

**YAVAPAI COUNTY
Self-Service Center**

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

STEP 1: Make copies of the following documents:

DOCUMENT	NUMBER OF COPIES
* Petition for Appointment of a Guardian of a Minor	4
* Disclosure Affidavit	4
* Consent of Parent to Guardianship of a Minor (blank)	2
* Waiver of Notice of Hearing on Guardianship of a Minor (blank)	2
* Request for Hearing	1

STEP 2: Separate your documents into five or more sets depending on the number of interested parties.

SET 1 - ORIGINALS:

- * Petition for Appointment of a Guardian of a Minor
- * Disclosure Affidavit
- * Request for Hearing

Hold on to the Notice of Hearing and Proof of Notice of Hearing. They will be used after a hearing date is set.

SET 2 - COPIES FOR YOU:

- * Petition for Appointment of a Guardian of a Minor
- * Disclosure Affidavit
- * Consent of Parent and Waiver of Notice of Hearing (blank copies) plus instructions
- * Request for Hearing

SET 3 - COPIES FOR MOTHER OF CHILD(REN): (to be served by you)

- * Petition for Appointment of a Guardian of a Minor
- * Disclosure Affidavit
- * Consent of Parent to Guardianship of Minor (blank copy) and Instructions

SET 4 - COPIES FOR FATHER OF CHILD(REN): (to be served by you)

- * Petition for Appointment of a Guardian of a Minor
- * Disclosure Affidavit
- * Consent of Parent to Guardianship of Minor (blank copy) and Instructions

SET 5 - COPIES FOR OTHER INTERESTED PARTY: (to be served by you)

- * Petition for Appointment of a Guardian of a Minor
- * Disclosure Affidavit
- * Waiver of Notice of Hearing on Guardianship of Minor and Instructions

**IF THERE IS MORE THAN ONE INTERESTED PARTY, YOU
MUST MAKE A SET OF COPIES TO SERVE ON EACH
INTERESTED PARTY.**

**For instance, if the minor child is fourteen years of age or
older, another set of copies for interested party must be made
and served on the child.**

Any petition, request or motion that is accompanied by a proposed form of order, notice or statement shall also include with it copies to be conformed, together with envelopes stamped and addressed to each party who has entered an appearance in the case. If envelopes are not provided, the signed order, notice, or statement will not be mailed to the person who submitted it to the court for consideration.

STEP 3: File the papers at the Court:

GO TO: THE CLERK OF SUPERIOR COURT TO FILE YOUR PAPERS: The Clerk's Office is open from 8am-5pm, Monday-Friday. **Morning is the better time to go, but if you must go in the afternoon try to go at least two hours before it closes. It is recommended that you not bring any children with you.** You may file your court papers at either of the following Superior Court locations:

The Clerk of Superior Court
YAVAPAI COUNTY COURTHOUSE
120 S. Cortez Street
Prescott AZ 86303

The Clerk of Superior Court
YAVAPAI COUNTY SUPERIOR COURT
2840 N. Commonwealth Drive
Camp Verde AZ 86322

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://www.co.yavapai.az.us/clerksupct.aspx> and find the fees schedule on the left hand side of the page, or call the Clerks' 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 Clerks' Office, though a fee for applying for the deferral will be added to your costs.

WHAT THE CLERK WILL DO: The Clerk will file and keep the original documents and stamp the copies for you. (This does not include the blank Consent of Parent and Waiver of Notice of Hearing.) These are called "conformed" copies.

You will be notified of a Hearing date by mail, from the Court.

After receiving the hearing information, you must complete the Notice of Hearing and make one copy for each party on whom you are serving the copies of Petition for Appointment of a Guardian and Disclosure Affidavit. Add a copy of the completed Notice of Hearing to each set of forms to be served.

STEP 4: Give legal notice to each party by one of the methods described in the INFORMATION OF GIVING LEGAL NOTICE in this packet.

An interested party or parent may file a response opposing the appointment of a guardian. If that happens, generally the Court will cancel the hearing already set and set a longer, contested hearing so all the parties can appear and testify. IF THIS HAPPENS, IT IS IMPORTANT TO CONTACT AN ATTORNEY FOR ADVICE.