

## **Instructions for Filing Cover Sheet - Appellate Special Actions**

### **When is the Cover Sheet Required?**

The Cover Sheet must be filed with any appellate special action petition filed in the Court of Appeals.

### **Who is the Petitioner?**

The petitioner is the person or organization asking the Court of Appeals to review the decision or action taken by another court or entity. The petitioner may have been the defendant, plaintiff, petitioner, respondent, or another role in the other court or agency.

### **Where Do I Find My Lower Case or Matter Number?**

The superior court case number should appear on the decision you received from the superior court, usually on the right side of the caption. On a minute entry, this could be found at the top of the first page.

An Industrial Commission case number will be found on documents provided by the Industrial Commission.

A Court of Appeals case number will be assigned after the special action petition is filed.

### **Name of Judge Who Made the Decision**

Please include the name of the judge that appears on the decision being challenged. This assists the Court of Appeals in ensuring that the judge receives documents from the court.

### **Designation**

Specify whether the superior court judge did or did not designate a question in this special action by selecting the appropriate check box.

## Which Box(es) Should be Checked?

The subject matter checkboxes help the Court of Appeals organize your case and keep sensitive information safe. If more than one box fits, check all that apply. Follow the guidelines to choose the right boxes for your case.

*Civil.* Check this box if the superior court case was classified as civil. If the case involves a bond forfeiture (maybe from a criminal case), check that box too.

*Family.* Check this box if the superior court case was classified as a family case. Choose whether the case involved children or whether there were no children involved. If a protective order is involved in the family court case or in the petition, check that box as well.

*Probate.* Check this box if the superior court case was classified as a probate case.

*Protective Order.* Check this box if the underlying case is **not** a family court case and there is a protective order or injunction against harassment involved in the case.

*Expedited Election Case.* Check this box if the superior court case relates to an expedited election case.

*Criminal.* Check this box if the superior court case was classified as criminal.

If there was a victim who was a juvenile at the time of the offense, check that box.

If the defendant was charged with offenses in A.R.S. Title 13, chapters 14, 32, 35 or 35.1, check that box.

*Search Warrant.* Check this box if the superior court case relates to a search warrant.

*Bond Forfeiture.* Check this box if the superior court case involved a bond forfeiture.

*Juvenile.* Check the box that matches the type of juvenile case. Please indicate whether the underlying case is related to an adoption, a delinquency matter (including if the juvenile was charged with offenses in A.R.S. Title 13, chapters 14, 32, 35 or 35.1), a dependency, a termination/severance, or a judicial bypass case as defined in A.R.S. § 36-2152.

*Mental Health.* Check this box if the superior court case was classified as mental health. If the case involved a sexually violent offense under A.R.S. § 36-3701, check that box.

*Tax.* Check this box if the superior court case was a tax case.

*Habeas Corpus.* Check this box if the superior court case relates to a habeas matter.