

**YAVAPAI COUNTY**  
Self-Service Center

**IMPORTANT INFORMATION REGARDING  
GUARDIANSHIP OF A MINOR**

**THE FOLLOWING INFORMATION IS DESIGNED TO HELP YOU UNDERSTAND THE PROCESS OF GETTING A GUARDIAN APPOINTED FOR A MINOR CHILD.**

- 1. ASKING THE COURT TO APPOINT A GUARDIAN FOR A MINOR IS AN INVOLVED PROCESS WITH MANY STEPS AND CAN TAKE SEVERAL MONTHS. THIS PACKET IS NOT TO BE USED FOR EMERGENCY SITUATIONS. PLEASE SEEK LEGAL COUNSEL FOR AN EMERGENCY SITUATION.**
- 2. MAKE SURE YOU WANT ONLY A GUARDIAN APPOINTED AND NOT A CONSERVATOR OR BOTH GUARDIAN AND CONSERVATOR** (See information below). If you are not sure, see a lawyer for help.

**INFORMATION ABOUT WHEN A GUARDIAN IS NEEDED:** A minor generally needs a guardian:

- a. If the minor needs the care and supervision of an adult, and that care and supervision is not presently available.

**INFORMATION ABOUT WHEN A CONSERVATOR IS NEEDED:** A minor generally needs a conservator:

- a. If the minor owns money or property in excess of \$10,000 that requires management or protection which cannot be otherwise provided;
  - b. If the minor has business affairs/assets which may be jeopardized by his or her being a minor; and/or
  - c. If the minor needs funds for his or her support and education and protection is necessary or desirable to obtain or provide the funds.
- 3. FINGERPRINTS.** Arizona law requires that any person asking to be appointed guardian of a minor to whom he/she is **not related by blood** must go through a fingerprint check by the Arizona Department of Public Safety and the F.B.I. in Washington, D.C. to help the Court determine that person's suitability to act as a guardian of a minor.
  - 4. FORMS.** There are forms to be completed for each step. Most are filed with the Court and copies served on interested parties. Each form has instructions. Read and follow the instructions carefully.

**AS THE PETITIONER, YOU ARE REQUIRED TO:**

1. Complete and file certain documents, including a fingerprint card if the person to be appointed guardian is not a blood relative of the child(ren).
  - NOTE: [Non-licensed fiduciaries serving as guardians, conservators or personal representatives are required by Rule 27.1 of the Arizona Rules of Probate Procedure to complete training prescribed by the Supreme Court. The training shall be completed before letters to serve as guardian, conservator, or personal representative are issued unless the appointment was made pursuant to sections 14-5310(A), 14-5401.01(A) or 14-5207, or otherwise ordered by the court.] You can complete the training at this web site:  
<http://www.azcourts.gov/probate/probate.aspx>.
  - You will be required to submit both the Certificate of Completion for the Introduction to Serving as a Non-Licensed Fiduciary training and the Certificate of Completion for the Information on Serving as a Guardian training noted above with the forms you file with the Clerk of Superior Court.
2. Get a hearing date.
3. Serve interested parties with a Notice of Hearing and copies of the other documents you file by either personal service or publication. Information about service can be found in the **WHAT-TO-DO** instructions at the end of this packet.
4. Get written, notarized Consent from both parents to be filed with the Court.
5. Attend the hearing, bringing the documents required to complete the appointment. These documents may be found in the UNCONTESTED HEARING ON PETITION TO APPOINT A GUARDIAN FOR A MINOR available at the Self-Service Center.

**ARIZONA REVISED STATUTES §§ 14-5204 through 14-5212 are the laws governing guardianship of a minor. They explain the requirements to be appointed guardian and clearly list the rights and responsibilities of the guardian of a minor. It is strongly recommended that you read these sections to be sure you understand what it means to be the guardian of a minor. These laws and the Arizona Rules of Probate Procedure are available at the Law Library or on the Supreme Court website [www.supreme.state.az.us](http://www.supreme.state.az.us).**

**LEGAL PROCEEDINGS CAN BE COMPLICATED AND MAY HAVE CONSEQUENCES YOU DO NOT EXPECT. IF YOU ARE NOT SURE WHETHER THESE FORMS ARE APPROPRIATE FOR YOUR SITUATION OR WHETHER A GUARDIANSHIP IS WHAT YOU SHOULD DO, CONTACT AN ATTORNEY FOR HELP AND ADVICE.**