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INSTRUCTIONS FOR LAWSUITS TO PROHIBIT WORKPLACE HARASSMENT

Under California law (Code of Civil Procedure section 527.8), courts can make orders to protect an employee from being harassed by others. These orders can be requested by the employer of a person who is being harassed, and will be enforced by law enforcement agencies.

The employer asking for these orders is called the "plaintiff." The plaintiff needs to file an action in superior court, on behalf of his or her employee, against the other person ("defendant") to get these orders. There will be a court hearing within 15 days of the filing. The plaintiff can sometimes get a temporary court order against the defendant even before the hearing.

This instruction booklet tells what court orders an employer can get and how to get them. It also includes directions for a person charged with harassment.

These instructions cannot cover all of the problems and questions that may arise in a particular case. If you do not know what to do to protect your rights, you should see an attorney.

Please note: These forms can be used only by an **employer** of a person who is being harassed. If you wish to apply to the court on your own behalf for an order prohibiting harassment, see the Judicial Council's *Instructions for Lawsuits to Prohibit Harassment* (form CH-150).

GENERAL INFORMATION

Who can get a court order under this law?

This statute allows **employers** to obtain court orders prohibiting harassment of their employees. The statute differs from other California laws that allow victims of harassment to ask the court for these orders **themselves**. To get an order under this law, the plaintiff **must** be an employer. An employer is defined as the following:

- Every person engaged in any business or enterprise in this state that has one or more persons in service under any appointment, contract of hire, or apprenticeship, express or implied, oral or written, irrespective of whether such person is the owner of the business or is operating on a concessionaire or other basis. (Lab. Code, § 350(a).)
- A federal, state, or local public agency; a city, county, district, or public corporation. (Code Civ. Proc., § 527.8(d).)

Before completing the forms needed to obtain court orders under this statute, make certain you meet the definition of "employer" as stated.

Whom can an employer protect under this law?

Under this statute, employers can obtain court orders only on behalf of their employees. California law defines employees as:

- Every person, including aliens and minors, rendering actual service in any business for an employer, whether gratuitously or for wages or pay, and whether such wages or pay are measured by the standard of time, piece, task, commission, or other method of calculation and whether such service is rendered on a commission, concessionaire, or other basis. (Lab. Code, § 350(b).)
- Members of boards of directors and public officers.
- Volunteers or independent contractors who perform services for the employer at the employer's worksite.

An employer may seek protection under this law if:

1. the defendant's conduct is **intentional**;
2. the defendant has assaulted, battered, or threatened the employee in a way that has caused the employee to fear for his or her personal safety, or has done a **series of acts** (more than one) that seriously alarms, annoys, or harasses the employee;
3. the employee has suffered a lot of emotional distress;
4. the defendant's conduct has no legitimate reason and is not protected by the Constitution; and
5. at least one or more of the acts of harassment occurred or will probably occur at the employee's workplace.

This law does not apply to any action covered by the Domestic Violence Prevention Act, Family Law Act, or Uniform Parentage Act (see *Instructions for Orders Prohibiting Domestic Violence* if you are unsure which papers to file). You cannot use this law if the disagreement involves the collection of a debt.

The court may require the losing party—whether the plaintiff or defendant—to pay the winning party court costs and attorney fees.

What do you need to get the court orders or to object to them?

1. Workplace harassment forms, available from the county clerk's office or legal publishers. The clerk of the court can tell you where to get the forms.
2. You may need a typewriter to fill out the forms. Ask the clerk.
3. Money for a court filing fee, unless the court excuses you from paying.
4. Someone, other than yourself, 18 years of age or older, to deliver (**serve**) certain papers to the other party.

What forms are available for suing under the workplace harassment law and for opposing those suits?

1. *Petition for Injunction Prohibiting Harassment of Employee and Application for Temporary Restraining Order* [**Petition**]. This three-page form tells the judge the facts of the plaintiff's case and what orders the plaintiff wants the court to make.
2. *Order to Show Cause [OSC] and Temporary Restraining Order* [**TRO**]. The **OSC**, when signed by the judge, tells the defendant to come to court for the hearing. It may include one or more temporary restraining orders that take effect immediately and stay in effect until the hearing.
3. *Response to Petition for Injunction Prohibiting Harassment of Employee* [**Response**]. The defendant may file this form to state objections to the orders the plaintiff has asked the court to make and to give his or her side.
4. *Order After Hearing on Petition for Injunction Prohibiting Harassment of Employee* [**Order**]. This is the form signed by the court following the hearing. The order will stay in effect for up to three years depending on what the judge rules.
5. *Proof of Personal Service (Harassment of Employee) and Proof of Service By Mail (Harassment of Employee)*. These forms are used to show that the other party has been **served** with the legal documents as required by law.

Should you see a lawyer?

You have the right to file or defend the suit and to go to court with or without an attorney. You should seek the advice of an attorney, because any lawsuit may involve technical problems that cannot be explained in a printed form. Whether or not you have an attorney, the other party may have one.

You may hire a lawyer to represent you, but you can also just visit a lawyer for advice. Do not be afraid to ask the lawyer in advance what the fee will be. After hearing about your situation, an attorney can help by advising whether a harassment order is the best protection or what defenses, if any, exist to the orders requested.

INSTRUCTIONS FOR THE PLAINTIFF

What steps need to be taken to get the court orders?

1. You will need at least five copies of each harassment form: one for a worksheet, the original to file with the court, a copy to be personally delivered (**served**) to the defendant, and two copies for yourself. In addition, you will need extra copies of the **OSC**, the **Order**, and the *Proof of Service* form. Get one for **each** law enforcement agency you want to enforce your orders, and two extra copies for yourself.
2. Fill in the **Petition** and the **OSC** except for the date of the court hearing and the judge's signature. (Reminder: most courts require that all forms be typewritten.)
 - a. If you are not represented by an attorney, fill in your name, mailing address, and phone number at the top of each form.
 - b. Fill in the name of the county where the case will be filed and the address of the superior court.
 - c. Type your full name, the defendant's full name, and the employee's full name. If you are seeking an order protecting more than one employee, type the name of each employee. If you need more space, attach an additional page and refer to the additional page in item 2 of the *Petition* form.
 - d. Check ("X") all boxes that apply to your case. Read each item carefully and fill in the necessary information. Be specific.
 - e. Remember to date and sign the **Petition**.
3. If you are requesting a temporary restraining order, you must give the details of the recent acts of harassment and the problems they have caused your employee. Place an "X" in the box next to "Application for Temporary Restraining Order."

If you are seeking court orders on the basis of information given to you by other persons (e.g., the affected employee or other employees), and not on the basis of what you have personally observed, you **must** attach to the petition declarations or affidavits by the persons who have personal knowledge of the facts that support the granting of the order.
4. Take all your completed forms and all copies to the clerk's office in the superior court. The clerk will tell you where to take your papers and when to pay your filing fee.
5. If the judge signs the **OSC**, take the original and all copies back to the court clerk. The clerk will stamp all the papers with a case number. The copies will be stamped with an "Endorsed-Filed" stamp (showing the date of filing), the judge's signature, and the date of signing. The clerk will file the originals and give you the copies. **KEEP TWO ENDORSED-FILED COPIES FOR YOURSELF.** Carry one with you and give one to the employee who is to be protected. The copies may be needed if you have to call the police.
6. Have the defendant personally **served** with copies of the **Petition**, the **OSC**, and a blank copy of the **Response**. You **cannot** serve the defendant yourself. Service may be made by a licensed process server, the sheriff's department, or any person 18 years of age or older, other than you.

Service is very important. It tells the defendant about the order and the hearing. Without it there will not be a court hearing and your temporary orders will no longer be good unless they are extended by the court. The defendant must be personally **served** immediately after the orders are signed by the judge, unless the court specifies a different time for service (see item no. 9 on the *Order to Show Cause*).
7. If you have requested any temporary orders and the judge has granted them, immediately deliver copies of the *Temporary Restraining Order* to each law enforcement agency (police, marshal, or sheriff 's office) that you want to enforce the order.
8. After the defendant has been personally **served**, the person who served the defendant must complete and sign the original of the *Proof of Personal Service* form. You should take the signed original and the copies back to the court clerk. The clerk will file the original and stamp "Endorsed-Filed" on the copies. Take one of the Endorsed-Filed copies to each of the law enforcement agencies where you filed your *Temporary Restraining Order*. Keep two Endorsed-Filed copies for yourself.
9. Go to the court hearing with any evidence you might have. The **Order** should be filled in and given to the judge for signing. If there are any witnesses to the defendant's conduct or your employee's emotional distress, they should also be there.
10. If the judge signs the **Order**, file the original with the clerk, get the copies stamped with an "Endorsed-Filed" stamp, and immediately deliver copies to law enforcement agencies.

If the defendant was not present in court for the hearing, arrange to have the defendant personally **served** with a copy of the order. File the completed *Proof of Personal Service* with the court and deliver copies stamped "Endorsed-Filed" to law enforcement agencies. **KEEP THREE COPIES FOR YOURSELF.** Give one to your employee, carry one with you, and keep one in a safe place.

INSTRUCTIONS FOR THE DEFENDANT

1. If you are served with an *Order to Show Cause (Harassment of Employee)* [**OSC**] and a *Petition for Injunction Prohibiting Harassment of Employee* [**Petition**], you should promptly seek legal advice. If you have no attorney, the attorney's reference service of your local bar association may be of assistance.
2. Whether or not you choose to consult an attorney, you should read this entire instruction booklet and other documents you have received.
3. Read the papers served on you very carefully. The **OSC** tells you when to appear in court and may contain a temporary order forbidding you from doing certain things. **If you disobey the court's orders, criminal charges may be filed against you.**
4. If you wish to oppose the **Petition**, or make your own request for court orders, you should file a *Response to Petition for Injunction Prohibiting Harassment of Employee* [**Response**].

In addition to the **Response**, you may file and serve declarations signed by persons who have personal knowledge of the facts. If you do not know how to prepare a declaration, you should see an attorney. After you have filed the **Response** with the clerk of the court, a copy must be delivered personally or by mail to the plaintiff or the plaintiff's attorney.

You cannot serve the plaintiff yourself. The person should complete and sign a *Proof of Service (Harassment of Employee)* form. You should take the completed form back to the court clerk or bring it with you to the hearing.
5. If you wish to oppose the lawsuit, you should file a **Response** and also be present at the hearing. If you have any witnesses, they must also be present.
6. If you wish to file a cross-complaint against the plaintiff for harassing you, you must file a completed form called *Petition for Injunction Prohibiting Harassment* (CH-100).

The next three pages show a **Petition** that has been completed, with examples of the kind of information a court is likely to want.

If you are not represented by an attorney, fill in your name, mailing address, and phone number at the top of each form.

The court clerk will give you this number. Use it on all forms you file later.

After this form is filed, the clerk will stamp this box on the copies so everyone knows it is a copy of an official paper. This is the place for the "Endorsed-Filed" stamp.

County where you are filing your case. Call the clerk of the court if you do not know the address of the court.

Your full name.

The full name of the person you want the orders against.

The full name of the employee to be protected.

Check this box if you are asking for orders to go into effect immediately when the *Temporary Restraining Order* is signed by the judge. You will also need to check the box at item 9 and give the necessary information.

Put an "X" in the box that applies in item 1. You must check one box.

If you are seeking to protect more than one employee, list each employee here.

Item 3 is the most important part of your petition. This information is all the judge will know about your case until the hearing. Give details of the most recent incidents.

If you have so many facts they will not all fit, put an "X" in this box and write the facts on a separate piece of paper and attach it to the back of your petition, after page three. Use white paper the same size as this form.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address): Sarah Jones 110 Main Street Anytown, California 91234		TELEPHONE NO.:	FOR COURT USE ONLY
ATTORNEY FOR (Name): SUPERIOR COURT OF CALIFORNIA, COUNTY OF ANYCOUNTY			
STREET ADDRESS: 300 Court Street MAILING ADDRESS: P.O. Box 402 CITY AND ZIP CODE: Big City, California 91245 BRANCH NAME:			
PLAINTIFF: Sarah Jones			
DEFENDANT: John Roe			
EMPLOYEE: Michael Smith			
PETITION FOR INJUNCTION PROHIBITING HARASSMENT OF EMPLOYEE <input checked="" type="checkbox"/> Application for Temporary Restraining Order		CASE NUMBER:	

(This is NOT an order)

Read the Instructions for Lawsuits to Prohibit Workplace Harassment before completing this form. NOTE: Plaintiff must be an employer with standing to bring this action under Code of Civil Procedure section 527.8.

- This suit is filed in this county because
 - defendant resides in this county.
 - defendant has caused physical or emotional injury to plaintiff's employee in this county
 - other (specify):
- Plaintiff, a corporation sole proprietorship other (specify):
is filing this suit on behalf of employee (name): Michael Smith
- Defendant (name): John Roe has assaulted, battered, or stalked employee, has made a credible threat of violence against employee, or has committed a series of acts that have seriously alarmed, annoyed, or harassed employee or caused employee to believe he or she is under threat of death or serious bodily injury. One or more of these acts has occurred or will probably occur at employee's workplace located at (address): 110 Main Street Anytown, California

(Describe in detail the most recent incidents of harassment. State what happened, the dates, and who did what to whom. Describe any injuries, including emotional distress):

I own and operate a small cafe, called Sarah's Cafe, in Anytown. Michael Smith has worked for me as a waiter for a long time. About three weeks ago John Roe, a customer, got into an argument with another customer and started shouting. When Michael Smith asked John Roe to leave, he refused and pushed Michael against the counter. Michael called the police. When they came, John Roe started shouting and threatened to beat Michael up for calling the police. The police took John Roe away, but he came back a week later and Michael asked him to leave. He threatened to "get" Michael and left. Last week, on March 11, at about 11:30 a.m., John Roe came in, sat down at the counter, and demanded that Michael serve him. Michael said he would call the police if John Roe did not leave, and John Roe picked up a ketchup bottle and threw it at Michael, hitting him on the arm. John Roe again threatened to "get" Michael, and then he left. We called the police and made a report. I understand he was arrested and released pending trial.

(If more space is needed, attach additional pages and check this box.)

(Continued on reverse)

Page one of three

Form Approved by the
Judicial Council of California
WH-100 [Rev. July 1, 1995]

**PETITION FOR INJUNCTION PROHIBITING
HARASSMENT OF EMPLOYEE
(Workplace Harassment)**

Code of Civil Procedure, § 527.8

Fill this in.

Leave this blank.

PLAINTIFF (Name): Sarah Jones	CASE NUMBER:
DEFENDANT (Name): John Roe	

4. Defendant's conduct has been directed specifically against employee and is knowing, willful, not constitutionally protected and is without legitimate purpose.

PLAINTIFF REQUESTS THE COURT TO MAKE THE ORDERS INDICATED BY THE CHECK MARKS IN THE BOXES BELOW.

5. RESTRAINING ORDERS To be ordered now and effective until the hearing

Defendant, who resides at (state address if known): 33 Third St., #106, Anytown, California and works at (state address if known): Apex Industries, 9420 Commercial St., Anytown, California

must not threaten, alarm, annoy, or harass employee (name): Michael Smith

and specifically

- a. must not threaten, strike, or make any contact with employee
- b. must not keep employee under surveillance
- c. must not follow employee
- d. must not telephone or send any messages to employee
- e. must not block employee's movements in public places or thoroughfares, or in the place of work
- f. other (specify):

6. STAY-AWAY ORDERS To be ordered now and effective until the hearing

Defendant must stay at least (specify): 100 yards away from the following places and persons (the addresses of the places are optional and may be kept confidential):

- a. Employee
- b. Employee's residence (address optional):
- c. Employee's place of work (address optional): 110 Main St., Anytown, California
- d. Employee's children's school or place of child care (address optional):
- e. Other (specify): (address optional):

7. Is defendant a current employee of plaintiff? Yes No

8. Will granting of any of the stray-away orders in item 6 deprive defendant of access to defendant's residence or place of employment? Yes No (If yes, explain):

(Continued on next page)

Put an "X" in the boxes that apply to your case.

Leave the boxes empty if they do not apply to your case.

You do not need to give specific addresses in item 6. However, it may be easier for the police to enforce your orders if they know the defendant knows the addresses to stay away from.

You must check one of the boxes in item 8.

Whenever you check these boxes, you are asking for the order to go into effect immediately, as soon as the TRO is signed by the judge. You will also need to check the box at item 9 and give the necessary information.

If you are asking for the orders to go into effect immediately, as soon as the judge signs the **TRO**, you **must** check this box and state the reasons. State what harm would result to the employee if the orders were not made immediately.

List all the agencies you may want to enforce your order. The court will either tell the clerk to mail copies of the orders to the agencies or direct you or your attorney (if you have one) to deliver them personally.

If you ask for attorney fees, bring receipts of bills for these fees to your hearing.

This space is where you ask for other orders you need. If you use this space, be sure to put in facts and dates in item 3 on page one of your **Petition** that would give the court a reason to order what you ask for here.

The defendant must be served immediately after the orders are issued, unless the judge shortens the time to two days before the hearing. It is a good idea to ask for this if you think the defendant will be hard to find and serve.

Note: Fill in the **OSC** in the same way as your **Petition** except as follows:

1. Leave item 2 on the **OSC** blank. The clerk of the court or the judge will insert the date. Your hearing will be within 15 days after the filing of the **Petition**.

2. Do not date or sign the **OSC**.

PLAINTIFF (Name): Sarah Jones	CASE NUMBER:
DEFENDANT (Name): John Roe	

9. Employee will suffer great and irreparable harm before this petition can be heard in court unless the court makes those orders requested above effective now and until the hearing (*Specify the harm and why it will occur before the hearing*): Michael Smith's affidavit, which is attached as Exhibit A, states that he is very concerned for his safety because of John Roe's repeated threats and physical violence. Michael has told me he wants to quit his job and move to another town because of his fear for his safety.

10. **ATTORNEY FEES AND COSTS**
 Defendant should be ordered to pay attorney fees and costs as follows (*specify*): Filing fee plus cost of service plus cost of a half hour consultation with an attorney. I will bring the bills and receipts to the hearing.

11. **OTHER ORDERS** (*specify other orders you request to help carry out the orders previously requested*):

12. Plaintiff requests that copies of the orders be given the following law enforcement agencies:

Law enforcement agency	Address
Anytown Police Department	100 Taft St., Anytown, California 91234
Anycounty Sheriff's Department	Government Hall, Big City, California 91244

13. I request that time for service of the Order to Show Cause and accompanying papers be shortened so that they may be served no less than (*specify number*): two (2) days before the date set for the hearing. I need to have the order shortening time because of the facts contained in this application.

14. has asked for restraining orders against the defendant before.

15. Employee has asked for restraining orders against defendant in (*specify*): _____ County, case no (*specify*): _____

16. PERSON TO BE RESTRAINED (*name*): John Roe

Sex: <input checked="" type="checkbox"/> M <input type="checkbox"/> F Ht.: 6' Wt.: 190 Hair color: Br. Eye color: Br. Race: White Age: 42 Date of birth: 10/1/52
--

17. Plaintiff requests additional relief as may be proper.
 I make this petition on the grounds that I am aware of the facts stated,
 the basis of my own personal knowledge.
 on the basis that I have been informed and believe that the facts stated are true (*NOTE: it this petition is made solely on the basis of plaintiff's information and belief, plaintiff must attach declarations or affidavits by one or more persons who have personal knowledge of the facts stated.*)

I understand that if the court issues an Order to Show Cause a hearing will be held on the date shown in item 2 of the Order to Show Cause. At that hearing, I must be prepared to present witnesses to defendant's conduct and to employee's emotional distress.

Date: March 10, 1995

Sarah Jones

 (TYPE OR PRINT NAME)

 (SIGNATURE OF PLAINTIFF)

Title of person signing: _____

 (SIGNATURE OF ATTORNEY, IF ANY)

18. Number of pages attached: 3

WH-100 [New July 1, 1995] **PETITION FOR INJUNCTION PROHIBITING HARASSMENT OF EMPLOYEE (Workplace Harassment)** Page three of three

VERY IMPORTANT

1. The date you sign. 2. Your signature.

DO NOT FORGET THESE OR ALL YOUR WORK WILL BE WASTED

THIS FORM IS CALLED THE ORDER TO SHOW CAUSE AND TEMPORARY RESTRAINING ORDER ("OSC/TRO" OR "TRO"). THIS IS THE ORDER YOU WANT THE JUDGE TO SIGN. AFTER THE JUDGE SIGNS THE ORDER, YOU CAN HAVE THE ORDER ENFORCED BY LAW ENFORCEMENT AGENCIES.

The clerk will give you this number after the judge signs the TRO. Use it on all the forms you file later.

After this form is filed, the clerk will stamp this box on the copies so everyone knows it is a copy of an official paper.

County where you are filing your case. Call the clerk of the court if you do not know the address.

LEAVE THIS BLANK. The clerk, or the judge, will put the date in.

The orders that follow are good only until the hearing. At the hearing the court can make the orders last for as long as three years.

Fill in the defendant's name and other information to help the law enforcement officer locate and identify him or her.

Put an "X" in the boxes that apply to your case; leave boxes empty if they do not apply to your case. You do not need to give specific addresses in item 5. However, it may be easier for the police to enforce your orders if they know the defendant knows the addresses to stay away from.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address): Sarah Jones 110 Main Street Anytown, California 91234	TELEPHONE NO.:	FOR COURT USE ONLY
ATTORNEY FOR (Name): SUPERIOR COURT OF CALIFORNIA, COUNTY OF ANYCOUNTY		
STREET ADDRESS: 300 Court Street MAILING ADDRESS: P.O. Box 402 CITY AND ZIP CODE: Big City, California 91245 BRANCH NAME:		
PLAINTIFF: Sarah Jones DEFENDANT: John Roe EMPLOYEE: Michael Smith		
ORDER TO SHOW CAUSE (Harassment of Employee) <input checked="" type="checkbox"/> and Temporary Restraining Order		CASE NUMBER:

THIS ORDER SHALL EXPIRE AT THE DATE AND THE TIME OF THE HEARING SHOWN IN THE BOX BELOW UNLESS EXTENDED BY THE COURT.

1. To defendant (name): John Roe
2. You are ordered to appear in this court as follows to give any legal reason why the orders sought in the attached petition should not be granted:

Date:	Time:	Dept.:	Room:
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3. If you do not attend the hearing, further orders may be made against you. These orders may be extended for a period not to exceed three years. You have the right to appear and oppose the petition, with or without an attorney.

TEMPORARY RESTRAINING ORDER

THE COURT FINDS

4. a. The defendant is (name): John Roe

Sex: <input checked="" type="checkbox"/> M <input type="checkbox"/> F Ht.: 6' Wt.: 190 Hair color: Br. Eye color: Br. Race: White Age: 42 Date of birth: 10/1/52
--

- b. The protected person is (name):

UNTIL THE TIME OF HEARING, IT IS ORDERED

5. Defendant must not threaten, alarm, annoy, or harass employee,

and SPECIFICALLY IT IS ORDERED THAT DEFENDANT

- a. must not threaten, strike, or make any contact with employee
- b. must not keep employee under surveillance
- c. must not follow employee
- d. must not telephone or send any messages to employee
- e. must not block employee's movements in public places or thoroughfares, or in the place of work
- f. other (specify):

VIOLATION OF THIS TEMPORARY RESTRAINING ORDER IS A MISDEMEANOR PUNISHABLE BY A \$1,000 FINE, ONE YEAR IN JAIL, OR BOTH. THIS ORDER SHALL BE ENFORCED BY ALL LAW ENFORCEMENT OFFICERS IN THE STATE OF CALIFORNIA.

(Temporary Restraining Order continued on reverse)

Form Approved by the
 Judicial Council of California
 WH-120 (New July 1, 1995)

**ORDER TO SHOW CAUSE AND
 TEMPORARY RESTRAINING ORDER
 (Workplace Harassment)**

Code of Civil Procedure, § 527.8

List the addresses of all law enforcement agencies that enforce the law where harassment has occurred or is likely to occur in the future.

Item 9 lists the papers that must be personally served on the defendant. Some courts tell you to serve these *Instructions for Lawsuits to Prohibit Workplace Harassment*.

Some courts may require that the defendant be served at least 15 days before the hearing. But the court can shorten the time.

After it is signed by the judge, take a copy of this order to the law enforcement agencies personally if you want them to be able to enforce it immediately. Mailing is all right, but it may be too slow for your protection.

Plaintiff (Name): Sarah Jones	CASE NUMBER:
Defendant (Name): John Roe	

6. a. Defendant is ordered to stay at least (specify): 100 yards away from the following persons and places (the addresses of the places are optional and may be kept confidential):
- (1) Employee
 - (2) Employee's residence (address optional):
 - (3) Employee's place of work (address optional): 110 Main St., Anytown, California
 - (4) Employee's children's school or place of child care (address optional):
 - (5) Other (specify):
(address optional):
- b. Contracts relating to pickup and delivery of children pursuant to a court order or stipulation of the parties arrived at during mediation shall be permitted.
7. OTHER ORDERS (specify):
8. By the close of business on the date of this order, a copy of this order and any proof of service shall be given to the law enforcement agencies listed below as follows:
- a. plaintiff shall deliver.
 - b. plaintiff's attorney shall deliver.
- | <u>Law enforcement agency</u> | <u>Address</u> |
|---------------------------------|---|
| Anytown Police Department | 100 Taft St., Anytown, California 91234 |
| Any county Sheriff's Department | Government Hall, Big City, California 91244 |
9. Application for an order shortening time is granted and the following documents shall be personally served on the defendant no less than (specify number): two (2) days before the time set for hearing:
- a. Order to Show Cause (Harassment of Employee) and Temporary Restraining Order
 - b. Petition for Injunction Prohibiting Harassment of Employee
 - c. blank Response to Petition for Injunction Prohibiting Harassment of Employee
 - d. other (specify):

THIS ORDER IS EFFECTIVE WHEN MADE. THE LAW ENFORCEMENT AGENCY SHALL ENFORCE THE ORDER IMMEDIATELY UPON RECEIPT. IT IS ENFORCEABLE ANYWHERE IN CALIFORNIA BY ANY LAW ENFORCEMENT AGENCY THAT HAS RECEIVED THE ORDER OR IS SHOWN A COPY OF THE ORDER. IF PROOF OF SERVICE ON THE RESTRAINED PERSON HAS NOT BEEN RECEIVED, THE LAW ENFORCEMENT AGENCY SHALL ADVISE THE RESTRAINED PERSON OF THE TERMS OF THE ORDER AND THEN SHALL ENFORCE IT.

Date: _____
JUDGE OF THE SUPERIOR COURT