

Procedures: What to do after you complete your Application(s)

Step 1: Check your work: Make sure the Application(s)

- ✓ Are in black ink
- ✓ Are neat and readable
- ✓ Are dated and signed by you, the Applicant. If your attorney or other representative completed the application, both you and the representative must sign it.

Step 2: Copies. Make two (2) photocopies of the original Application(s).

eFiling is an option in Juvenile Court. If you would like to efile your forms, please visit this link for more information:

[eFiling Online: Clerk of Superior Court, Maricopa County](#)

Step 3: Separate the copies into 3 document sets (if you did not complete the form, you do not need to include it below):

<p>Set 1: <u>Originals</u> for the Clerk of Superior Court</p> <ul style="list-style-type: none">• Application for Destruction of Juvenile Records• Application to Set Aside Juvenile Adjudications• Application to Restore Firearm Rights	<p>Set 2: Copy for County Attorney (Provide this to the Clerk)</p> <ul style="list-style-type: none">• Application for Destruction of Juvenile Records• Application to Set Aside Juvenile Adjudications• Application to Restore Firearm Rights
<p>Set 3: Copy for You</p> <ul style="list-style-type: none">• Application for Destruction of Juvenile Records• Application to Set Aside Juvenile Adjudications• Application to Restore Firearm Rights	

Step 4: Go to the Clerk of Superior Court at one of the following locations:

Clerk of Superior Court
Juvenile Division
3131 West Durango Street
Phoenix, AZ 85009

or

Clerk of Superior Court
Juvenile Division
1810 South Lewis Street
Mesa, AZ 85210

Step 5: File the sets of documents with the Clerk of Superior Court.

- The Clerk will date stamp all document sets and keep the original documents.
- The Clerk will return a set to you for your records.
- The Clerk will keep one set of Application(s) and transmit it to the County Attorney.

Step 6: Wait. Your Application(s) will be reviewed, commented on, and then returned to the Clerk of Superior Court. The Clerk will contact you about the status of your Application(s) upon receipt of the Court Order(s) concerning your Application(s).