

Instructions for Notice to the Vulnerable Adult

This is the Notice to the Vulnerable Adult (Notice). It is not signed by the judge. This notice informs the vulnerable adult that a petition has been filed on his or her behalf. The notice also says what may happen if the petition is granted, and identifies the rights of the vulnerable adult.

The clerk will file the original order in the public court record and provide distribution copies for:

- You (free certified copies).
- Service on the vulnerable adult, if you are filing on behalf of a vulnerable adult.
- Service on the vulnerable adult's guardian, if any.

Please check with the court clerk before filling out the notice.

In some courts, the judge will fill out the notice. In other courts, you will be expected to fill out the notice. Please check with the court clerk.

- If you are expected to fill out the form, follow the instructions below.
- It may be helpful to ask the court clerk for advocate services to help you fill out this form.

Please Print Clearly Using Black or Blue Ink!

Top of the Page

- Fill in the name of the county where the action is filed.
- Fill in the name (first, middle initial, last) of the vulnerable adult.
- The person you want protection from is the "Respondent." Fill in the respondent's name (first, middle initial, last).

Case and Hearing Information

- Fill in your name (first, middle initial, last) as the petitioner.
- Fill in the name of the county where the action is filed.
- Fill in the name (first, middle initial, last) of the respondent.
- The judge or court clerk will write in the next hearing date, time and place, on the first page of the order.



Disability Accommodation

- Ask the court administrator or the superior court for help identifying the name and contact information of the Americans with Disabilities Act (ADA) Designated Contact Person who will provide help with disability accommodation.
- Check the first box and fill in the name, address, and telephone number of the contact person.
- Check the second box and fill in the address and telephone number of the court administrator for the superior court, if you are unable to identify the contact person. The superior court administrator's address and telephone number are available on the courts' website under the link for the Court Directory:
http://www.courts.wa.gov/court_dir/.

Service of the Notice

You must arrange for service of this notice on the vulnerable adult along with the other filed documents.

Please consider providing the "Instructions for Process Servers" to the individual who will serve the Notice. These instructions suggest that the process server offer to read the notice to the vulnerable adult, and point out that disability accommodations are available if he or she wishes.

Superior Court of Washington, County of Klickitat

In re the Matter of:

 A Vulnerable Adult (Person to be Protected)

 Respondent (Person to be Restrained)

No. _____

**Notice to the Vulnerable Adult
(NTVA)**

Notice to the Vulnerable Adult

Important Notice - Please Read Carefully

Petitioner (*name*) _____
 filed a *Petition for a Protection Order* on your behalf in _____
 County Superior Court against (*name of Respondent*) _____
 _____.

The hearing is scheduled for (*time*) _____ on (*date*) _____
 at (*location*) _____.

If this protection order is granted, the judge may grant the request as stated in the petition. This may include requiring (*the respondent*) _____ to stay away from you and not to talk to you, or not handle your money. If the protection order is granted, it can be for 1 year or up to a permanent protection order.

Under the law you have certain rights.

You have the right to go to the court hearing. At the court hearing, the judge will decide whether or not you need protection.

You have the right to tell the judge that you agree or disagree with the petition.

You have the right to have a lawyer represent you.

You have the right to present evidence.

At the hearing, the judge may:

- grant the order for protection;
- dismiss the petition or parts of it;
- get more information to decide if you are unable to protect yourself or your property due to incapacity, undue influence, or duress; or
- require a guardianship or conservatorship petition to be filed. If a guardianship or conservatorship petition is filed, you have the right to have a lawyer appointed for you and you will have other rights.

If you have a disability that makes it hard for you to understand court documents or to be part of the court hearing, you may ask for help (an accommodation). You may use the *Request for Reasonable Accommodation* form available in the court clerk's office to ask for an accommodation.

For help with a disability accommodation, contact (*Petitioner must check one and complete*):

ADA Designated Contact Person for the Superior Court

Name: _____

Address: _____

Telephone: _____

Court Administrator for the Superior Court

Address: _____

Telephone: _____

Instructions for Process Server

Service of the Notice to the Vulnerable Adult

You are serving this notice and the accompanying documents on a vulnerable adult.

This notice is designed to explain the documents in plain language.

However, the vulnerable adult may not be able to read the document.

- Please discreetly ask the vulnerable adult if he or she would like to have the notice read aloud.
- If at all possible, serve the vulnerable adult when others are not present to overhear.
- If the vulnerable adult agrees to have you read the document, please read the document slowly and clearly.
- Please point out the name and phone number of the individual who can provide help with a disability accommodation. This information is provided on the last line of the second page of the Notice.

Thank you for your consideration.

Superior Court of Washington, County of Klickitat

| | |
|--|-----------------------------------|
| _____ Petitioner (Protected Person) Date of Birth _____ | No. _____ |
| vs. | Proof of Service (RTS) |
| _____ Respondent (Restrained Person) Date of Birth _____ | Clerk's Action Required: 2C |

Proof of Service

Server declares:

1. My name is _____. I am 18 or older.
I am a peace officer **not** a party to this case.

2. **Able to Serve**

A. **Personal Service:** I served the court documents checked in section 4 for this case to *(name of party)* _____
on *(date)* _____ at *(time)* _____
by giving the documents directly to them at this address:

B. **Electronic Service**

***Important!** Do **not** use electronic service if your case involves the surrender of firearms, transfer of child custody, removing Respondent from the parties' shared residence, an incarcerated Respondent, or a petition for a vulnerable adult protection order is filed by someone other than the vulnerable adult. In these cases, after 2 unsuccessful attempts at personal service, you can ask the court to authorize electronic service. Court authorization is not necessary for vulnerable adult protection orders.*

I served the court documents checked in section 4 for this case to
(name of party) _____
on *(date)* _____ at *(time)* _____ via

email text social media applications other technology

At the following email address/s, phone number/s, social media application and user name, or other address: _____

I received a read receipt or communication from the receiving party (*describe or attach*): _____

- C. **Service by Mail:** I served the court documents checked in section 4 for this case to (*name of party*) _____ on (*date*) _____ at (*time*) _____. I sent **2** copies of the documents, postage prepaid: one by ordinary, first-class mail and one by other mail with certified or tracking information (*attach receipts*). I sent the mail to this/these address/es: _____

Clerk's Action: The court clerk shall forward a copy of this order immediately to the following law enforcement agency (*county or city*) _____ (*check only one*): Sheriff's Office or Police Department (*List the same agency that entered the temporary order, if any*)

This agency shall enter this order into WACIC and National Crime Info. Center (NCIC).

3. Not Able to Serve

- I was unable to make personal service on (*name of party*) _____. I notified the serving party that service was not successful. Personal service was attempted on the following date/s _____
- Electronic service was attempted at the following address/es but it bounced back, was undeliverable, or there was no follow-up communication _____
- I did not mail court documents to (*name of party*) _____ because I do not know the party's last known address.

4. List of Documents

Important! You must check or write in the title of **every** document that you served. Use the "Other Documents" box to write in the title of any document not already listed.

I served the following documents (*check all that apply*):

| New Petition | After a Full Hearing |
|---|--|
| <input type="checkbox"/> Petition for Protection Order | <input type="checkbox"/> Protection Order |
| <input type="checkbox"/> Temporary Protection Order and Hearing Notice | <input type="checkbox"/> Order to Surrender and Prohibit Weapons |
| <input type="checkbox"/> Order to Surrender and Prohibit Weapons | <input type="checkbox"/> Order Realignment Parties |
| <input type="checkbox"/> A blank Law Enforcement and Confidential Information Form | |
| <input type="checkbox"/> Order Transferring Case and Setting Hearing | |
| <input type="checkbox"/> Declaration/s of: _____ | |
| _____ | |
| _____ | |
| <input type="checkbox"/> Denial Order | |
| <input type="checkbox"/> Notice to Vulnerable Adult | |

| | |
|--|---|
| <input type="checkbox"/> Reissuance of Temporary Protection Order and Notice of Hearing | |
| Renewals <input type="checkbox"/> Motion for Renewal of Protection Order <input type="checkbox"/> Order Setting Hearing on Renewal and Extending Order until Hearing <input type="checkbox"/> Order for Renewal of Order for Protection | Motions <input type="checkbox"/> Motion to Modify or Terminate Protection Order <input type="checkbox"/> Motion for Surrender and Prohibition of Weapons <input type="checkbox"/> Notice of Hearing <input type="checkbox"/> Motion to Realign Parties <input type="checkbox"/> Motion to Set Show Cause Hearing - Contempt <input type="checkbox"/> Order on Hearing - Contempt <input type="checkbox"/> Order re Adequate Cause |
| Weapons Compliance <input type="checkbox"/> Findings and Order on Review: Weapons Surrender Compliance <input type="checkbox"/> Order on Hearing - Contempt <input type="checkbox"/> A blank Proof of Surrender <input type="checkbox"/> A blank Declaration of Non-Surrender <input type="checkbox"/> Receipt for Surrender Weapons and Concealed Pistol License <input type="checkbox"/> Order to Release Weapons | After a Motion Hearing <input type="checkbox"/> Order Modifying or Terminating Protection Order <input type="checkbox"/> Order to Surrender and Prohibit Weapons |
| Other Documents <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ | |

5. Fees Charged for Service:

Does not apply.
 Fees: \$_____ + Mileage \$_____ = Total: \$_____

6. Other: _____

I declare under penalty of perjury under the laws of the State of Washington that the statements on this form are true.

Signed at (*city and state*): _____ Date: _____

▶ _____
Signature of server

Print or type name of server

Law Enforcement Agency (if any)