

INSTRUCTIONS FOR SERVING AND FILING YOUR FORMS JV 295, JV 296, JV 297

FILING WITH THE COUNTY CLERK OF THE JUVENILE COURT

Complete a Proof of Service Form

Complete a JV-510 "Proof of Service". (See "Proof of Service" form and instructions on this site:

http://www.advokids.org/_FORMS/JV510/jv510.pdf)

Make copies

Make sufficient copies of your JV-295, JV-296, and JV-297 Forms and "Proof of Service" forms to provide for mailing to all persons listed on your JV-510 "Proof of Service", PLUS 3 COPIES.

Preparation of Forms:

With each set of copies, staple "JV-510 Proof of Service" form to the back of the JV-295, JV-296, and JV-297 forms. Make sure the "Proof of Service" form is stapled underneath your JV-295, JV-296, and JV-297 forms.

Mail the Forms:

Mail the ORIGINAL AND 2 COPIES of the stapled documents to the court address located at the top of your form. Include the cover letter to the clerk. Include a SELF-ADDRESSED STAMPED ENVELOPE so that the clerk can return a filed-endorsed copy back to you.