

Protected Address

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How to Request the Court to Release a Protected Address

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SELF SERVICE CENTER
PROTECTED ADDRESS

How to assemble these documents

This packet contains general information and/or court forms and instructions about how to request the court to release a protected address. Be sure the documents are in the following order.

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SELF SERVICE CENTER

HOW TO REQUEST THE COURT TO RELEASE A PROTECTED ADDRESS

CHECKLIST

Use the forms and instructions in this packet only if the following factors apply to your situation:

- ✓ You do not know the address of the other party, **AND**
- ✓ There is a **court order**, signed by a judge that protects the other party's address. (The Order tells the court not to give the address of the other party to anyone without permission of the judge.) **OR** your case is a IV-D case (This means that DES is involved.)
- ✓ You need to know the address of the other party to serve the other party with court papers.

If you need an address that is not protected, you can always look in the court file to see if there is a current address. The court file is usually located in Court Records unless it has been checked out by the judge or court staff. Court Records is located at 601 West Jackson, Lower Level for cases filed at the downtown Phoenix location, and Court Records is located at 222 East Javelina, 1st Floor, for cases filed at the Southeast Facility.

READ ME: It is very important for you to know that when you sign a court document, you may be helping or hurting your court case. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing. The Self-Service Center has a list of lawyers who can give you legal advice and can help you on a task-by-task basis for a fee. If you want to know more about our list of lawyers and our list of mediators, ask the Self-Service Center staff.

SELF-SERVICE CENTER

HOW TO REQUEST THE COURT TO RELEASE A PROTECTED ADDRESS

HOW TO FILL OUT THE FORM:

- Complete the entire form. Fill in all of the blanks on the ***“Request for Release of a Protected Address.”***
- Write in your current address unless it is protected. The court needs to be able to get in touch with you to let you know what the judge’s decision is.
- Write in the existing Family Court “DR or FC or FN” case number.
- Write in the Atlas Number (if there is one and you know it).
- Write in the name of the person whose address you need.
- Write in the relationship of that person to you.
- Check one box to tell the judge whether the address is protected by court order or because the case is a IV-D case. If neither of these statements are true, this paperwork will not work and you should see a lawyer for help, or review the court file yourself.
- Explain, in detail, why you need the address.
- Sign and date the form.

WHAT TO DO WITH THE FORM ONCE YOU FILL IT OUT:

- Give your original Request to the Presiding Family Court Judge. You may hand-deliver it or mail it. The Presiding Family Court Judge is:

The Honorable Colleen McNally
Presiding Judge of the Family Court Department
Superior Court of Arizona in Maricopa County
125 W. Washington Old Courthouse, Lower Level
Phoenix, Arizona 85003

HOW MUCH TIME WILL IT TAKE BEFORE THE JUDGE DECIDES and HOW DO I FIND OUT WHAT THE JUDGE’S DECISION IS?

- You and the other party will receive a copy of a minute entry order from the Presiding Family Court Judge telling both of you that the Judge has received your request for the other party’s address. The other party will be given 25 days to file an objection/response to your request for his or her address.
- After 25 days, if no objection is received, the other party’s last known address will be released to you. If the other party files an objection, the Presiding Family Court Judge will decide either to:
 - 1) Grant your request and release the address, OR
 - 2) Deny your request but allow you to obtain alternative service through the Clerk’s Office.
- You will receive the judge’s decision in the mail.

WHAT TO DO WHEN THE JUDGE DENIES MY REQUEST?

- If your ***“Request for Release of a Protected Address”*** is denied and alternative service is allowed, you must give a copy of the minute entry order, with your documents that need to be served to the Clerk’s office at the Family Court filing counter for processing. You also must give the Clerk of the Court \$23.00 for handling and processing unless your fee is waived or deferred. Forms for fee waiver or deferral are available through the Self-Service Center.

Name of Person Filing Document: _____
Your Address: _____
Your City, State and Zip Code: _____
Your Telephone Number: _____
ATLAS Number: _____
Representing Self, Without a Lawyer OR
Attorney for Petitioner or Respondent



**SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY**

Name of Petitioner/Plaintiff

CASE NO. _____

and

**REQUEST FOR RELEASE
OF A PROTECTED ADDRESS**

Name of Respondent/Defendant

I request the court to release the address of:

Name of Person: _____

Relationship to You: _____

Information about the protected address: (Check one box. One of these statements must be true, or this paperwork will not work for you. You may want to see a lawyer for help.)

- There is a court order that currently requires the address to be protected.
- My case is a IV-D case. (This means that DES is involved.)

I need the address of the person identified above for the following reasons:

TODAY'S DATE:

YOUR SIGNATURE: