

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.
- Exhibits that consist of declarations, statements, affidavits, or any narrative document of the parties or witnesses **shall not exceed 20 pages**. This also includes text messages, emails, and other social media examples. This limit **does not** include any Court provided forms or Police reports.
- All exhibits must be filed **four** business days prior to the court hearing. You must bring two copies to be filed (one for the court and one for the other party.)
- 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 must be legible. If typed or computer printed, documents should be in 11 point or larger font and double spaced.
- Thumb drives/CDs are to be used for video/voicemail only. You must provide a log that identifies and names the clip, and the clip **must be edited** to show only the pertinent aspect of the video.
 - Audio/video need to be in **.wmv, .wav, .mp4, .ivf, .avi, .mov** or any additional file formats compatible with Windows Media Player 12.