

Your Name: _____

Address: _____

Telephone: _____

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF PIMA
JUVENILE DIVISION

In the Matter of _____)
name of child DOB))
_____))
_____))
_____)

No. _____
Dependency Petition

Petitioner(s), for his/her/their Dependency Petition, allege(s) as follows:

1. Information about me, the Petitioner(s):

Name	Address	Telephone No.
_____	_____	_____
_____	_____	_____

My relationship to the child(ren): _____

I am/am not a fit and proper person to care for the child(ren).

I am/am not requesting physical custody of the child(ren).

2. Information about the child(ren):

Child's Name	Birthdate.	Sex	Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Information about the parents of the child(ren):

Name:	Relationship to Child:	Address/Telephone No.:
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Information about the legal guardians of the child(ren) (if applicable):

A. The legal guardian(s) of the child(ren):

Name:	Relationship to Child:	Address/Telephone No.:
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Date guardianship was established: _____

C. Court that established the guardianship: _____

D. Case number of the guardianship: _____

E. Have the parents filed a petition to revoke the guardianship? _____

5. Child's current living arrangement:

A. The child(ren) is/are currently living with:

Name:	Relationship to Child:	Address:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. The child(ren) has/have been living there since (give approximate date):

C. The child(ren) is/are now living in the State of Arizona, Pima County.
Yes _____ No _____

6. The child(ren) is/ are dependent. The Petitioner believes that the child(ren) is/are dependent within the provisions of A.R.S. §8-201.11, in that the child(ren) is/are in need of proper and effective parental care and control and has no parent or guardian willing or able to exercise or capable of exercising such care and control, or whose home is unfit by reason of abuse, neglect, cruelty, or depravity, as stated below:

A. The mother cannot care for the child(ren) for the following reasons (check and complete only those that apply):

The mother has abandoned the child(ren). The mother's last contact with the child(ren) was:

The mother does not have domestic relations custody of the child(ren).

The mother has abused the child(ren) as follows:

The mother has neglected the child(ren) as follows:

The mother has molested the child(ren) as follows:

The mother has failed to protect the child(ren) from harm as follows:

() The mother uses alcohol and/or dangerous drugs to the extent that she is unable to adequately care for her child(ren) as follows:

() The mother has the following history of arrests and/or convictions:

() The mother has been hospitalized for psychiatric care as follows:

() The mother is physically unable to care for the child(ren) for the following reasons:

() The child(ren) require(s):

Medical _____

Psychiatric _____

care and the mother is unable to provide such care.

B. The father _____ cannot care for the child(ren) for the

(Name)

following reasons (check and complete only those that apply):

() The father has abandoned the child(ren). The father's last contact with the child(ren) was: _____

() The father does not have domestic relations custody of the child(ren): _____

() The father has abused the child(ren) as follows: _____

() The father has neglected the child(ren) as follows:

() The father has molested the child(ren) as follows:

() The father has failed to protect the child(ren) from harm as follows:

() The father uses alcohol and/or dangerous drugs to the extent that he is unable to adequately care for his child(ren) as follows:

The father has the following history of arrests and/or convictions:

The father has been hospitalized for psychiatric care as follows:

The father is physically unable to care for the child(ren) for the following reasons:

The child(ren) require(s):

Medical _____
Psychiatric _____
care and the father is unable to provide such care.

C. The father _____ cannot care for the child(ren) for the
(Name)
following reasons (check and complete only those that apply):

The father has abandoned the child(ren). The father's last contact with the child(ren) was: _____

The father does not have domestic relations custody of the child(ren).

The father has abused the child(ren) as follows:

() The father has neglected the child(ren) as follows:

() The father has molested the child(ren) as follows:

() The father has failed to protect the child(ren) from harm as follows:

() The father uses alcohol and/or dangerous drugs to the extent that he is unable to adequately care for his child(ren) as follows:

() The father has the following history of arrests and/or convictions:

() The father has been hospitalized for psychiatric care as follows:

() The father is physically unable to care for the child(ren) for the following reasons:

() The child(ren) require(s):

Medical _____

Psychiatric _____

care and the father is unable to provide such care.

If there are more than two fathers, please copy the above sections regarding fathers as needed.

7. The following persons can provide information regarding the above allegations:

Name:	Address:	Telephone No.:	Relationship to case:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Attached are documents which support the statements made above:

9. The child(ren) is/are is not/are not Indian child(ren). (Circle one).

RELIEF REQUESTED: I am asking the Court to:

- A. Based upon the foregoing allegations, immediate action is required and, therefore, the child(ren) should be made temporary wards of the Court committed to the care, custody and control with temporary physical custody to be placed in _____ who should be authorized to sign for medical treatment.
- B. Order the parents to pay a reasonable sum for the care, maintenance and support of the child(ren).
- C. Order Child Protective Service to investigate these allegations and submit a report to the court re: the investigation.
- D. Set a time and place for a hearing on this Petition.
- E. Petitioner further requests that, after hearing this matter, the Court adjudicate the child(ren) dependent and the Court enter such judgment and orders for commitment, custody, care and support or such other relief for the child(ren)'s welfare the Court deems appropriate.

OATH AND VERIFICATION

I verify that the facts contained in the Petition are true and correct to the best of my information and belief.

Petitioner's signature

SUBSCRIBED AND SWORN to before me this _____ day of

_____, 20____ by _____

Notary Public

My Commissioner Expires:

**PIMA JUVENILE COURT
PRIVATE DEPENDENCY INTAKE SHEET**

J# _____

Today's Date: _____

Please fill out as much information as possible

Petitioner's Information: Name: _____ Relationship to Child(ren): _____

Home Phone: _____ Cell Phone: _____ Does the child(ren) have other siblings: Y N Names: _____

Address: _____ Attorney (if applicable): _____ Attorney's Phone: _____

Is substance abuse a contributing factor in this dependency action? Y N If yes, what drugs? Mother: _____ Father: _____

Interpreter Needed? Y N (language) _____ If yes, for who? _____

Is this an INDIAN CHILD(REN) who is enrolled or eligible for enrollment in a tribe? Y N If yes, what is the tribal affiliation: _____

Mother's Information: Name: _____ DOB: _____ Phone: _____

Current Location/Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Fill all boxes for both children and fathers:	DOB	Current Location / Mailing Address	Home & Cell Phone Number
1. Child's Name & Race			
Father's Name & Race			
2. Child's Name & Race			
Father's Name & Race			

FOR COURT STAFF USE ONLY:		Attorneys assigned:
PPH Hearing-Date/Time	Judge	Child(ren):
Initial Hearing-Date/Time	Judge	Mother:
Judge Ordered: _____ Full PPH/PPH _____ 30 min I/D _____ Dismissed		Father:

IMPORTANT INFORMATION YOU NEED TO KNOW WHEN FILING A DEPENDENCY

Use this packet only if you wish to file a dependency petition in Juvenile Court. This packet contains information to help you understand what a dependency case is.

1. **Dependency:** You may file a dependency petition if you believe that there is no parent or guardian willing or able to provide proper and effective care and control over a child.

Examples include:

- ▶ The child is abused or abandoned.
- ▶ The child is neglected.
- ▶ A parent or guardian is unable to provide the child with basic necessities such as suitable housing, food or necessary medical care.

2. **Filing a Dependency Petition is a Lawsuit**

Once you file a Dependency Petition, you have started a lawsuit. The Petition is processed by the Court according to the laws and Court rules that apply. **The rights of all parties are protected and it is your responsibility to comply with all Arizona Statutes and Rules of Court, which are available at most libraries and on the Internet.**

A judicial officer will review your Dependency Petition. If your Petition does not meet the requirements of the law, it will be dismissed and you will be notified of the dismissal.

3. **Court-Ordered State Involvement**

The Court will order a separate investigation into the facts of the case. **The Arizona Department of Economic Security, Child Protective Services (CPS) will be ordered to complete an investigation and file a report with the Court.** As the Petitioner you are required to cooperate with CPS and the attorney appointed to represent the child(ren). **CPS may also become a part of the case, including taking legal custody and sometimes physical custody of the child(ren).** CPS may provide services, such as counseling, to the family. **Supervision of the child(ren) can become the State's responsibility if CPS becomes involved.**

4. **Appointment of Counsel**

THE COURT CANNOT APPOINT AN ATTORNEY FOR YOU JUST BECAUSE YOU HAVE FILED A DEPENDENCY PETITION. It is your responsibility to either represent yourself or hire your own lawyer. The Court will appoint an attorney

for the child(ren) involved. If the child(ren)'s parents ask for an attorney and the Court determines that they cannot afford one, the Court may appoint attorneys for the parent.

5. Dependency

In order for a child to be found to be a dependant child, a judge must believe that a child is in need of effective care and control and that the parents are unable or unwilling to provide proper and effective care and control. Usually a Dependency Petition is filed by the state because concerns about abuse or neglect have been reported to CPS and there is evidence of immediate danger to the child(ren). Parents have the right to oppose or fight these Petitions.

Filing a Dependency Petition will trigger an investigation and report to CPS. It will also involve appointing attorneys for the parents and child(ren), holding a temporary custody hearing, and possibly a pretrial conference and trial. If the Juvenile Court finds that the child is dependent because the parents are unable or unwilling to provide care, the Court then decides who will care for the child(ren). The Juvenile Court and, possibly, CPS oversee the child(ren)'s care and services provided to the parents and the child(ren) in an effort to reunite the family.

A dependent child remains under the Court's control until a parent becomes willing and able to provide proper parenting. An order of dependency from the Juvenile Court will last until the child(ren) turn(s) 18, the parents have successfully addressed the issues which brought the family before the Court, or a permanent plan is developed for the child(ren).

INSTRUCTIONS: HOW TO FILL OUT THE DEPENDENCY PETITION AND OTHER COURT PAPERS

Use these instructions to fill out the Intake Cover Sheet, Dependency Petition, Affidavit Regarding Minor Children, and the Citation Notice Hearing.

INTAKE COVERSHEET

Print or type in black ink.

Information About the Petitioner: Write in your name, address, home telephone number, work telephone number, cell phone/pager number, and the Petitioner's relationship to the case (child or children involved in this case). If a lawyer represents the Petitioner, you must also write in the lawyer's name.

Information About the Mother of Child(ren) involved in this Case: Write in the mother's name, race, telephone number and current address.

Special Needs Section: Please list any special needs or safety concerns the Court will need to be aware of (ie. Domestic violence, interpreter, handicap access).

Tribal Information: If any of the parents or child(ren) listed on this Intake Cover Sheet are Native American, please check the "Yes" box and list which tribe the person belongs to and a contact name and phone number for the Tribe if known.

Information About the Minor Children Involved in this Case: List the names, dates of birth, current physical address and phone number for any minor children involved in this specific case.

Information About the Father(s) of the Child(ren) Involved in this Case: Write in the father's name, address, home telephone number, work telephone number, cell phone/pager number in the space provided for each child.

DEPENDENCY PETITION

Case Caption: If you are the person filing the Dependency Petition, write in your name, your address, your city, state, zip code, and telephone number.

Then, write in the name and date of birth of each child under the age of 18 that you believe is dependent and is the reason you are filing the Dependency Petition. Leave the Case Number blank. The Clerk of the Court will stamp in the case number when you file the documents with the Court.

- Paragraph 1:** **INFORMATION ABOUT ME:** Write in your name, your address, your telephone number (include your work, home and message telephone number if you have one). Then, write in your relationship to the child(ren).
- Paragraph 2:** **INFORMATION ABOUT THE CHILD(REN):** Write in the name of each child that you want to include in the Dependency Petition, his or her birth date, sex and address. The names should be the same as the child(ren)'s name in the Case Caption.
- Paragraph 3:** **INFORMATION ABOUT THE PARENTS OF THE CHILD(REN):** Write in the name of the child(ren)'s parents, write in the relationship to each child and the address and telephone number of the parent
- Paragraph 4:** **INFORMATION ABOUT THE GUARDIANS OF THE CHILD(REN) (if applicable):** Write in the name of the child(ren)'s current legal guardians (if applicable), write in the relationship to each child and the address and telephone number of the guardian. Write in the date the guardianship was established, the Court that established the guardianship and the case number of the guardianship. Please note if the parents have filed a request to revoke the guardianship. Please bring a copy of the order that appointed the guardian with you to the first court hearing.
- Paragraph 5:** **CHILD'S CURRENT LIVING ARRANGEMENT:** Write in the name of the person the child is currently living with, the relationship to the child, and the address of the person. Write in how long the child(ren) has/have been living there. Then check the box "Yes" or "No" as to whether the child(ren) is living in the State of Arizona, Pima County.
- Paragraph 6:** **WHY CHILD IS DEPENDENT:** You must tell the court why you are filing the Dependency Petition. It is important to give the Court specific, factual and recent information. You must show that the actions or inactions of both the mother and father have a harmful effect on the child(ren). Give a brief history of the child(ren)'s life and your involvement with the child(ren). Give opinions of professionals (if applicable). Include drug and alcohol use if relevant. If the child(ren) have different fathers, you must show that each child is dependent as to his or her own father. If the father is unknown, you must state that.
- Paragraph 7:** **PERSONS WITH KNOWLEDGE ABOUT THE ALLEGATIONS:** Write in the name, address, telephone number,

and relationship of any individuals who have information about this matter.

Paragraph 8: **DOCUMENTS:** Attach copies of any documents that support your statement and list the documents in the space provided. Examples of documents include: criminal records, police reports, drug tests, medical records, teachers' reports, and affidavits.

Paragraph 9: **INDIAN CHILD(REN):** Please indicate whether the child(ren) is/are Native American or not by circling the appropriate response.

RELIEF

REQUESTED: This tells the Court what you would like the Court to do.

OATH AND

VERIFICATION: The Dependency Petition should be signed before a notary public before being presented to the Clerk's Office, or can be signed before the Deputy Clerk of the Court. You will need to show picture identification for either of these. By signing the Petition, you are taking an oath or swearing that the information is true.

CITATION NOTICE HEARING

Fill in the Case Caption just like you did for the Dependency Petition. The Clerk of the Court will stamp the case number when you file the document with the Court. Then write in your name where it says "Name". The Court will fill in the date of the hearing, the time and location of the hearing, and the name of the judicial officer who will hear the case. You will then need to have it served on the other parties involved according to the instructions in the Service Packet that applies to your case. Remember, that all documents must be served at least five (5) days prior to the court hearing, unless a Temporary Custody Order is signed. If a Temporary Custody Order is signed the document must be delivered or served on the parent or guardian within 24 hours of filing.

If a Preliminary Protective Hearing is scheduled, please bring extra copies of the packet (Dependency Petition, Affidavit Regarding Minor Children, Citation Notice of Hearing and Temporary Orders) to the hearing to serve on each of the other parties (parents and/or guardian) who have not yet been served.

Your Name _____

Address _____

Telephone _____

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF PIMA
JUVENILE COURT

In the Matter of)
_____)
name of child dob
_____)
_____)
_____)

Case Number.

CITATION
NOTICE OF HEARING

TO:

The Petitioner has filed a Dependency Petition in the above-entitled cause alleging the above-named child(ren) to be dependent within the meaning of A.R.S. § 8-201, et seq., as amended.

YOU ARE HEREBY NOTIFIED that an initial hearing on the Petition is set for _____, 20__, at _____ m., in the courtroom of this Court located at 2225 East Ajo Way, Tucson, Arizona before the Honorable _____.

You may appear at the hearing and be represented by counsel. The Court will appoint counsel upon a showing of lack of financial ability to retain your own counsel.

You are hereby advised that your failure to personally appear in court without good cause shown may result in a finding that you have waived your legal rights and have admitted the allegations in the petition. In addition, if you fail to personally appear in court without good cause shown, the hearings may go forward in your absence and may result in an adjudication of dependency, termination of your parental rights or the establishment of a permanent guardianship based upon the record and the evidence presented to the court. Proceedings to terminate parental rights can also occur based upon the grounds set forth in A.R.S. § 8-533. If the Court determines that efforts to reunify a parent or guardian with a child would not be reasonable, the Court is not required to order reunification services pursuant to A.R.S. § 8-846.

A request for reasonable accommodation for persons with disabilities must be made to the Court by parties at least three (3) working days in advance of a scheduled court proceeding and can be made by calling 724-2900.

GARY L. HARRISON, Clerk

Deputy Clerk

GIVEN UNDER MY HAND AND SEAL this _____ day of _____, 20__.

SERVING THE OTHER PARTY:

- o After you have filed the Dependency Petition with the Clerk of the Court, you must **serve** the **PETITION** and the **CITATION/ NOTICE OF HEARING** on the other party (the parents, the guardian, the custodian, and any other person whose presence in the action is required.).
- o **Service** means giving legal notice to the other party that you have filed the Termination Petition. You must provide written proof of service to the Court.
- o This packet explains the steps you need to take to serve the other party and what forms you must use.
- o By completing the steps for service, you tell the Court that the other party has received a copy of the court papers.

METHODS OF SERVICE: Read the choices below to make sure that you are using the correct service packet. Each packet contains instructions and the forms you may need. Select the method of service that works best for you.

1. You Know Where the Other Party Lives in the State of Arizona. (Service must take place as soon as possible and at least five(5) business days before the date of the hearing.)

A. Personal Service. Personal service is the preferred method of providing notice to all parties. Personal service can be accomplished through service by a registered process server or by the Sheriff's Office. Service by a registered process server requires you to hire and pay a registered process server to serve the other party with Court papers. A process server is a person who will give the papers to the other party at home, work, or other location. If you decide to use this method, look under "**PROCESS SERVER**" in the Yellow Pages to find someone who can serve your papers. Service is complete at the time the process server hands the other party the court papers. An affidavit of service must be filed to prove that service was completed and will specify the date the service was done. If you choose this method of service, use the Service by Process Server instructions.

Personal service can also be accomplished by the Sheriff's Office. This method requires you to contact the Sheriff's Office in the county where the other party lives to arrange for a Sheriff's deputy to give the other party the court papers. This method requires you to pay a fee to the Sheriff's Office, unless you receive a fee waiver or deferral. The fee waiver or deferral form that Arizona uses is available at the Clerk's Office at the Pima County Juvenile Court for persons who cannot afford the cost of service and meet certain financial requirements. The fee waiver and deferral form requires you to explain to the Sheriff why your situation calls for this method of service. Service is complete at the time the sheriff or deputy hands the other party the court papers. An affidavit of service must be filed to prove that service was completed and will specify the date the service was done. If you choose this method of service, use the Service by Sheriff form.

B. Acceptance of Service by the other party. This means that you give the papers to the other party (either in person or by mail) and the other party must sign, date and have notarized an Acceptance of Service form that tells the court that he or she has agreed to accept the papers from you. By signing this form the other party is not agreeing to the Dependency Petition. It only means that he or she has received the papers. The acceptance must be signed before a notary at least 5 business days before the hearing.

- C. Service by Registered Mail.** Use this method of service only if the other party lives outside Pima County and you know the address. This method of service allows you to give notice by a special type of mail. You can send the court papers by giving the post office copies of the court papers in an envelope postage prepaid to be sent to the other party by any form of mail requiring a signed and returned receipt. This is often called Certified Mail, Restricted Delivery by the post office. This means that the other party must sign for the papers.

If the other party signs a receipt (green card) for the papers, the green card will be returned to you in the mail. You must then file an affidavit with the court stating (1) that copies of the petition and notice of hearing were sent to the person being served; 2) that the copies were received by the person to be served as evidenced by the attached green receipt; 3) that the original green receipt is attached; and 4) the date the party received the documents. A copy of the affidavit you will need is provided in the packet.

- D. Other Methods of Service.** There may be other ways to serve the other party. To learn more about these other ways, you should see a lawyer for help.

2. You Know Where the Other Party Lives in the United States but not in the State of Arizona Service must take place as soon as possible. You must allow 30 calendar days from the time the other party was served plus five (5) business days before the date of the hearing. (If the other party lives outside the United States, you should see a lawyer to find out which method of service will work best for you.)

- A. Service by Registered Mail.** Use this method of service if the other party lives outside the State of Arizona and you know the address. This method of service allows you to give notice by a special type of mail. You can send the court papers by giving the post office copies of the court papers in an envelope postage prepaid to be sent to the other party by any form of mail requiring a signed and returned receipt. This is often called Certified Mail, Restricted Delivery by the post office. This means that the other party must sign for the papers.

If the other party signs a receipt (green card) for the papers, the green card will be returned to you in the mail. You must then file an affidavit with the court stating (1) that copies of the petition and notice of hearing were sent to the person being served; 2) that the copies were received by the person to be served as evidenced by the attached green receipt; 3) that the original green receipt is attached; and 4) the date the party received the documents. A copy of the affidavit you will need is provided in the packet.

- B. Personal Service.** Personal service is the preferred method of providing notice to all parties. Personal service can be accomplished through service by a registered process server or by the Sheriff's Office. Service by a registered process server requires you to hire and pay a registered process server to serve the other party with Court papers. A process server is a person who will give the papers to the other party at home, work, or other location. If you decide to use this method, look under "PROCESS SERVER" in the Yellow Pages to find someone who can serve your papers. Service is complete at the time the process server hands the other party the court papers. An affidavit of service must be filed to prove that service was completed and will specify the date the service was done. If you choose this method of service, use the Service by Process Server form.

Personal service can also be accomplished by the Sheriff's Office. This method requires you to contact the Sheriff's Office in the county where the other party lives to arrange for a

Sheriff's deputy to give the other party the court papers. This method requires you to pay a fee to the Sheriff's Office, unless you receive a fee waiver or deferral. The fee waiver or deferral form that Arizona uses is available at the Clerk's Office at the Pima County Juvenile Court for persons who cannot afford the cost of service and meet certain financial requirements. The fee waiver and deferral form requires you to explain to the Sheriff why your situation calls for this method of service. Service is complete at the time the sheriff or deputy hands the other party the court papers. An affidavit of service must be filed to prove that service was completed and will specify the date the service was done. If you choose this method of service, use the Service by Sheriff form.

C. Acceptance of Service by the other party. This means that you give the papers to the other party (either in person or by mail) and the other party must sign, date and have notarized an Acceptance of Service form that tells the court that he or she has agreed to accept the papers from you. By signing this form the other party is not agreeing to the Dependency Petition. It only means that he or she has received the papers. Service is complete when the acceptance is signed before a notary. The time limits for service apply.

D. Other Methods of Service. There may be other ways to serve the other party. To learn more about these other ways, you should see a lawyer for help.

3. You Cannot Find or serve the Other Party in person.

Service by Publication. You may use this method only if you do not know and cannot find the other party or if the other party is avoiding service. Service by publication is your "last resort" and is used only in those situations when the location of the person to be served cannot be discovered by diligent efforts. It is used only if you do not have a current address for the other party and have tried to find the other party or after you have tried to serve the other party by personal service or registered mail and there are reasonable grounds to believe that the person is concealing him/herself to avoid service.

Service by Publication can be expensive and may delay your court case. This method requires that a notice be published once a week for four consecutive weeks in a newspaper in Pima County (in the county where the action is pending) and in the county of the party's last known residence (if in Arizona) or in the adjoining county if no newspaper is published in the county of last known address. The Notice must identify the child(ren) involved and the person to be served, and must contain a statement of the issues to be determined by the court and the consequence for failure to appear. If the address of the person to be served is known, you must mail a copy of the Dependency Petition and the Citation and Notice of Hearing postage prepaid, to the person at that address on or before the date of publication. To use this method, you must fill out several forms explaining to the Court what you have done to try to find the other party. If you choose this method of service, use the Affidavit for Service by Publication form.

You must allow 30 calendar days from the first date of publication plus five (5) business days before the date of the hearing.

TIPS FOR FINDING THE OTHER PARTY: Before using the Service by Publication method, you must try to find the other party. You may hire a process server or you may conduct the search yourself. If possible, you should talk to the other party's friends, co-workers, family, or anyone you think may have a current address. The Court requires you to file an Affidavit or Statement Under Oath telling the Court that you have done everything you possibly could to find the other party. Other companies charge a fee to do computer searches to help you track down the other party. If you know the other party's date of birth and/or Social

Security Number, this method may work for you.

The following are resources for locating the other party for service. Your search should include such items and include the results in your Affidavit for Service by Publication.

Telephone book
Employ Independent process server
State prison
County voting lists
Motor Vehicle Records
Utility companies
Family members - List by name, date and result

Postal service
County jail
Previous addresses
Previous employment
County assessor's office
City directory

Name of Person Filing Document: _____
Your Address: _____
Your City, State, Zip Code: _____
Your Telephone Number: _____
(Without a Lawyer)

**IN THE SUPERIOR COURT OF ARIZONA
PIMA COUNTY**

IN THE MATTER OF:

Case Number:

ACCEPTANCE OF SERVICE

(Name(s) of Child(ren))

DEPENDENCY

THE PERSON WHO SIGNED BELOW MAKES THESE STATEMENTS UNDER OATH:

1. **COURT PAPERS:** I acknowledge that I have voluntarily accepted a copy of the following legal papers:
(Check the boxes below for the documents you received from the other party. Do not check the box unless you received the document.)

Petition

Notice of Hearing

2. **ACCEPT AND WAIVE FORMAL SERVICE.** I waive formal service of process (service by a process server or sheriff), and understand by accepting these papers, it is the same as if I were personally served under Arizona law.

3. **ATTEND THE HEARING.** I understand that if I do not attend the hearing that I will lose my right to be heard in this case. I understand that failure to appear at the hearing could result in the Court giving the other party any and all things requested in his or her legal papers.

4. **MILITARY SERVICE.** I am not in the military forces of the United States of America in any capacity or I waive the protection of the Soldiers and Sailors Relief Act.

Signature of Person Accepting Service _____

Street Address: _____

City, State, Zip Code: _____

Telephone Number: _____

SUBSCRIBED AND SWORN to before me today _____ by _____

Notary Commission Expires:

Notary Public

HOW TO SERVE COURT PAPERS BY REGISTERED PROCESS SERVER

- STEP 1: FIND.** You must hire a Registered Process Server. To find a Registered Process Server look in the Yellow Pages under "Process Servers."
- STEP 2: GO.** Go to the Registered Process Server's Office. **TAKE** with you the following things:
- 3 Other party's set of copies of the court papers (Petition, Citation Notice of Hearing and Affidavit Regarding Minor Children).
 - 3 A picture or a written physical description of the other party.
 - 3 A written description of the automobile that the other party drives.
 - 3 The address (home and/or work) where the other party can be served.
 - 3 The cash you need to pay for this service. (You can call ahead of time to ask the Process Server how much money it will cost.)
- STEP 3: WAIT.** The Process Server will mail you a copy of the Affidavit of Service after he or she serves the other party with the papers. **IMPORTANT: If the Process Server does not file an Affidavit of Service with the Clerk of the Court, you must get the Affidavit of Service from the Process Server and file it with the Court.**
- STEP 4: GO.** Go the Court Hearing. Bring a copy of the Petition, Notice of Hearing, and Affidavit of Service with you.

DO NOT BRING CHILDREN TO COURT.

PROCEDURES: HOW TO SERVE COURT PAPERS BY SHERIFF

- STEP 1: GO.** Contact the Sheriff's Office in the county where the other party lives. Bring your court papers with you or send a copy of the court papers to the Sheriff's Office if the other party does not live in the same county as you do.
- STEP 2: WRITE.** Fill out the attached sheet for identifying the other party and bring:
- Other party's set of copies of the court papers (Petition and Citation Notice of Hearing and Affidavit Regarding Minor Children).
 - A picture or a written physical description of the other party.
 - A written description of the automobile the other party drives.
 - The address (home and/or work) where other party can be served.
- STEP 3: WAIT.** The Sheriff will mail you a copy of the Affidavit of Service after he or she serves the other party with the papers. (The Sheriff may also file these papers instead of sending them back to you.)
- STEP 4: GO.** Go to your court hearing. Bring a copy of the Petition, Citation Notice of Hearing, Affidavit Regarding Minor Children and Affidavit of Service from the Sheriff's Office.

DO NOT BRING CHILDREN TO COURT.

YOUR NAME: _____

ADDRESS: _____

TELEPHONE: _____

DATE: _____

(COUNTY) County Sheriff

ADDRESS: _____

NAME OF PERSON TO BE SERVED:
COURT CASE NUMBER:

I have enclosed a copy of the Petition, Citation Notice of Hearing, and Affidavit Regarding Minor Children. Please serve these papers on the other party. His or her current address and physical description are:

(OTHER PARTY'S NAME)

(HOME ADDRESS)

(WORK ADDRESS)

(HOME CITY/STATE/ZIP)

(WORK CITY/STATE, ZIP)

SEX	RACE	BIRTH	HGT.	WGT.	EYES	HAIR	SSN

Please return a notarized Affidavit of Service to my address at your earliest convenience. The Court requires that each document served be named in the Affidavit of Service.

- I also enclose a deposit for \$125. I understand there is a \$10.00 service fee, \$1.50 per mile, one way, for each attempt at service travel fee, and a \$5.00 notary fee. I understand the difference between my deposit and the fees accrued for service will be billed or returned to me. **OR,**
- I also enclose a certified copy of the Order for Deferral of fees for Service of Process.

Thank you for your cooperation in this matter.

Enclosures

(YOUR SIGNATURE)

© Superior Court of Arizona in Pima County - Juvenile Division
January 14, 2002
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PROCEDURES: HOW TO SERVE COURT PAPERS -- BY REGISTERED MAIL

USE THIS PROCEDURE ONLY after you have filed your papers with the Court.

STEP 1: GO TO THE POST OFFICE and tell the Clerk you would like to mail the other party a letter as follows:

- Certified Mail, and
- Deliver to Addressee Only, and
- Restricted Delivery, and
- Return Receipt Requested, and
- Pay the postage

STEP 2: WAIT for Green Receipt to be returned with the other party's signature. When you get the Green Receipt, note the date the other party received and signed for the papers.

STEP 3: PAPERS FOR THE COURT

- **COMPLETE:** Original Affidavit of Service by Registered Mail.
- **ATTACH:** You must attach the original green receipt to the Affidavit to prove how you served the other party. Make sure you keep a copy of the green receipt for yourself (both sides).
- **COPY:** Keep a copy of the Affidavit of Service by Registered Mail and the front and back of the green receipt for your records.

STEP 4: FILE PAPERS WITH THE COURT. File the Affidavit of Service by Registered Mail with the original green receipt with the Clerk of the Court.

STEP 5: GO TO THE COURT HEARING. Bring your copy of the Petition, Citation Notice of Hearing, and Affidavit of Service by Registered Mail and attached green receipt with you.

DO NOT BRING CHILDREN TO COURT.

Your Name: _____
Address: _____
Telephone: _____

SUPERIOR COURT OF ARIZONA, COUNTY OF PIMA

In re the matter of _____)
_____)
_____)
_____)

CASE NO. _____

AFFIDAVIT OF SERVICE BY REGISTERED MAIL

STATE OF ARIZONA _____)
COUNTY OF PIMA _____)

1. I am the Petitioner in this action. I make this Affidavit to show that I have served the court papers on the other party by registered mail, postage prepaid, return receipt requested, pursuant to Rules 48 of the Rules of Procedure for the Juvenile Court and A.R.S. 8-841. A copy of the verified Petition and Notice of Hearing were sent to:

Person served (Name of Other Party): _____

Address where Other Party was served: _____

_____ include city, state and zip code

Date of receipt by the Other Party: _____

Date of return of green receipt to me: _____

2. The original return receipt (green card) is attached to this Affidavit, showing the documents were received by _____

Name of Other Party

3. Service by certified/registered mail was necessary for the following reasons (explain in detail why service was made by certified/registered mail rather than personal service):

Signature of Sender

SUBSCRIBED AND SWORN before me this date _____, by _____
(Month, Day, Year)

My Commission Expires:

Notary Public

PROCEDURE: HOW TO SERVE THE COURT PAPERS BY PUBLICATION

- STEP 1:** PUBLISH THE COURT PAPERS. Use the attached letter to tell the newspaper what you need.
- STEP 2:** WAIT. Wait for the newspaper to send you the original of the document called **AFFIDAVIT OF SERVICE**.
- STEP 3:** COMPLETE YOUR PAPERWORK:
- A. Fill out the **AFFIDAVIT REGARDING SERVICE BY PUBLICATION** document which is attached.
 - B. **ATTACH** a copy of the published notice from the newspaper(s).
 - C. **KEEP A COPY** for yourself of the **AFFIDAVIT REGARDING SERVICE BY PUBLICATION**.
- STEP 4:** FILE THE COURT PAPERS.
- A. File the original of the **AFFIDAVIT REGARDING SERVICE BY PUBLICATION**, and a copy of the publication, and;
 - B. File the original **AFFIDAVIT OF SERVICE** you received from the newspaper(s).
- STEP 5:** GO. **GO TO YOUR COURT HEARING.** Bring a copy of the Petition, Notice of Hearing, Affidavit Showing Why Publication was Used, and Affidavit of Service with you to the hearing.

DO NOT BRING CHILDREN TO COURT.

Your Name _____

Address _____

Telephone _____

_____, 20_____
Date

Name of Newspaper

Address

To Whom It May Concern:

I need to publish notice in the newspaper about the following matter: Court Case No. _____
Enclosed is a copy of the Petition for Dependency and Citation Notice of Hearing stamped by the Clerk of Court.

Please publish a Notice in your newspaper about this court case once a week for four consecutive weeks. Also enclosed is (check one box):

- A check or money order in the amount of \$ _____ for the cost of the publication as requested.
 A certified copy of the Order from the court waiving the publication costs.

When you receive this letter, please call me at () _____ to tell me when publication will occur. When publication has been completed, please send to me the original and one copy of an Affidavit of Publication.

Thank you for your help in this matter.

Yours truly,

Sign your name

Enclosures:

- Court documents AND
 Check or Money Order OR
 Certified copy of Court Order of Deferral of Publication Fees

Name of Person Filing Document: _____
 Your Address: _____
 Your City, State, Zip Code: _____
 Your Telephone Number: _____
 Attorney Bar Number (if applicable): _____
 Representing Self or Attorney for _____

**SUPERIOR COURT OF ARIZONA
 PIMA COUNTY**

IN THE MATTER OF:

Case Number:

**AFFIDAVIT IN SUPPORT OF
 SERVICE BY PUBLICATION**

 (Name(s) of Child(ren))

1. I make this Affidavit to tell the Court why service by publication is appropriate. I have read this document and know of my own knowledge that the facts stated are true and correct.
2. Pursuant to Arizona Rules of Civil Procedure, Rules 4.1(n) and 4.2(f), service by publication is the best way to notify _____ of this court case because the other party is:

Avoiding service of process. The reason I know the other party is avoiding service is:

I have mailed, postage prepaid, a copy of the following legal documents: _____

to the last known address of _____ on or before the first date of Publication, OR

The other party's residence is unknown. I have not mailed copies of the proceedings to the other party.

3. The residence and whereabouts of _____ is unknown to me, even though I have made a diligent search to find him/her. My search failed to reveal any information that might lead to knowledge about that person's residence or whereabouts. A search was made of the following records: (Be specific.)

Telephone Directory/Directory Assistance. (State the cities you called and the numbers you called and results)

Last Known Employer: (State who you talked with, when and results)

Relative or Friend of Other Party (State who you contacted, his or her relationship to the other party, how you contacted him or her; ie. in person, by telephone, by letter and the results):

Other steps I have taken: (Jail or prison contacts, utility companies, motor vehicle records, city directory, postal service, county voting lists, internet search, hired process server and results)

4. To the best of my knowledge, information, and belief, _____ is not in the military service of the United States.

Your Signature

SUBSCRIBED AND SWORN to before me this date _____, by
(Month, Day, Year)

My Commission Expires

Notary Public

INSTRUCTIONS: ATTACH the original of the Affidavit of Publication from the Newspaper(s) to this page.