

SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO FILL OUT the DEPENDENCY PETITION and OTHER FORMS

Use black ink to fill out all forms in this packet.

FORM: DEPENDENCY COVERSHEET

The Coversheet identifies your case with the court. It is not a public record. (When your forms are ready, you will hand them to the Clerk of the Juvenile Court with the one, original Coversheet on top. Do **not** serve a copy of the coversheet to other parties involved in this case.)

Case Caption: If you are the person filing the Dependency Petition, write in your name, address, city, state, zip code, and telephone number(s). Write a check mark in one box indicating you represent yourself or the petitioner. If an attorney represents you, write in your attorney's bar number.

On the left side, where "In the Matter of" is, write in the name of each child under the age of 18 for whom 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.

Information about the Children Involved: List the information requested for all minor children involved in this case. If there are any other children who are siblings (brothers or sisters NOT involved in this case), please list their names and dates of birth.

Other Court Cases: Check the appropriate box to tell this Court if either you, your spouse, the children's parents or the children involved have been involved in any other cases, except a minor traffic offense, in any other court. If you check the "Yes" box, please describe the case, including case numbers and court location.

Interpreter/Language Needs: Place a check mark in the appropriate box(es) to tell the court whether a language interpreter is needed for any parties in the case.

FORM: DEPENDENCY PETITION:

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Paragraph 1: INFORMATION ABOUT ME: Write in your name, address, including city, state and zip code, telephone number (include your work, home and message telephone number if you have one). Then, write in your relationship to the children. If you do not believe you are a fit and proper person to care for the children, you should see a lawyer for help.

Paragraph 2: INFORMATION ABOUT THE CHILDREN: Write in the name of each child that you want to include in the Dependency Petition, his or her birth date and gender. The names should be the same as the children's names in the Case Caption.

Write the address where the children are currently living (including street, city, state and zip code). Write in the date the children started living at the current location. Check the appropriate box to indicate whether the children are currently living in Maricopa County in the State of Arizona.

Identify all other persons who live in the same home as any children listed, including their names and relationship to the children on the lines provided.

If any of the children for whom you are seeking a dependency are Native American, please check the "Yes" box and list which nation or tribe.

Paragraph 3: INFORMATION ABOUT THE PARENTS AND CURRENT LEGAL GUARDIANS (IF ANY) OF THE CHILDREN: Write in the name of the children's Mother and her birth date. List the Mother's address including street, city, state and zip code. Write in the name of each child's Father and his birth date. List the Father's address including street, city, state and zip code. Write in the name of each child's Legal Guardian and birth date. List the Legal Guardian's address including street, city, state and zip code.

Paragraph 4: 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 describe how the actions or inactions of both the mother and father have a harmful effect on the children. Give a brief history of the children's lives and your involvement with the children. Give professional opinions, if possible. Include drug and alcohol use if relevant. If the children 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.

Check the appropriate box to indicate whether anyone listed on the petition has ever been involved with Arizona Department of Child Safety ("DCS"). If anyone has had involvement with DCS, then you will need to identify the DCS or Juvenile Court case number and the name, phone number and site code of the caseworker.

Relief Requested: Tell the Court what orders you want the Court to issue.

FORM: NOTICE OF INITIAL DEPENDENCY HEARING

Fill in the Case Caption just like you did for the **Dependency Petition**. Copy the case number from the Dependency Petition. Enter the names and addresses of the parents and legal guardians. Enter your name as the Petitioner.

The Court will fill in the date, time and location of the hearing, and the name of the judicial officer who will hear the case. You will then need to date and sign the Notice, **and have it served on the other parties involved** according to the instructions in the Service Packet.