

PROCEDURES:

WHAT TO DO WITH THE “REQUEST FOR PROTECTED ADDRESS” NOW THAT YOU HAVE FILLED IT OUT.

If you have filled out the *“Request for Protected Address,”* here are the steps you need to take:

STEP 1: COPIES AND ENVELOPES.

Make **2 copies** of the *“Request for Protected Address.”*

Make **1 copy** of the *“Order for Protected Address.”*

Prepare **1 envelope** stamped and addressed to you.

STEP 2: FILE THE ORIGINAL “Request for Protected Address” with the Clerk of the Court and ask to have the copy of the Request stamped. This is called a conformed copy and is proof that the original was filed. The Clerk will also ask you to complete a “Red” form that they will retain for updating protected addresses.

STEP 3: PROCESSING YOUR REQUEST. Give the following documents to Family Court Administration and tell them it is for the Judge assigned to the case, or put the documents in the Judge’s box, or mail the documents to the Judge.

- the original *“Order for Protected Address”* and 1 copy
- one copy of the *“Request for Protected Address”*
- the 1 envelope stamped and addressed to you

STEP 4: WAIT TO RECEIVE A NOTICE FROM THE COURT.

The Judge will either sign the original Order or deny your Request. If the order is signed, you will receive a conformed copy in the mail in the envelope you provided. If your request is denied, you will receive notice. If the Judge does not grant your Request, you may want to see a lawyer for help.

It should take approximately 5 days from the time the Judge receives your Request and Order to either sign your Order or deny your Request.