

**YAVAPAI COUNTY
Self-Service Center**

INSTRUCTIONS: COMPLETING HEARING DOCUMENTS

Use these forms to **Request a Hearing** and to give **Notice of the Hearing** to all interested parties.

TYPE OR PRINT IN BLACK INK ONLY

REQUEST A HEARING FORM

- ✓ Complete the upper part of the form by filling in your name and address information and the caption information.
- ✓ Mark whether the filed Petition requested a Limited or a General Guardianship.
- ✓ If the Notice of Hearing will be published, mark the box stating so.
- ✓ Sign the form (no notary is required).
- ✓ List the names and addresses of all interested parties you will notify about the court case.

NOTICE OF HEARING FORM

- ✓ After the hearing date is set, you will be notified by mail. Use the information sent to you to complete the **NOTICE OF HEARING** form.
- ✓ Complete the upper part of the form by filling in your name and address information and the caption information.
- ✓ Mark whether the filed Petition requested a Limited or a General Guardianship.
- ✓ Fill in the Court Hearing information.
- ✓ Sign the form (no notary is required)
- ✓ Once the form is complete, make one (1) copy. Take the original and the copy to the Probate Department to file and process. The Probate Department will keep the original, conform the copy, and give the copy back to you. Also take with you **PETITIONER'S INFORMATION SHEET TO COURT INVESTIGATOR**. You must then notify all interested parties (see Completing Service Documents in this packet) using this copy.
- ✓ The Notice of Hearing **MUST** be given to the proposed Ward, the proposed Ward's spouse and his/her parent(s) that live in the State of Arizona. Notice **MUST** be given no later than 14 days prior to the hearing date.

GO ON TO: WAIVER OF NOTICE OF HEARING