



TIMOTHY M. KENNY
CHIEF JUDGE

ZENELL B. BROWN
EXECUTIVE COURT ADMINISTRATOR

KATHLEEN M. MCCARTHY
PRESIDING JUDGE

THE CIRCUIT COURT
FOR THE THIRD JUDICIAL CIRCUIT OF MICHIGAN
FAMILY DIVISION – FRIEND OF THE COURT

ERIN LINCOLN
FRIEND OF THE COURT

HOW TO HAVE YOUR PERSONAL PROTECTION ORDER SHOW CAUSE SERVED

A Show Cause Motion **MUST BE SERVED AT LEAST 7 DAYS BEFORE** the Motion Hearing date.

A Show Cause Motion **MAY NOT** be served by mail or email!

Petitioner must have the Respondent **personally served** with the Show Cause Motion **AND** the Attached Verified Written Allegations/Addendum by one of the following ways:

1. PROCESS SERVER/COURT OFFICER

Fee: Varies (must pay for services in advance)

Step 1: Locate a Process Server or Court Officer and make arrangements to have your PPO Show Cause served. Process Servers can be found in the Yellow Pages or through an internet search. A copy of approved Court Officers can be [found here](#).

Step 2: Email/give the Process server two copies of the Show Cause Motion and Attached Verified Written Allegations/Addendum. The Process Server will serve the respondent with one copy, then complete the Proof of Service, have them notarized and return to you.

Step 3: Once you receive notarized copies from the Process Server, make a copy for your records and then you must scan and email or take a picture of and email the Proof of Service to PPO-Court@3rdcc.org.

2. THIRD PARTY

Fee: No cost (There can be a notary fee).

A third party can be anyone other than yourself who is 18 years of age or older. This can be a friend, family member, neighbor, co-worker or other individual who was NOT a witness to the alleged violations.

Step 1: Email/give two copies to the server.

Step 2: The server will need to give a copy of the Show Cause Motion and Attached Verified Written Allegations/Addendum to the Respondent. (These forms should be handed to the Respondent personally.) After serving the Respondent, the server must complete the back of the other copy and have his/her signature notarized on the forms.

Step 3: The server will need to give the other copy to you once they are completed and notarized. Make a copy for your records, then you must scan and email or take a picture of and email the Proof of Service to PPO-Court@3rdcc.org.

MAKE COPIES OF ALL DOCUMENTS FOR YOUR RECORDS

IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT THE PROOF OF SERVICE FORMS ARE PROPERLY COMPLETED AND EMAILED BACK TO THE COURT BEFORE THE HEARING DATE.

Failure to do so may result in the Motion to Show Cause being adjourned or dismissed.

If you are unable to have the Respondent served with the Motion to Show Cause at least seven (7) days prior to the Motion Hearing date, please call the PPO Courtroom at (313) 224-0120 to request an adjourned date to give you more time to serve your Motion.