Confidential Sensitive Data Form and Instructions

These forms must not be used to engage in the unauthorized practice of law. The court is not responsible for (1) actions taken by the users of these forms or (2) their reliance upon the instructions or information provided.

Updated June 2015

GENERAL INFORMATION & Frequently Asked Questions

This packet contains general information, instructions, and court forms for you to complete and file with the court.

How do I use this packet?

This packet will give you an overview of how to properly complete and file the necessary forms for Confidential Sensitive Data. While the process may seem overwhelming and intimidating, please know that this packet is written with your needs in mind, and is intended to make this process as easy for you as possible. Please read the instructions carefully and complete each form, one at a time.

Other important forms and instructions for Family Court cases can be found online at **http://www.sc.pima.gov/?tabid=119**

What is Sensitive Data?

Sensitive data, or sensitive information, is information that you might not want other people to see. Sensitive data includes your social security number, bank account number, credit card number, and other financial account numbers.

Court documents, for the most part, can be seen by anyone. If you need to include any of the information listed above on court documents, you should write "SEE CONFIDENTIAL SENSITIVE DATA FORM" on the document. Then you need to fill out the Confidential Sensitive Data Form. This is where you will include the actual sensitive information. This is important because the "Confidential Sensitive Data Form" will not be seen by the public.

This symbol is a warning. It can mean a few different things:

- The topic can be confusing and you may need to ask a lawyer for help.
- You may need to make sure that something is done.

Whenever you see this symbol, ***make sure*** you read the information carefully and understand it fully.

Do I need to update the form if any of the information changes?

If you ever need to give the court **new** information, then you should file an updated Confidential Sensitive Data Form. Include all other sensitive data forms that you have already given the court, plus any new sensitive information that you need to tell the court.

If you include "sensitive data" in documents filed with the court, with the exception of using the Confidential Sensitive Data Form, you do so at your own risk.

Are you the victim of domestic violence?

Important! Read this first…

Unfortunately, domestic violence may occur in any relationship, and may be directed against you personally or against your children.

You are a domestic violence victim if you or your children have experienced:

- Physical acts such as hitting, slapping, pushing, or kicking
- Threats of physical violence by phone or in person
- Abusive words and/or behavior used to control you or put you in any kind of danger
- Being followed around throughout the day or having your interactions with others monitored
- Being forbidden to leave your house, or being taken against your will and kept at any other location
- Having someone enter the house against your will, behave in a disorderly manner, and/or damage property
- Conduct that involves disobeying court orders, including interfering with your parenting time

- You **DO NOT** need to have been seen at a hospital or at a doctor's office.
- The other person **DOES NOT** need to have been convicted of domestic violence or assault.

You can get an IMMEDIATE Order of Protection to keep him or her away from you and your children by obtaining a Petition for Order of Protection from the Clerk of the Court on the first floor of the Pima County Superior Court, Room 131A. You may submit the Petition to any of the following court locations between the hours of 8:00 a.m. and 4:30 p.m.

Tucson City Court
103 E. Alameda St.
(520) 791-4971

Pima County Juvenile Court Center
2225 E. Ajo Way
(520) 724-2045

Pima County Consolidated Justice Court 240 N. Stone Ave
(520) 724-3171

Pima Superior Court Clerk's Office
110 W. Congress, 1st floor
(520) 724-3210

To get an Order of Protection after hours or on weekends or holidays, call:

Tucson Police Department
(520) 741-4444

Pima County Sheriff's Department
(520) 351-4900

In case of emergency, call 911.

If you are in a protected location or shelter,
DO NOT put your address or phone number on the court documents!

If possible, get a P.O. Box or use another valid mailing address on these papers, and tell the Clerk of the Court about your existing Order of Protection and case number.

You can ask the Self Service Center/Law Library for a ***Request for a Protected Address*** and ***Order for a Protected Address.***

You can find more information about Orders of Protection at the Clerk of Court located on the first floor of Pima County Superior Court (110 West Congress Street, Tucson Arizona 85701). They are open from 8:00 am to 5:00 pm Monday through Friday (except holidays). For more information, call (520) 724-3210.

Instructions for Completing the Confidential Sensitive Data Form

The Caption

The Caption is the information in the upper left hand side of the first page of each form.

- **Personal information –** Fill in your name, street address, city, state, ZIP code, and telephone number.

If you are a domestic violence victim, do not write your address on this form. Instead, write "Protected Address" and complete the *Request for Protected Address* form included in this packet.

- **Case No. –** Enter your Superior Court Number
- **Petitioner –** Enter the Petitioner's name, as found on the original Petition.
- **Respondent –** Enter the Respondent's name, as found on the original Petition.

  - Section A: Fill in your personal information, your spouse's personal information, and the names of your children, followed by their date of birth and social security number.
  - Section B: Fill in your financial account information, to the best of your ability.
  - Section C: Fill in information pertaining to your retirement and pension accounts, to the best of your ability.
  - Section D: List your life insurance policies, along with the policy number.

Name: _____

Address: _____

City, State, ZIP: _____

Daytime Telephone No: _____

Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

_____
Petitioner

and

_____
Respondent

Case No. _____

CONFIDENTIAL SENSITIVE DATA FORM

A. Personal Information:

Name	Date of Birth	Social Security Number
Petitioner:		
Respondent:		
Child:		
Child:		
Child:		
Child:		

B. Financial account numbers (including credit cards, financial institution accounts, investments, debts):

Financial Institution	Type of Account	Name(s) on Account	Account #

C. Pension and retirement accounts (including IRAs, 401ks):

Financial Institution	Type of Account	Name(s) on Account	Account #

D. Life insurance policies:

Insurance Company	Type of Policy	Name(s) on Policy	Policy #