

YAVAPAI COUNTY
Self Service Center

**INSTRUCTIONS FOR COMPLETION OF
PROOF OF NOTICE
REGARDING OBJECTION**

After NOTICE has been given, you must complete the PROOF OF NOTICE OF HEARING REGARDING OBJECTION form.

HEADING:

- To complete this document, either type the information or print it in **black ink**.
- In the upper left-hand corner of this document, insert your name, mailing address and daytime telephone number.
- In the title section of the document, fill in the name of the deceased person.
- Case number: enter the case number.

BODY OF DOCUMENT:

- In the second paragraph, fill in the name of each person to whom you have provided copies of the documents, their relationship to the deceased person, the date you provided copies of the documents; check the box that describes the manner in which you provided copies of the documents.

SIGNING THE PROOF OF NOTICE:

- Sign and date the Proof of Notice **before a Notary**.

FILE THE PROOF OF NOTICE WITH THE CLERK OF SUPERIOR COURT, after you have given notice to the parties entitled to Notice of Hearing.

- File the PROOF OF NOTICE with the Clerk of Court, Probate Registrar. These documents are due at least **14 business days** before the scheduled hearing date.

GO TO THE CLERK OF SUPERIOR COURT: Take **the original and one copy** of the PROOF OF NOTICE to the Clerk of Court, Probate Registrar, who will file the original and put the court conformed stamp on the copy and return it to you.

OTHER HELP: If you still have questions about this procedure, you can ask an attorney for legal advice. You can look up an attorney in the telephone book under "attorneys."