

## **JV 510 GUIDELINES**

- The law does not allow anyone to file a document with the court that has not been sent to all the other parties in the case. No one is allowed to secretly communicate with the court. The “Proof of Service” shows the court that you have in fact sent copies of your motion or caregiver form to everyone else involved in the case.
- At start of case, gather names, addresses, telephone #, fax #, of all parties:
  - County counsel
  - Minor’s attorney
  - Father’s attorney
  - Mother’s attorney
  - CASA office in your county
- Upon filing any form i.e., JV 290, 295, 296,180, attach prepared form with all addresses listed above to your “Proof Of Service”.

## **PROOF OF SERVICE INSTRUCTIONS**

- YOUR NAME AND ADDRESS. If your address is confidential, instead of listing address, put, “address confidential per Welfare and Institutions Code § 308.”
- COUNTY NAME & MAILING ADDRESS OF COURT. This information should be on a copy of the petition or court forms you have received. If not, go to our link to “California Superior Courts contact information.” If no web access, look under county government section of telephone book or call Advokids.
- CASE NAME AND NUMBER. Under case name, put “ In the Matter Of ” {Child’s first name and last initial}. Look to petitions or court reports or notices of hearing for your child’s case number. If more than one sibling, there may be more than one case number. Make sure to include each child’s individual case number.
- IN THE FIRST PARAGRAPH starting with “I served a copy of the \_\_\_\_\_,” write in JV-295, JV-296, JV-297.
- ITEMS 1 – 15 require you to check the names of the parties to the case and list their addresses. You do not need to have parents’ addresses, but you MUST serve their attorneys.

NOTE: County Counsel (Address should be at the top of your most recent "Notice of Hearing"); Social Worker (Address should be listed at top of social worker's report or proof of service attached to the notice of hearing); Mother's Attorney (Address should be listed in social worker's report of on "Notice of Hearing" form);

- Father's Attorney (Address should be listed in social worker's report of on "Notice of Hearing" form); County CASA Program (For address see "Notice of Hearing"); De Facto Parent. If there is one, name and address should be indicated on the "Notice of Hearing"; Indian Tribe. If there is a tribe involved, they should be listed on the "Notice of Hearing".
- FOR EACH PARTY YOU SERVE, you must state the date you served the document, and the method of service, e.g., "First Class Mail".
- ITEM 16 REQUIRES YOU TO VERIFY that you are 18 years of age or older and not a party to the case, and include your address. If you are have been granted de facto parent status by the court you are a party to the proceeding and may not serve your own documents. Get a friend or relative who is not a party to the proceedings to sign the JV-510 "proof of service" form and mail the documents for you.
- BE SURE TO DATE AND SIGN THE FORM.