

**YAVAPAI COUNTY  
Self-Service Center**

**INSTRUCTIONS: ORDER RE ADDITIONAL TIME TO FILE ANNUAL REPORT OF GUARDIAN**

YOU MUST provide a proposed Order for the Judge to sign which either grants or denies the motion. Unless otherwise ordered by the Court, the due date to file the Annual Reports for future years will remain the anniversary date of your appointment as guardian.

**TYPE OR PRINT USING BLACK INK ONLY**

- ✓ Complete the upper part of the form with your name, etc., the ward's name, and the case number.
- ✓ Fill in your name and the date you were appointed as guardian of the ward.
- ✓ Complete #s 2 & 3.
- ✓ The remainder of the Order will be completed by the Judge after he has considered your Motion for Additional Time to File Annual Report of Guardian.
- ✓ Make two copies of the Order.

**SUBMITTING THE ORDER RE MOTION FOR ADDITIONAL TIME TO FILE ANNUAL REPORT OF GUARDIAN**

- Submit to the Clerk when you file the Motion for Additional Time to File Annual Report of Guardian:
  - ✓ The proposed Order
  - ✓ Two (2) copies of the proposed order
  - ✓ A self addressed, stamped envelope

**WHAT TO DO AFTER THE ORDER IS SIGNED**

**After** the Order re Motion for Additional Time to File Annual Report of Guardian is signed by the Judge, you will receive a copy (IF you provided a self addressed, stamped envelope).

- ✓ Keep a copy for your records.
- ✓ Mail a copy of the Order to the persons you previously provided a copy of the motion. These are the same persons who were entitled to receive notice at the start of the guardianship process.
- ✓ Complete the Annual Report of Guardian and Annual Evaluation Report.
- ✓ File the Report of Guardian and Annual Evaluation Report as directed in the Order Granting / or Denying Motion.

**In the event of failure to file the Report, the Guardian will be required to appear before the Court to explain such failure to the Court as required by A.R.S. §§14-5312 and 14-5315.**

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