

## Procedures: How to serve legal papers by sheriff in matters of Lifetime Injunction

Before Step 1, you must have:

- Filed the court papers and
- the Lifetime Injunction signed by a judge.

STEP 1 Arranging for service by Sheriff (in Maricopa County):

- Take your copy of the Petition for Lifetime Injunction and the signed Injunction to the Sheriff's Office Civil Process Section at either location below:

Maricopa County Sheriff's Office, Civil Process Section  
111 South Third Avenue, 2nd Floor  
West Court Building  
Phoenix, Arizona 85003  
602-876-1840

Northeast Court Facility  
40th Street & Union Hills in North Phoenix  
18380 North 40th Street  
Phoenix, Arizona 85032  
(Tuesday through Friday only)

Arranging for service if Defendant is in the Department of Corrections:

- Email a copy of the Petition for Lifetime Injunction and the signed Injunction to [azvictims@azadc.gov](mailto:azvictims@azadc.gov).

STEP 2 Documents needed for service:

Service by Sheriff (in Maricopa County):

- Complete the attached sheet for identifying the other person (defendant) (Page 2) and bring it with you to the Sheriff's Office. The Maricopa County Sheriff's Office has its own form, but having the attached page already filled out may assist you in filling out the Sheriff's form.

- Bring with you:

- 1) A set of copies of the court papers for the person being served.
- 2) A picture or a written physical description of the person being served.
- 3) A written description of the automobile the other person drives.
- 4) The address where the other person can be served.

Department of Corrections:

- No additional documents needed. Call 602-542-1853 if you have questions.

STEP 3

After Service is Given:

By Sheriff (in Maricopa County):

- The Sheriff will mail you a copy of the Affidavit of Service to show you that the other person (defendant) has been served the Injunction.
- The Sheriff will file the original Affidavit of Service with the Court directly.

Department of Corrections:

- The Department of Corrections will file these papers with the Court.

**THIS FORM IS CONFIDENTIAL AND  
IS NOT A PUBLIC RECORD**

- I am the victim  
 I am the authorized filer as listed in ARPOP Rule 43(c)

For Clerk's Use Only

**SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY**

\_\_\_\_\_  
Plaintiff

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

\_\_\_\_\_  
Defendant

**CONFIDENTIAL VICTIM INFORMATION  
SHEET FOR LIFETIME NO-CONTACT  
INJUNCTION (A.R.S. § 13-719)**

UPDATED

**1. VICTIM INFORMATION**

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

Date of birth: \_\_\_\_\_

Minor victim:  Yes  No

2.  VICTIM ATTORNEY'S INFORMATION, or  
 AUTHORIZED FILER'S INFORMATION (if applicable)

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

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to victim: \_\_\_\_\_

Title and agency (if applicable): \_\_\_\_\_

**3. CONTACT INFORMATION**

Who should the Order be mailed to? \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Filer's Signature

\_\_\_\_\_  
Printed Name

Name of Lawyer: \_\_\_\_\_

Lawyer's Address: \_\_\_\_\_

\_\_\_\_\_

Lawyer's Telephone: \_\_\_\_\_

Lawyer's Email: \_\_\_\_\_

Lawyer's Bar Number: \_\_\_\_\_

Lawyer for the Victim



SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY

\_\_\_\_\_  
Plaintiff

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

PETITION FOR A LIFETIME  
NO-CONTACT INJUNCTION  
(A.R.S. § 13-719(D))

\_\_\_\_\_  
Defendant

I am the victim OR

I am an authorized filer as listed in  
ARPOP Rule 43(c)

WHO IS LISTED AS AN AUTHORIZED FILER?

According to ARPOP Rule 43(c), "the victim, the victim's attorney, the victim's legal guardian, or the prosecutor may file the petition, except that if the victim requesting the Order for Lifetime No-Contact Injunction is a minor, unless the court determines otherwise, the parent, legal guardian, or person who has statutorily defined legal custody of the minor victim must file the petition or may authorize the prosecutor or the minor victim's attorney to file the petition."

1. BASIS OF REQUEST (must select at least one checkbox)

The defendant was convicted of a completed or preparatory\* dangerous felony offense as defined in A.R.S. § 13-105.

The defendant was convicted of a completed or preparatory\* "serious offense" or "violent or aggravated felony" as defined in A.R.S. § 13-706.

- The defendant was convicted of a completed or preparatory\* felony offense included in Title 13, Chapter 14 or 35.1.

\*NOTE: A preparatory offense includes attempt, conspiracy, solicitation, and facilitation.

Note: Items below marked with an asterisk (\*) are required information.

2. DEFENDANT'S INFORMATION

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

\*Date of birth: \_\_\_\_\_

Address, last known whereabouts, and best location for service: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Name at the time of arrest, if not the same as above: \_\_\_\_\_

3. CRIMINAL CASE INFORMATION (Attach the sentencing order, if available)

Sentencing court: \_\_\_\_\_

Sentencing date: \_\_\_\_\_

\*Case number: \_\_\_\_\_

\*Eligible conviction: The defendant was convicted of a violation of ARS \_\_\_\_\_.

4. ADDITIONAL INFORMATION for the COURT

\*Is there an existing order in place for legal decision-making or parenting time in family or juvenile court? (DO NOT ATTACH ANY PARENTING TIME PLANS)

Yes  No Date and County where filed: \_\_\_\_\_

OATH OR AFFIRMATION

I declare under penalty of perjury that the information I have provided in this petition and any attachments is true and correct to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**IMPORTANT:** When you are filing a Petition for a Lifetime No-Contact Injunction (CRLI11f), you must also complete the Confidential Victim Information Sheet (CRLI10f) and file it separately.