

**PROTECTIVE
ORDERS
SHORT FORM
NOTIFICATION**



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Instructions for the Short Form Notification

The Short Form Notification (short form) shall be used to effectuate service of unserved Orders of Protection, Civil No Contact Orders and Stalking No Contact Orders upon respondents during traffic stops and other routine contact with state or local law enforcement officers, or while in custody of law enforcement or the Illinois Department of Corrections.

1. General instructions.
 - You are authorized to detain the respondent for a reasonable period of time in order to complete the notification process. Filling out the short form notification should take no longer than issuing a speeding ticket and will therefore not entail any unlawful detention of a person who is not under arrest.
 - Do not advise the respondent of the LEADS protective order entry until the short form notification is completed and ready to be served on the respondent.
 - If you are taking the respondent into custody, you may complete short form notification at your agency.
2. Fill out the form using the information obtained from LEADS.
 - Check the box identifying the type of order.
 - Complete the identification and court sections at the top of the form. If hearing information is not available, write “not available” on the “Location” line.
 - In the area for the remedies for the order being served, check all applicable remedies/restrictions. The numbers of remedies/restrictions on the short form correspond to the numbers in the LEADS information. Currently, LEADS information regarding Civil and Stalking No Contact Orders is located under Box 17 of Orders of Protection.
 - Write the name of the county that issued the order in the space provided on the back of the Respondent’s Copy of the order.
3. Serve the completed form on the respondent and explain each condition. Read the “Notice to respondent.” Emphasize that the order is now in effect, the respondent may be subject to arrest for violating the order and the respondent is responsible for obtaining a full copy of the protective order. Inform the respondent that further explanation of his/her rights and obligations is printed on the back of the short form notification.
4. Complete the Affidavit of Service on the bottom of the second page. It is not necessary to sign before a notary.
5. Notification to LEADS.
 - Notify the appropriate person at your agency to submit an “add on” record in LEADS indicating short form service.
 - The “served date” field can only be completed by the originating law enforcement agency.
6. Distribution by officer serving the short form.
 - Give the original (Respondent’s Copy) to the respondent.
 - Bring the copy with the affidavit of service (Law Enforcement Copy) to the station. This copy is for your agency.
 - When you return to the station, make two copies of the form and send them to the sheriff’s office where the order was issued.
7. Distribution by sheriff’s office.
 - Follow LEADS protocol in updating the protective order entry.
 - Send one of the copies to the court for inclusion in the court file within 48 hours of receipt.
 - Questions concerning this short form notification may be directed to the Office of the Attorney General at 1-888-414-7678.

Short Form Notification

Order of Protection Civil No Contact Order Stalking No Contact Order Fire Arms Protective Order

Date of Service: _____ Time: _____ Respondent's Name (Person Served): _____ Respondent's Date of Birth: _____ Petitioner's Name (Person Protected): _____ Other Protected Persons: _____ _____	A protective order was entered against you on _____ in _____ County Court File #: _____ Protected Address: _____ _____ _____ <input type="checkbox"/> A hearing is set on this matter. If you fail to appear, a default order may be entered against you. The hearing details: Date: _____ Time: _____ Location: _____
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The following are **some** of the restrictions placed on you. You must obtain a copy of the order for a complete list of restrictions. Instructions for obtaining the full order are on the back of this form.

Order of Protection	1. <input type="checkbox"/> Do not further abuse, harass, intimidate, or harm the petitioner or other protected persons. 2. <input type="checkbox"/> Do not enter the petitioner's residence. 3. <input type="checkbox"/> Stay away from petitioner and protected persons at additional locations. 5. <input type="checkbox"/> Petitioner has been given physical care and possession of child(ren). 8. <input type="checkbox"/> Do not remove child(ren) or hide the child(ren) from the petitioner. 9. <input type="checkbox"/> You must appear in court or <input type="checkbox"/> you must appear in court with the child(ren). 10. <input type="checkbox"/> Petitioner has been granted possession of certain personal property. 11. <input type="checkbox"/> Do not damage, destroy, conceal, or sell certain personal property. 14. <input type="checkbox"/> Do not enter or remain in the residence while under the influence of drugs or alcohol. 15. <input type="checkbox"/> Do not access child(ren)'s school, medical, or other records. 17. <input type="checkbox"/> You are also ordered to _____ and <input type="checkbox"/> You shall not possess a firearm. (14.5)
Civil No Contact Order	1. <input type="checkbox"/> You must stay at least _____ feet from petitioner and protected persons. You are prohibited from coming to _____. 2. <input type="checkbox"/> Do not contact the petitioner or protected persons in any way. 3. <input type="checkbox"/> Do not take, hide, or damage the property of the petitioner or protected persons.
Stalking No Contact Order	1. <input type="checkbox"/> Do not threaten to commit or commit stalking. 2. <input type="checkbox"/> Do not have contact with the petitioner or protected persons. 3. <input type="checkbox"/> Do not come within _____ feet of petitioner's _____ residence _____ school _____ daycare or workplace.

Notice to respondent: You are subject to arrest and may be charged with a misdemeanor or a felony if you violate any of the terms of this order.

Respondent's current address: _____

Affidavit of Service

I certify that on the _____ day of _____ of 20____, in _____ County at _____ a./p. I personally served this notice and that I orally informed the person of the conditions checked and the enforcement notice listed.

Officer _____
 Signature _____

Agency _____
 Agency Report# _____

Short Form Notification Important Information for Respondent

This is a short form notification of a protective order and does not contain all the information you need to know about the order.

The petitioner may have requested additional relief not indicated on this form, such as child support, maintenance, financial reimbursement, and/or custody of children. A 2-year plenary order of protection may be entered by default for any of the remedies sought in the petition if you fail to appear on the specified hearing date or on any subsequent hearing date agreed to by the parties or set by the court.

The order is now enforceable. You must report to the office of the sheriff or the office of the circuit court in _____ County to obtain a copy of the order. You are subject to arrest and may be charged with a misdemeanor or felony if you violate any of the terms of the order.

To obtain a copy of the full petition and protective order:

Go to the sheriff's office or Circuit Court Clerk in the county where the order was issued to obtain a copy of the full order and the petition. Be sure to bring this form and proper identification (driver's license or state ID) with you to obtain a copy of the full order. The full order explains in more detail what the judge has ordered. The petition contains the allegations made by the petitioner. **Failing to obtain the full order does not protect you from arrest if you violate any of the terms of the order. Violation of the order can result in misdemeanor or felony charges against you.**

If this order is an Order of Protection issued under the Illinois Domestic Violence Act, any Firearm Owner's Identification Card issued to you has been revoked. You may also be subject to federal penalties for possessing, transporting, or accepting a firearm or ammunition under the Gun Control Act (18 U.S.C. § 922 9(g)(8)).

Law enforcement agency: please write or stamp addresses here.

Sheriff's Office

Circuit Court Clerk

Respondent's Copy Short Form Notification

Provided by the Office of the Illinois Attorney General.
Printed by authority of the State of Illinois. This material is available in alternate format upon request.