



Motion to Modify/Terminate WVRO Step 1 Packet

Civil Self-Help Services

To ask the Court to Modify or Terminate
a permanent Workplace Violence Restraining Order.

The following forms are required for a Motion to Modify or Terminate WVRO and are included in this packet.

- WV-600 — Request to Modify/Terminate WVRO
- WV-610 — Notice of Hearing on Request to Modify/Terminate WVRO
- WV-630 — Order on Request to Modify/Terminate WVRO

There is no Law Help Interactive Interview to help you fill out these forms. The attached forms are fillable PDFs.

There is a \$60 filing fee for this process if you do not qualify for a Fee Waiver.

You may need forms that are *not* included in this packet. If you...

NEED MORE ROOM FOR AN ANSWER: You may either use a blank sheet of 8.5 X 11 paper, or Attachment **(MC-025)**.

NEED AN INTERPRETER: Ask the clerk, or Self-Help Staff to request an interpreter to be present for your hearing.

WANT TO PROVIDE SCREENSHOTS OR OTHER EVIDENCE: This process is not an opportunity to “re-litigate” the case. However, if you have new evidence that supports why the permanent Restraining Order should be modified or terminated, you may attach that to **CH-600**.

FILING FEE: The filing fee to ask the Court to modify (change) or terminate (end) a permanent WVRO is **\$60**.

COPIES: The original plus one (1) copy of all documents are required at the time of filing (2 total). 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 file your forms before 11:30 AM, you can see what the Court decided on the same day at 4:00 PM. Forms filed after 11:30 AM are ready the next business day at 4:00 PM.

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

**Request to Modify Terminate
Workplace Violence Restraining
Order**

Clerk stamps date here when form is filed.

1 Party Seeking Modification/Termination

- a. Your Full Name: _____
- b. Petitioner Respondent
- c. Your Lawyer (if you have one for this case)
 Name: _____ State Bar No.: _____
 Firm Name: _____
- d. 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.)
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____
 E-Mail Address: _____

Fill in court name and street address:

**Superior Court of California, County of
Sacramento**

720 9th Street
Sacramento, CA95814

Fill in case number:

Case Number:

2 Other Party

- a. Full Name: _____
- b. Address (if known): _____
 City: _____ State: _____ Zip: _____

3 Current Order

- a. The current order is a/an:
 - Workplace Violence Restraining Order After Hearing (form WV-130)
 - Order Renewing Workplace Violence Restraining Order (form WV-730)
- b. The current order expires on (date): _____
- c. A copy of the current order is attached.

4 Request to Modify Restraining Order

- a. I ask the court to modify the current order as follows (specify requested changes referring to the item number in order that you want to change or delete):

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



Case Number:

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

Notice of Hearing on Request to
 Modify **Terminate**
Workplace Violence Restraining Order

Clerk stamps date here when form is filed.

Party seeking order completes items ① and ②.

① Party Seeking Modification/Termination

- a. Your Full Name: _____
- b. 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.)
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____
 E-Mail Address: _____

Fill in court name and street address:

Superior Court of California, County of

Sacramento

720 9th Street
 Sacramento, CA95814

Fill in case number:

Case Number:

② Other Party

- a. Full Name: _____
- b. Address (if known): _____
 City: _____ State: _____ Zip: _____

③ Court Hearing

The judge has set a court hearing date. Court will fill in box below.

The current restraining order stays in effect unless terminated by the court.

Hearing Date →

Date: _____ Time: _____ Name and address of court if different from above:
 Dept.: _____ Room: _____

④ Service on Other Party

Someone age 18 or older—**not you**—must serve a copy of the following forms on the other party or parties:

- WV-600, Request to Modify/Terminate Workplace Violence Restraining Order;
- WV-610, Notice of Hearing on Request to Modify/Terminate Workplace Violence Restraining Order (this form);
- WV-620, Response to Request to Modify/Terminate Workplace Violence Restraining Order (blank copy).

The forms must be served on the other party _____ days before the hearing.



- b. **If you are the Respondent: You must have the Protected Person personally served with these forms. This requirement of personal service on the Protected Person is not a justification for you to violate the terms of the restraining order.** You must also serve the Petitioner employer. Service on the employer may be by mail.
- c. **If you are the Petitioner employer and you are requesting modification or termination other than at the request of the Protected Person: You must have the Protected Person personally served with these forms.** You must also serve the Respondent. Service on the Respondent may be by mail.
- d. **If you are the Protected Person:** The Respondent and Petitioner employer may be served with these forms by mail.
- e. The person who serves the forms must fill out either form WV-200, *Proof of Personal Service*, or form WV-250, *Proof of Service of Response by Mail* (or both). Have the person who served sign the original. Take the signed original proof-of-service form back to the court clerk for filing or bring it with you to the hearing. For help with personal service, see form WV-200-INFO, *What Is "Proof of Personal Service"?*

Date: _____

Clerk, by _____, Deputy

To the Other Party:

If you wish to make a written response to this request to modify or terminate the current workplace violence restraining order, you may fill out form WV-620, *Response to Request to Modify/Terminate Workplace Violence Restraining Order*. File the original with the court before the hearing and have someone age 18 or older—**not you**— mail a copy of it to the other party at the address in ① at least _____ days before the hearing. Also file form WV-250, *Proof of Service of Response by Mail*, with the court before the hearing.

Request for Accommodations



Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk’s office for *Request for Accommodations by Persons With Disabilities and Response* (form MC-410). (Civ. Code, § 54.8.)

(Clerk will fill out this part.)

—Clerk's Certificate—

I certify that this *Notice of Hearing on Request to Modify/Terminate Workplace Violence Restraining Order* is a true and correct copy of the original on file in the court.

Clerk’s Certificate
[seal]

Date: _____

Clerk, by _____, Deputy

Order on Request to
 Modify **Terminate**
Workplace Violence Restraining Order

Clerk stamps date here when form is filed.

Prevailing party completes items ① and ②.

① Party Seeking Modification/Termination

a. Full Name: _____

Lawyer (if any for this case)

Name: _____ State Bar No.: _____

Firm Name: _____

b. Address (If this party has a lawyer, give the lawyer's information. If the party does not have a lawyer and wants to keep home address private, give a different mailing address instead. Telephone, fax, or e-mail are not required.)

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Fill in court name and street address:

Superior Court of California, County of

Sacramento

720 9th Street
Sacramento, CA95814

Fill in case number:

Case Number:

② Other Party

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

③ Hearing

There was a hearing on (date): _____ at time: _____ a.m. p.m. Dept.: _____ Room: _____
(Name of judicial officer): _____ made the orders at the hearing.

These people were at the hearing:

- a. The party seeking modification termination
- b. The party opposing modification termination
- c. The lawyer for the party seeking modification termination (name): _____
- d. The lawyer for the party opposing modification termination (name): _____

④ Order

- The request to modify terminate the attached
- Workplace Violence Restraining Order After Hearing (form WV-130)
- Order Renewing Workplace Violence Restraining Order (form WV-730)

originally issued on (date): _____ is:

- a. **DENIED.** The order and expiration date remain the same.

This is a Court Order.



b. **DENIED** without prejudice because the other party was not served on time.

c. **GRANTED.**

(1) The order is **TERMINATED** as of the date this Order is signed on page 3.

(2) The order is **MODIFIED** as stated: Below On Attachment 4c(2)

(Specify, referring to item numbers in the original order):

(3) The order now **EXPIRES** on *(date)*: _____ at *(time)*: _____

5 **Mandatory Entry of Order Into CARPOS Through CLETS**

This Order must be entered into the California Restraining and Protective Order System (CARPOS) through the California Law Enforcement Telecommunications System (CLETS). *(Check one):*

a. The clerk will enter this Order and its proof-of-service form into CARPOS.

b. The clerk will transmit this Order and its proof-of-service form to a law enforcement agency to be entered into CARPOS.

c. By the close of business on the date that this Order is made, the prevailing party or his or her lawyer should deliver a copy of the Order and its proof-of-service form to the law enforcement agency listed below to enter into CARPOS:

Name of Law Enforcement Agency

Address *(City, State, Zip)*

Additional law enforcement agencies are listed at the end of this Order on Attachment 5.

This is a Court Order.



To the Prevailing Party:

6 Service of Order

If service is required, someone age 18 or older—**not you**—must serve a copy of this order on the other party. If a party is represented by a lawyer, you must serve the lawyer instead of the party.

- The other party attended the hearing. **No further service is required.**
- Order Granted**—The other party did not attend the hearing. **Service is required.** This Order:
 - must be personally served on the other party within _____ days of the date of this Order.
 - may be served by mail on the other party within 5 days of the date of this Order.
- Order Denied**—The other party did not attend the hearing. **Service by Mail:** The other party may be served with this Order by mail.

Date: _____

Judicial Officer

(Clerk will fill out this part.)

—Clerk's Certificate—

Clerk's Certificate
[seal]

I certify that this *Order on Request to Modify/Terminate Workplace Violence Restraining Order* is a true and correct copy of the original on file in the court.

Date: _____ Clerk, by _____, Deputy

This is a Court Order.