

## GUIDELINES FOR FILING DOCUMENTS FOR PROTECTION ORDERS

- Unless you have authorization from the Court, the parties should not submit inappropriate or pornographic materials.
- Testimony and/or declarations by minors are disfavored and the court may in its discretion refuse to consider such evidence.
- Absent prior authorization from the court, the entirety of all witness declarations and affidavits in support of motions, including any reply and/or response, should be **limited to a total of 15 pages.**
  - Exhibits: Exhibits that consist of declarations, statements, affidavits, or any narrative document of the parties or witnesses ***shall*** count towards the above page limit. This includes text messages, emails, and all other social media. Police reports are not counted toward the page limit.
- All declarations should contain information that provides the court with basic information such as the name of the declarant, relationship to one or both parties, age, education, city and state of residence and occupation. This information should be provided in a summary fashion at the beginning of each declaration.
- All filed documents should be legible. If typed or computer printed, documents should be in 11- point or larger font and double spaced.
- Exhibits submitted in electronic format (via flash drive, CD, DVD, etc.) need to be submitted in the following formats to be compatible with County systems.
  - Documents need to be in **.pdf (Adobe Acrobat) or .doc/.docx/.rtf (MS Word)** format
  - Images need to be in **.jpg, .gif, .tif, .png, or .bmp** format
  - Audio/Video need to be in **.wmv, .wav, .mp4, .ivf, .avi, or .mov** format\*  
\*Or in any additional file formats compatible with Windows Media Player 12  
<https://support.microsoft.com/en-us/help/316992/file-types-supported-by-windows-media-player>