

YAVAPAI COUNTY
Self-Service Center

INSTRUCTIONS: COMPLETING SERVICE DOCUMENTS

Once you have filed the Notice of Hearing form and received your conformed copies from the Probate Department, you are ready to notify all interested parties using one or all of these forms. If you are unsure which method to use, see "How to Serve Court Papers" available in the Self-Service Center.

TYPE OR PRINT USING BLACK INK ONLY

ACCEPTANCE OF SERVICE

- ✓ Complete the upper part of the form.
- ✓ List the names of the documents you are giving to the interested parties. This would include completed and conformed (court stamped) copies of the:
 - PETITION FOR APPOINTMENT OF A GUARDIAN FOR AN ADULT
 - DISCLOSURE AFFIDAVIT
 - INTERESTED PARTY NOTIFICATION
 - NOTICE OF HEARING
 - WAIVER OF NOTICE OF HEARING
- ✓ Meet with the interested party in front of a Notary Public. Take with you the listed documents and the Acceptance of Service. The interested party should sign the Acceptance of Service in front of the Notary.
- ✓ File the original Acceptance of Service with the Clerk of the Court.

AFFIDAVIT OF SERVICE BY REGISTERED/CERTIFIED MAIL

- ✓ Complete the upper part of the form.
- ✓ List the names of the documents you are sending to the interested parties. This would include completed and conformed (court stamped) copies of the:
 - PETITION FOR APPOINTMENT OF A GUARDIAN FOR AN ADULT
 - DISCLOSURE AFFIDAVIT
 - INTERESTED PARTY NOTIFICATION
 - NOTICE OF HEARING
 - WAIVER OF NOTICE OF HEARING
- ✓ Mail the documents by Certified or Registered Mail return receipt requested, **RESTRICTED DELIVERY**. This means only the interested party can sign for the documents.
- ✓ **DO NOT SIGN THIS FORM UNTIL YOU RECEIVE GREEN CARD(S) FROM THE POST OFFICE.**
- ✓ Sign in front of a Notary Public.
- ✓ File original Affidavit of Service by Registered/Certified Mail with green cards attached, with the Clerk of the Court.

AFFIDAVIT OF UNKNOWN RESIDENCE (to be completed if publication is used to give legal notice)

- ✓ Complete the upper part of the form.
- ✓ Describe, in detail, the steps you took to try to find interested parties.
- ✓ Sign in front of a Notary Public.
- ✓ File the original Affidavit with the Clerk of the Court. You do not have to wait until publication is complete to file the Affidavit.

GO ON TO: PROVING YOU NOTIFIED ALL INTERESTED PARTIES