

# NO CONTACT ORDERS:

## Instructions for Modifying/Rescinding

1. The applicant needs to contact the The Dove House to set up and obtain a *Safety Plan* (see contact information below)
2. Next, the applicant needs to complete the attached form “*Request to Modify/Rescind No Contact Order*”
3. The applicant shall bring to the Clerk’s Office:
  - Proof from **The Dove House** of entry of *Safety Plan* (do not bring us your actual Safety Plan)
  - One self-addressed, stamped envelope
  - Completed *Request to Modify/Rescind No Contact Order*
4. The Clerk’s Office will provide the *Request to Modify/Rescind No Contact Order* to the Court Administrator for review. If all filing requirements have been met (above), the *Request* will be submitted to the Judge. The Judge will determine whether or not a hearing should be set.
5. The Court Administrator will set a hearing date, if one was granted, and mail a copy of the *Request to Modify/Rescind No Contact Order* and court’s decision and the court date (if applicable) in the self-addressed, stamped envelope.
6. If a hearing is set in this matter, it is **MANDATORY** that the protected party appear. **Bring the document entitled “*Order Rescinding No Contact Order*” with you to your hearing.** If you fail to appear, your request will not be considered by the Judge.

### Resources:

Dove House  
1045 10<sup>th</sup> St.  
Port Townsend, WA 98368  
(360) 385-5292

Mary Schoenfelder, Victim’s Advocate  
Jefferson County Prosecutor’s Office  
1820 Jefferson St.  
Port Townsend, WA 98368  
(360) 385-9180