

**YAVAPAI COUNTY
Self-Service Center**

**INSTRUCTIONS: COMPLETING AND FILING THE ANNUAL REPORT OF
GUARDIAN(S)**

An Annual Report and Examiner Report must be filed every year, on or before the anniversary date of the appointment, during the term of the guardianship.

TYPE OR PRINT USING BLACK INK ONLY

Annual Report

- ✓ Complete the upper part of the form with your name, etc., the minor's name, and the case number.
- ✓ Fill in the dates covered by this Report. The dates will be from the last anniversary date to the current anniversary date. Also give the date the Report is due, which will be the current anniversary date.
- ✓ Complete all information requested about the ward, including health and information about the ward's doctor.
- ✓ Complete all information requested about the Guardian(s) and the guardianship and any person managing the ward's assets.
- ✓ Give all information about agency services. For example, the ward may be receiving food stamps or AHCCCS or Social Security benefits of some kind.
- ✓ Date and sign the Report, then print your name(s).
- ✓ Complete the Affidavit of Mailing by filling in the names and addresses of the persons entitled to have a copy of the Annual Report. These will most likely be the same persons who were entitled to receive notice at the start of the guardianship process.
- ✓ Put in the date you are mailing copies of the Report to those persons. This should be done right after the filing of the report with the Clerk of Superior Court.
- ✓ The person who actually mails the copies must sign the Affidavit of Mailing stating it has been done.

EXAMINERS REPORT

- ✓ Complete the upper portion of the form.
- ✓ Provide the Examiner Report to the physician, psychologist or registered nurse to compete.
- ✓ Instruct the examiner to return the completed original report to you.
- ✓ Make a copy for your records and place the original in a sealed envelope before filing with the court. See the instructions for Completing Envelope Cover Sheet [Confidential Document Purged from the File] **DO NOT INCLUDE THE EXAMINER'S REPORT** when mailing copies of the Annual Report to interested parties.

FILING THE EXAMINER REPORT AND ANNUAL REPORT

- Take the original Reports and one copy of the Annual Report to the office of the Clerk of Superior Court. There is no filing fee to file the Reports.
- Your copy of the Annual Report will be stamped by the clerk. Make enough copies of your stamped copy to mail to all persons listed on the last page of the Report.

IF you are mailing your Reports to the Clerk's Office, include the copy to be stamped by the Clerk. Also include a self addressed, stamped envelope for the Clerk to return the stamped copy to you.

IF YOU OR THE WARD HAVE A CHANGE OF ADDRESS, YOU MUST IMMEDIATELY NOTIFY THE COURT IN WRITING. You MUST do this on a separate document titled NOTICE OF CHANGE OF ADDRESS. If you don't do this, the Court can order you to pay any costs resulting from problems caused by your failure to notify.

If the guardian is unable to file an Annual Report of Guardian before the anniversary date of his/her appointment, the guardian shall, at least 10 days before the deadline, file a motion that requests additional time to file the report.

Packet #62c Requesting Additional Time to File Annual Report of Guardian is available at the Clerk of Court or the Law Library.