INSTRUCTIONS FOR DOMESTIC VIOLENCE FORMS

FORMS YOU NEED TO FILL OUT:

I. Complaint And Motion For Domestic Violence Protective Order (AOC-CV-303)

1. If filing electronically through eFile North Carolina, only one electronic copy is required. If filing in person, follow the clerk's guidance for the number of copies needed.
2. Fill in:
   (a) Name of county;
   (b) Plaintiff's name - you are the plaintiff;
   (c) Defendant's name and address - a defendant is a spouse, former spouse, person of the opposite sex with whom you live or have lived, your child or grandchild who is at least 16 years old, the mother or father of your child, a current or former household member, or a person that you are dating or have dated;
   (d) Check the blocks and fill in the blanks that apply to you. If you are afraid of additional acts of domestic violence and you want the judge/magistrate to act immediately, check block #2 at the bottom of page 2, asking for an Ex Parte Order. A request for an Ex Parte Order will be heard soon and without giving notice to the defendant. If a magistrate hears your request for ex parte relief, the magistrate's order is only good for a short period of time and a second temporary Ex Parte Order must be issued by the judge. If the judge issues the temporary Ex Parte Order, another hearing will be held after the defendant is given notice. If no Ex Parte Order is entered, a hearing will still be held after the defendant is given notice;
   (e) Date and sign the complaint on the back;
   (f) In some counties you may be able to take it to the magistrate's office on weekends and evenings.
3. If you or the defendant is under the age of eighteen (18) and not married, you must ask the clerk for the form to appoint a guardian ad litem (AOC-CV-318).

II. Notice Of Hearing On Domestic Violence Protective Order (AOC-CV-305)

1. One electronic copy required for eFiling.
2. Fill in:
   (a) Name of county;
   (b) Plaintiff's name;
   (c) Defendant's name and address.
3. **DO NOT** fill out the remainder of this form.

III. Ex Parte Domestic Violence Order Of Protection (AOC-CV-304)

1. Submit one electronic copy.
2. Fill in:
   (a) Name of county;
   (b) Plaintiff's name;
   (c) Defendant's name and address.
3. **DO NOT** fill out the remainder of this form.

IV. Civil Summons Domestic Violence (AOC-CV-317)

1. Submit one electronic copy.
2. Fill in:
   (a) Name of county;
   (b) Plaintiff's name and address. You may give an address where you want your mail to go, not necessarily where you are staying;
   (c) Defendant's name and address *(under the block designated "Defendant")*;
   (d) Defendant's name and address again in the block designated "Name and Address of Defendant."
3. **DO NOT** fill out the remainder of this form.

(Over)

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V. Identifying Information About Defendant Domestic Violence Action (AOC-CV-312)

1. Submit one electronic copy.
2. Fill in all the information that you know. Be as complete and accurate as you can.
3. Leave blank any portion for which you do not have the information.
4. You may either:
   (a) turn in the completed form to the clerk or magistrate with the other papers, or
   (b) keep the form, get the needed information, and turn in the completed form to the judge or magistrate at the hearing.

VI. Affidavit As To Status Of Minor Child (AOC-CV-609)

1. You **do not** need this form unless you are asking for temporary custody of the children.
2. You will need one electronic copy of this form for each minor child.
3. You must attach the completed form to the Complaint and give it to the clerk or magistrate with the other papers:
   (a) turn in the completed form to the clerk or magistrate with the other papers, or
   (b) keep the form, get the needed information, and turn in the completed form to the judge or magistrate at the hearing.

If filing electronically, follow eFile North Carolina instructions.
If filing in person, take completed forms to the clerk or magistrate for further directions.

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