

YAVAPAI COUNTY
Self-Service Center

**PREPARING FOR A HEARING ON PETITION
FOR APPOINTMENT OF A GUARDIAN FOR AN ADULT**

**WHAT TO DO AFTER COMPLETING THE HEARING
DOCUMENTS**

NOTICE: Effective September 1, 2012, The Arizona Supreme Court requires that every person who is to serve as a guardian, a conservator, or a personal representative [executor] of an estate who is not a state licensed, professional fiduciary must complete a training program approved by the Supreme Court **before Letters of Appointment** can be issued by the Clerk of the Court.

Training should be completed and a statement that the training has been completed should be brought to (or filed before) the hearing, though additional time to complete the training may be requested for good reason.

If you completed the (English-only) online training, you may either print the "**Certificate**" that appears at the end of each online program or submit the "**Declaration of Completion**" form included in this packet and which is also included with the Self-Service Center's printed or online training materials, which are available in both English and Spanish.

See the "**Notice Regarding Training Requirements**" in this packet for additional information.

At least (5) five days before the scheduled hearing lodge the original proposed orders with the judicial officer to whom the matter is assigned:

- * **Order to Guardian and Acknowledgment**
- * **Order of Appointment of Guardian**
- * **Letter of Appointment and Acceptance of Appointment**

You are also required to provide copies of the proposed orders and self addressed stamped envelopes required by rule 5(j)(2)(b), Arizona Rules of Civil Procedure

AT THE HEARING:

STEP 1: Be prepared to testify about why you think a Guardian should be appointed. Think about this before the hearing. The Judge may ask you questions. Bring any witnesses to the hearing you think will help. The Judge may ask them to testify also.

STEP 2: If the Judge appoints a Guardian at this hearing, the **Order to Guardian(s), Order of Appointment of Guardian(s), and Letters of Appointment and Acceptance of Letters of Appointment** will be taken to the Clerk's Office by a clerk. The Letters of Appointment of Guardian cannot be issued until after the Judge signs the Order to Guardian(s). Generally, they will be processed and mailed to the Guardian(s) within a few days. However, most Guardians want a certified copy of the Letters as soon as possible. Certified copies are available for a fee, plus the charge for copying each page, and may be available from the Clerk's Office shortly after the end of the hearing.

IMPORTANT THINGS:

1. **DO** dress properly in neat, clean clothing. **DO NOT** wear very casual clothing.
2. **DO NOT** bring food or drinks, chew gum or wear a hat in the courtroom.
3. **DO NOT** bring young children with you to court.
4. **DO** review the papers you filed. This will help you answer the Judge's questions. Bring your copies with you to the hearing so you can refer to them if you need to when answering the Judge's questions.

**REMEMBER, IF YOU DO NOT UNDERSTAND THE GUARDIANSHIP PROCEDURE,
CONTACT AN ATTORNEY FOR HELP AND ADVICE.**