

## Protection Orders

Here are three options to help you complete and submit your forms to the court:

### New Hope



Speak to an advocate 24/7, 365 days a year. Advocates can help with protection orders, crisis intervention, information, referrals, safety planning, and other support. Advocates can help you with the process of requesting legal protection from an abusive spouse/partner, family member, stranger, or friend. Their contact information is below and you can find additional information on their website: <https://newhopewa.org/>

New Hope

311 W Third Avenue  
Moses Lake, Washington 98837  
Main Line: 509-764-8402  
24/7 Hotline: 1-888-560-6027

Hours: 8:00 am - 5:00 pm  
Wednesdays: 10:00 am - 5:00 pm

### WashingtonLawHelp.Org

# WashingtonLawHelp.org

Complete an online interview in 30-60 minutes to help you create your own court forms for a protection order at the following website: <https://www.washingtonlawhelp.org/resource/protection-order-forms-online>

**Create an account - - this is highly recommended.** This will let you start/stop, save, edit, and upload the forms you create. Read through the “Introduction” and “Before you Start” to help you understand the process.

Once you have saved your forms, you may submit them to the Clerk's Office by e-mailing to: [clerk@co.adams.wa.us](mailto:clerk@co.adams.wa.us) or deliver them to the Clerk's Office at the address below. You may only submit **NEW** petitions and supporting forms for a protection order to this e-mail address. When submitting your NEW petition, please provide your e-mail address **and daytime phone number** so that the Clerk's office may reach you once the court has reviewed your documents.

After your case has been filed, do not use the e-mail provided above. You must file all other documents at the Clerk's Office in person (Clerk's Office – 210 W Broadway, Ritzville, WA 99169 - 3<sup>rd</sup> floor of courthouse building) or via regular mail to the Clerk's Office (P.O. Box 187, Ritzville, WA 99169). Any documents submitted to the e-mail address for an existing case will be immediately rejected and not filed in your case file. If you have any questions, please contact the Clerk's Office at the number below.

### **Adams County Clerk's Office**

The Clerk's office has protection order form packets available at no cost. You may submit your paperwork for a protection order in person at the Clerk's office, or use one of the methods outlined above. Please remember that Clerk's Office employees are NOT attorneys and may NOT help you fill out the forms - - they do not want to provide you with wrong information. They can only review your paperwork to be sure you have all the forms and that you have complied with the court's procedures.

Adams County Clerk  
210 W Broadway  
Ritzville, WA 99169  
(3<sup>rd</sup> floor of Courthouse Building)

#### **Mailing:**

P.O. Box 187  
Ritzville, WA 99169

Phone: 509-659-3257

Hours: Monday through Friday

8:30 am to noon and 1:00 pm to 4:30 pm