

## RESOURCE AFFIDAVIT

### COURT PROCEDURE

(April 2014)

Part 1 of the Resource Affidavit procedure:

The Court will maintain carbon copies of the 1-page document referred to as part 1 and distribute those in court for each case. Facilitators shall assist the respondents in completing the document at the meeting scheduled the day of the initial shelter hearing. The White copy of the document (contains original signature) shall be filed with the Court the same day once completed. It shall be entered in the EVENTS screen as **AFFI**. The remaining copies may distribute to the parties present including, **MCAO, GAL, Respondent Parent counsel or Respondents if they are pro se**. If additional copies are available they may be provided to other parties such as CASA or MCDHS.

If the Courts receive a copy of part 2 of the resource affidavit and there is not a certificate of service/mailling attached the following procedure will apply:

1. Court staff will enter the document in EVENTS using the code of INFS and the date that it was received and relate it to the party that filed the document
2. Court staff will make two copies of each affidavit received and send a copy to the Mesa County Attorney's Office and Mesa County Department of Human Services through the court pick-up folders.
3. Court staff will complete a certificate of mailing/service on pleading and file the case back.
4. Court staff will ensure that the scheduled events REVA is in HELD status once this process is completed. The clerk will place the CQI number (identified on the affidavit) in the comments section of the scheduled events.

\*NOTE: It will be the Mesa County Attorney's office responsibility to ensure that all other parties receive a copy of this document and file a certificate of service with the Courts.