

YAVAPAI COUNTY
Self-Service Center

**INSTRUCTIONS: PREPARING FOR THE HEARING ON PETITION
FOR APPOINTMENT OF GUARDIAN OF AN ADULT**

TYPE OR PRINT USING BLACK INK ONLY

DOCUMENTS TO PREPARE BEFORE THE HEARING:

1. **ORDER TO GUARDIAN(S).** The person who wants to be appointed Guardian must read and sign the acknowledgment of this document. It is the basic set of instructions about the Guardian's duties. The Judge will sign and date at the bottom of the last page. If two Guardians are to be appointed, both must read and sign.
2. **ORDER OF APPOINTMENT OF GUARDIAN(S) OF AN ADULT.** This is the Order the Judge will sign at the end of the hearing if a Guardian is appointed. Fill in the name of the adult and the case number on the top part of the form, the adult's birth date in paragraph **D**, the adult's name in paragraph **E**, and the name of the person(s) to be appointed Guardian(s) in paragraph **F**, all on the first page. The Judge will complete the second and third page of the Order at the hearing if a Guardian(s) is/are appointed.
3. **LETTERS OF APPOINTMENT AND ACCEPTANCE OF APPOINTMENT.** Even though the Judge has not yet appointed a Guardian, the proposed Guardian(s) can complete and sign the **Acceptance of Appointment** portion of this document before the hearing. Fill in the adult's name and the case number as you did on the Order to Guardian(s). In the **Acceptance of Appointment** part of the form, the proposed Guardian(s) sign. **The Acceptance must be signed in front of a Notary Public.**

**GO ON TO: WHAT TO DO AFTER COMPLETING THE HEARING
DOCUMENTS.**