

SERVING AND FILING YOUR JV 180 FORM

PERSONAL LETTER TO JUVENILE COURT JUDGE

- Send a letter to your Juvenile Court judge, informing him/her of your of your filing of this JV 180 form.(See "letter to the judge" sample on this site.) This will help to ensure that the judge receives your information.
- Attach completed JV 180 Form to the letter. Be sure to include case name and case number.
- Mail the letter to the address of the courthouse on top of the form.

FILING WITH THE COUNTY CLERK OF THE JUVENILE COURT

If you do not have an attorney, the clerk will send notice and copies of your request to all persons required to receive notice under Welfare and Institutions Code sections 297 and 380, and rules 1407 and 1432 of the California Rules of Court.

Make copies. Caregivers should make **8** or more copies of the completed JV-290 form and any attachments.

- **If you choose to file the form in person.** Bring the original form and the recommended **8** copies to the court clerk's office at the courthouse where the hearing will be held. Ask the clerk to file the form for you. Refer the Clerk to the JV 180 form, page 2, language enclosed in text box above, that requires Clerk to file and serve for you. Keep one copy of the date-stamped form for yourself. The clerk is responsible for providing the form to all parties and completing and filing the proof of service form.
- **If you choose to file the form by mail.** Mail the original form and all but one of the copies to the court clerk's office at the courthouse where the hearing will be held. Include a self addressed envelope and a note indicating "For filing and service" and including the case number. The clerk is responsible for providing the form to all parties and completing and filing the proof of service form.