



# SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

## GUN VIOLENCE TEMPORARY RESTRAINING ORDER INSTRUCTIONS FOR SERVICE

This document provides information on the process for having a restrained party served with a gun violence temporary restraining order (GVTRO).

After the court has ruled on a Petition for Gun Violence Restraining Order (JC Form #GV-100), the clerk will provide the petitioner with the following packets: a Petitioner packet, a Restrained Party packet, and a Request for Service packet. The petitioner **must** have the Restrained Party packet served on the restrained party.

The petitioner may have the restrained party served by the San Diego Sheriff's Department or by a third party (someone other than petitioner, who is 18 years or older).

### Service by San Diego Sheriff's Department:

- To have the restrained party served by the San Diego Sheriff's Department, the petitioner must complete the Request for Sheriff to Serve Court Papers (JC Form #SER-001), which is included in the Request for Service packet.
- The above form and the Restrained Party packet must be given to one of the following Sheriff's Civil Office locations:

Facility Name	Address	Telephone Number
Chula Vista Civil Office	500 Third Avenue, Suite 140 Chula Vista, CA 91910	(619) 691-4543
El Cajon Civil Office	250 East Main Street El Cajon, CA 92020	(619) 441-4564
San Diego Civil Office	1409 4 <sup>th</sup> Avenue San Diego, CA 92101	(619) 544-6401
San Diego Hall of Justice	330 West Broadway, Suite 112 San Diego, CA 92101	N/A
Vista Civil Office	325 South Melrose Drive, Suite 2400 Vista, CA 92081	(760) 940-2898

Information on office hours may be found on the Sheriff's website at:

[www.sdsheeriff.gov/bureaus/court-services-bureau/civil-office-locations](http://www.sdsheeriff.gov/bureaus/court-services-bureau/civil-office-locations)

- After the San Diego Sheriff's Department has served the GVTRO, they will complete a proof of service form and mail it to the petitioner. The petitioner is responsible for filing the completed proof of service with the court.

### Service by a Third Party:

- To have the restrained party served by a third party, the Restrained Party packet and a blank Proof of Personal Service (JC Form #GV-200) must be provided to the third party.
- After the third party has served the GVTRO, he or she will need to complete the Proof of Personal Service (JC Form #GV-200) and file it with the court or provide it to the petitioner to file.

A proof of service showing that the restrained party was served must be filed with the court in order for the hearing on restraining order to be heard. **If the petitioner is unable to serve the restrained party, he or she must appear at the hearing to request additional time to serve. Failure to appear may result in dismissal of the case and termination of the GVTRO.**