



# Workplace Violence Restraining Order (WVRO) Step 2 Packet

Sacramento Superior Court  
Civil Self-Help Services

Forms to serve on the person  
you want protection from **AFTER** you  
file your initial request for protection.

**The following BLANK forms must be served on the person you want protection from, and they are included in this packet. You do not need to keep a copy of these forms.**

- WV-120-INFO** — How Can I Respond to a Workplace Violence Restraining Order
- WV-120** — Response to Request for Workplace Violence Restraining Order
- WV-800-INFO** — How Do I Turn In, Sell, or Store My Firearms and Firearm Parts?
- WV-800** — Receipt for Firearms and Firearm Parts
- WV-250** — Proof of Service of Response by Mail

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

- WV-100** — Request for Workplace Violence Restraining Order
- WV-109** — Notice of Court Hearing
- WV-110** — Temporary Restraining Order

**ORDERS CANNOT BE  
ENFORCED UNTIL SERVED.**

**You must serve a copy of everything you filed with the court (including attachments) on the person you want protection from.**

## **SERVICE ON THE RESPONDENT**

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

**Sacramento Sheriff's Civil Bureau:** If the respondent 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 respondent 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. The Court may order it waived on **WV-110**.

**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)

**SERVICE ON THE RESPONDENT (cont.)**

**Friend or Family Member:** Anyone over the age of 18, and not protected by the order can serve the forms for you. After this person serves the forms, they need to complete and sign a Proof of Personal Service (**WV-200**) not included with this packet.

**Process Server:** If you cannot locate the person for service, you can hire a process server to find them and serve them. These fees cannot be waived by the Court.

**FILING PROOF OF SERVICE:** If you have the Sheriff’s Civil Bureau serve the respondent, they will send proof of service to the court, and a copy to you.

If you had a friend or family member serve the respondent, they will need to fill out and sign **WV-200**. Make sure you or the person who did the service check the boxes next to each of the forms that were served.

Take an original plus one (1) copy (2 total) to the Civil Harassment Filing Window **BEFORE YOUR HEARING** at the location below.

**IF YOU CANNOT TURN IN PROOF OF SERVICE BEFORE YOUR HEARING, BRING IT TO COURT WITH YOU.**

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

**If you have questions, contact Civil Self-Help Services.**

**civilselfhelp@saccourt.ca.gov**

**📞 916-874-1421**

<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
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

## SERVICE CHECKLIST

Take the staples out of this packet, and the attached forms you got back from the court. Remove pages 1-4. These do not need to be served, and are just for your information.

If you are going to have the Sheriff serve, you will need 2 complete sets of forms for service, and you will have to check off both boxes to have enough forms. You will present the Sheriff's Civil Bureau with 2 identical stacks of forms for service. They also require a completed Sheriff's Instructions Sheet.

Some boxes are checked to indicate that the Court has provided you a copy of that form for service in this packet. For example, if you have a friend serving the respondent for you, you only need to make copies of **WV-100**, **WV-109** and **WV-110**, and add them to a stack of the forms that are checked off below.

Check the boxes as you make copies. If you want the Sheriff to serve, you will need to check off both boxes for each form.

	Friend Serves	Sheriff Serves
<b>WV-100</b> – Request for WVRO	<input type="checkbox"/>	<input type="checkbox"/>
<b>WV-109</b> – Notice of Court Hearing	<input type="checkbox"/>	<input type="checkbox"/>
<b>WV-110</b> – Temporary Restraining Order	<input type="checkbox"/>	<input type="checkbox"/>
<b>WV-120</b> – Response to Request for WVRO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>WV-120-INFO</b> – How Can I Respond to a Request for WVRO?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>WV-250</b> – Proof of Service of Response by Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>WV-800-INFO</b> – How Do I Turn In, Sell, or Store My Firearms and Firearm Parts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>WV-800</b> – Receipt for Firearms and Firearm Parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## What is a workplace violence restraining order?

It is a court order that prohibits you from doing certain things and going certain places.

## What does the order do?

The court can order you to:

- Not contact the employee who is protected by the order
- Stay away from the employee and the employee’s home, workplace, and other places
- Not have any firearms (guns), firearm parts, or ammunition as long as the order is in effect. This includes firearm receivers and frames, and any item that may be used as or easily turned into a receiver or frame (see Penal Code section 16531).  
For more information about the items you would not be allowed to have, please see <https://selfhelp.courts.ca.gov/restraining-orders/prohibited-items>.

## Who can ask for a workplace violence restraining order?

An employer can ask for an order on behalf of an employee who has suffered violence or a credible threat of violence at the workplace.

## I've been served with a petition for private workplace violence restraining orders.

### What do I do now?

Read the papers served on you very carefully. The *Notice of Court Hearing* tells you when to appear in court. There may also be a *Temporary Restraining Order* forbidding you from doing certain things. You must obey the order until the hearing.

## What if I don't agree with what the order says?

You still must obey the order until the hearing. If you disagree with the orders the person is asking for, fill out form [WV-120, Response to Petition for Workplace Violence Restraining Orders](#), before your hearing date and file it with the court. If you need to include attachments, you can use form MC-025. You can get the forms from legal publishers or from the California Courts website at [www.courts.ca.gov/forms](http://www.courts.ca.gov/forms). You also may be able to find them at your local courthouse or county law library.

## What if I don't obey the order?

The police can arrest you. You can go to jail and pay a fine.

## Do I have to serve the other person with a copy of my response?

Yes. Have someone age 18 or older—**not you**—mail a copy of completed form WV-120 to the person named in item ① of the petition form WV-110 (or that person’s lawyer). (This is called “service by mail.”)

The person who serves the form by mail for you 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 completed form back to the court clerk or bring it with you to the hearing.

## Should I go to the court hearing?

Yes. You should go to court on the date listed on form WV-109, *Notice of Court Hearing*. If you do not go to the hearing, the judge can make orders against you without hearing from you.

**WV-109 Notice of Court Hearing** Clerk stamps date here when form is filed.

① **Petitioner (Employer)**

a. Name: \_\_\_\_\_  
 Lawyer for Petitioner (if any for this case):  
 Name: \_\_\_\_\_ State Bar No.: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_

b. Address (if you have a lawyer, give your lawyer's information.):  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

② **Employee in Need of Protection**  
 Full Name: \_\_\_\_\_

③ **Respondent (Person From Whom Protection Is Sought)**  
 Full Name: \_\_\_\_\_

*The court will complete the rest of this form.*

④ **Notice of Hearing**  
 A court hearing is scheduled on the request for restraining orders against the respondent:

<b>Hearing Date</b>	Date: _____	Time: _____	Name and address of court if different from above: _____	
	Dept.: _____	Room: _____		

⑤ **Temporary Restraining Orders** (Any orders granted are on Form WV-110, served with this notice.)

a. Temporary Restraining Orders for personal conduct and stay away orders as requested in Form WV-100, Request for Workplace Violence Restraining Orders, are (check only one box below):

(1)  All GRANTED until the court hearing.

(2)  All DENIED until the court hearing. (Specify reasons for denial in b, below.)

(3)  Partly GRANTED and partly DENIED until the court hearing. (Specify reasons for denial in b, below.)



**How long does the order last?**

If the court issued a temporary restraining order before the hearing, it will last until your hearing date. At that time, the court will decide to continue or cancel the order. Any order issued at the hearing can last for up to three years.

**Do I need a lawyer?**

Having a lawyer is always a good idea, but it is not required, and you are not entitled to a free, court-appointed attorney. Ask the court clerk about free and low-cost legal services and self-help centers in your county.

**Will I see the employee at the court hearing?**

Yes. Assume that the employee will attend the hearing. Do not talk to him or her unless the judge or that person's attorney says that you can.

**Can I bring a witness to the court hearing?**

Yes. You can bring witnesses or documents that support your case to the hearing. But if possible, you should also bring the witnesses' written statements of what they saw or heard. Their statements must be made under penalty of perjury. You can use form [MC-030](#) for this.

**Information about the process is also available online.**

See <https://selfhelp.courts.ca.gov/WV-restraining-order>.

**For help in your area, contact:**

*[Local information may be inserted.]*

**What if I don't speak English?**

When you file your papers, ask the clerk if a court interpreter is available. You can also use form [INT-300, Request for Interpreter \(Civil\)](#), or a local court form or website to request an interpreter. For more information about court interpreters, go to <https://selfhelp.courts.ca.gov/request-interpreter>.

**What if I have a gun?**

If a restraining order is issued, you cannot own, possess, or have a firearm (gun), firearm parts, or ammunition while the order is in effect. If you have a firearm (gun) or firearm parts in your immediate possession or control, you must sell it to or store it with a licensed gun dealer, or turn it in to a law enforcement agency.

**Can I agree with the protected person to cancel the order?**

No. Once the order is issued, only the judge can change or cancel it. You or the employer would have to file a request with the court to cancel the order.

**What if I have a disability?**

If you have a disability and need an accommodation while you are at court, you can use form [MC-410, Disability Accommodation Request](#), to make your request. You can also ask the ADA Coordinator in your court for help. For more information, see form [MC-410-INFO, How to Request a Disability Accommodation for Court](#).



Clerk stamps date here when form is filed.

**Use this form to respond to the *Petition* (form WV-100)**

- Read *How Can I Respond to a Petition for Workplace Violence Restraining Orders?* (form WV-120-INFO) to protect your rights.
- Fill out this form and take it to the court clerk.
- Have someone age 18 or older—**not you**—serve the petitioner or the petitioner’s lawyer by mail with a copy of this form and any attached pages. (Use form WV-250, Proof of Service of Response by Mail.)

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 Petitioner (Employer)**

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

**2 Employee Seeking Protection**

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

**3 Respondent (Person From Whom Protection Is Sought)**

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: \_\_\_\_\_

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

The court will consider your response at the hearing. Write your hearing date, time, and place from form WV-109, item 4 here:

**Hearing Date** → Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Dept.: \_\_\_\_\_ Room: \_\_\_\_\_

**If you were served with a Temporary Restraining Order, you must obey it until the hearing.** At the hearing, the court may make orders against you that last for up to three years.

**4  Personal Conduct Orders**

- a.  I agree to the orders requested.
- b.  I do not agree to the orders requested. (Specify why you disagree in item 11 on page 3.)
- c.  I agree to the following orders (specify below or in item 11 on page 3):  
\_\_\_\_\_  
\_\_\_\_\_

**5  Stay-Away Orders**

- a.  I agree to the orders requested.
- b.  I do not agree to the orders requested. (Specify why you disagree in item 11 on page 3.)
- c.  I agree to the following orders (specify below or in item 11 on page 3):  
\_\_\_\_\_  
\_\_\_\_\_



**6**  **Additional Protected Persons**

- a.  I agree that the persons listed in item **(4)** of the Petition may be protected by the order requested.
- b.  I do not agree that the persons listed in item **(4)** of the Petition may be protected by the order requested.

**7**  **Firearms (Guns), Firearm Parts, and Ammunition**

**If you were served with form WV-110, *Temporary Restraining Order*, you cannot own or possess any firearms (guns), firearm parts, or ammunition. This includes firearm receivers and frames, and any item that may be used as or easily turned into a receiver or frame (see Penal Code section 16531). (See item **(8)** of form WV-110.) You must sell to or store with a licensed gun dealer, or turn in to a law enforcement agency, any firearms (guns) and firearm parts in your immediate possession or control within 24 hours of being served with form WV-110. You must file a receipt with the court. You may use *Receipt for Firearms and Firearm Parts* (form WV-800) for the receipt.**

- a.  I do not own or control any firearms (guns), firearm parts, or ammunition.
- b.  I ask for an exemption from the firearms prohibition under Code of Civil Procedure section 527.9(f) because carrying a firearm is a condition of my employment, and my employer is unable to reassign me to another position where a firearm is unnecessary. (*Explain*):

*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 7b—Firearms Surrender Exemption" as a title. You may use form MC-025, Attachment.*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- c.  I have turned in my firearms (guns) and firearm parts to the police or sold them to or stored them with a licensed gun dealer.  
 A copy of the receipt  is attached.  has already been filed with the court.

**8**  **Other Orders**

- a.  I agree to the orders requested.
- b.  I do not agree to the orders requested. (*Specify why you disagree in item **(11)** on page 3.*)
- c.  I agree to the following orders (*specify below or in item **(11)** on page 3*):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**9**  **Denial**

I did not do anything described in item **(8)** of form SV-100. (*Skip to **(11)**.*)







**12**  **No Fee for Filing**

- a.  I ask the court to waive the filing fee because the petitioner claims in form WV-100 item **14** to be entitled to free filing.
- b.  I request that I not be required to pay the filing fee because I am eligible for a fee waiver. (*Form FW-001, Request to Waive Court Fees, must be filed separately.*)

**13**  **Costs**

- a.  I ask the court to order the petitioner to pay my court costs. The amounts requested are:

<u>Item</u>	<u>Amount</u>	<u>Item</u>	<u>Amount</u>
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Check here if there are more items. Put the items and amounts on the attached sheet of paper and write "Attachment 13—Costs" for a title. You may use form MC-025, Attachment.

- b.  I ask the court to deny the request of the person asking for protection that I pay his or her lawyer's fees and costs.

**14** Number of pages attached to this form, if any: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ ▶ \_\_\_\_\_  
*Lawyer's name (if any)*  *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*

**What items do I need to turn in, sell, or store?**

You must turn in, sell, or store all of the following prohibited items that you have or control:

- Firearms, including any handgun, rifle, shotgun, and assault weapon;
- Firearm parts, meaning receivers, frames, or any item that may be used as or easily turned into a receiver or frame (see Penal Code section 16531). There may also be called “ghost guns.”

You also may not have or possess ammunition.

**How do I properly turn in, sell, or store the prohibited items?**

You must take them to:

- Law enforcement, who will accept all prohibited items and may store them or destroy them;

OR

- A licensed gun dealer, who can buy or store firearms. If you have firearm parts call ahead for more information.

**When do I have to turn in, sell, or store the prohibited items?**

Immediately, if law enforcement asks you for the items. Otherwise, within 24 hours.

**Who can I turn in, sell, or store the prohibited items with?**

Only law enforcement or a licensed gun dealer. You cannot give your prohibited items to a family member, friend, or anyone else.

**Where can I sell the prohibited items?**

At a licensed gun dealer in your area. You can search the internet for “Gun Dealers” or “Firearms Dealers” to find one. Make sure the dealer is licensed.

**Do I have to pay a fee to store prohibited items?**

You may have to pay a fee. Contact your local law enforcement agency or a licensed gun dealer about fees and whether they have space to store your items.

**How do I turn in the prohibited items to law enforcement?**

Call your local law enforcement agency to ask about their procedures. Unload your firearms and take a copy of the court order with you.

**Do not** bring firearms to court.

**If I turn in the prohibited items to law enforcement, how long will they keep them?**

It depends. There are procedures for getting your firearms back after the restraining order has expired. Ask the law enforcement agency for more information.

**After I turn in the prohibited items to law enforcement, can I change my mind?**

Yes. You are allowed to sell firearms to a licensed gun dealer. To do so, the gun dealer must present a bill of sale to your local law enforcement agency. The law enforcement agency will give the licensed gun dealer the items that you are selling.

**Do I have to prove that I have turned in, sold, or stored the prohibited items?**

Yes. Within 48 hours you must file a receipt with the court showing that you have surrendered the prohibited items to a law enforcement agency or sold them to or stored them with a licensed gun dealer. You may use [Receipt for Firearms and Firearm Parts \(form WV-800\)](#) for this purpose.

**Additional Questions?**

Contact an attorney for legal advice. Call your local law enforcement agency, for example, your city police or county sheriff for their procedures.

**Information about prohibited items and how to obey these orders is also available online.**

See <https://selfhelp.courts.ca.gov/respond-to-WV-restraining-order/obey-firearms-orders>.

**For help in your area, contact:**

*[Local information may be inserted.]*

Clerk stamps date here when form is filed.

Empty box for clerk stamping date.

**1 Petitioner (Employer)**

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

**2 Employee in Need of Protection**

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

**3 Respondent (Person From Whom Protection Is Sought)**

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

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

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

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

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 email.):

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

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

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

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

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: \_\_\_\_\_

**4 To the Respondent:**

If a judge has ordered you to turn in, sell, or store your firearms (guns) and firearm parts—meaning receivers, frames, or any item that may be used as or easily turned into a receiver or frame (see Penal Code section 16531)—use this form to prove to the judge that you have obeyed their orders. Take this form to a law enforcement officer or a licensed gun dealer to complete item 5 or 6. For more information on how to properly turn in your items, read form SV-800-INFO, *How Do I Turn In, Sell, or Store My Firearms and Firearm Parts?*

**5 To Law Enforcement**

(Complete the section below. Keep a copy and give the original to the person in 3.)

Name of Law Enforcement Agency: \_\_\_\_\_

Name of Law Enforcement Agent: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Items Surrendered**

a. Firearms and firearm parts transferred on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.

b. List of items (List all the items surrendered by the person in 3. You may attach a separate form from your agency (e.g., a property report), use item 7, or both. Check below if you have attached a separate form):

Separate form is attached. (If it does not include all surrendered items, list additional items in item 7.)

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

Signature of law enforcement agent: \_\_\_\_\_



**6 To Licensed Gun Dealer**

(Complete the section below. Keep a copy and give the original to the person in ③.)

Name of Licensed Gun Dealer: \_\_\_\_\_

License number: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Items Stored or Sold**

a. Firearms and firearm parts transferred on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.

b. List of items (List all the items surrendered by the person in ③. You may attach a separate form (e.g., Department of Justice’s Report of Firearms Acquisition) or you may use item ⑦. Check below if you have attached a separate form):

Separate form is attached. (If it does not include all surrendered items, list additional items in item ⑦.)

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

▶ Signature of licensed gun dealer: \_\_\_\_\_

**7  List of Items Surrendered**

Firearms and firearm parts	Serial Number, if there is one	Sold	Stored	To be destroyed
Make	Model			
(1) _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check here if there is not enough space above for your answer. Use a separate sheet of paper to list other items. Write “WV-800, item 7” at the top, and attach it to this form.

**7 To the Restrained Person:**

Besides the items listed on page 2 or in an attached form, do you have or own any other firearms (guns) or firearm parts?

No

Yes *(If yes, check one of the boxes below):*

a.  I filed a *Receipt for Firearms and Firearm Parts* (form WV-800) or other proof for those items with the court on *(date)*: \_\_\_\_\_

b.  I am filing the proof for those firearms (guns) or firearm parts along with this proof.

c.  I have not yet filed the proof for the other firearms (guns) or firearm parts.  
*(Explain why not):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your 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*

**Your Next Steps**

- After the form is complete, make two additional copies. Take the copies and original to the court clerk to file.
- Keep a copy for yourself.

**Note that failure to file a receipt with the court is a violation of the court's order.**



Clerk stamps date here when form is filed.

**1 Petitioner (Employer)**

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

**2 Employee in Need of Protection**

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

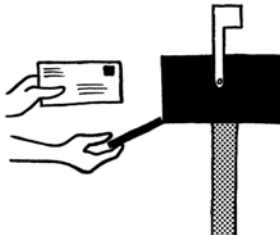
**3 Respondent (Person From Whom Protection Is Sought)**

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*