

# Request for Protected Address

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OR  
FILE THIS PAGE

## To Get the Court Order

Instructions and Forms

## Instructions: How to fill out the papers for a Request for Protected Address

Use this form only if you want to protect your address.

- Step 1: Make sure your form is titled Request for Protected Address. Type or print clearly using black ink only.
- Step 2: In the top left corner fill in your name and check if you are the Petitioner/Party A or the Respondent/Party B. If you filed the original action, you are the Petitioner / Party A. If the other party filed the original action, you are the Respondent/Party B.
- Step 3: Fill in the names of the Petitioner / Party A and Respondent / Party B as they appear on your original paperwork.
- Step 4: Fill in your case number where it says “Case No.” Your case number stays the same any time you file any papers in your case. Fill in your ATLAS number where it says “ATLAS No.” if you have one.
- Step 5: Check the appropriate box as to why you are requesting a protected address and complete the information that is related to the box that you checked.
- Step 6: Write in the day, month, and year you signed the Request in the space provided. Then sign your name.
- Step 7: Complete the top part of the Order for Protected Address as you did in steps 3 and 4. Leave the rest of the Order blank.
- Step 8: ONLY for eFiling - Complete the form: Address Information for eFiling. Refer to steps 3 and 4 above.

DO NOT PUT YOUR PROTECTED ADDRESS ANYWHERE ON THIS PAGE! THIS PAGE IS A PUBLIC RECORD

For Clerk's Use Only

Name: \_\_\_\_\_

In this case I am  Petitioner  Respondent.

ADDRESS PROTECTED

SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY

\_\_\_\_\_  
Petitioner / Party A

Case No. \_\_\_\_\_

ATLAS No. \_\_\_\_\_

\_\_\_\_\_  
Respondent / Party B

REQUEST for PROTECTED ADDRESS

I request the court to order that my address be protected from public disclosure, including disclosure to the opposing party(ies) in this case.

Rule 7 (b) of the Arizona Rules of Family Law Procedure requires me to show that the other Party does not know my address. I can show this by stating the following to the Court:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I reasonably believe that physical or emotional harm may result to me or my minor child(ren) if my address is not protected from disclosure, for the following reasons:

I have a valid Order of Protection against the other party in place issued by the following court: (list the name of the court below)

\_\_\_\_\_

OR

Other. You are Required to state your reasons why you need a protected address on the blank lines below. Add additional pages if needed. A judicial officer may deny this Request if you do not explain why you need a protected address.

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I have listed my address on a separate sheet of paper for court use.

I understand that I have a continuing duty to provide the Clerk of Superior Court with a current and correct mailing address where I can be served with process until one of the events stated in Rule 7(F), Arizona Rules of Family Law Procedure occurs.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requester's Signature

Person whose address is protected:

\_\_\_\_\_  
 Party A     Party B

SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY



\_\_\_\_\_  
Petitioner / Party A

Case No. \_\_\_\_\_

ATLAS No. \_\_\_\_\_

\_\_\_\_\_  
Respondent / Party B

**ORDER FOR PROTECTED ADDRESS**

Upon Request of  Party A or  Party B, and good cause appearing,

IT IS ORDERED that:

The address of  Party A  Party B shall be protected from public disclosure until further order of this court. A party with a protected address is obligated to ensure documents they file in their case do not contain their protected address information.

From the date of this Order for Protected Address, the Clerk of Superior Court shall protect the address of  Party A  Party B from public disclosure on all court generated documents until further order of this court.

The Clerk of Superior Court and the parties listed above shall comply with the requirements of Rule 7, ARFLP, as follows:

Any person required under these rules to serve a response or other document upon a person whose address is ordered protected from disclosure under this rule may serve the same by delivering true copies of the documents to be served, together with the proper fee to cover the cost of service, to the Clerk of Superior Court. The Clerk of Superior Court will promptly mail the documents by regular first-class mail to the most recent protected address you provide, and service is deemed complete upon mailing. The Clerk of Superior Court will promptly file a written statement verifying the documents that were mailed and the date of mailing to the protected address signed by the Clerk of Superior Court who mailed the documents. All documents mailed to a protected address shall bear the Clerk of Superior Court's return address, and a note of any process returned as undelivered will be made in the court file.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judicial Officer

## Procedures: What to do with the “Request for Protected Address” now that you have filled it out

Are you filing in person? – Follow steps 1 through 4 below.

Are you eFiling? – Skip to the eFiling procedures on page 3 of this document.

STEP 1: Copies and envelopes.

- Make 2 copies of the “Request for Protected Address.”
- Make 1 copy of the “Order for Protected Address.”
- Prepare 1 envelope stamped and addressed to you.

STEP 2: File at the Clerk of Superior Court.

- GO to the Clerk of Superior Court filing counters at one of the following locations: The Court is open from 8:00 a.m.-5:00 p.m., Monday-Friday. You should go to the Court at least two hours before it closes.

Clerk of Superior Court  
Central Court Building  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

Clerk of Superior Court  
Southeast Court Facility  
222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210

Clerk of Superior Court  
Northwest Regional Court Center  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

Clerk of Superior Court  
Northeast Regional Court Center  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

- Hand the original Request for Protected Address to the Clerk of Superior Court and ask to have the copies of the Request stamped. This is called a conformed copy and is proof that the original was filed.
- The Clerk will also ask you to complete a “Red” form that they will retain for updating protected addresses.
- The Clerk of Superior Court will keep the original and the “Red” form.

STEP 3: Go to the Family Department Administration (in the same location).

Give the following documents to Family Department Administration and tell them it is for the Judge assigned to the case, or put the documents in the Judge’s box, or mail the documents to the Judge. (The staff will give you an address to mail the papers.)

- the original Order for Protected Address and 1 copy
- one copy of the Request for Protected Address
- the 1 envelope stamped and addressed to you

STEP 4: Wait to receive a notice from the Court.

It should take approximately 5 days from the time the Judge receives your Request and Order to either sign your Order or deny your Request.

The Judge will either sign the original Order or deny your Request.

- If the order is signed, you will receive a conformed copy in the mail in the envelope you provided.
- If your Request is denied, you will receive notice by mail. If the Judge does not grant your Request, you may want to see a lawyer for help.

eFiling Procedures: What to do with the “Request for Protected Address” and “Address Information sheet” now that you have filled it out

Note: eFiling of this form is only available in new cases. It is not available for an existing case.

STEP 1: Open your Internet browser.

STEP 2: Go to the Electronic Filing website: <https://efile.azcourts.gov>

- If you have already registered for an account, sign in and follow the instructions for handling your case.
- If this is your first time eFiling, follow the instructions to register for an account.

STEP 3: Follow the eFiling instructions in the “Submissions” section:

- Sign into the application at: <https://efile.azcourts.gov>
- Create a new case.
- Prepare the documents you want to file. Two (2) separate submissions will be required.
- First, upload the Request for Protected Address as a Lead Document.
  - Then, upload the Order as a Connected Document. (It should be connected to the Request for Protected Address.)
- Next, upload the Address Sheet as a Lead Document.
- Lastly, continue to Payment Site.
  - Review the submission and make payment if payment is required. You should receive an email confirmation that your documents have been filed.

STEP 4: Wait to receive a notice from the Court.

- It should take approximately 5 days from the time the Judge receives your Request and Order to either sign your Order or deny your Request.
- The Judge will either electronically sign the Order or deny your Request.
  - If the order is signed, you will receive a conformed copy in the mail.
  - If the Judge does not grant your Request, you will receive notice in the mail. You may want to see a lawyer for help.



- For eFiling Only -

Not to be file-stamped or placed in case file

Do not print this form on red paper!

SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY

ADDRESS INFORMATION FOR eFILING

\_\_\_\_\_  
Petitioner / Party A

Case Number: \_\_\_\_\_

ATLAS No. \_\_\_\_\_

\_\_\_\_\_  
Respondent / Party B

**PROTECTED ADDRESS REQUEST**

(For eFiling Only)

**New Request**

**Modify (change) current request**

As required for restricting the release of an address, the following confidential information is submitted to the Clerk of Superior Court.

This information will not become any part of the case record.

Person Filing: _____ <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent Street Address: _____ Apt. No. _____ City, State, Zip Code: _____ Telephone: _____ Email Address: _____
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\_\_\_\_\_  
Date

\_\_\_\_\_  
Name