

**SKAGIT COUNTY CLERK'S OFFICE  
205 WEST KINCAID ROOM 103  
MOUNT VERNON WA 98273  
(360) 416-1800**

**SKAGIT COUNTY PROTECTION ORDERS RENEW  
PACKET INSTRUCTIONS**

1. Fill out these forms. Please print neatly with dark ink (not red). The Court must be able to read them clearly.
2. Correct Addresses on the Law Enforcement & Confidential Information Form are very important.

**LAW ENFORCEMENT WILL NOT SERVE DOCUMENTS ON RESPONDENT  
WITHOUT AN ADDRESS.**

3. Please include the correct birth dates and correct spelling of names for all parties named.

**AGAIN, LAW ENFORCEMENT WILL NOT SERVE ANY DOCUMENTS  
WITHOUT THIS INFORMATION.**

4. Bring **completed forms** back to the clerk's office.

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**Fill out the following forms COMPLETELY:**

- 1) The Petition: Fill out all statement areas on the petition completely with as much information about what is happening and why you are petitioning for an order. This is what the court uses to determine if a temporary order is necessary.
- 2) LECIF Law Enforcement & Confidential Information Form: Correct addresses and birthdates.

Once court is done, you will be directed back to the Clerk's Office to obtain copies where we will provide you with certified copies of the order. Always keep a copy of the order with you. Law enforcement will attempt to serve the respondent with the petition and order. If respondent has not been served yet and is at your residence, please call 911 to have an officer come to your house. They can use one of your certified copies to serve on respondent at that time and do a civil standby (if ordered by the court) to allow respondent to get personal belongings.

If the respondent violates the order, please call 911 to make a report.