# MADERA COUNTY SUPERIOR COURT STATE OF CALIFORNIA

#### RESPONDING TO A DOMESTIC VIOLENCE RESTRAINING ORDER - PACKET

Attached you will find the forms to respond to a Request for Domestic Violence Restraining Order. The packet includes the following forms: DV-120-INFO How Can I Respond to a Request for Domestic Violence Restraining Order, DV-120 Response to Temporary Restraining Order, DV-250 Proof of Service by Mail, DV-800-INFO How do I Turn In, Sell, or Store My Firearms?, DV-800 Proof of Firearms Turned In, Sold or Stored, DV-805 Proof of Enrollment for Batterer Intervention Program. You do not need to complete all the forms included, but we have provided additional forms to better assist you.

- 1. Carefully read the DV-120-INFO *How Can I Respond to a Request for Domestic Violence Restraining Order* before you complete your Response.
- 2. Complete Form DV-120 Response to Temporary Restraining Order. You can ask the court's family law facilitator/self-help center (located on the 1<sup>st</sup> Floor) to review your paperwork.
- 3. Make two (2) copies of Form DV-120 Response to Temporary Restraining Order, and any other attachments you included. One copy will be for you; another copy will be for the protected person. The original is for the court.
- 4. File your forms with the court clerk before your scheduled hearing. Take your forms to the Civil Division (located on the 4<sup>th</sup> Floor). The clerk will keep the original and return the copies to you file stamped.
- 5. You must have someone over the age of 18 (NOT YOU) serve by mail a copy of your Response to the other party. The person who mails the copy to the other party must complete the DV-250 Proof of Service by Mail for you. You must file both original DV-120 Response to Temporary Restraining Order and DV-250 Proof of Service by Mail with the Civil Clerk.
- 6. Do not miss your hearing! If you miss it, the judge can make the orders without hearing from you.

NOTE: You can also begin the process online, from home, or on one of the public computers located in the Self-Help Office on the 1<sup>st</sup> Floor at sharpcourts.org. (see attached flyer)

When finished, have the Self-Help Office review your paperwork before filing.

# GET STARTED ON YOUR DOCUMENTS NOW!

You can begin the process from your phone, your computer at home, or one of the computers in the Self Help Center.

### This option is available for these case types:

- Divorce
- Request for and Response to Domestic Violence Restraining Order
- Guardianship
- Name Change
- · Request for Order
- Dogwoot for Order

- Parentage Petition and Response
- Civil Harassment Restraining Order Request and Response
- Elder Abuse Restraining Order Request and Response
- Eviction/Unlawful Detainer-Landlord/Tenant

#### To get started:

- Go to www.sharpcourts.org and click on the "Online Resources" tab.
- Select the case type with which you need help.
- We strongly recommend that you create an account so that you do not lose your work. You can note your username and password below. Keep this in a safe place!

Username:	Password:
	· · · · · · · · · · · · · · · · · · ·

- 4 Fill out the prompts.
- 5 When finished click "SAVE", then have the Self Help Center review your paperwork. Their information is below.

#### Madera Family Law Facilitator / Self Help Center

200 South "G" Street, Madera, CA 93637 Mon-Fri: 8AM - 3PM (559) 416-5520

facilitator@madera.courts.ca.gov



# DV-120-INFO How Can I Respond to a Request for Domestic Violence Restraining Order?

### What is a Domestic Violence Restraining Order?

It is a court order that can help protect people who have been abused or threatened with abuse.

Abuse can be physical or emotional. It can be spoken or written.

#### What does the order do?

The court can order you to:

- Not contact or harm the protected person, including children or others listed as protected people
- Stay away from all protected people
- Not have any guns or ammunition
- Move out of the place that you share with the protected person
- Follow custody and visitation orders
- Pay child support
- Pay spousal support
- Obey property orders
- Follow other types of orders (listed on *Form DV-100*)

# Who can ask for a domestic violence restraining order?

The person requesting the order must have a relationship with you:

- Someone you date or used to date
- Married, registered domestic partners, separated, engaged, or divorced
- Someone you live or lived with (more than just a roommate)
- A parent, grandparent, sibling, child, or grandchild related by blood, marriage, or adoption

# I've been served with a request for domestic violence restraining order. What do I do now?

Read the papers very carefully. You must follow all the orders the judge made. The *Notice of Court Hearing* tells you when to appear in court. You should go to the hearing, if you do not agree to the orders requested. If you do not go to the hearing, the judge can make orders against you without hearing from you.

#### What if I don't obey the order?

The police can arrest you. You can go to jail and pay a fine. You must still follow the orders even if you are not a U.S. citizen. If you are worried about your immigration status, talk to an immigration lawyer.

#### How long does the order last?

If there is a *Temporary Restraining Order* in effect, it will last until the hearing date. At the hearing, the judge will decide whether to extend the order or cancel the order. The judge can extend the order for up to five years. Custody, visitation, child support, and spousal support orders can last longer than five years and they do not end when the restraining order ends.

# What if I don't agree with what the order says?

You still must obey the orders until the hearing. If you do NOT agree with the orders the person is asking for, fill out Form DV-120, Response to Request for Domestic Violence Restraining Order. After you fill out the form, file it with the court clerk and "serve" the form on the person asking for the restraining order. "Serve" means to have someone 18 years or older -not you - mail a copy to the other party. The person who serves your form must fill out Form DV-250, Proof of Service by Mail. After Form DV-250 is completed, make sure it is filed with the court clerk. You will also have a chance at the hearing to tell your side of the story. For more information on how to prepare for the hearing, read Form DV-520-INFO, Get Ready for the Restraining Order Court Hearing.

# Is there a cost to file my Response (Form DV-120)?

No.

### What if I also have criminal charges against me?

See a lawyer. Anything you say or write, including in this case, can be used against you in your criminal case.



# DV-120-INFO How Can I Respond to a Request for Domestic Violence Restraining Order?

#### What if I have a gun or ammunition?

If a restraining order is issued, you cannot own, possess, or have a gun, other firearm, or ammunition while the order is in effect. If you have a gun or other firearm in your immediate possession or control, you must sell it to, or store it with, a licensed gun dealer, or turn it in to a law enforcement agency. You must also prove to the court that you turned in or sold your gun. Read Form DV-800-INFO, *How Do I Turn In, Sell, or Store My Firearms?*, for more information.

#### Do I need a lawyer?

You are not entitled to a free court-appointed lawyer for this case but having a lawyer represent you or getting legal advice from a lawyer is a good idea, especially if you have children. If you cannot afford a lawyer, you can represent yourself. There is free or low-cost help available in every county. For help, ask the court clerk how to find free or low-cost legal services and self-help centers in your area. You can also get free help with child support at your local family law facilitator's office.

#### What if I do not speak English?

When you file Form DV-120, ask the court clerk if a court interpreter is available for your hearing. If an interpreter is not available, bring someone to interpret for you. Do NOT ask a child, a witness, or anyone to be protected by the order to interpret for you.

#### What if I am deaf or hard of hearing?



Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the proceeding. Contact the clerks'

office or go to www.courts.ca.gov/forms for Request for Accommodations by Persons With Disabilities and Response (Form MC-410). (Civ. Code, § 54.8.)

# Can I use the restraining order to get divorced or terminate a domestic partnership?

No. These forms will not end your marriage or registered domestic partnership. You must file other forms to end your marriage or registered domestic partnership.

# What if I have children with the other person?

The judge can make temporary orders for child custody and visitation. If the judge makes a temporary order for child custody, the parent with custody may not remove the child from California before notice to the other parent and a court hearing. Read the order for any other restrictions. There may be some exceptions. Ask a lawyer for more information.

#### What if I want to leave the county or state?

You must still comply with the restraining order, including custody and visitation orders. The restraining order is valid anywhere in the United States.

# Will I see the person who asked for the order at the court hearing?

Yes. Assume that the person who is asking for the order will attend the hearing. Do not talk to him or her unless the judge or that person's attorney says that you can. Any temporary restraining order made by the court is in effect until the end of the hearing.

## What if I need a restraining order against the other person?

Do not use this form to request a domestic violence restraining order. For information on how to file your own restraining order, read Form DV-505-INFO. You can also ask the court clerk about free or low-cost legal help.

#### What if I am a victim of domestic violence?

For a referral to a local domestic violence or legal assistance program, call the National Domestic Violence Hotline:

1-800-799-7233 TDD: 1-800-787-3224

It's free and private.

They can help you in more than 100 languages.

#### For help in your area, contact:

[Local information may be inserted]



#### **DV-120**

#### Response to Request for Domestic **Violence Restraining Order**

Use this form if someone has asked for a domestic violence restraining order against you, and you want to respond in writing. You will need a copy of form DV-100, Request for Domestic Violence Restraining Order, that was filled out by the person who asked for a restraining order against you. There

Do not use this form if you want to ask for your own restraining order. Read form DV-500-INFO, Can a Domestic Violence Restraining Order Help Me? to find out more about this type of restraining order.

Clerk stamps date here when form is filed.

1	Name of Person Asking for Protection
$\smile$	

(See form DV-100, item (1)):

is no cost to file this form with the court.

Superior Court of California, County of Madera 200 South G Street Madera, CA 93637
Madera
200 South G Street
Madera, CA 93637
Civil Division

Fill in court name and street address:

Fill in case number:

Case Number:

Your Name: \_\_\_\_\_

Address where you can receive court papers

(This address will be used by the court and by the person in (1) to send you official court dates, orders, and papers. For privacy, you may use another address like a post office box or another person's address, if you have their permission and can get your mail regularly. If you have a lawyer, give their information.)

Address:			
City	Stata	7:	

Your contact information (optional)

(The court could use this information to contact you. If you don't want the person in (1) to have this information, leave it blank or provide a safe phone number or email address. If you have a lawyer, give their information.)

E-Mail Address:	Telephone:	Fax:
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Your lawyer's information (if you have one)

Name:	State Bar No.:
Firm Name:	

Your Hearing Date (Court Date)



Your hearing date is listed on form DV-109, Notice of Court Hearing. If you do not agree to having a restraining order against you, go to your hearing date. If you do not go to your hearing date, the judge could grant a restraining order that could last up to five years.

	Case Number:
per	w to complete this form: To answer the questions below, look at the form DV-100 filled out by the son in ①. Tip: When the restraining order forms say "the person ②" that means you, and the "person ①" means the person who is asking for a restraining order against you.
4	Information About You (see ② on form DV-100)
	The person in 1 listed your name, age, gender, and date of birth. If any of the information is incorrect, use the space below to give the correct information.
5	History of Court Cases and Restraining Orders (see 4) on form DV-100)
	The person in ① may have listed other court cases or restraining orders involving you. If information is incorrect or missing, use the space below to give information.
	Check here if you are including a copy of restraining order or court order that you want the judge to know about
6)	Your Relationship to the Person in 1  In item 3 of form DV-100, has the person in 1 correctly described your relationship with them?  Yes No If no, what is your relationship with the person in 1?:
7	☐ Other Protected People
	If the judge grants a restraining order, it can include family or household members of the person in ①. See ⑧ on form DV-100 to see if the person in ① is asking for other people to be protected by the restraining order.
	<ul> <li>a.</li></ul>
8	☐ Order to Not Abuse (see (10) on form DV-100)
	<ul> <li>a.</li></ul>

	Case Number:
9 No-Contact Order (see (11) on form	DV-100)
<ul><li>a.  I agree to the order requested.</li><li>b.  I do not agree to the order requested.</li></ul>	ifferent order that you would agree to:
10 Stay-Away Order (see (12) on form	DV-100)
a.   I agree to the orders requested.	
b.   I do not agree to the orders requested.	
Explain why you disagree, or describe a di	ifferent order that you would agree to:
11 Order to Move Out (see (13) on form	m DV-100)
a.   I agree to the order requested.	
b. I do not agree to the order requested.	
Explain why you disagree, or describe a di	ifferent order that you would agree to:
Other Orders (see $(14)$ on form DV-1	100)
a.   I agree to the order requested.	
b. I do not agree to the order requested.	
Explain why you disagree, or describe a di	ifferent order that you would agree to:
13 Child Custody and Visitation (see	e (15) on form DV-100)
-	d in form DV-105, Request for Child Custody and Visitation Orders.
-	en listed in form DV-105 (check all that apply below):
(1) I agree to the order requested.	
(2) I do not agree to the order reque	sted, because:
(3)	ex (explain the orders that you would agree to, or use form DV-105):
Check here if you will comp	plete form DV-105 and attach it to this form.

	Case Number:
14 Protect Animals (see (16) on form DV-100)	
<ul> <li>a.  I agree to the orders requested.</li> <li>b.  I do not agree to the orders requested.</li> <li>Explain why you disagree, or describe a different order that you would a</li> </ul>	agree to:
15 Control of Property (see 17) on form DV-100)  a.   I agree to the order requested.	
b. I do not agree to the order requested.  Explain why you disagree, or describe a different order that you would a	agree to:
16 Health and Other Insurance (see 18) on form DV-100)	
<ul> <li>a.</li></ul>	agree to:
17 Record Communications (see 19) on form DV-100)	
<ul><li>a.   I agree to the order requested.</li><li>b.   I do not agree to the order requested.</li></ul>	
Property Restraint (see 20) on form DV-100)	
<ul> <li>a.</li></ul>	agree to:
Pay Debt (Bills) Owed for Property(see (22) on form DV-10	0)
<ul> <li>a.</li></ul>	agree to:

	Case Number:
20 Pay Expenses Caused by the Abuse (see 23) on form DV	Y-100)
<ul> <li>a.</li></ul>	agree to:
21 Child Support (see 24) on form DV-100)	
a.   I agree to the order requested.	
b.  I do not agree to the order requested.	
c.	ne child support at
www.courts.ca.gov/selfhelp-support.htm.)	
22 Spousal Support (see 25) on form DV-100)	
a.   I agree to the order requested.	
b.  I do not agree to the order requested.	
Explain why you disagree, or describe a different order that you would	agree to:
23 Lawyer's Fees and Costs (see 26) on form DV-100)	
a.   I agree to the order requested.	
b.  I do not agree to the order requested.	
Explain why you disagree, or describe a different order that you would	agree to:
c. I ask that the person in 1 pay for some or all of my lawyer's fees	and costs.
Batterer Intervention Program (see 27) on form DV-100)	
a.   I agree to the order requested.	
b.  I do not agree to the order requested.	
Explain why you disagree, or describe a different order that you would	agree to:

	Case Number:
25 Transfer Wireless Phone Account (see 28) on form DV	V-100)
<ul> <li>a.</li></ul>	ould agree to:
Guns, Other Firearms, or Ammunition (see 29) on form DV If you were served with form DV-110, Temporary Restraining Order, your immediate possession or control. You must file a receipt with the licensed gun dealer within 48 hours after you received form DV-110.  Check all that apply	you must turn in any guns or firearms in
<ul> <li>a.  I do not own or have any guns, firearms, or ammunition.</li> <li>b.  I have turned in my guns and firearms to law enforcement or s copy of the receipt showing that I turned in, sold, or stored my is attached  has already been filed with the court.</li> <li>c.  I ask for an exemption from the firearms prohibition under Fan (explain):</li> </ul>	firearms (check all that apply):
<ul> <li>Cannot Look for Protected People (see 30) on form DV-10</li> <li>a.</li></ul>	
Additional Reasons I Do Not Agree with the Requestion why you do not agree to any of the orders requested by the pe	st (optional)
Check here if you need more space. Attach a sheet of paper, and v	write "DV-120, Additional Reasons I Do Not

)  ☐ My Out-of	-Pocket Expenses	<u></u>
person in 1 to pa	, ,	dge at the court hearing, I ask the judge to order the use the temporary restraining order was granted without
For:	Because:	Amount: \$
For:	Because:	Amount: \$
For:	Because:	Amount: \$
Your signatur		
/		he State of California that the information above is true and
I declare under pe	enalty of perjury under the laws of the	he State of California that the information above is true and
I declare under pe	enalty of perjury under the laws of the	
I declare under percorrect.  Date:  Type or print you	enalty of perjury under the laws of the	he State of California that the information above is true and
I declare under percorrect.  Date:  Type or print you	r name  signature (if you have one)	he State of California that the information above is true and

#### **Your Next Steps**

- If the person in ① asked for child support, spousal support, or anyone is asking for lawyer's fees, you must complete <u>form FL-150</u>, *Income and Expense Declaration*. If the person in ① is only asking for child support (item 24 on form DV-100), you may be eligible to fill out a simpler form, <u>form FL-155</u>. Read <u>form DV-570</u> to see if you are eligible to fill out form FL-155. Before your court date, you must file form FL-150 or FL-155 with the court. Then you must have a server mail a copy to the person in ① and have your server complete <u>form DV-250</u>, *Proof of Service by Mail*. After form DV-250 is completed, file it with the court.
- Prepare for your court date by gathering evidence or witnesses, if you have any. Learn more at: <u>https://selfhelp.courts.ca.gov/respond-domestic-violence-restraining-order</u>. More information is also available on <u>form DV-120-INFO</u>, How Can I Respond to a Request for Domestic Violence Restraining Order?

	<b>DV-250</b> Proof of Service by Mail	Clerk stamps date here when form is filed.
1	Name of Person Asking for Protection:	-
2	Name of Person to Be Restrained:	-
<b>3</b>	Notice to Server	-
	The server must:	
	• Be 18 years of age or over.	
	• Not be listed in items (1), (2) or (3) of form DV-100, Request for Domestic Violence Restraining Order.	Fill in court name and street address:  Superior Court of California, County of
	Mail a copy of all documents checked in 4	MADERA 200 South G Street
	to the person in <b>5</b> .	200 South G Street Madera, CA 93637
		Civil Division
4	I (the server) am 18 years of age or over and live in or am employed	Fill in case number:
	in the county where the mailing took place. I mailed a copy of all	Case Number:
	documents checked below to the person in (5):  a. DV-112, Waiver of Hearing on Denied Request for Temporary Restraining Order	
	b. DV-120, Response to Request for Domestic Violence Restrainin,	o Order
	c.   FL-150, Income and Expense Declaration	, crue:
	d.  FL-155, Simplified Financial Statement	
	e. DV-130, Restraining Order After Hearing (Order of Protection)	
	f. Other (specify):	
<b>(5)</b>	I placed copies of the documents checked above in a sealed envelope	and mailed them as described below:
	a. Name of person served:	
	b. To this address:	
	City:State: _	
	c. Mailed on (date):	
	d. Mailed from (city):	(state):
6	Server's Information Name:	
	Address:	
	City: State:	
	Telephone:	Zip
	If you are a registered process server:	
	County of registration: Registra	tion number:
	County of registration Registra	ion number.
7	I declare under penalty of perjury under the laws of the State of Californic correct.	a that the information above is true and
	Date:	
	Type or print server's name  Server to sign he	ore

#### DV-800-INFO/JV-252-INFO How Do I Turn In, Sell, or Store My Firearms?

What is a firearm?

A firearm is a

- Handgun
- Shotgun
- Rifle
- Assault Weapon
- If you own or have a firearm, you must:
  - Turn it in to local law enforcement, or
  - Sell it to, or store it with, a licensed gun dealer.
- 3) How do I sell or store my firearm?

Find a licensed gun dealer in your area.

Look under "Firearms Dealers" in your local Yellow Pages or on the Internet. Make sure the dealer is licensed.

4) How do I take my firearm to law enforcement?

Call your local law enforcement agency to ask about their procedures. Take a copy of the restraining order with you. Go directly to the law enforcement agency. Do not go anywhere else with firearms in your vehicle!

- 5) If I turn my firearm in to law enforcement, how long will they keep it? Ask the law enforcement agency.
- After I give my firearm to law enforcement, can I change my mind?

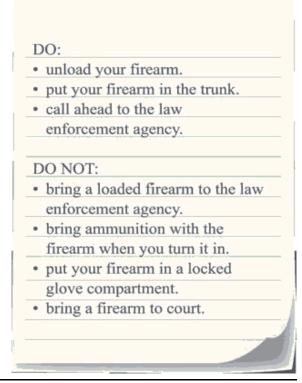
Yes. You are allowed to make one sale through a licensed gun dealer. To do this, a licensed gun dealer must present a bill of sale to your local law enforcement agency. The law enforcement agency will give the licensed gun dealer the firearm you are selling.

Do I have to pay the law enforcement agency to keep my firearm?

You may have to pay the agency for keeping your firearm. Contact your local law enforcement agency and ask if a fee is charged. The agency will tell you how much you need to pay.

Questions?

Call your local law enforcement agency: [insert local information here]



DV-800/JV-252 Proof of Firearms Turned In, Sold, or Stored			Clerk stamps date here when form is filed.			
	Sold, or					
1)	Protected Person		_			
	Name:					
<b>2</b> )	Restrained Person					
_	a. Your Name:					
	Your Lawyer (if you have one for this case):					
	Name: State Bar No.:					
	Firm Name:			Fill in court name and street address:		
	b. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or e-mail.):			Superior Court of California, County of MADERA 200 S G Street Madera, CA 93637		
	Address:			Civil Division		
	City:					
	Telephone:			Court fills in case number when form is filed.		
	E-Mail Address:			Case Number:		
4	Firearms?  To Law Enforcem	ent 5		to the law enforcement officer or the mis signed, file it with the court clerk. O, How Do I Turn In, Sell, or Store My		
	Fill out items 4 and 6 of this form			ms <b>5</b> and <b>6</b> of this form. Keep a		
				give the original to the person who sold		
	the firearms.	1.		ne firearms or stored them with you.		
	The firearms listed in <b>(6)</b> were turned	ed in on:		ms listed in <b>(6)</b> were		
	Date: at:	□ a.m. □ p.m.		o me transferred to me for storage on:at:a.mp.m.		
	To: Name and title of law enforcement	t agent	To:	of licensed gun dealer		
	Name of law enforcement agency		Lice	nse number Telephone		
	Address		Addre	ess		
	I declare under penalty of perjury u	nder the laws	I declare u	nder penalty of perjury under the laws		
	of the State of California that the in	formation	of the Stat	e of California that the information		
	above is true and correct.		above is tr	ue and correct.		



Judicial Council of California, www.courts.ca.gov Revised January 1, 2019, Optional Form Family Code, § 6389 et seq., Cal. Rules of Court, rules 5.630 and 5.495

Signature of law enforcement agent

Signature of licensed gun dealer

Firearms			
	<u>Make</u>	<u>Model</u>	Serial Number
a			
c			
d			
e			
JV-252, Ite	e if you turned in, sold, or store om 6—Firearms Turned In, Sol earm. You may use form MC-0	ed more firearms. Attach a sheet of d, or Stored" for a title. Include m 25, Attachment.	of paper and write "DV-800/ nake, model, and serial numb
Do you have, own,	possess, or control any other fi	irearms besides the firearms listed	in 6?  Yes  No
If you answered yes If yes, check one of	s, have you turned in, sold, or state boxes below:	stored those other firearms?	Yes No
a. I filed a Pr	oof of Firearms Turned In, Sol	d, or Stored for those firearms wi	th the court on (date):
b.   I am filing	the proof for those firearms alo	ong with this proof.	
c.    I have not :	yet filed the proof for the other	firearms. (explain why not):	
Check the atte	here if there is not enough spa ached sheet of paper or Form i	nce below for your answer. Put you MC-025 and write "Attachment 70	ur complete answer on c" for a title.
I declare under pen	alty of perjury under the laws of	of the State of California that the i	nformation above is true and
tai			
te:			
pe or print your name			

**Case Number:** 

	DV-805	Proof of Enr		Clerk stamps date here when form is filed.	
			rvention Program		
$\bigcup$	Protected Person				
	Name:				
2	Restrained	Person			
	a. Your Name	:			
	Your Lawye	er (if you have one fo	or this case):		
	Name:		State Bar No.:		
	Firm Name:			Fill in court name and street address:	
	b. Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give your telephone, fax, or e-mail.):			Superior Court of California, County of MADERA 200 S G Street Madera, CA 93637	
	Address:			Civil Division	
			State: Zip:	Court fills in case number when form is filed.	
	<u> </u>		Fax:		
	•				
	•	fter the judge made th		as follows:	
	I,, declare as follows:				
	a. I have enrol section 1203	lled in a batterer inter 3.097.	he probation department under Penal Code		
	Name of pro	ovider:			
	Address:				
	Telephone r	number:			
	b. I have signed all necessary forms with the program, allowing the program to release proof of enrollment, attendance records, and completion or termination reports to the court and the protected party, or his or her attorney.				
	c. My firs	t class is/was on (dat	te):		
	d. Other (	list any other order n	nade by the court that you have compl	leted):	
4	to the protected	ide the protected part d person. The person a copy for yourself.	ty with the information listed in 3a. H who mails it must complete Form DV	ave someone else mail a copy of this form '-250. File Form DV-250 with the	
I dec	lare under penal	ty of perjury under th	ne laws of the State of California that	the information above is true and correct.	
Date:			•		
			Sign your name		

