

## HOW TO USE THESE FORMS

The forms below allow a judge to complete an after-hours TERPO application. There are two separate forms, one for granting the TERPO and the other for denying the TERPO. Both include a hearing notice and investigation order. These are the official forms modified to include more functionality. There are some issues with the official forms that require each page to be reviewed before finalizing (e.g. the service language is different on the TERPO and Notice).

**NOTE:** This form has limited functionality when viewed or filled in with your internet browser. You will not be able to digitally sign and some fields may not update correctly. You should download a copy to your desktop or other location.

Any field not based on the county should be fully editable. The forms will autocomplete many fields once the county is selected from the dropdown:

### BEFORE SELECTION

Supreme Court, State of New York, County of -- Select County Below --  
at the  
PRESENT: Hon. <<Select or Insert Judge's Name and Title>>

### AFTER SELECTION

Supreme Court, State of New York, County of Delaware  
at the County Courthouse, 3 Court Street, Delhi, New York

Once you enter or change the county, the forms will also display preferred scheduling days and times (This information will not print on the final order):

The extreme risk protection order hearing is scheduled as follows:

Court:	Cortland Supreme	<b>Cortland Return Dates</b> Friday at 1:00
Address:	County Courthouse, 46 Greenbush Street, Suite 205, Cortland, New York	
Room/Part:	123	
Date:	1/16/25	
Time:	1:00 OAM <input checked="" type="radio"/> PM	


Note that the am/pm radio button will automatically set based on the time.


## DATES

The order date should default to the current date when you open the file. There is now only one date field for all orders/notices.

### Using the built-in calendar

Take advantage of the built-in calendar for scheduling by clicking on the down arrow when selecting a date field.

ORDERED that this order shall expire on 1/2/25 

ORDERED that this order shall expire on 1/2/25 

Dated: 1/2/25

TAKE NOTICE:

- The Court must hold a hearing to determine the appropriate hearing date, appearance notice for hearing date, testimony, call witnesses and offer evidence. Respondent may request a late hearing date. Respondent must appear at the court BEFORE the scheduled hearing date. Respondent should be consulted promptly.
- Upon expiration of this temporary order, the respondent must appear at the court to show cause why the respondent should not be held in custody. (b) All records of these proceedings shall be made available to the public, except that the records of the court shall be confidential in the unified court system. (c) police agencies responsible for enforcing general criminal law.

Today: 1/2/2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## DIGITALLY SIGNING THE ORDERS

Because the official forms have separate orders for the TERPO and the Investigation, the judge will need to digitally sign twice. This means having to save once after each signature. For help on digital signatures click on this button:



## EMAILING THE CLERK

After you have saved the second signed copy of the final forms, you can email them to the appropriate Court Clerk by clicking on this button:



**OTHER BUTTONS** (These buttons will not be visible on a printed copy).



Save your form. Not necessary if you are digitally signing since you will be saving after each signature.



Print the document to a printer or as a PDF.



Delete ALL fields. If you need to start over with a new case click on this button to clear any prior information.

**THIS CANNOT BE UNDONE.**

Report any issues, comments, or suggestions to [6JDREFEREE@nycourts.gov](mailto:6JDREFEREE@nycourts.gov)