

**DISTRICT COURT SERVICE CENTER ROUTE SLIP
FOR TEMPORARY RESTRAINING ORDERS (TRO)**

- ❑ **File the TRO at the Civil Payment counter and pay \$15.00 (non-refundable), the Clerk will submit the TRO to the Judge**
- ❑ **Pick up the TRO copies at the Civil Payment counter on these times:
TRO filed by 12:00 PM, pick up is between 3:00 PM to 4:15 PM
TRO filed after 12:00 PM, pick up is on the following workday between 10:00 AM to 4:15 PM**
- ❑ **If the TRO is approved, take the copies to the Police sub-station closest to where the Respondent(s) resides for service, and keep other copy(ies) for you**
- ❑ **If the TRO is denied, you may file an Amended TRO at no additional cost**

NOTE: IF HPD IS UNABLE TO SERVE THE TRO, YOU MUST STILL APPEAR ON THE COURT DATE TO OBTAIN AN EXTENSION FROM THE JUDGE AND YOU MUST PROVIDE THE EXTENDED TRO TO HPD FOR SERVICE UPON THE RESPONDENT(S).

ALL TRO HEARINGS ARE HEARD IN THE HONOLULU DIVISION, 1111 ALAKEA ST. 10TH FLOOR COURTROOM B AT 8:30 AM