

## INSTRUCTIONS

### **Petition and Affidavit in Support of Application to Restrict Public Access to Personal Information in Superior Court - For use by peace officers**

#### **USE THIS FORM IF:**

- You are a peace officer eligible to apply for the relief provided by A.R.S. § 12-290, and
- You can show facts sufficient to establish that either you, your family, or other person living at your primary residence are in danger of physical harm and that restricting public access to your personal information specified in this statute will reduce this danger.

**TO COMPLETE THIS FORM YOU WILL NEED:** The case number, the document caption and the date the document was filed containing your residential address, phone number or contact information you want restricted. This information is needed for every document you want restricted. A separate affidavit is required for each case you want restricted.

#### **HOW TO COMPLETE THE AFFIDAVIT FORM:**

TYPE OR PRINT NEATLY USING **BLACK INK**. THIS IS AN OFFICIAL MANDATORY FORM, DO NOT ALTER THE FORMAT, PAGINATION, OR LINE NUMBERING, OR SUBMIT THIS FORM AS A DOUBLE-SIDED DOCUMENT. You may add extra pages if needed to provide complete information under any item.

All applicants must complete items 1 - 5, item 6 (if applicable), and 7.

Match each numbered item in the instructions with the same numbered item on the affidavit.

1. Print your full name as it appears in the court case or court document.
3. Provide the name of the law enforcement or other public agency that employs you.
4. Provide your job title and a description of your duties.
5. Explain why you believe your life or safety or that of someone who lives with you is in danger of physical harm.
6. Explain why immediate protection is needed. A.R.S. § 12-290 provides that in the absence of a request for immediate action supported by facts justifying an earlier consideration, the presiding judge may rule on the application at the end of each quarter.
7. Provide the document caption and the date the document was filed for every document containing the residential address, phone number or contact information you want restricted.

**WHEN YOU HAVE COMPLETED THE AFFIDAVIT:**

Date and sign the affidavit in the presence of a notary public. The affidavit must be filed with the presiding superior court judge of the county that contains the personal identifying information. Give your affidavit and any attachments to the commanding officer or supervisor responsible for filing it on your behalf in the county where the case was originally filed.

PLEASE BE ADVISED this process is designed to protect your primary residential address and phone number in a limited class of superior court records ONLY. If your application is granted, your home address and phone number may still be publicly-accessible in other public records and commercially-available databases.