



# Request to Renew WVRO Step 2 Packet

Sacramento Superior Court  
Civil Self-Help Services

Forms to serve on the other party AFTER you request renewal of the existing 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-720 — Response to Request to Renew 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-700 — Request to Renew WVRO

WV-130 — Workplace Violence Restraining Order After Hearing

WV-710 — Notice of Hearing on Request to Renew WVRO

The deadline for service is on page 2 of WV-710. The Court will fill in the number of days before the hearing that the restrained party must be served with the above forms. (pictured below)

**5 Service and Response**

Someone age 18 or older—**not you or anyone else protected by the restraining order**—must personally serve (give) a copy of the following forms on the respondent at least \_\_\_\_\_ days before the hearing.

- WV-700, *Request to Renew Restraining Order*;
- WV-710, *Notice of Hearing to Renew Restraining Order* (this form);
- WV-720, *Response to Request to Renew Restraining Order* (blank copy);
- WV-130, the current *Workplace Violence Restraining Order After Hearing* for which renewal is requested.

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.

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

## Service on the restrained person:

You are responsible for having the restrained person personally served with a copy of everything listed on the front page **THE NUMBER OF DAYS SPECIFIED ON WV-710**. 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.

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/](http://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](http://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**) 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 9<sup>th</sup> Street. Copies cost 0.25 cents per page. The machine takes cash only.

**WHERE TO FILE:**

IN PERSON	BY MAIL
<p><b>Civil Filing Counter</b> 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@saccourtca.gov](mailto:civilselfhelp@saccourtca.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

**Use this form to respond to the Request to Renew Restraining Order (Form WV-700)**

- Fill out this form and then take it to the court clerk.
- Have someone age 18 or older—**not you**—serve the petitioner by mail with a copy of this form and any attached pages. (Use Form WV-250, Proof of Service of Response by Mail.)

Clerk stamps date here when form is filed.

**1 Petitioner (Employer)**

Name: \_\_\_\_\_

**2 Employee (Protected Person)**

Name: \_\_\_\_\_

**3 Respondent (Restrained Person)**

a. Your Name: \_\_\_\_\_

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

Name: \_\_\_\_\_ State Bar No.: \_\_\_\_\_

Firm Name: \_\_\_\_\_

b. Your Address (you may give a mailing address if you want to keep your street address private; skip this if you have a lawyer):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Court name and street address:  
**Superior Court of California, County of Sacramento**  
  
 720 9th Street  
 Sacramento, CA 95814

Fill in case number:  
**Case Number:** \_\_\_\_\_

The court will consider your *Response* at the hearing. Write your hearing date, time, and place from Form CH-710 item **4** here.

**Hearing Date** → Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

Dept.: \_\_\_\_\_ Room: \_\_\_\_\_

**You must continue to obey the current restraining order until the hearing.** At the hearing, the court can extend the order against you for up to another three years.

**4 Response**

- a.  I agree to extend the order.
- b.  I do not agree to extend the order.
- c.  I agree to the following order instead (specify below):

Check here if there is not enough space for your answer. Attach a sheet of paper and write "Attachment 4c—Order Requested" for a title. You may use Form MC-025, Attachment.

\_\_\_\_\_

\_\_\_\_\_

d.  I ask the court not to renew the order for the following reasons (specify below):

Check here if there is not enough space for your answer. Put your complete answer on the attached sheet of paper or Form MC-025 and write "Attachment 4d—Reasons Not to Renew," for a title.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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*

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 Sacramento**720 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*