

**YAVAPAI COUNTY
Self-Service Center**

**INSTRUCTIONS FOR COMPLETION
OF PROOF OF NOTICE**

After NOTICE has been given, you must complete the PROOF OF NOTICE form. Be sure to list by name the copies of the papers mailed/given and the names and addresses of the persons to whom you mailed/gave copies.

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 first paragraph, list the names of all documents, copies of which you have provided to the interested persons.
- 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 the Petition for Approval of Accounting.

FILING THE PROOF OF NOTICE:

- File the PROOF OF NOTICE, and any WAIVER OF ACCOUNTING, if applicable, with the Clerk of the Court, Probate Registrar. These documents are due at least **10 business days** before the scheduled hearing date.
- **GO TO THE CLERK OF SUPERIOR COURT:** Take **the original and 1 copy** of the PROOF OF NOTICE and/or WAIVER OF ACCOUNTING (**if applicable**) to the Probate Registrar, who will file the original and put the court conformed stamp on each of the **copies** and return them to you.