



advokids

A resource for foster children and their advocates

5643 Paradise Dr., Suite 12B
Corte Madera CA 94925
Hotline: 415.924-0587

SERVING AND FILING YOUR FORMS

- Complete a proof of service form. (See “Proof of Service” form and instructions on this site: [http://advokids.org/ FORMS/JV510/jv510.pdf](http://advokids.org/FORMS/JV510/jv510.pdf))
- Make sufficient copies of your JV 295 and JV 296 Forms and “Proof of Service” form to provide for mailing to all persons listed on your “Proof of Service” PLUS 3 COPIES
- With each set of copies, staple “proof of service” form to these JV 295 and 296 forms. Make sure the “Proof of Service” form is stapled underneath your JV 295 and 296 Forms
- Fill out cover letter to the County Clerk with court address, date, case name and number and name of document. (See “cover letter to the county clerk” template on this site: [http://advokids.org/ FORMS/SAMPLE-COVER-LETTER-FOR-CLERK.pdf](http://advokids.org/FORMS/SAMPLE-COVER-LETTER-FOR-CLERK.pdf))
- Mail the ORIGINAL AND 2 COPIES of the stapled documents to the court address located on 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

PERSONAL LETTER TO JUVENILE COURT JUDGE

- Send a letter to your Juvenile Court judge, informing him/her of your of your filing of these JV 295, 296, and JV 297 De Facto forms.(See “letter to the judge” sample on this site.) This will help to ensure that the judge receives your information
- Attach completed JV 295, 296, and 297 De Facto forms and the JV 510 Proof of Service “form to the letter. Be sure to include case name and case number
- Make courtesy copies of this letter for all other parties listed on your “Proof of Service, Contacts Sheet”. Include a copy of this letter to the judge when you mail all other parties their copies of the “Proof of Service” and De Facto Forms. All parties MUST be informed that you sent a personal letter and a copy of your JV 290 to the judge directly
- Mail the letter to the address of the courthouse on top of the form