

YAVAPAI COUNTY
Self-Service Center

**INSTRUCTIONS FOR COMPLETION OF ORDER APPROVING
ANNUAL ACCOUNT OF PERSONAL REPRESENTATIVE**

HEADING:

- To complete this document, either type the information or print it in **black ink**.
- In the upper left-hand corner, insert your name, mailing address and daytime telephone number.
- In the title section of this document insert the name of the deceased person.
- Case number: Enter the case number.
- Enter the beginning and ending dates of the account period; if this is a **Final** account, check the box indicating such.

BODY OF DOCUMENT:

- In paragraph 2, check the box that applies to this case as to whether notice of the Non-Appearance Hearing on the Petition for Approval of Account was provided to **OR** waived by all persons entitle to notice.

ORDER PORTION OF THE DOCUMENT:

- The judge will complete this portion of the document.

DATE AND SIGNATURE:

- **The judge will date and sign this document at the time the Order is entered.**

Make a copy of the Order for your records.

At least five days before the scheduled hearing, lodge with the judicial officer to whom the matter is assigned the original proposed order, with copies and a self addressed stamped envelope. The date of the hearing shall be stated immediately below the title of the order. After the order is signed by the Judge, you will receive a court conformed copy in the envelope you provided.

If the account is approved, the judge will sign the Order. The Clerk's office will mail you a copy of the signed Order in the envelope you have provided.

You must also provide a copy of the Order (after it is signed) to all persons entitled to legal notice.