

HOW TO FILE AN EX PARTE ORDER OF PROTECTION IN ALLEN COUNTY

Allen Superior Court – Small Claims Division
113 West Berry Street - Courthouse Annex Building
Protective Order Information Line
(260) 449-3683

1. Go to the Allen County Small Claims Court at 113 West Berry Street - Courthouse Annex Building between the hours of 8:00 a.m.-11:00 a.m. OR 1:00 p.m.-3:00 p.m.
2. Go to the basement, Room B10. Check in at the Clerks window and ask for a Protective Order Packet.
3. Read each question carefully and be sure to include as much detail as possible about your incidents for the Magistrate's review.
4. Turn in the completed packet to the clerk. The clerk will give you a court file to take upstairs to the main clerk's window.
5. You will have a seat and wait to speak with the Magistrate on duty.
6. The Magistrate will ask you to join them in a private courtroom to briefly review your Petition with you. Some questions may be asked to clarify information or to help in the decision making process. The Magistrate will make his/her Order at that time.

If you are granted the Ex Parte Order of Protection, you will be asked to verify a "service" address where the Respondent may be served with the Order. You will be asked to have a seat in the hall and wait while the Order is prepared by the Magistrate's Clerk.

To enforce your Order of Protection, keep a copy on you at all times and contact local law enforcement if you feel the Respondent has violated the Order.

If you are not granted the Ex Parte Order of Protection, you will be dismissed from the courtroom and are free to leave at that time.

*Courtesy of the Allen County Prosecuting Attorney's Office
This project is supported by grant 05ST006 from The Department of Justice - VAWA through the
Indiana Criminal Justice Institute. Views contained herein are those of the author and do not
represent the position of the USDOJ or ICJI*