



Newton Police Department
Special Operations and Training Bureau
Training Bulletin 20-21
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Captain Dennis Geary
 Commander

Lieutenant Sean Healy
 Sergeant Daniel Valente

New 209A Forms and Procedures

The Executive Office of the Trial Court has announced the promulgation a series of new and revised forms concerning abuse prevention orders (G.L. c. 209A) and harassment prevention orders (G.L. c. 258E) for use during the COVID-19 emergency. These forms are in the NPD Intranet drive under Forms/ bureaus/Patrol/209A. The forms will also be placed on the computer desktop in the Sergeant vehicles.

<http://192.9.222.229/LIBRARY%20FORMS/03.%20PATROL%20BUREAU/000%20209A%20FORMS/>

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4/24/2020 2:02 PM	695438	209A Ancillary Forms Packet.pdf
4/24/2020 2:02 PM	319168	258E Ancillary Forms Packet.pdf
4/24/2020 2:04 PM	1242359	COVID-19 Guidance for Police Office Re Protection Orders.pdf
4/24/2020 2:02 PM	528131	FINAL 209A BoO (15 APR).pdf
4/24/2020 2:02 PM	434095	FINAL 258E BoO (15 APR).pdf
4/24/2020 2:02 PM	800086	FINAL Fillable 209A (17 APR).pdf
4/24/2020 2:02 PM	1015086	FINAL Fillable 258E (17 APR).pdf

- COVID-19 Guidance for Police Officers Re: Protection Orders
<http://192.9.222.229/LIBRARY%20FORMS/03.%20PATROL%20BUREAU/000%20209A%20FORMS/COVID-19%20Guidance%20for%20Police%20Office%20Re%20Protection%20Orders.pdf>
- 209A Order
- 258E Order
- 209A Ancillary Forms Packet (Instructions to Plaintiff, Plaintiff Confidential Information Form, Defendant Information Form, Complaint, & Affidavit)
- 258E Ancillary Forms Packet (Instructions to Plaintiff, Plaintiff Confidential Information Form, Defendant Information Form, Complaint, & Affidavit)
- 209A Basis of Order Form
- 258E Basis of Order Form

All of the aforementioned forms are now PDF fillable. As a result, there are now several methods by which the forms may be completed after court business hours and upon a police officer being contacted by a plaintiff seeking a protection order.

- A police officer may email the plaintiff the 209A Ancillary Forms Packet (or 258E Ancillary Forms Packet) if the officer determines that the plaintiff is able to complete the documents electronically and it is safe for the plaintiff to do so. The plaintiff should be instructed to email the completed forms back to the police officer. If the plaintiff is unable to complete the forms electronically, the police officer should complete the package with information provided by the plaintiff. The police officer should then email the completed 209A Ancillary Forms Packet (or 258E Ancillary Forms Packet) to the judicial response judge.
- If the judicial response judge finds basis to issue an Order, they may choose to complete the Order on their own computer. Once complete, the judicial response judge will insert his or her electronic signature in the "/s/ name of signatory" form pursuant to the Order issued by the Supreme Judicial Court effective as of March 26, 2020. In order to ensure that the Order is not modified by the parties or anyone else after the judicial response judge fills in the form, the judicial response judge may either "Print to PDF" or insert a digital signature (this is different from the electronic signature referenced above) using the free Adobe Reader. Instructions for each of these methods are at Appendix A and Appendix B in the COVID-19 Guidance for Police Officers Re: Protection Orders. Once the Order is flattened through the "Print to PDF" option or locked with a digital signature, the judicial response judge will email the Order to the police officer. The police officer can then mail the Order to the local court and the plaintiff (again, if it is determined that it is safe to do so).
- In the alternative, instead of completing the order themselves, the judicial response judge may direct the police officer to complete the form. Once complete, the police officer should insert the judicial response judge's electronic signature in the "/s/ name of signatory" form pursuant to the Order issued by the Supreme Judicial Court effective as of March 26, 2020. The police officer will then either flatten the Order through the "Print to PDF" option or lock the Order with a digital signature. Once this step is complete, like in the previous option, the Order may be emailed to the local court and the plaintiff.
- If a police officer does not wish to use either of the above listed methods, the officer may use one of two alternative methods to complete the paperwork.
- An officer may fill in the Order form on a computer, print the form, sign the form in ink, and scan the completed document back in for emailing. Another option would be to fax the completed document to the local court.
- An officer may print out a blank Order form, fill in and sign the Order form as directed by the judicial response judge, and scan and email or fax the completed document to the local court.

Two other tools are also now available for your use and can be found on mass.gov:

[https://www.mass.gov/lists/restraining-order-harassment-court-forms#domestic-violence-restraining-order-\(mgl-c.209a\)-forms-](https://www.mass.gov/lists/restraining-order-harassment-court-forms#domestic-violence-restraining-order-(mgl-c.209a)-forms-)

Court Contact Information for Protection Order Returns and Telephone Hearings (which includes email addresses for each court)
and c. 209A & c. 258E Resource Guide.

Both are further discussed in the COVID-19 Guidance for Police Officers Re: Protection Orders.

c. 209A & c. 258E Resource Sheet

SafeLink (Statewide Domestic Violence)	877-785-2020; TTY 877-521-2601
National Domestic Violence Hotline	800-7999-7233
National Sexual Assault Hotline	800-656-4673
Child at Risk Hotline	800-792-5200

Court staff should provide the following region specific advocacy services information to individuals seeking abuse prevention orders and, in appropriate cases, harassment prevention orders, and may consider utilizing these services to facilitate contact regarding the next scheduled court hearing.

Middlesex County

Advocate Type	Agency/Point of Contact	Contact Info	Availability	Serving
SAFEPLAN	YWCA of Central Mass	508-755-9030	Business Hours	
DA's Office/VWA	Middlesex DA's Office	781-897-8300	Business Hours	Middlesex County
Civilian Police Advocate/DV Officer	Cambridge Police Department <i>Alyssa Donovan</i>	617-875-7842	Business Hours	Cambridge
Community Based	DVSN, Inc.	Helpline: 888-399-6111		Acton, Bedford, Boxborough, Carlisle, Concord, Hanscom Air Force Base, Lincoln, Lexington, Maynard, Stow, Sudbury, Wayland, Weston
		978-318-3441 japsler@concordma.gov <i>Jacquelin Apsler</i>	Business Hours	
		781-918-4119 atarmy@police.bedfordma.gov <i>Alison Tarmy</i>	Business Hours	
		781-999-5765 mdezieck@eliotchs.org <i>Mackenzie Dezieck</i>	Business Hours	
	Northeast Legal Aid <i>Emma Hollis</i>	978-888-0023 ehollis@nla-ma.org	9 AM – 5 PM M – Th 9 AM – 1 PM F	Lowell
	Voices Against Violence	508-626-8686	24/7	Greater Framingham Area
	REACH Beyond Domestic Violence	800-899-4000	24/7	Acton, Arlington, Bedford, Belmont, Billerica, Boxborough, Burlington, Brookline, Carlisle, Concord, Dedham, Lexington, Lincoln, Littleton, Maynard, Needham, Newton, Reading, Sudbury, Waltham, Watertown, Wayland, Wellesley, Weston, Wilmington, Winchester, Woburn
	RESPOND, Inc.	617-623-5900	24/7	Greater Boston Area
	Transition House	617-661-7203	24/7	Greater Boston Area
	YWCA of Central Mass	508-755-9030	24/7	Central MA

**Massachusetts Court Contact Information
for Protection Order Returns and Telephone Hearings**

Returns should be made for 9:00 a.m. on the hearing date, writing in the court phone number;
for returns to the Juvenile Court the phone number can be listed as 833-91COURT
Documents can be returned by email to the return court

Middlesex County	
Court	Court Phone #
Ayer DC CMAyerDC@jud.state.ma.us	978-772-2100
Cambridge DC CMCambridgeDC@jud.state.ma.us	781-306-2715
Concord DC CMConcordDC@jud.state.ma.us	978-369-0500
Framingham DC CMFraminghamDC@jud.state.ma.us	508-875-7461
Lowell DC CMLowellDC@jud.state.ma.us	978-459-4101
Malden DC CMMaldenDC@jud.state.ma.us	781-322-7500
Marlborough DC CMMarlboroughDC@jud.state.ma.us	508-485-3700
Natick DC CMNatickDC@jud.state.ma.us	508-620-9110
Newton DC CMNewtonDC@jud.state.ma.us	617-244-3600
Somerville DC CMSomervilleDC@jud.state.ma.us	617-666-8000
Waltham DC CMWalthamDC@jud.state.ma.us	781-894-4500
Woburn DC CMWoburnDC@jud.state.ma.us	781-935-4000
Middlesex PFC middlesexprobate@jud.state.ma.us	617-768-5906