

NOTICE OF NO TRESPASS/NO CONTACT

TO: _____

You are hereby notified that you ARE NOT welcome at my residence, including the dwelling and yard areas, located at _____, and you are hereby instructed to stay off and away from this property.

You are also NOT welcome at _____, located at _____, and you are hereby instructed to stay off of and away from this property.

You are also instructed NOT to contact me by telephone, through third person, in writing, through e-mail or in person. If you come on or close to the properties mentioned above or contact me in the future, I WILL CALL 911 and make a report to the Police.

SIGNED: _____

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Instructions for writing and mailing

1. Use the above model to write a letter to the person you would like to keep away from you. You may adjust the letter to suit your particular situation.
2. Make a copy for your records.
3. Send the original letter by **CERTIFIED MAIL, RETURN RECEIPT REQUESTED, OR BY PERSONAL SERVICE BY A NEUTRAL PERSON** (the neutral server should utilize and retain a return of service (see attached) as proof that the original letter was served).
4. Keep the return receipt and attach it to your copy of the letter.
5. If you call the police, show your copy of the letter to the responding officer. (Note: It is at the officer's discretion whether or not criminal charges will be brought or a citation written.)

HINTS: In your letter, do not refer to past incidents or grievances – this may make the person want to contact you.

If you are instructing the person to stay away from property that does not belong to you, such as your work place or a rental, you may want to have a manager, landlord, or business owners sign the letter with you.

Do not put information in the letter that you do not want the person to have; for example, do not write in your home address if the person does not already know your address, phone number, e-mail address, etc.

*****THIS IS NOT A COURT ORDER OR AN ORDER OF PROTECTION*****