

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

**INSTRUCTIONS FOR COMPLETION OF  
PETITION FOR APPROVAL OF ANNUAL ACCOUNT**

**HEADING:**

- To complete this document, either type the information or print clearly 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.
- Check the appropriate box to indicate whether this is a Final Account and insert the date range the account covers.

**BODY OF DOCUMENT:**

- Enter the beginning and ending dates for the account period. You are stating under oath that the account attached to the Petition is a correct statement and account of all financial dealings you have had as the Personal Representative of the Estate.

**SIGNING THE PETITION:**

- Sign and date the Petition **before a Notary Public.**
- Make a copy of the Petition for your records.
- Provide a copy of the Petition for Approval of Account with attached Form for Submission of Annual/Final Account to any other person who is entitled to legal notification.

**FILING THE PETITION:**

When filing the Submission of Annual/Final Account with the Clerk's Office, place the original document in an envelope, 8 1/2 by 11 inches or larger, with the Envelope Cover Sheet for a confidential document (PBPullSheetf) attached to it.

SEE: INSTRUCTIONS FOR COMPLETING ENVELOPE COVER SHEET

Take the original Petition for Approval of Account, with the Form for Submission of Annual/Final Account in the confidential envelope, and a copy to the Probate Registrar in the Clerk of Court's office. The Probate Registrar will file the original and put the court-conformed stamp on the copy and return the copy to you.

Also, take with you the original and a copy of the Notice of Non-Appearance Hearing and a self addressed stamped envelope. After a non-appearance hearing is set, you will be notified of the date and time.

**WHAT TO DO WITH THE PROPOSED ORDER APPROVING THE ACCOUNT:**

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.