YAVAPAI COUNTY
Self-Service Center

INSTRUCTIONS: COMPLETING PROOF OF NOTICE
PROVING YOU NOTIFIED ALL THE INTERESTED PARTIES

COMPLETE ONLY AFTER YOU HAVE LEGALLY NOTIFIED ALL INTERESTED PARTIES

PROOF OF NOTICE OF HEARING

✓   Complete the upper part of the form.

✓   List the names of the documents you sent to the interested parties.

   This would include completed copies of the: PETITION
                                              DISCLOSURE AFFIDAVIT
                                              NOTICE OF HEARING
   and blank copies of the CONSENT OF PARENT and its instructions (one set for each parent)
   and blank copies of the WAIVER OF NOTICE and its instructions (one set for each of the other interested parties)

✓   Fill in the **names** of the interested parties to whom you sent the Notice of Hearing, tell **how they are related to or interested in the minor**, give the **date** you mailed, or published or otherwise served the party and mark the box that describes **how** you notified them.

✓   If you hire a process server to personally serve the documents on a parent or interested party, you will receive an affidavit from the process server for each party served that says how, where and when each was served. You must attach those affidavits to your Proof of Notice.

✓   If you sent copies by registered mail to any of the parties, **attach the green cards** to the Affidavit of Service by Registered/Certified Mail (in this packet).

✓   If the documents were hand-delivered, write in the name of the person who handed them to the interested party.

✓   If you had the newspaper publish the Notice of Hearing because you do not know the whereabouts of a party, the newspaper will provide an Affidavit of Publication which is signed and notarized by them and has an actual clipping of the published notice attached to it. This affidavit **must be attached** to the Proof of Notice.

✓   Use additional paper if there are more than four interested parties.

✓   Sign in front of a Notary Public.

✓   File the original Proof of Notice with the Clerk of Superior Court along with any attached original publication affidavits.