



advokids

A resource for foster children and their advocates

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SERVING AND FILING YOUR FORMS

- Complete a proof of service form. (See “Proof of Service” form and instructions on this site: <http://www.advokids.org/FORMS/JV510/jv510.pdf>)
- 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.
- With each set of copies, staple “JV-510 Proof of Service” form to the JV-295, 296, and 297 forms. Make sure the “Proof of Service” form is stapled underneath your JV-295, 296, and 297 forms.
- 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.