



# SNOHOMISH COUNTY SHERIFF'S OFFICE

INTEGRITY • DIGNITY • COMMITMENT • PRIDE

Ty Trenary, Sheriff

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## PROTECTION ORDER - INTAKE FORM

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Domestic Violence, Anti-Harassment, Restraining Order,  
Sexual Assault, Vulnerable Adult, Foreign Protection Order, No Contact Order

Documents / Information Needed:

- \_\_\_\_\_ One complete set of court papers for each person to be served
  - If a juvenile is the restrained party, the parent or guardian will also need to be served.
  - A copy or faxed copy is sufficient for Domestic Violence, Unlawful Harassment, Sexual Assault Protection Orders, Vulnerable Adult Protection Orders.
- \_\_\_\_\_ Petition for court papers (For Temporary Protection Order and Temporary Anti-Harassment Order)
- \_\_\_\_\_ Order to Surrender Weapons, Proof of Surrender and Declaration of Non-Surrender (if applicable)
- \_\_\_\_\_ Law Enforcement Information Sheet or Completed Civil Unit Service Information Form
- \_\_\_\_\_ Return of Service

\_\_\_\_\_ **ADVANCE FEES** *FOR SERVICE*

- **FEES EXEMPT PER STATUTE FOR**
  - DOMESTIC VIOLENCE PROTECTION ORDERS
  - SEXUAL ASSAULT PROTECTION ORDERS
  - VULNERABLE ADULT PROTECTION ORDERS
- **ADVANCE FEES: \$120.00:**
  - UNLAWFUL HARASSMENT ORDERS (UNLESS ISSUED A FEE WAIVER BY COURT)
    - FEE WAIVER - ***IN FORMA PAUPERIS (IFP)***:  
ORDER FROM THE COURT WAIVING THE COURT FEES. WE WILL HONOR THE COURT'S REQUEST FOR US NOT TO CHARGE FEES ON THESE ORDERS. (IF FEES WERE WAIVED BY THE COURT, SERVICE FEES WILL BE WAIVED)
  - RESTRAINING ORDERS - THE COURT **CANNOT WAIVE** SHERIFF'S FEES.
- **OUT OF STATE ADVANCE FEES: \$ 200.00** for each type of court process served.
- *Double the advance fees for remote location within the county such as DARRINGTON, GOLD BAR, INDEX, or SULTAN.*
- Form of payment is cash, checks, or money orders. Checks and money orders should be made payable to SNOHOMISH COUNTY SHERIFF'S OFFICE (SCSO).
- Estimated Advance Fees are required prior to service attempt. If the fees are less, a refund check will be issued. If the fees are more, a bill will be sent for additional fees. Refer to Sheriff's fee list at [www.snoco.org](http://www.snoco.org).