



WHAT LAW ENFORCEMENT OFFICERS SHOULD DO WHEN SERVING A TEMPORARY PROTECTIVE ORDER

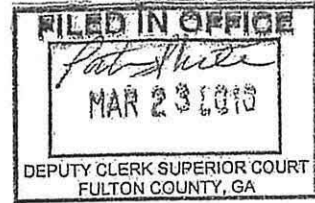
A Temporary Protective Order (TPO) is a civil order which requires one person to stay away from, and refrain from communicating with, another person (among other things). A violation of the Order may result in immediate arrest and criminal prosecution.

Pursuant to the attached Order for Limited Appointment for Process Service, ALL law enforcement officers in Fulton County are permitted to serve protective orders on Respondents. Here are the steps you should take as a law enforcement officer:

1. Make sure you have the documents necessary for service. This will usually include both an EX PARTE ORDER and a PETITION FOR TPO, although sometimes other documents are also included for service (e.g. Rule Nisi, Exhibit B, etc.)
2. Give the Respondent a copy of the TPO for the Respondent to keep (if Petitioner doesn't have an extra copy, she/he can give up his/her certified copy and come to the courthouse the next day to get another certified copy).
3. Explain the most important terms to the Respondent (e.g. stay 200 yards away, no contact/communication, court date (on the front of the Ex Parte Order), etc.)
4. Prepare a police report which includes the following:
 - Should state the following, or something substantially similar thereto: "I personally served [NAME OF RESPONDENT] with his/her own copy of the [FAMILY VIOLENCE OR STALKING] Petition and Ex Parte Protective Order in Civil Action File No. [INSERT NUMBER].
 - Who served the TPO – name and badge number of officer who served Respondent
 - Location/address where documents were served upon Respondent
 - That Respondent walked away with (or had the opportunity to walk away with) the paperwork
5. Inform the Petitioner how she/he may obtain a *certified* copy of police report to bring to court to show proof of service.
6. Ensure the police report is completed and available for Petitioner to obtain prior to the hearing date in the TPO action.

2016-EX-00301

IN THE SUPERIOR COURT OF FULTON COUNTY
STATE OF GEORGIA
FAMILY DIVISION



Petitioner

and

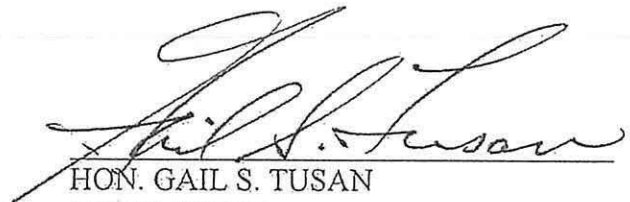
Civil Action File No.

Respondent

ORDER FOR LIMITED APPOINTMENT FOR PROCESS SERVICE

Pursuant to O.C.G.A. 19-13-1 et. seq. and O.C.G.A. 16-5-94 all law enforcement officers in Fulton County, including but not limited to police officers, marshals, and probation officers meet the requirements for appointment for process service and are hereby ORDERED AND ADJUDGED to serve as Permanent Process Servers in the Superior Court of Fulton County, without the necessity of an order for appointment in each individual case.

So ordered the 23rd day of March 2016.



HON. GAIL S. TUSAN
CHIEF JUDGE
ATLANTA JUDICIAL CIRCUIT