

**YAVAPAI COUNTY**  
**Self-Service Center**

**INSTRUCTIONS:      PREPARING FOR THE HEARING  
ON PETITION FOR APPOINTMENT  
OF GUARDIAN OF A MINOR**

**DOCUMENTS TO PREPARE BEFORE THE HEARING:**

1.    **ORDER TO GUARDIANS:** The person who wants to be appointed Guardian must read and sign the acknowledgment of this document. It is the basic set of instructions about the guardian's duties. The judge will sign at the hearing if a guardian is appointed.

Fill in the minor's name and the case number. Then **READ THE ENTIRE DOCUMENT CAREFULLY**. After you have read it, sign and date at the bottom of the last page. If two guardians are to be appointed, both must read and sign.

2.    **ORDER OF APPOINTMENT OF GUARDIAN OF A MINOR.** This is the Order the Judge will sign at the end of the hearing if a guardian is appointed. Fill in the name of the minor, the case number, the minor's name in paragraph D and the name of the person to be appointed guardian in paragraph F, all on the first page. The Judge will complete the second page of the Order at the hearing if a guardian is appointed.

The party requesting an order shall, **at least five days before the scheduled hearing**, lodge **with the judicial officer to whom the matter is assigned** the original proposed order, as well as copies and envelopes required by rule 5(j)(2)(b), Arizona rules of Civil Procedure.

The date of the hearing shall be stated immediately below the title of the order. Noncompliance with this rule may be cause for continuing the hearing to such time as the judicial officer directs.

3.    **LETTERS OF APPOINTMENT AND ACCEPTANCE OF APPOINTMENT:** Even though the judge has not yet appointed a guardian, the proposed guardian can complete and sign the **Acceptance of Appointment** portion of this document before the hearing. Fill in the minor's name and the case number as you did in the Order to Guardians. Then fill in the name of the minor (ward) in the Acceptance of Appointment part of the form and the proposed guardian signs. **This must be signed in front of a Notary Public.**

**Letters of Appointment of Guardian will not be issued until the proposed guardian has signed and the Court has entered an order to the guardian.**

**GO ON TO:      WHAT TO DO WITH THE DOCUMENTS AFTER  
COMPLETING THEM**