

The Courthouse Guide

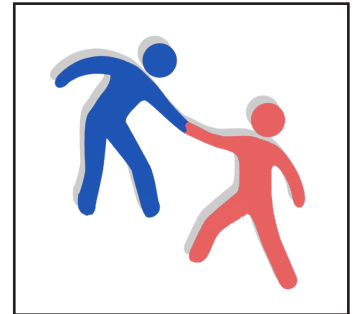
**Information And Step-By-Step
Instructions On How To Get A
Protection Order**



miami
inclusion
alliance

Introduction

- This book will tell you how to get help if you are being hurt by someone



- You should be able to live your life without someone hurting you



- If someone is hurting you, there are ways to get help

- One way to get help is to ask a Judge to keep the person hurting you away from you. This is called a Protection Order



What is a Protection Order?

- A Protection Order is a piece of paper signed by a Judge



- This order will tell the person hurting you to:
 1. Not hurt you anymore
 2. Not call or text you
 3. Not come near where you live, work or go to school
 4. Leave the house
- It can let your children live with you
- It can give you money from the person that hurt you if they are the father/mother of your children



If any of the things listed below have happened to you, you can get a Protection Order to keep you safe

Domestic Violence

This is when someone you live with or have a child with hurts you

Some examples are: hitting, punching, kicking, yelling, spitting, and anything else that hurts you



Repeat Violence

This is when someone hurts you but does not live with you



- You must have been hurt at least two times
- This **MUST** have happened in the last 6 months

If any of the things listed below have happened to you, you can get a Protection Order to keep you safe

Dating Violence

This is when someone that you are romantic or intimate with hurts you

- Romantic means that you love someone or they love you
- Intimate means physical, like sex



Sexual Violence

This is when a sex act has happened to you that you did not want or did not say yes to

- A sex act can be vaginal, oral, or anal
- It can be through use of physical force or threats of hurting you



Important Words and What They Mean



Assault

When someone says they are going to hurt you



Aggravated Assault

When someone says that they are going to use a weapon to hurt you



Battery

When someone touches you without your permission

Important Words and What They Mean



Aggravated Battery

When someone touched you without your permission and permanently hurts you or has a weapon, such as a knife or gun



False Imprisonment

When someone holds you against your will and you can't leave



Kidnapping

When someone holds you against your will and you can't leave, and they want money or something else to let you go

Important Words and What They Mean

Stalking

When someone follows you or bothers you over and over again after you have told them to stop



Aggravated Stalking

When someone follows you or bothers you over and over again after the Judge told them to stop or you are under 16 years old



Important Words and What They Mean

Temporary Protection Order

A piece of paper signed by a Judge that says the person who hurt you must stay away from you. The person must stay between 100 and 500 feet away from you. This will last for 15 days or until you have your hearing in court.

15 Days

Permanent Protection Order

A piece of paper that says the person who hurt you must stay away from you. If you have children together it may tell you where they will live and how much money the person who hurt you may have to give you. The Judge will decide how long it will last. It is usually for 1 year.

1 Year

You must ask if you want help

You can ask for help at 2 places

1. CVAC

CVAC stands for Coordinated Victims Assistance Center

- This is a building that has many services for victims of abuse all in one place
- The address for CVAC is 2400 South Dixie Hwy, Miami, FL 33133
- They will help you fill out the papers needed to get a Protection Order
- They will also help you with jobs, benefits, housing, and immigration
- They will help you make a plan to be safe-this is called a Safety Plan
- If you would like to talk to a lawyer to help you get a Protection Order and to go to court with you, CVAC can help you



You must ask if you want help

You can ask for help at 2 places

2. The Courthouse

There are 5 courthouses in Miami with a special Clerk's Office that will give you the paperwork to get a Protection Order

There are special services that CVAC offers that are not available at the courthouses.



Courthouse Addresses



Lawson E. Thomas Courthouse Center Intake Unit *

175 N.W. 1st Avenue
Mezzanine Floor
Miami, FL 33128
(305) 349-5813



Hialeah District Court Intake Unit *

11 E. 6 Street
Hialeah, FL 33010
(305) 520-4031



South Dade Government Center Intake Unit

10710 S. W. 211 Street
Cutler Bay, FL 33189
(305) 252-5807

Courthouse Addresses



North Dade Justice Center Intake Unit

15555 Biscayne Blvd.
N. Miami Beach, FL 33160
(305) 354-8728



Joseph Caleb Center Intake Unit *

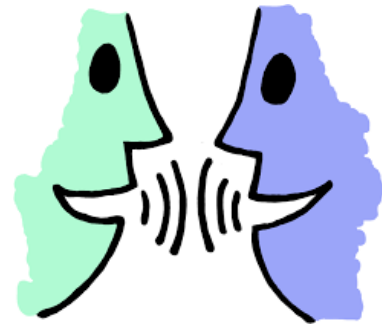
5400 N. W. 22nd Avenue
Miami, FL 33142
(305) 636-2233

HOURS:
9:00 am – 4:00 pm
Monday – Friday

***Legal Aid attorney on site to assist with
Permanent Protection Order Hearings:
8:30 am – 4:30 pm (305). 579-5733 Ext. 2229**

What will happen when I go to CVAC or the Courthouse to get help?

1. You will go to CVAC or the Courthouse and tell them that you have been hurt and you want a Protection Order
2. You will fill out papers that tell a Judge what happened to you
3. You will not see the Judge at this time, but she/he will read all the papers you fill out
4. If the Judge decides that you are in danger, you will be given a Temporary Protection Order that tells the person who hurt you to stay away



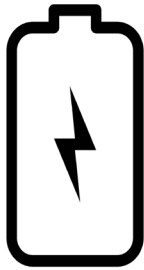
What will happen when I go to CVAC or the Courthouse to get help?

This is a very dangerous time

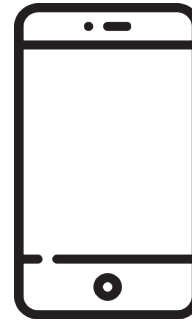


Keep your papers from the Judge with you all the time

Important tips to keep safe after getting your temporary protection order.



Keep your phone charged at all times



If the person that hurt you calls or texts-
DO NOT ANSWER



Save all messages from your phone and all texts from the person that hurt you and bring them to court



Carry your papers/
Temporary Protection Order at all times

Important tips to keep safe after getting your temporary protection order.



Call 911 if the person who hurt you comes near you



Let your family know that you have a Temporary Protection Order



Change the locks on your house and make sure you have lights outside your door that can be turned on



Go to a shelter if you do not feel safe in your home

The most dangerous time for you is when the person that hurt you gets the court papers

The next step is your hearing

Your hearing will take place in court

The Court



The Court that will help you is called the Domestic Violence Court

This Court has special Judges that can decide if the person hurting you should stay away from you

The next step is your hearing

Your hearing will take place in court

Go to the Court on the DATE, TIME, and ADDRESS that are on the papers you were given with your Temporary Protection Order

Bring all your evidence: including pictures, emails, or texts that explain your story

Also bring any friends or family members that can help you share your story with the Judge



Save all messages and all texts from your phone

What happens the day I go to court for my final hearing?



You will enter the Courthouse and go through a metal detector

You will need to put all your items and bags through the machine

You will walk through the metal detector

Find the correct courtroom- the number is on the papers you were given with your Temporary Protection Order

You cannot bring any weapons to court

What happens the day I go to court for my final hearing?

When you get to the Courtroom you will see a man/ woman in a uniform called a bailiff, and he/she will tell you where to sit and wait for the Judge

You will wait until your case is called



**Do not sit next to the person
that hurt you**

What if I have a disability and need an accommodation or help in court?

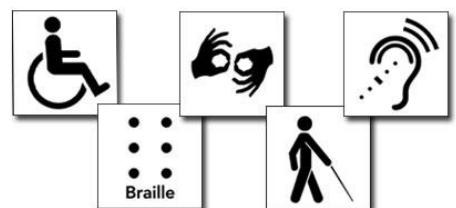
If you need special help to participate in the court hearing before the Judge, you must ask the ADA Coordinator for help

Ask for help 7 days before your hearing

Tell the ADA Coordinator you have a disability and need an accommodation to participate in your court hearing
To ask for help, call (305) 349-7175 or
TDD (305) 349-7174

Or you can FAX a request for help to (305) 349-7355

Or you can email a request for help to: ADA@jud.11.flcourts.org



What if I have a disability and need an accommodation or help in court?



REMEMBER: You must ask for help 7 days before your hearing

Who will be in court?

1. Petitioner



The name used by the Court for the person who has been hurt and is asking for a Permanent Protection Order

2. Respondent



The name used by the Court for the person who hurt the person asking for help

3. Witnesses



Family, friends, or anyone who knows what happened will get to tell the Judge what they saw or heard

4. Lawyer



You may have a lawyer to help you tell the Judge your story. If you have a lawyer, they will be in Court with you, ask the witnesses questions, and ask the person who hurt you questions

Who will be in court?

5. Judge



The person that will hear your story. She/he will listen to what everyone has to say and then will decide if the person that hurt you has broken the law.

6. Court Staff



There will be other people who work for the Court sitting in the courtroom to help the Judge



What Happens in Court?

**Do not speak unless
the Judge tells you to
speak**

- The Judge will come into the court, and you will stand up until the Judge sits down
- The Judge will tell you when you can speak
- The Judge will listen to your story and will listen to your witnesses. The Judge also listens to the person that hurt you tell their story and listens to their witnesses
- The Judge will ask questions and you will answer them
- The Judge will then decide if you will get a Permanent Protection Order



What Happens in Court?

If the Judge says YES you will:

- Get a Permanent Protection Order
- Be given this paper by the police in the courtroom right after the hearing is over
- Keep a copy with you whenever you go out
- Keep a copy in your home



Tell your family and friends that you have a protection order

If the Judge says NO you will still be able to:

- Get help at CVAC or MUJER and follow your plan to stay safe
- Ask for this help at any time if the same person hurts you again



Go to a shelter if you do not feel safe at home

Important Numbers

Call this department when checking on the service of the Temporary Protection Order

Miami-Dade Police Civil Process Bureau:
(305) 375-5100

If you want to file a criminal case against the person that hurt you call:

State Attorney's Office:
(305) 547-0150

Shelters that are available if you need to leave your home

Safespace Shelters:
(305) 285-5900

Florida Domestic Violence Hotline:
1- 800-500-1119

To request an accommodation from the court

Telephone: (305) 349-7175

Email: ADA@jud.11.flcourt.org

Important Numbers



Agencies that might give you a free lawyer

Dade Legal Aid: (305) 579-5733 ext. 2251

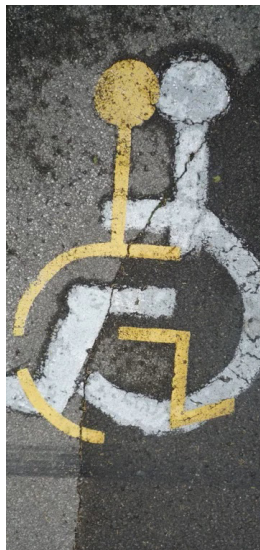
CVAC: (305) 285-5900

Agencies that can support your other needs

CVAC: (305) 285-5900

MUJER: (305) 247-1388

call 911 if you have an Emergency





**Call 911 if you have
an emergency and
need help**

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