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## District Court Civil Protection Orders and Anti-Harassment orders

If you need formal, legal protection from abuse or harassment, you can petition the court for a Civil Protection Order or an Anti-Harassment Order.

The Court staff will provide the forms and can answer questions about the forms and the court process but cannot give you legal or safety advice.

Married couples can file jointly on one petition. Parents or legal guardians can request protection for children in their custody.

### Fees for Protection Orders:

**Domestic Violence & Sexual Assault, Stalking:** No fee

**Anti-Harassment:** \$73  
(cash or check due at filing)

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District Court Complies with Americans with Disabilities Act

For accommodation contact:  
Judicial Operations Manager, Susan Borrows at  
(509) 477-2903  
e-mail [SBorrows@spokanecounty.org](mailto:SBorrows@spokanecounty.org)

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Spokane County  
District Court

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## *Civil Protection Order Cases*



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Spokane County District Court  
Broadway Center Building  
2nd Floor Rm 202  
721 N Jefferson, Spokane WA 99260

Phone: (509) 477-4770

Hours: 1:15 p.m. – 3:15 p.m.

## HOW DO I GET A CIVIL PROTECTION ORDER?



You must first file a Civil Protection Order Petition in District Court. The Judge will review the petition and determine if you are filing in the correct court and if you are eligible for a protection order.

### What type of Order do I need?

There are 4 types of Civil Protection Orders in District Court: Anti-harassment, Domestic Violence, Stalking and Sexual Assault. (Criminal No Contact Orders are only issued in criminal cases; you can have both.)

### When should I file in Superior Court?

You should file in Superior Court if:

1. You are requesting relief that affects the **residential schedule** of —and **contact with** —children you **have with the person** from whom you seek protection;
2. You and the person you seek protection from have a current/active Superior Court **Family Law Case**;
3. You are asking the Court to **exclude or remove the other person from a home you share**; or
4. The person needing protection has been found to be a **Vulnerable Adult** in Superior Court.
5. If the petitioner or respondent is a minor.

### How do I get started?

Get a Civil Protection Order Petition Packet from the District Court Clerk's Office (1st floor Public Safety Building) any weekday afternoon between 8:30 p.m. and 5:00 p.m. The Court staff can answer questions about the forms but cannot give you legal or safety advice. Please check in with the District Court receptionist for the court room number.

### What information must I have?

The full name, address & date of birth of the person from whom you seek protection (the respondent) and detailed information on incidents alleged in your petition.

### Burden of Proof

Remember, this is your action brought against the other party. You are responsible for providing all relevant information to the court in support of your petition. The court cannot investigate the incidents for you as the judge is the neutral and detached decision maker.



### Contents of your Petition

State specific acts that support your need for an Order of Protection.

1. Dates and times the acts were committed.
2. Why you believe the acts or statements were **directed at you**.
3. **DV Protection Order**: Has this conduct caused you **substantial injury** or **emotional distress**? Be specific.
4. **Anti-Harassment Order**: Has there been a course of harassing conduct? Be specific.

If you are requesting an Ex-Parte Temporary Order, until the hearing you must state what **irreparable harm** will occur if the Temporary Order is not granted. Temporary orders are for **emergency** situations.

### Documents in Support of Petition

If available, include documents, photographs, sworn witness statements, voice mails, text messages and medical or police reports in support of your petition. Please limit to 15 pages or fewer.

### How will the Respondent know of the hearing?

If the Court grants your emergency request, the hearing notice will tell you if law enforcement will serve the notice of the hearing date on the respondent, or if you will have to arrange for private service. (Process server must be someone other than you who is at least 18 years old and they must file a Proof of Service form with the Court.) Hearings are set within 14 days of the temporary order.

### What will happen at the hearing?

The Court will hear limited testimony, review sworn witness statements, documents submitted by both parties and determine if Petitioner has proven their case by a preponderance of evidence. Any party submitting documents for the Court to consider at the hearing **must** have 3 identical sets of copies (one for yourself, the Court and one for the other party.) These copies must be filed no later than 4 business days before the hearing with the Clerk in the Protection Order request Ex -Parte Courtroom. Please check in with the District Court receptionist for the court room number.



### Advocate

Advocates can provide free support, safety information, and help with the petition process and other services. If your case involves intimate partner domestic violence contact the:

#### YWCA DV Advocates

930 N Monroe

Spokane, WA 99201

509-477-3656.

24/7 Crisis line 509-326-2255 (326-CALL)

[www.ywca.org/spokane](http://www.ywca.org/spokane)

If your case involves non-intimate partner DV, sexual assault, stalking or harassment contact:

#### Lutheran Community Services Northwest

210 W. Sprague Ave.

Spokane, WA 99201

509-747-8224 (main business line)

24/7 crisis line 509-624-7273

[www.lcsnw.org](http://www.lcsnw.org)