

**CLERK OF THE COURT
SUPERIOR COURT OF ARIZONA**

**MARICOPA COUNTY
JUVENILE SOUTHEAST FACILITY
1810 South Lewis Street
Mesa, Arizona 85210-6201**

(602) 506-3676
Fax - (602) 506-2852
TDD - (602) 506-3211

Michael K. Jeanes
Clerk

**MOTION TO OPEN ADOPTION FILE
INFORMATION AND SUPPLEMENTAL INSTRUCTIONS**

The Motion to Open must be filled out as completely as possible. The factual information requested is the minimum information needed in order to locate any existing file. Your signature on the Motion must be notarized.

Arizona adoption records are sealed by statute and may be opened only by Court order. The law allows information to be released only when it would be for the protection, welfare or treatment of the adopted person, regardless of age. As a result, the paragraphs called "Statutory Requirements" are extremely important and must be answered before the Court can consider your request. Reasons such as "access to past records," "a right to know," "genealogy research," are insufficient to comply with Arizona law.

The following fees have been set by statute:

Research:	\$26.00 for each year searched to locate document or case
Copying:	\$.50 per page
Certification:	\$26.00 per certified copy
Postage	\$ 7.00 per mailing

Please make a check or money order payable to the "CLERK OF THE SUPERIOR COURT" in the amount of \$60.00. When we receive the completed form and payment, a search will be made for the file and the results of the search will be given to the judge for review and decision. If an extensive number of years need to be researched, prepayment for multiple years may be requested. You will be advised before we proceed with the research. You will be advised in writing of the judge's decision, and depending on the extent of the search and number of copies and/or certifications, you will receive a refund for the overpayment or be billed for the additional costs.

We would appreciate your patience. Depending on the amount of specific information you are able to provide and the information you are requesting, it may be necessary for the Court to contact another agency which must then have time to correspond with the judge concerning their findings. At this time, the staff and time for the research involved is limited. A wait of several weeks is not unusual.

IF THE INFORMATION YOU ARE SEEKING INVOLVES A MEDICAL EMERGENCY, PLEASE NOTE THAT ON THE MOTION AND HAVE YOUR PHYSICIAN SEND A LETTER DIRECTLY TO THE JUDGE TELLING THE NATURE OF THE EMERGENCY AND HOW GRANTING YOUR REQUEST MAY ASSIST TREATMENT.

Revised Sep 2008

TYPE OR PRINT ALL INFORMATION

Name

Address

City

State

Zip Code

Phone

**SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY**

MOTION TO OPEN ADOPTION FILE

IN THE MATTER OF THE ADOPTION:

Baby Girl: _____

Baby Boy: _____

Date of Birth: _____

No. A- _____

Place of Birth:

(case number)

City: _____

State: _____

My Name is: _____

I am:

_____ the adoptive person

_____ the adoptive parent

_____ the birth mother

_____ the birth father

The full names of the adoptive parents are:

(man) _____

(woman) _____

(NOTE: Give both names even though this may have been a step-parent adoption)

If you are the birth parent, you must provide the birth mother's name at the time

the child was born: _____ AND

the name of the birth father: _____

If you are the adopted person, a female, and have married, please provide the name your adoptive parents gave you: _____

The final Order of Adoption was dated on: _____ If you do not know the exact date, give us a specific year or range of years to search. (Note the fee schedule for searches.)

A. I request that the adoption file(s) in this cause be opened and searched for the following purpose:

I want the following documents / information from the file:

B. **STATUTORY RQUIREMENTS:** The adoption laws in Arizona require you to give the Court a statement about your reasons for wanting the information you are asking for. The law does not change even if the child / adopted person is now over the age of 18. You must complete the following two statements. Please note that they are not the same in meaning.

(1) I feel I have a legitimate interest in this case because: (this requires you to say something more than stating your relationship to the adopted person)

(Attach an additional page if needed. DO NOT WRITE ON THE REVERSE)

(2) It would be for the protection, or welfare, or treatment of the adopted child to release a copy of the document or release the information because (this means you tell the Court why it would be in the adopted person's best interests for your request to be granted)

(Attach an additional page if needed. DO NOT WRITE ON THE REVERSE)

I agree that any document or information released to me will remain confidential and will be used only for the purposes I have stated above.

SIGNATURE

Subscribed and sworn to before me by: _____ this _____ day of _____, 200__.

NOTARY PUBLIC

My Commission Expires: _____

Return completed form and payment to:

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