

## **STEPS FOR FILING A DOMESTIC VIOLENCE CIVIL PROTECTION ORDER IN MONTGOMERY COUNTY**

1. The person who is seeking protection (“PETITIONER”) can start answering questions for the forms on their computer at:  
<https://efiling.mcohoio.org> (anytime, day or night), **OR**  
Go to Domestic Relations Court, at 301 W. Third Street, 2<sup>nd</sup> Floor, Dayton, Ohio 45402, Monday through Friday, 8:30am – 3:30pm
2. Once all the questions are answered and submitted, the PETITIONER will go to the Domestic Relations Court’s staff person, called the Domestic Violence Public Coordinator.
3. The Public Coordinator will file the case and schedule it in front of a Magistrate.
4. The Magistrate will hear the case the same day. This hearing is called an “EX PARTE” hearing – or ‘emergency’ hearing.
5. If the Magistrate grants the ex parte Civil Protection Order, the Coordinator will make copies of the order.
6. The Coordinator will give copies to the PETITIONER, and will also prepare copies for the sheriff.
7. The Sheriff will attempt to SERVE (give a copy to) the RESPONDENT (person the PETITIONER wants protection from. The Sheriff will try to serve the Respondent the same day or next. If the Respondent lives in another county, it may take longer.
8. **IT IS EXTREMELY IMPORTANT THAT THE PETITIONER KEEPS A COPY OF THE ORDER ON THEM AND STAYS SOMEWHERE SAFE.**
9. The PETITIONER will have to come back to the Court for a FULL HEARING on the case. The Respondent will be given a chance to give their side of the story, and may bring an attorney. The Respondent can ask the PETITIONER questions. The PETITIONER is also able to bring an attorney, or advocate or both with them to this hearing.
- 10. IF THERE IS A CIVIL PROTECTION ORDER IN PLACE AND THE RESPONDENT TRIES TO MAKE ANY CONTACT WITH THE PETITIONER – EVEN THROUGH ANOTHER PERSON – THE PETITIONER SHOULD CALL THE POLICE IMMEDIATELY.**

SPECIAL NOTE: If the PETITIONER files against the other parent of their child, and is interested in getting **Child Support**, they have a few extra questions to answer after the hearing. The Court’s Navigator will assist the PETITIONER with these.