enough space below for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 4—Reasons I Disagree" as a title. You may use form MC-025, Attachment.

Date: _____

Lawyer's name, if you have one ▶ _____
Lawyer's signature

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print your name ▶ _____
Sign your name

To the Party Filing This Response:

Have someone age 18 or older—**not you**—mail a copy of this completed form WV-620 to the other party or to the other party's lawyer, if any. This is called "service by mail." The person who serves the form by mail must fill out form WV-250, *Proof of Service of Response by Mail*. Have the person who did the mailing sign the original. Take the signed original proof-of-service form back to the court clerk or bring it with you to the hearing.

Clerk stamps date here when form is filed.

1 Petitioner (Employer)

Name: _____

2 Employee in Need of Protection

Name: _____

3 Respondent (Person From Whom Protection Is Sought)

Name: _____

4 Notice to Server

The server must:

- Be 18 years of age or older.
- Not be listed in items ①, ②, or ④ of Form WV-100.
- Give a copy of all documents checked in ⑤ below to the respondent. (You cannot send them by mail.) Then complete and sign this form and give or mail it to the petitioner.

Fill in court name and street address:

Superior Court of California, County of Sacramento720 9th Street
Sacramento, CA 95814

Court fills in case number when form is filed.

Case Number:**PROOF OF PERSONAL SERVICE****5** I gave the respondent a copy of the forms checked below:

- a. WV-109, *Notice of Court Hearing*
- b. WV-110, *Temporary Restraining Order*
- c. WV-100, *Petition for Workplace Violence Restraining Orders*
- d. WV-120, *Response to Petition for Workplace Violence Restraining Orders* (blank form)
- e. WV-120-INFO, *How Can I Respond to a Petition for Workplace Violence Restraining Orders?*
- f. WV-130, *Workplace Violence Restraining Order After Hearing*
- g. WV-250, *Proof of Service by Mail* (blank form)
- h. WV-800, *Receipt for Firearms and Firearm Parts* (blank form)
- i. Other (specify): _____

6 I personally gave copies of the documents checked above to the respondent

- a. On (date): _____ b. At (time): _____ a.m. p.m.
- c. At this address: _____
City: _____ State: _____ Zip: _____

7 Server's Information

Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

(If you are a registered process server):

County of registration: _____ Registration number: _____

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

*Type or print server's name*_____
Server to sign here

Clerk stamps date here when form is filed.

1 Petitioner (Employer)

Name: _____

2 Employee in Need of Protection

Name: _____

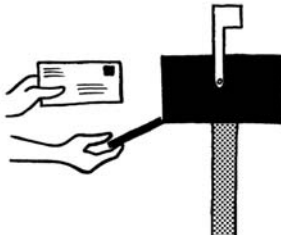
3 Respondent (Person From Whom Protection Is Sought)

Name: _____

4 Notice to Server

The server must:

- Be 18 years of age or older.
- Be a resident of or employed in the county where the mailing took place.
- Not be the respondent.
- Mail a copy of all documents checked in **5** below to the petitioner or the petitioner's lawyer.
- Complete and sign this form and give it to the respondent.



Fill in court name and street address:

Superior Court of California, County of

Sacramento

720 9th Street
Sacramento, CA 95814

Fill in case number:

Case Number: _____**PROOF OF SERVICE BY MAIL****5** I am 18 years of age or older and not a party to this proceeding. I live or am employed in the county where the mailing took place. I mailed the petitioner or the petitioner's lawyer a copy of:

- a. Form WV-120, *Response to Petition for Workplace Violence Restraining Order* (completed)
- b. Other (specify): _____

6 I placed copies of the documents listed above in a sealed envelope and mailed them as described below:

- a. Mailed to (name): _____
- b. To this address: _____
City: _____ State: _____ Zip: _____
- c. On (date): _____ Mailed from: City: _____ State: _____

7 Server's Information

Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

(If you are a registered process server):

County of registration: _____ Registration number: _____

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

*Type or print server's name*_____
Server to sign here