

YAVAPAI COUNTY
Self-Service Center

INSTRUCTIONS: COMPLETING A DEMAND FOR NOTICE

TYPE OR PRINT NEATLY USING BLACK INK.

1. Be sure your form is titled DEMAND FOR NOTICE in the upper right hand part of the first page.
2. Fill in your name, mailing address and daytime phone number.
3. Fill in the name of the deceased person.
4. If you know a case has already been opened in Yavapai County, fill in the case number. If you don't know whether a case has been opened or you know there has but do not know the case number, the Clerk can give you that information. If there is no case at this time, the Clerk will retain the form until a case is filed and process the Demand at that time.
5. In the body of the form, describe your interest in the estate of the decedent.
6. Fill in the date of the decedent's death.
7. Fill in your mailing address. You must notify the Court immediately if your mailing address changes.
8. Date and sign the document. Print your name below your signature.
9. If there is a current Yavapai County probate case for this decedent, **YOU ARE REQUIRED** to send a copy of this Notice to the Personal Representative and/or any attorneys of record in the case. You may review the case file to get this information. Fill in the Personal Representative's or attorney's name and address at the bottom of the form.
10. There is a filing fee due when the Notice is filed.

If you mail the form to the Clerk for filing and you want a receipt and/or conformed copy returned to you, you must enclose a self-addressed, stamped envelope along with the completed form, a copy of the form and payment of any fees. To check out the current fees go online to <http://courts.yavapai.us/clerk/fee-schedule/>, or call the Clerk's Office in either Prescott at (928) 771-3312, or Camp Verde at (928) 567-7741.

11. Checks should be made payable to the Clerk of Superior Court.