

DISTRICT COURT TEMPORARY RESTRAINING ORDERS

You **MUST** complete and submit **ONE (1)** copy each of the following when applying for a District Court temporary restraining order:

1. TRO Facsimile Transmittal Cover Sheet (if submitting documents by facsimile-see below)
- OR**
2. TRO Transmittal Cover Sheet (if submitting documents by mail-see below)

AND one (1) each of the following:

3. Petition for TRO (TRO)
4. Information Sheet
5. Return of Service

Documents must be submitted between the hours of **8:00 a.m and 3:00 p.m.**

By Mail to: Service Center of the Second Circuit Court
(see below) 2145 Main Street, Suite 141-A, Wailuku, HI

By Fax to: (808) 244-2767 (for Lanai division **ONLY**)
(see below)

Some things to keep in mind when applying for a District Court TRO:

- TRO documents may be submitted by facsimile or mail for Lanai division **ONLY**.
- TRO documents are to be submitted in person to the Molokai District Court for Molokai division.
- TRO documents are to be submitted in person to the Lahaina District Court for Lahaina division.
- Documents must be completed in full as completely as possible. Do not write on back of forms or outside the lines. Submit *SINGLE-SIDED* pages **ONLY**.
- The Petitioner(s) include you and other household members who are *listed* on the TRO who need protection from the Respondent(s). **Each** Petitioner(s) over the age of 18 years old **MUST** provide a separate signed statement.
- You **MUST** have the Respondent's **FULL** legal full name and proper physical residence address or employment address. (P.O. BOXES ARE NOT ACCEPTABLE)
- If the Petitioner is under the age of 18, the petition must be filed by the Petitioner's parent or legal guardian on behalf of the Petitioner. If the Respondent is under the age of 18, the petition must be filed naming the Respondent's parent or legal guardian on behalf of the Respondent.
- In completing the declaration, specify your relationship with the Respondent(s); Start from the MOST RECENT INCIDENT and go back from there; Include DATES, TIMES, PLACES that the harassment occurred; Summarize all prior acts of harassment – be sure to write the exact wording stated by Respondent(s); Include Police Report numbers if applicable; If Respondent(s) possess firearms, please indicate.
- If you have more information to include that the form allowed, add additional page(s). If you are including attachments that are in color, **YOU** will need to provide separate colored copies for each Petitioner/Respondent. Submit *SINGLE-SIDED* pages **ONLY**.
- The process may take up to a few hours to complete. If the application is submitted late in the day, the documents may not be completed until the next business day.
- The filing fee is \$15.00 (non-refundable – Granted or Denied)
- You (Petitioner) must make arrangements with a Civil Process Agent to have the Respondent(s) served. You also have the option of having the TRO served by any person who is not a party to the case and who is 18 years or older.