

SELF-SERVICE CENTER

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

Use these instructions to fill out the *Juvenile Court Dependency Coversheet*, *Dependency Petition*, and the *Notice of Initial Dependency Hearing*.

DEPENDENCY COVERSHEET:

Print or type in black ink.

Complete the Coversheet as described below. When the documents are ready, you will submit them to the Juvenile Clerk of the Court. The Coversheet will be received by the Court for administrative purposes but is not part of the court file. Do **not** serve a copy of the coversheet on the other parties involved.

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(s). Check one box indicating you are representing yourself or the petitioner. If an attorney represents you, write in your attorney's bar number.

Then, write in the name 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.

Information about the Children Involved: List the information requested for any minor children involved in this specific case. If there are any other children who are brothers or sisters of the children listed earlier, 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 child(ren)'s parents or the child(ren) 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: Check the appropriate box(es) to indicate whether a language interpreter is needed for any parties in the case.

DEPENDENCY PETITION:

Print or type in black ink.

Complete the Petition as described below. When the documents are ready, you will file them with the Juvenile Clerk of the Court. You will then need to **have the Petition served on the other parties involved** according to the instructions in the Service Packet. All documents must be served at least five (5) days prior to the court hearing.

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(s). If an attorney represents you, write in your attorney's bar number.

Then, write in the name 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 including city, state and zip code, your telephone number (include your work, home and message telephone number if you have one). Then, write in your relationship to the child(ren). If you do not believe you are a fit and proper person to care for the child(ren), you should see a lawyer for help.

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 and gender. The names should be the same as the child(ren)'s name in the Case Caption.

Write the address where the children are currently living (including street, city, state and zip code). Indicate 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 child(ren) listed, including their names and relationship to the child(ren) on the lines provided.

If any of the child(ren) 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 CHILD(REN):** Write in the name of the child(ren)'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 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 professional opinions, if possible. 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.

Check the appropriate box to indicate whether anyone listed on the petition has ever been involved with Arizona Child Protective Services (“CPS”). If anyone has had involvement with CPS, then you will need to identify the CPS 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.

NOTICE OF INITIAL DEPENDENCY HEARING:

Print or type in black ink.

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 address 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.