

Instructions for filing a
“MOTION TO INTERVENE”
(to be filed if not a party to the case)

This packet contains two forms that must be used to request intervention in an existing case. The forms enclosed are (A) “MOTION TO INTERVENE” and (B) “CERTIFICATE OF SERVICE”.

These instructions are intended to be a general guide to help you complete the forms, file them with the Court, serve them on the opposing party, and get your request properly before the Court. These instructions are not intended to be a legal analysis of your request and do not guarantee you will be successful in your Motion, but are merely to assist you in preparing and presenting your request.

- **A separate Motion (and accompanying documents) must be filed for each child.**

*****It will be helpful to read ALL the instructions prior to completing the forms and you may refer back to them as much as you need. The clerks cannot help you with the forms, but will verify that all sections are completed prior to filing. Incomplete forms will not be accepted.**

A. MOTION TO INTERVENE (Fill out the form completely and entirely)

1. If you do not know the existing Case No. the clerk will assist you with this information.
2. Complete the form pursuant to Civil Rule 24 (C). The supporting memorandum (reason for your request) shall state the ground for intervention and shall be accompanied by a pleading setting forth the claim or defense for which intervention is sought.
3. You must sign the form, print your name, include current address and phone number.

B. CERTIFICATE OF SERVICE

1. Service should be made to all the parties in the case.
2. Complete form entirely and be sure to indicate how service was made.
3. You must sign the form at the bottom.

*If you have additional information to include that does not fit on the forms, please attach those documents to the Motion. Said documents will be considered part of the Motion and will be served contemporaneously to the other parties.

FILING YOUR PAPERWORK

After you have completed all the forms, return them to the Juvenile Court Clerk's office on the 2nd floor of the Courthouse, Suite 202.

COUNSEL

The Court encourages you to retain counsel (an Attorney) to represent you during this process. It may be difficult, if not impossible, to represent yourself at a trial should the case proceed in that direction.

The clerk's office has a brochure titled "Representing Yourself in Court", that includes information regarding your options and responsibilities should you choose to proceed without legal representation.