

YAVAPAI COUNTY
Self-Service Center

**WHAT TO DO WITH THE HEARING DOCUMENTS
AFTER I HAVE COMPLETED THEM**

At least (5) five days before the scheduled hearing, lodge these original proposed orders with the Judicial Officer to whom the matter is assigned:

- * Order to Guardians and Acknowledgment
- * Order of Appointment of Guardian
- * Letters of Appointment and Acceptance of Appointment

You are also required to provide copies of the proposed orders and self addressed stamped envelopes in accordance with Rule 5(j)(2)(b), Arizona Rules of Civil Procedure.

AT THE HEARING:

STEP 1: Be prepared to testify about why you think a guardian should be appointed. Think about this before the hearing. The Judge may ask you questions. Bring any witnesses to the hearing that you think will help. The Judge may ask them to testify also.

STEP 2: If the judge appoints a guardian at this hearing, the **Order to Guardians, Order of Appointment of Guardian** and **Letters of Appointment and Acceptance of Letters of Appointment** will be taken to the Clerk's office by a clerk. Generally, they will be processed and mailed to the guardian within a few days. However, most guardians want a certified copy of the Letters as soon as possible. Certified copies may be purchased at the current statutory fee, and may be available from the Clerk's office shortly after the end of the hearing.

IMPORTANT THINGS:

1. **DO** dress properly in neat, clean clothing. **DO NOT** wear very casual clothing.
2. **DO NOT** bring food or drinks, chew gum or wear a hat in the courtroom.
3. **DO NOT** bring young children with you to Court.
4. **DO** review the papers you filed. This will help you answer the Judge's questions. Bring your copies with you to the hearing so you can refer to them if you need to when answering the judge's questions.

**REMEMBER, IF YOU DO NOT UNDERSTAND THE GUARDIANSHIP PROCEDURE,
CONTACT AN ATTORNEY FOR HELP AND ADVICE.**