

Steps for Filing for an Emergency Protection Order in KING COUNTY

You do not need to come to court in person! The court is allowing for both virtual and in-person filing.

SAFETY FIRST

Anyone thinking about a Protection Order is highly encouraged **talk with an advocate before filing one. You will learn about details of the process and discuss potential safety concerns.**

Domestic Violence

Protection Order Advocacy Program (POAP) of King County
Phone: 206-477-3758 (Kent) Email: protectionorder@kingcounty.gov
206-477-1103 (Seattle)

Sexual Assault

King County Sexual Assault Resource Center (KCSARC)
Phone: 888-99 VOICE Website: www.kcsarc.org

Sexual Violence Law Center (SVLC) (Free legal consultation)

Phone: 844-991-7852 Website: www.svlawcenter.org

Extreme Risk Protection Order

King County Firearms Enforcement Unit
Phone: 206-263-9696 Email: erpo@kingcounty.gov

Vulnerable Adult, Anti-Harassment, Stalking

Consult with King County Prosecuting Attorney's office Protection Order Advocacy Program (POAP) for basic information.

Protection Order Advocacy Program (POAP) of King County
Phone: 206-477-3758 (Kent) Email: protectionorder@kingcounty.gov
206-477-1103 (Seattle) Online form completion: www.legalatoms.com

COMPLETING IMPORTANT ONLINE FORMS

Protection order forms can be completed online away from the courthouse. **Most people need help completing the forms** because a person might feel overwhelmed or confused by so many forms to fill out. The court process often involves advocates to help people go through certain parts of the civil protection order process more quickly and effectively. You can get **free help** completing the forms and **work with an advocate who has experience** with the protection order forms and court processes.

ONLINE FILING HELP MADE EASY

- POAP uses www.LegalAtoms.com to help petitioners prepare their DVPO petition online using an easy and secure step-by-step process.
- Petitioners can use www.LegalAtoms.com to share their DVPO petition electronically with POAP advocates for review, consultation, and safety planning, if desired.
- This free tool can be used on any cell phone, laptop or desktop computer.
- To get started, or for assistance with filing go to www.LegalAtoms.com or contact protectionorder@kingcounty.gov

FILING ON YOUR OWN

If you do not wish to use the online help or to work with an advocate you can file (turn-in your forms to the court) by following these five steps.

Step One: Fill out the following forms:

A. MOST CIVIL PROTECTION ORDERS

[Case Information Cover Sheet](#)

[Law Enforcement Confidential Information Form \(LECIF\)](#)

[Petition](#)

[Temporary Protection Order](#)

[Proof of Service](#)

Include this form if there are Weapons

[Order to Surrender Weapons](#)

If you need to **renew** an existing protection order fill out these forms:

[Motion for Renewal of Protection Order](#)

[Order Setting Hearing and Extending Protection Order](#)

[Law Enforcement Confidential Information Form \(LECIF\)](#)

[Proof of Service](#)

B. Go Here for [Extreme Risk Protection Order Forms](#)

Step Two: Go to the Clerk's Office

Virtual Protection Order Office

Join the Clerk's Office Virtual Protection Order Office waiting room from 9:00 AM to 12:15pm and 1:15pm to 3:00 PM, Monday – Friday by going to the Clerk's Office website at <https://www.kingcounty.gov/courts/clerk.aspx>. Instructions on how to join the virtual office can be found here: [Instructions](#).

In Person:

You can file for a civil protection order in person at the superior court clerks office located in 2C at the [Maleng Regional Justice Center](#) in Kent or on the 6th floor of the [King County Courthouse House](#) in Seattle.

Step Three: Temporary Order Hearing

Upon receipt of paperwork, the King County Superior Court Clerk's office will process that paperwork for a hearing with a Judicial Officer by phone. The Court Clerk will give you directions as to how to appear for the emergency hearing virtually or by phone.

Step Four: Certified Copies

King County Superior Court Clerk will process your paperwork and email or send you certified copies. If you have any issues or do not hear back from the court or clerk timely, you may contact the clerk protection order office:

- Live Chat: <https://www.kingcounty.gov/courts/clerk.aspx>
- Phone: 206-296-9300
- Email: clerksofficecustomerservice@kingcounty.gov