

**METROPOLITAN POLICE DEPARTMENT CPO/TPO UNIT
RESPONDENT DESCRIPTION SHEET**

Petitioner's Name: _____

Case No.: _____

If you would like MPD to serve your order, please complete as much information as known. If unknown please write UNKNOWN. If not applicable, please write N/A

Respondent's Information

Respondent's Name: _____ **Nickname/ Alias:** _____

Date of Birth: _____ **Social Security #:** _____

Sex: _____ **Race:** _____ **Complexion:** _____ **Height:** _____ **Weight:** _____

Hair Style/Color: _____ **Eye Color:** _____ **Primary Language:** _____

Scars/Tattoo or other unique features: _____

Home or Primary Address: _____ **Apt. #:** _____

Apartment Complex or Community: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone #: _____ **Cell Phone #:** _____

Best time to serve respondent at home or work? _____ **am/pm**

Other locations or hangouts for respondent: _____

Work Address: _____

Name of Business: _____ **Occupation:** _____

Work Phone #: _____ **Days Off:** _____

Vehicle Information:

Make: _____ **Model:** _____ **Color:** _____ **Tag #:** _____

Weapons: If respondent is known to carry weapons, please describe:

Type: _____ (firearm / knife) **Model:** _____ **Color:** _____

Location weapon is kept: (on person/ in car/ in house)

CONFIDENTIAL PETITIONER INFORMATION: THIS INFORMATION IS FOR MPD USE ONLY!!!

MPD CPO/TPO Unit will only contact you in the event that additional information is required to serve, i.e., information or questions not on this sheet.

Petitioner's contact numbers: _____ **Home** (No message will be left)
_____ **Work** (No message will be left)
_____ **Cell** (Is message ok? Yes ___ No ___)

Alternate Contact Person Name: _____ **Number:** _____

Advocate's Name: _____ **Number:** _____

THIS INFORMATION WILL REMAIN CONFIDENTIAL AT ALL TIMES

Clerk's Office Box:

Bench Warrant on file? Yes ☐ No ☐ **PDID:** _____ **Photo Available** Yes ☐ No ☐

Was an Alternative Service Package Given to Petitioner? Yes ☐ No ☐

The _____ is responsible for routine service in Civil Protection Order Cases and will make reasonable attempts to accomplish service. Please assist PWS by printing all you know about the Respondent on this Description Sheet. Although you may write “unknown” if necessary, you should understand that incomplete information will possibly result in routine service delays. If you become aware of additional information which will assist PWS in serving the Respondent, please call PWS at (202) 727-4450.

Initials_____

Please understand that PWS will not always be able to accomplish service within the same period set by the court. For that reason, you will leave with two copies of the contents of the service package. One copy is yours to keep. The other copy will be placed in a sealed envelope for service upon the Respondent. You cannot serve this on the Respondent yourself. You may give the sealed envelope to any _____ Officer who can serve the Respondent at your request or you may give the packet to someone else (a friend, relative or professional process Server), who is over 18 years of age. This person must: (1) hand the service packet to the Respondent; (2) fill out the court’s Return Service form in front of a notary or court clerk; (3) return the Return of Service form to the DC Clerk in Room 4242 as soon as possible; and (4) call PWS at (202) 727-4450, between the hours of 6:00 a.m. and 2:00 p.m., Monday through Friday, to advise that you have served the Respondent.

Initials_____

Your Temporary Protection Order (TPO) is active for 14 days. You may contact PWS at (202) 727-4450, between the hours of 6:00 a.m. through 2:00 p.m., Monday through Friday, to determine whether PWS has served the Respondent. Please wait at least 48 hours from the day you file before calling for this information.

Initials_____

Note: It is not in your best interest to tell the Respondent that you have filed for a Civil Protection Order because the Respondent may try to avoid service. The Court cannot assist you unless the Respondent is served.

Initials_____

FURTHER ACTS OF VIOLENCE MAY OCCUR WHEN A CIVIL PROTECTION ORDER IS SERVED, SO YOU SHOULD MAKE APPROPRIATE ARRANGEMENTS FOR YOUR PERSONAL SAFETY. IF AT ANY TIME THE RESPONDENT ATTEMPTS TO HARM OR THREATEN YOU, CONTACT YOUR LOCAL POLICE DISTRICT IMMEDIATELY OR DIAL 911. IF ANY ORDER IS ACTIVE BUT HAS NOT BEEN SERVED, THE POLICE CAN SERVE IT WHEN THEY ARRIVE.

Initials_____

I have read and understand each instructional paragraph. My initials after each paragraph indicate I fully understand their meaning.

SIGNED: _____ DATE: _____