

# REQUEST

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

***ALL REQUESTS RECEIVED HAVE A 24 TO 48 HOUR RESPONSE TIME, EXCEPT FOR THOSE REQUEST THAT HAVE TO BE RESEARCHED BY THIS COURT, WHICH WILL TAKE LONGER.***

***IF YOU NEED SOMETHING FROM YOUR JFJ FILE YOU WILL NEED TO CONTACT YOUR CASE WORKER AT CHILD AND FAMILY SERVICES.***

CASE NUMBER: \_\_\_\_\_

IF YOU DO NOT HAVE A CASE NUMBER, PLEASE PROVIDE OTHER INFORMATION SUCH AS:

CASE NAME/PERSON WHO FILED PETITION: \_\_\_\_\_

DATE PETITION WAS FILED/MONTH & YEAR FILED: \_\_\_\_\_

WHAT PETITION WAS FILED: (Adoption, Custody, Divorce, Guardianship, Name Change)

OTHER INFORMATION WHICH MIGHT BE HELPFUL IN LOCATING COURT FILE: \_\_\_\_\_

WHAT YOU WANT FROM COURT FILE: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_