

## SELF-SERVICE CENTER

### PROCEDURES: WHAT TO DO AFTER COMPLETING ALL FORMS TO GET AN EMERGENCY COURT ORDER APPOINTING A SPECIAL ADMINISTRATOR FOR FUNERAL ARRANGEMENTS

**STEP 1:** Make 2 copies of the following documents after you have filled them out.

- “*Application for Emergency Appointment of Special Administrator*” \*
- “*Letters of Appointment and Acceptance of Appointment*” \*

*and: Make 1 copy of the “Order Appointing Special Administrator” \**

\* These documents are referred to below, respectively, as:

“*The Application*”, “*Letters and Acceptance*”, and “*Order Appointing*”

**STEP 2:** SEPARATE YOUR DOCUMENTS INTO ONE SET of ORIGINALS, and  
TWO SETS of COPIES:

<b>SET 1 - ORIGINALS FOR CLERK OF COURT:</b> <ul style="list-style-type: none"><li>• “<i>Probate Cover Sheet</i>”</li><li>• “<i>The Application</i>”</li><li>• “<i>Letters and Acceptance</i>”</li><li>• “<i>Order Appointing</i>”</li></ul>	<b>SET 2 – COPIES FOR YOU:</b> <ul style="list-style-type: none"><li>• “<i>The Application</i>”</li><li>• “<i>Letters and Acceptance</i>”</li><li>• “<i>Order Appointing</i>”</li></ul>
<b>SET 3 – COPIES FOR JUDICIAL OFFICER</b> <ul style="list-style-type: none"><li>• “<i>The Application</i>”</li><li>• “<i>Letters and Acceptance</i>”</li><li>• “<i>Order Appointing</i>”</li></ul>	

**STEP 3:** FILE THE PAPERS AT THE COURT:

**GO TO THE CLERK OF COURT’S FILING COUNTER:** The Court is open from 8am-5pm, Monday-Friday. You may file your court papers at any of the following Superior Court locations:

**Downtown Phoenix - Old Courthouse**

125 W. Washington Street, 1st floor  
Phoenix, Arizona 85003

**Southeast Court Complex**

222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210

**Northwest Court Complex**

14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Northeast Court Complex**

18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

Present the originals and both sets of copies to the Clerk at the filing counter *and pay the filing fee.*

**Note that you are entitled to reimbursement from the estate of the deceased** (if funds are available) for this and other reasonable expenses incurred in performing the duties of Special Administrator (**Keep records and receipts**). Cash, checks, money orders, VISA and MasterCard are accepted. If paying by check or money order, make payable to “Clerk of the Superior Court”.

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** (payment plan) when you file your papers with the Clerk of the Court. **Deferral Applications** are available at **no charge** from the Self-Service Center.

The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, *and return the stamped copies to you*. These stamped sets of copies are now called "conformed" copies.

**STEP 4: TAKE THE CONFORMED COPIES TO COURT ADMINISTRATION, or**

- Ask the Clerk at the Filing Counter to direct you to Court Administration.
- If there is no Court Administration office where you are filing these papers, ask to be directed to the appropriate location.
- Present the sets of stamped copies to Court Administration or staff at appropriate location.

**WHAT COURT ADMINISTRATION (or other court staff) WILL DO:**

- Attempt to locate a Judicial Officer available to hear your request *immediately*.
- Take all sets of copies or direct you to take the copies with you into a Courtroom.

**STEP 5: IF THE COURT GRANTS YOUR REQUEST:**

- **Take the "Letters and Acceptance" to the filing counter.**
- **You will need to present a government-issued photo ID and to sign the "Acceptance"** (on the bottom half of the "Letters and Acceptance" document) in front of the Clerk at the counter.
- The Clerk will witness your signature and issue the "**Letters of Appointment**".

**STEP 6: PURCHASE A CERTIFIED COPY OF "THE LETTERS" TO GIVE TO THE FUNERAL HOME.**

- This is proof you have been appointed by the Court and that you have the legal authority to make arrangements as described in the "**Letters of Appointment**".
- **There is a fee for the Certified Copy.** Cash, personal in-state check or money order payable to "Clerk of Superior Court", VISA or MasterCard are accepted. Go online to <http://clerkofcourt.maricopa.gov/fees.asp> or the Self-Service Center for a list of current fees