

YAVAPAI COUNTY
Self-Service Center

**FILING A PETITION FOR APPOINTMENT OF A
GUARDIAN FOR AN ADULT**

**WHAT TO DO WITH THE COURT DOCUMENTS
AFTER I HAVE COMPLETED THEM**

STEP 1: Make copies of the following documents:

DOCUMENT	NUMBER OF COPIES*
* Probate Cover Sheet	3
* Petition for Appointment of Guardian for an Adult	3
* Petition for Appointment of Attorney, Examiner, and Court Investigator	3
* Petitioner's Information Sheet to Court Investigator	1
* Disclosure Affidavit	3
* Waiver of Notice of Hearing on Guardianship of an Adult	3
* Request for Hearing	1

**Note: The number of copies you need to make depends on the number of people who need a copy.*

STEP 2: Separate your documents into five or more sets depending on the number of interested parties.

SET 1 - ORIGINALS FOR THE COURT:

- * Probate Cover Sheet
- * Petition for Appointment of Guardian
- * Petition for Appointment of Attorney, Examiner, and Court Investigator
- * Petitioner's Information Sheet to Court Investigator
- * Disclosure Affidavit
- * Waiver of Notice of Hearing on Guardianship of an Adult
- * Request for Hearing

SET 2 - COPIES FOR YOU:

- * Probate Cover Sheet
- * Petition for Appointment of Guardian
- * Petition for Appointment of Attorney, Examiner, and Court Investigator
- * Disclosure Affidavit
- * Waiver of Notice of Hearing on Guardianship of an Adult

SET 3 - COPIES FOR THE PROPOSED WARD:

- * Probate Cover Sheet
- * Petition for Appointment of Guardian
- * Petition for Appointment of Attorney, Examiner, and Court Investigator
- * Disclosure Affidavit
- * Waiver of Notice of Hearing on Guardianship of an Adult

SET 4 - COPIES FOR THE ATTORNEY OF THE PROPOSED WARD:

- * Probate Cover Sheet
- * Petition for Appointment of Guardian
- * Petition for Appointment of Attorney, Examiner, and Court Investigator
- * Disclosure Affidavit
- * Waiver of Notice of Hearing on Guardianship of an Adult

SET 5 - COPIES FOR OTHER INTERESTED PARTY: (to be served by you)

- * Probate Cover Sheet
- * Petition for Appointment of Guardian
- * Petition for Appointment of Attorney, Examiner, and Court Investigator
- * Disclosure Affidavit
- * Waiver of Notice of Hearing on Guardianship of an Adult

IF THERE IS MORE THAN ONE INTERESTED PARTY, YOU MUST MAKE A SET OF COPIES TO SERVE ON EACH OF THEM.

STEP 3: File the papers at the Court:

- ✓ **Proper Court Locations:** There are two locations of the Superior Court in Yavapai County: Prescott and the Yavapai County Superior Court in Camp Verde. The Court hearing will be held where the papers are filed, which will depend on where the person you say needs a guardian lives.

Yavapai County Courthouse
120 S. Cortez Street
Prescott, Arizona 86303

Yavapai County Superior Court
2840 N. Commonwealth Drive
Camp Verde, Arizona 86322

- ✓ **TAKE THE ORIGINALS** and the copies to the Probate Department to be filed and processed.
- ✓ **FEES:** When you file with the court there are fees for petitions, responses, requests, motions, objections and various other actions. The court will accept payment in the form of cash, VISA/MasterCard debit or credit cards, money orders, or personal checks made payable to "Clerk of Superior Court". Personal checks will be accepted with current picture ID. To check out the current fees go online to <http://www.co.yavapai.az.us/clerksupct.aspx> and find the fees schedule on the left hand side of the page, or call the Clerks' Office in either Prescott at (928) 771-3312, or Camp Verde at (928) 567-7741.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a **deferral or waiver** (delay or completely waive fees and/or costs) when you file your papers with the Clerk of the Court. The **Deferral or Waiver of Court Fees and/or Costs and Consent to Entry of Judgment Application** is available at **no charge** from the Clerks' Office, though a fee for applying for the deferral will be added to your costs.

- ✓ **NOTE YOUR “GC” CASE NUMBER:** The Clerk will file the originals, and stamp the copies for you with the case number and proof that you filed the originals. The case number always starts with “GC.” Use this number on every paper you file with the court from now on.

STEP 4: Get the Hearing Date scheduled.

- ✓ **HOW YOU WILL GET THE HEARING DATE:** Once the original documents have been filed, you will receive by mail the date of the hearing. **THIS IS AN IMPORTANT DOCUMENT!!** It is called **Notice of Hearing**.

STEP 5: Give notice of the scheduled hearing.

- ✓ **TO GIVE NOTICE OF THE SCHEDULED HEARING:** Once you receive the copy of the Order Appointing Attorney, Examiner and Court Investigator from the Probate Department, you are ready to give notice of the court papers and the hearing to everyone who is entitled to know about the court case before the hearing date. This is what the Notice of Hearing is used for. There are important procedures and time lines for this which you **MUST** follow. The service papers are included in this packet. You must also give the court-appointed examiner the Guidelines for Examiner Report. Be sure to get the written report from the examiner and give copies to everyone listed in the **ORDER APPOINTING ATTORNEY, EXAMINER, AND COURT INVESTIGATOR FOR GUARDIAN FOR AN ADULT**.

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