

FILING YOUR APPLICATION FOR A TEMPORARY RESTRAINING ORDER OR CIVIL PROTECTION ORDER BY EMAIL OR FAX

During the COVID-19 public health emergency, the Judicial Branch has established a procedure to file applications for temporary restraining orders (“TROs”) and civil protection orders (“CPOs”) without coming to the courthouse. The TRO process is intended for persons who have a family, household, or dating relationship with the other party. The CPO process is intended for cases where there is no such relationship.

Although you may file for a temporary restraining order on your own, the Connecticut Coalition Against Domestic Violence (CCADV\ CT Safe Connect) is available to help you with your application for a TRO. For assistance, contact CT Safe Connect at www.CTSafeConnect.org or call (888) 774-2900. Advocates are available 24/7 by telephone call, internet chat, or email.

You may also still apply for a TRO or CPO by visiting a courthouse in person, but for the sake of your own health and that of court staff you are encouraged to file for your TRO or CPO by email or fax. In addition, the public health emergency has resulted in the closing of several courthouses and the limitation of the operating hours of those that remain open.

[Courthouses that Remain Open, and their Days and Hours of Operation](#)

During this period, the usual requirement that you take an oath before a notary public or other official has been suspended. Instead, the forms are signed, without a notary, under the “penalty of false statement.” Similar to a statement under oath, a statement under penalty of false statement carries potential criminal penalties for knowingly making an untrue statement.

To apply remotely (without going to the courthouse) follow the steps below:

1. Find the forms you need for your particular situation. The various TRO and CPO fillable forms may be found by clicking on the following link, where the forms for TROs are listed under “Family” and the forms for CPOs are listed under “Civil.” The forms that are intended for use in this process have form numbers that end with the letters “CO.”

<https://jud.ct.gov/webforms/>

2. Follow the instructions for completing the forms in one of two ways:
 - a. Print out the forms, then fill them in by hand and sign where indicated. You should **only** use this method if you plan to file your papers by scanning them into digital copies to be emailed to the court, or by faxing them to the court. If you don’t have access to a scanner or fax machine, you should use method (b) below; or

- b. Complete the fillable internet forms by typing the appropriate information into the blanks using your computer, tablet, or smart phone. When you are finished, **type** your full name into each blank where your signature is required. The typing of your name into the digital form has the same legal effect as signing your name to a printed form. **If for reasons such as physical disability, lack of electronic access to an internet form, or lack of English language proficiency, you are unable to type your own name into the signature blank on a form, you may direct another person to type your name for you. You may only do this after you have read the form, or it has been read to you, in its entirety.** The person you direct to type your name does not have to be in the same place as you; the person helping you may, for example, be on the other end of a telephone conversation with you.
3. Once you have completed all necessary forms, email or fax them to the courthouse that is currently serving your area as shown on the list at the following link:

[Courthouses accepting Applications in your Area](#)

Use the email address or fax number shown on the list for your court.

If your completed application is filed during hours when the court is open, it will be processed by a clerk and reviewed by a judge that day. If you file remotely on a day the court is closed, or after the court has closed for the day, your application will not be considered as received by the court until the next day it is open, and it will be processed and reviewed then.

After your application has been filed it will be reviewed by a judge, who may issue temporary orders, and a hearing date will be set. In order to proceed further, copies of your application, any orders issued by the court, and notice of the hearing must be served by a marshal upon the other party. **IT IS CRITICAL THAT WHEN YOU FILE YOUR APPLICATION YOU INCLUDE YOUR CONTACT INFORMATION (SUCH AS YOUR TELEPHONE NUMBER, FAX NUMBER AND/OR EMAIL ADDRESS) IN THE EMAIL OR FAX COVER SHEET THAT YOU SEND TO THE COURT WITH YOUR APPLICATION. IF YOU DO NOT INCLUDE YOUR CONTACT INFORMATION, WE WILL NOT BE ABLE TO INFORM YOU OF YOUR HEARING DATE, AND IT WILL NOT BE POSSIBLE TO ARRANGE FOR THE NECESSARY SERVICE OF THE PAPERS ON THE OTHER PARTY.**

For TRO applications, [CT Safe Connect](#) will help to arrange for the necessary service by a marshal, whether or not you sought their assistance with filing the application, **but CT Safe Connect can only do so if you have provided the clerk's office with your contact information.** If it has your contact information, the court will send the papers to CT Safe Connect to arrange for service by a marshal, but CT Safe Connect must be able to contact you first.

If you are applying for a CPO, or if you are applying for a TRO and you tell the court in writing that you prefer to make your own arrangements for having a marshal serve the papers without the help of CT Safe Connect, the clerk's office will return the papers to you to arrange service, **but only if you have provided the clerk's office with your contact information.**

If you are in imminent danger before your application can be filed, acted upon, and served under this process, you should call 911 for emergency assistance.