

**INSTRUCTIONS**  
**RESTRAINING ORDERS – ELDER ABUSE**

Department 57  
725 Court Street, Room 102, Martinez

1. To have your Elder Abuse Restraining Order request considered, please submit completed paperwork to Department 57 at the Wakefield Taylor Courthouse, located at 725 Court St. in Martinez, between the hours of 9:00 a.m. and 10:30 a.m. Monday – Friday, except for court holidays.

Elder Abuse Restraining Order requests **are only reviewed and signed during these specific hours.**

**COMPLETE THE FOLLOWING ATTACHED FORMS:**

- Request for Orders to Stop Elder or Dependent Adult Abuse (EA-100)
- Temporary Restraining Order (EA-110)
- Notice of Hearing (EA-109) **\*Top portion only\***

**AFTER YOUR APPLICATION HAS BEEN SIGNED YOU MUST:**

2. Signed orders may be picked up and filed Monday – Friday between the hours of 8:00 a.m. to 3:00 p.m. at the Clerk’s window in Room 103 of the Wakefield Taylor Building, at 725 Court St., Martinez, except for court holidays. The court will call you when the orders are ready.
3. You must now have the defendant served. Anyone over the age of 18, who is NOT a party to the action, may serve the defendant. The defendant must be personally served with a copy of the Request for Elder or Dependent Adult Abuse Restraining Orders (EA-100), the Notice of Hearing (EA-109), and Temporary Restraining Order (EA-110) at least five (5) days before the hearing date, unless the court orders a shorter period.
4. The court will submit the Request for Elder or Dependent Adult Abuse Restraining Orders (EA-100), Notice of Hearing (EA-109), and Temporary Restraining Order (EA-110) to the police agencies listed in the Order. You may submit a duplicate copy to your local law enforcement agency.
5. After the defendant has been served with the papers, the person who served the papers MUST complete the Proof of Personal Service (EA-200). Please pay particular attention to this form. If it is not correctly filled out, the court cannot proceed on the hearing date. Make sure the person who serves the defendant enters the date, prints his/her name AND signs his/her name at the bottom of the form.
6. The Proof of Personal Service MUST be filed prior to the court date (Clerk’s office, Room 103). Do not mail it in. If you cannot file the Proof of Service before the court date, bring it with you to the hearing. The Court CANNOT PROCEED WITHOUT THIS DOCUMENT.
7. Between now and the hearing date, read all the instructions in the packet of forms. The court will prepare the Order After Hearing (EA 130).