

Instructions for Completing Notice of Intervention as a Matter of Right

Who Has a Right to Intervene:

Certain people have an automatic right to intervene in a child protection case. Unless an existing party objects, these people will be granted party status simply by providing notice of intervention to the court and other parties. You have an automatic right to intervene as a party in this matter if you are:

- The child, regardless of age
- The child's birth or adoptive parent
- The child's grandparent and the child lived with you at any time during the two years prior to the filing of the petition in this matter
- The child's Indian custodian or Indian tribe
- The Social Services Agency (if not the petitioner)

What You Must Do to Intervene:

Print the county, judicial district, court file number, and the case caption where indicated. This information is on the Summons or Notice you received *(please print or type all information)*.

1. On question 1, print your name and mailing address.
2. On question 2, check off your relationship to the child.
 - If you are the child's adjudicated father, you must give the date the order for adjudication was made and the name of the court where the adjudication was made.
 - If you are a grandparent with whom the child has lived in the last two years, you must give the name of your child who is the grandchild's parent, and give the dates the grandchild lived with you during the past two years.

You may be asked to repeat these statements under oath at the time of a court hearing.

3. Sign your name and print your mailing address, but only in front of a notary public or court administrator.
4. Make copies of the completed and signed "Notice of Intervention as a Matter of Right" form – enough copies for each party and one for you.
5. For each party, prepare an envelope with the party's name and mailing address (or the name and address of the party's attorney if represented) and put one **copy** of the completed and signed "Notice of Intervention as a Matter of Right" form in each envelope.
6. At least **5 days** before the date of the hearing, have someone else who is at least 18 years of age and who is not a party to the case **hand deliver** the envelopes to each of the parties.

Or

At least **8 days** before the date of the hearing, have someone else who is at least 18 years of age and who is not a party to the case place the envelopes in the **mail**.
7. Keep one copy of the completed "Notice of Intervention" form for your files and bring it with you to the hearing.

8. Have the person who mailed or hand delivered the envelopes to the parties fill out the “Affidavit of Service” form included with this packet. That person must sign the form, but can sign it only in front of a notary public (they can be found at banks) or the court administrator. Make one copy of the completed and signed “Affidavit of Service” form and keep it for your files.
9. At least **5 days** before the date of the hearing, **hand deliver** the **original** completed “Notice of Intervention” form and the **original** “Affidavit of Service” form to the court administrator.
Or
At least **8 days** before the date of the hearing, mail the **original** completed “Notice of Intervention” and the **original** “Affidavit of Service” form in an envelope addressed to the court administrator.
10. If no one objects within 10 days, the intervention will be complete and you will be a party.
11. If someone objects and the court schedules a hearing, appear at that hearing.

