

**YAVAPAI COUNTY
Self-Service Center**

INFORMATION: WHAT TO DO AFTER THE GUARDIANSHIP HEARING

What to do with the papers from the hearing:

- ✓ **LETTERS OF APPOINTMENT:** Keep a **certified copy** of the Letters to show anyone who needs to know you have authority from the Court to act as guardian and if there are any limits on that authority.
- ✓ **ORDER OF APPOINTMENT:** Keep a copy of this to remind you what the judge ordered you to do in this case.
- ✓ **ORDER TO GUARDIANS:** **Keep a copy of this and read it often.** This Order contains the general instructions about what you are required to do as guardian. Be sure you know your obligation, and do what the law requires.

Annual Report to file after the hearing:

- ✓ **ANNUAL REPORT:** You must file an Annual Report and Examiner Report with the Clerk of the Court every year you are guardian, on or just before the anniversary date of the Order appointing you as guardian of the minor(s). The report tells the Court how you are caring for the minor and whether the guardianship should be continued. **Before you complete the Report, MAKE COPIES OF THE BLANK REPORT FORM FOR USE IN FUTURE YEARS.**

Terminating the Guardianship:

- ✓ **TERMINATING THE GUARDIANSHIP:** If you wish to terminate the guardianship and be legally discharged as the guardian, you must file termination documents with the Clerk of the Court.

**IF YOU DO NOT UNDERSTAND YOUR RESPONSIBILITIES
AS A GUARDIAN, ASK AN ATTORNEY FOR LEGAL ADVICE.
YOU CAN FIND ATTORNEYS LISTED IN THE TELEPHONE BOOK.**