

## SELF-SERVICE CENTER

### PROCEDURES: HOW TO FILE THE ANNUAL REPORT OF THE GUARDIAN

**USE THIS PACKET** if you have been appointed as the guardian for a protected or incapacitated person, the "Ward", and **it has been a year since your appointment.**

#### WHEN AND HOW TO FILE THE ANNUAL REPORT:

- STEP 1** The guardian for the Ward must complete the ANNUAL REPORT **every year, on or before the anniversary date** of the letters of appointment as guardian for the Ward.
- STEP 2** Complete the ANNUAL REPORT in **black ink**. Answer all of the questions. After you have completed the ANNUAL REPORT, you can file or mail the ANNUAL REPORT to the Court.
- STEP 3** Mail a **copy** of the ANNUAL REPORT to the following people:
- The Ward
  - The Ward's Conservator (if applicable)
  - The Ward's spouse or the Ward's parents if the Ward is not married and has at least one living parent
  - The Court appointed lawyer for the Ward (if applicable)
  - Any other interested person who has filed a demand for notice with the Court.
- Keep a copy** of the ANNUAL REPORT for yourself with a list of the people to whom you mailed the ANNUAL REPORT.

- STEP 4** File the **original** ANNUAL REPORT with the Court through the following:
- **In person:** File the **original** ANNUAL REPORT with the Clerk of the Court, 125 West Washington, 1st Floor, Phoenix, Arizona, or at 18380 N. 40<sup>th</sup> St., Phoenix, or at 222 East Javelina, 1st Floor, Mesa, Arizona or at 14264 W. Tierra Buena Lane in Surprise. Bring a copy of the Annual Report with you to have it conformed, **OR**
  - **By mail:** Mail the **original and one copy** of the completed and signed ANNUAL REPORT along with a self-addressed, stamped return envelope to:

Clerk of the Court - Probate Department  
Superior Court of Arizona in Maricopa County  
125 West Washington  
Phoenix, Arizona 85003

- Request that a copy of the ANNUAL REPORT be conformed and mailed back to you. This will assure that your file contains a copy of the ANNUAL REPORT reflecting the date it was filed with the Probate Court Clerk.

## CHANGE OF ADDRESS:

**STEP 5 FIDUCIARY/GUARDIAN'S CHANGE OF ADDRESS.** If you have been appointed as a guardian or Fiduciary, you must list your address in the initial Petition and you must **within 10 days** notify Probate/Mental Health Court Administration in writing if your mailing address changes **anytime** during the term of your appointment. Your notice of change of address must contain the case number(s) of the case(s) in which you have been appointed.

**STEP 6 WARD'S CHANGE OF ADDRESS.** If you have been appointed as a guardian or Fiduciary, you must notify the Probate/Mental Health Court Administration in writing within **3 days** of the change in address of a Ward or Protected Person. The Notice must contain the case number and the Ward's or Protected Person's new address. All written Notices may be delivered personally or can be mailed to the Court at the address given above.

**Note:** A Fiduciary or guardian who fails to notify the Court of a change in address will be required to pay **all costs** resulting from any failure to notify the Court of the address change.