

Set Aside a Juvenile Adjudication Instructions: How to complete the Application form

1. The form may be completed by the applicant, the applicant's attorney, or the applicant's probation or parole officer. An attorney is not required.
2. Determine if you meet the requirements for the request you are making. (See Legal Requirements document.)
3. Complete the Application form in black ink, typed or printed.
4. Sign the Application.

You must file the original and one (1) copy of the Application with the Clerk of Superior Court in the county where you were adjudicated. eFiling is an option in Juvenile Court. If you would like to efile your forms, please visit this link for more information:

[eFiling Online: Clerk of Superior Court, Maricopa County](#)

5. The Clerk of Superior Court will transmit an electronic notice of the Application to the prosecutor.
6. The Clerk of Superior Court will return one filed stamped copy of the Application to you for your records.

If you have been adjudicated in more than one county, you must file a separate Application with the Clerk of Superior Court in each county in which you were adjudicated.

You may obtain your case number(s) from the Clerk of the Superior Court in the county in which you were adjudicated. You can get a copy of your public record from the Juvenile Probation Department.

Heading: At the top of the form, please fill in your name; mailing address (if address is not protected), city, state, zip code, telephone number and email address. If you are an attorney filing on behalf of the applicant fill in your State Bar Number.

Fill in your first and last name on the line above "Applicant."

Fill in your date of birth on the line above "Applicant's Date of Birth."

Fill in your case number(s) on the line after "JV."

If you are requesting that the court modify your monetary obligations, check the box before “Request to Modify Monetary Obligations.”

Check the appropriate box to indicate whether you are completing the application yourself or your attorney or other representative is completing for you.

Statements to and Request(s) of the Court:

Check all boxes that are true.

If the monetary obligations are not paid in full, you may explain to the court the reasons for requesting that the monetary obligations (except victim restitution) be modified in this section.

Date and sign the form.

Note: If an application to set aside an adjudication is granted, all remaining unpaid monetary obligations continue to be owed.

Authorization to proceed on behalf of applicant

If the applicant has authorized an attorney, probation or parole officer to petition the juvenile court on the defendant’s behalf, fill out this section.

Fill in the applicant’s first and last name and check the box as to who the “Applicant” is in this matter.

Fill in the name of the county in which this juvenile court is located.

Date and sign the application. If your attorney or other representative completed the application, both you and the representative must sign it.