

**INSTRUCTIONS FOR FILLING OUT THE
NOTICE OF PETITION**

PRINT AND USE BLACK INK ONLY.

- 1 Name of the county where you are going to file the petition (county where you live).
- 2 Write the name of the Petitioner(s).
- 3 Write the name of the Respondent(s).
- 4 Write the case Index Number.
- 5 Enter your name.
- 6 Enter the date the petition is sworn to in the presence of a notary public.
- 7 Enter the return date. Obtain the return date from the Court Clerk's Office.
- 8 Enter the address for the courthouse.
- 9 Enter the city where the courthouse is located.
- 10 Write a brief statement of relief requested, i.e. what you would like the court to do.
- 11 City where Notice of Petition is filed.
- 12 Date Notice of Petition is filed with the Office of the County Clerk.
- 13 Signature and address of Petitioner(s).
- 14 Name and address of attorney for Respondent(s) or name and address of Respondent(s) if appearing Pro Se.

**INSTRUCTIONS FOR FILLING OUT THE
VERIFIED PETITION**

PRINT AND USE BLACK INK ONLY.

- 1 Name of the county where you are going to file the petition.
- 2 Write the name of the Petitioner(s). If you are the Petitioner, enter your name here.
- 3 Write the name of the Respondent(s).
- 4 Write your case Index Number.
- 5 Name of the county where you are going to file the petition.
- 6 Write the name of the Petitioner(s).
- 7 Enter your current address.
- 8 Enter the name(s) of the respondent(s) to this action/proceeding.
- 9 Describe what you are asking the Court to do and all the facts concerning your claims in this proceeding, including the underlying events and the nature of any action or decision taken by respondent(s) that you wish to challenge. Add additional pages if needed.

If you are appealing the decision of a government agency, give the date of the decision and the final determination. Explain why this Court should reverse that decision.
- 10 Identify all documents, including all written decisions or determinations made by respondent(s) that are pertinent to this case and attach copies thereof. Separately mark each document as Exhibit A, Exhibit B, Exhibit C, etc. Explain what each exhibit shows.
- 11 Circle one to indicate whether a prior application has been made. Circle "has" only if you sought the same relief you are now seeking.

Describe where, when, and by whom the prior application was made, the result, and why you are making a second application.
- 12 Describe the relief you are requesting by describing what you would like the court to do for you.
- 13 Enter the date when the Verified Petition is signed.
- 14 Sign your name in the presence of a notary public.

- 15 Print your name in the presence of a notary public.
- 16 Name of the county where you are going to file the Verified Petition.
- 17 Enter your name.
- 18 Sign your name in the presence of a notary public.
- 19 Print your name in the presence of a notary public.
- 20 Leave Blank.