

YAVAPAI COUNTY
Self-Service Center

PROOF OF AUTHORITY
Type or Print in Black Ink

INSTRUCTIONS

Probate Cover Sheet:

1. Complete the following boxes on the cover sheet with the information requested: "Petitioner/ Applicant/Affiant Information". This is information about the person filing the documents.
2. "Personal Representative". This is information about the personal representative.
3. "Decedent Information". This is information about the decedent. Mark the box "Prescott area" or "Verde Valley area" to indicate where the property of the decedent is located. Prescott area includes Prescott, Prescott Valley, Chino Valley, Paulden, Dewey-Humboldt, Black Canyon City, Mayer, Cordes Lakes, Skull Valley, Willhoit, Yarnell, Peoples Valley, Ashfork and Seligman. Verde Valley area includes Camp Verde, Cornville, Cottonwood, Sedona, Village of Oak Creek, Jerome, Bridgeport and Lake Montezuma.

Proof of Authority:

1. Fill in the name of personal representative (executor), mailing address, city, state, zip code and daytime telephone number in the upper left hand corner of the Proof of Authority form.
2. In the caption area, fill in the name of the decedent.
3. In the body of the form, carefully read and fill in the appropriate information. Any statements made in the document **MUST** be true. If any statement made in the document is not true you may not be able to use this procedure. If you do not know how to proceed, you may wish to consult with a legal professional.
4. Date and sign the document before a notary public.
5. Attach **certified** copies of Appointment of the domiciliary foreign personal representative, Letters of Appointment, and any official bond or surety posted in the state of domicile.
6. File the completed Proof of Authority with certified copies with the Clerk of Superior Court in Prescott or Camp Verde. Documents may be filed by mail at either location.

Yavapai County Courthouse
120 South Cortez
Prescott, AZ 86303

Yavapai County Superior Court
2840 N. Commonwealth Drive
Camp Verde, AZ 86322

7. FEES: When you file with the court there are fees for petitions, responses, requests, motions, objections and various other actions. The court will accept payment in the form of cash, VISA/MasterCard debit or credit cards, money orders, or personal checks made payable to "Clerk of Superior Court". Personal checks will be accepted with current picture ID. To check out the current fees go online to <http://courts.yavapai.us/clerk/fee-schedule/>, or call the Clerk's Office in either Prescott at (928) 771-3312, or Camp Verde at (928) 567-7741.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a **deferral or waiver** (delay or completely waive fees and/or costs) when you file your papers with the Clerk of the Court. The **Deferral or Waiver of court Fees and/or Costs and Consent to Entry of Judgment Application** is available at **no charge** from the Clerk's Office, though a fee for applying for the deferral will be added to your costs.

8. The Probate Registrar will review the Proof of Authority, along with the certified copies of the required documents from the court where the personal representative has been previously appointed. If the documents comply with Arizona law, the Proof of Authority will be approved. The applicant or personal representative is then eligible to receive a certified copy of the Proof of Authority, with attachments, upon payment of the certification fee. Make a written request for a certified copy of the Proof of Authority and include the cost of certification. Provide a self-addressed, stamped envelope with your written request for certified copies for return of the certified copy of the document after it has been filed and approved.