



**Stacy M. Butterfield, CPA**  
Clerk of the Circuit Court & Comptroller  
Polk County, Florida

## CLERK SELF-HELP RESOURCES

Welcome to the Clerk's Self-Help resources. I am pleased to provide access to forms for the most commonly requested self-help packets. If you do not find the packet that fits your needs, many more forms are available on the Florida Supreme Court website, [www.flcourts.org](http://www.flcourts.org).

Domestic Violence (including repeat, sexual, stalking, and dating violence) petitioners are assisted through the process of filing for an Injunction for Protection, by a specially trained Domestic Violence Team, when needed. These cases are handled only in the Polk County Courthouse in Bartow and the main number for Domestic Violence is 863-534-4180.

Clerk staff provide assistance to self-represented individuals by providing basic information and through referral to the Court's Self-Help Program. If you need to request an injunction for protection, please follow the below instructions based on the resources available to you.

### **THERE IS NO FEE FOR FILING A PETITION FOR INJUNCTION FOR PROTECTION**

I hope you will find this information to be useful. We are committed to customer service excellence!

Sincerely,

Stacy M. Butterfield, CPA  
Clerk of the Circuit Court & Comptroller  
Polk County, Florida

## PROCESS OVERVIEW

Depending on the type of injunction you are requesting, you will need to complete the appropriate forms. Please see the following page for the list of forms that will be required for the type of injunction you are requesting. To determine which type of injunction to file, review the information provided by the Florida Courts at <https://www.flcourts.org/content/download/216087/1962468/Petitioner-Brochure-Final-2-18.pdf>.

Once you know which type of injunction you will be requesting, the next step is to print the forms from the links provided below or come to the courthouse in Bartow to pick up pre-printed packets. After that, you must determine whether you are able to fill out the paperwork yourself or if you need assistance. If you need assistance, you may contact the Clerk of Court Family Law Department at 863-534-4180, 863-534-4184, or 863-534-4161. A Victim Assistant will help walk you through filling out the paperwork needed. The paperwork must be completed in English. If help is needed to complete the form in English, please ask someone for assistance or call the Clerk's office at 863-534-4180.

Once the paperwork has been completed you will need to file it with the Clerk. There are two options:

**Electronic Filing (E-Filing):** If you are filling out the online forms, once the paperwork has been completed, save the documents to your computer. It is time to file your paperwork to the Clerk. This can be accomplished using the [Florida Courts E-Filing Portal](#). On the web page, click 'File Now!', and then register for a user account as a Pro-Se Litigant. After you are registered, you can log in and follow the path to file a new case in the Family Law division. There is NO FEE for this process. When you submit your filing, you will receive email confirmation with a reference number. Do not lose this number.

**Filing printed forms in person:** If you do not have the resources to file through the E-Filing Portal, you may print the forms and fill them out ahead of time or pick up the paper forms at the Bartow Courthouse and file them in person. Currently, due to the COVID-19 protocols in place, you may only enter the foyer of the courthouse where someone will meet you to assist. During the processing of your paperwork, you may be required to wait outside of the courthouse or return home until the judge's ruling is received.

In all instances, please make sure to include a phone number so that you can be contacted when your paperwork has been reviewed by the judge.

# Links to Forms Required for Requesting an Injunction for Protection

**A Demographic Sheet for the respondent's information must be filed with ANY request for injunction. The sheet is available on page 5 of this document.**

## **Domestic Violence Without Minor Child(ren)**

- Petition for Injunction for Protection Against Domestic Violence (PDF)  
<https://www.flcourts.org/content/download/403225/3457684/980a.pdf>
  - (Fillable Form) <https://caseman.flcourts.org/forms/980a.aspx>
- Notice of Related Cases (PDF)  
<https://www.flcourts.org/content/download/403026/3456490/900h.pdf>

## **Domestic Violence With Minor Child(ren)**

- Petition for Injunction for Protection Against Domestic Violence (PDF)  
<https://www.flcourts.org/content/download/403225/3457684/980a.pdf>
  - (Fillable Form) <https://caseman.flcourts.org/forms/980a.aspx>
- Uniform Child Custody Jurisdiction and Enforcement Affidavit (PDF)  
<https://www.flcourts.org/content/download/403040/3456574/902d.pdf>
- Notice of Related Cases (PDF)  
<https://www.flcourts.org/content/download/403026/3456490/900h.pdf>

## **Dating Violence**

- Petition for Injunction for Protection Against Dating Violence (PDF)  
<https://www.flcourts.org/content/download/403257/3457876/980n.pdf>
  - (Fillable Form) <https://caseman.flcourts.org/forms/980n.aspx>
- Notice of Related Cases (PDF)  
<https://www.flcourts.org/content/download/403026/3456490/900h.pdf>

## **Repeat Violence**

- Petition for Injunction for Protection Against Repeat Violence (PDF)  
<https://www.flcourts.org/content/download/403241/3457780/980f.pdf>
  - (Fillable Form) <https://caseman.flcourts.org/forms/980f.aspx>
- Notice of Related Cases (PDF)  
<https://www.flcourts.org/content/download/403026/3456490/900h.pdf>

## **Sexual Violence**

- Petition for Injunction for Protection Against Sexual Violence (PDF)  
<https://www.flcourts.org/content/download/403263/3457912/980q.pdf>
  - (Fillable Form) <https://caseman.flcourts.org/forms/980q.aspx>
- Notice of Related Cases (PDF)  
<https://www.flcourts.org/content/download/403026/3456490/900h.pdf>

## **Stalking Violence**

- Petition for Injunction for Protection Against Stalking -  
<https://www.flcourts.org/content/download/403269/3457948/980t.pdf>
  - (Fillable Form) <https://caseman.flcourts.org/forms/980t.aspx>
- Notice of Related Cases (PDF)  
<https://www.flcourts.org/content/download/403026/3456490/900h.pdf>

Date: \_\_\_\_\_

Case # : \_\_\_\_\_

## Domestic Violence Department Injunction for Protection Fact Sheet

Please fill this form out in its entirety

Petitioners Information					
Last Name		First Name		Middle Initial	
Maiden Name		Race		Sex	
Drivers License #		Date of Birth	/	/	
Petitioners Address			City	State	Zip
Physical					
Mailing					
Phone	( ) -	Cell Phone	( ) -		
Parents Information <i>To be filled out only if Petitioner is a Minor</i>					
Last Name		First Name		Middle Initial	
Phone	( ) -	Cell Phone	( ) -		
Petitioners Employment / School Information					
Employer Name		School Name			
Employer Phone	( ) -	School Phone	( ) -		
Petitioners Employment / School Address			City	State	Zip
Employer					
School					
Respondent's Information (person you are filing against)					
Last Name		First Name		Middle Initial	
Maiden Name		Race		Sex	
Drivers License #		Date of Birth / Age	/	/	
Is the Respondent a Minor?		If yes, Name of Parent / Guardian			
Respondent's Address			City	State	Zip
Physical					
Mailing					
Phone	( ) -	Cell Phone	( ) -		
Respondent's Employment / School Information					
Employer Name		School Name			
Employer Phone	( ) -	School Phone	( ) -		
Respondent's Employment / School Address			City	State	Zip
Employer					
School					

Respondent's Description									
Height		Weight		Build		Eye Color		Hair Color	
Identifying Marks					Alias				
Vehicle				Color			Tag #		
Name of parent / Close Friend									
Address					City		State		
Phone ( ) -				Does the respondent possess any firearms?					

Explain your relationship to the respondent				<i>Check all that apply</i>	
<input type="checkbox"/>	Spouse of the Petitioner (Married)	Date of the Marriage			
<input type="checkbox"/>	Former spouse of the Petitioner (Divorced)	Date of the Marriage			
		Date of the Divorce			
<input type="checkbox"/>	A person related by blood or marriage to you	Specify Relationship			
<input type="checkbox"/>	A boy/girlfriend who is or was living with you				
<input type="checkbox"/>	A person you have a child in common with	Specify Relationship			
<input type="checkbox"/>	A relative that has never lived with you				
<input type="checkbox"/>	A person you have dated, but never lived with				
<input type="checkbox"/>	A person charged with or being investigated for sexual violence against you or your child.				
<input type="checkbox"/>	A Neighbor	<input type="checkbox"/>	A Co-worker		
<input type="checkbox"/>	Other : Specify Relationship				
The petitioner has known the Respondent since (date)					

Children Information					
Complete the information below on the minor child(ren) that you and the respondent have in common (together)					
1 <sup>st</sup> Child Name			Place of Birth		
Date of Birth			Race		Sex
2 <sup>nd</sup> Child Name			Place of Birth		
Date of Birth			Race		Sex
3 <sup>rd</sup> Child Name			Place of Birth		
Date of Birth			Race		Sex
4 <sup>th</sup> Child Name			Place of Birth		
Date of Birth			Race		Sex
5 <sup>th</sup> Child Name			Place of Birth		
Date of Birth			Race		Sex
6 <sup>th</sup> Child Name			Place of Birth		
Date of Birth			Race		Sex