GUARDIANSHIP

2

Get a Permanent Appointment for a Minor

Part 2: Service and Notice of the Court Hearing (Forms Packet)

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April 12, 2001
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PBGM2fc - 5260

SELF SERVICE CENTER

FOR APPOINTMENT OF A PERMANENT GUARDIAN FOR A MINOR

PART 2: Service and Notice
(Forms Only)

How to assemble these documents

This packet contains forms about service and notice on a permanent appointment of a guardian of a minor. Be sure the documents are in the following order:

Order	File Number	Title	No. Pp.
1	PBGM2ft	Table on instructions in this packet	1
2	PBGM2k	Checklist on Service and Notice	1
3	PBGC18f	***"Notice of Hearing Regarding Guardianship, Conservatorship or Guardian/Conservatorship"***	1
4	PBGC19f	***"Waiver of Notice of Hearing on Petition Regarding Guardianship, Conservatorship, Guardianship and Conservatorship"***	1
5	PB21f	***"Acceptance of Service"***	1
6	PB24f	***"Affidavit of Showing Circumstance Why Service by Publication Was Used and About the Publication"***	2
7	PB25f	***"Affidavit of Publication"***	1
8	PBGC29f	***"Proof of Notice of Hearing"***	2

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May 17, 2002
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SELF SERVICE CENTER

SERVICE AND NOTICE
APPOINTMENT OF GUARDIAN

CHECKLIST

Use the forms and instructions in this packet only if the following factors apply to your situation:

- ✔ You want to have the court appoint a guardian for a minor.
- ✔ You filed or will file the court papers to ask for the appointment.
- ✔ You need to give notice of the court case to interested parties or other persons entitled to notice.

READ ME: It is very important for you to know that when you sign a court document, you may be helping or hurting your court case. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing. The Self-Service Center has a list of lawyers who can give you legal advice and can help you on a task-by-task basis for a fee. If you want to know more about our list of lawyers and our list of mediators, ask the Self-Service Center staff.

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May 17, 2002
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Name of Person Filing Document:_____
Address:_____
City, State, Zip Code:_____
Telephone Number:_____
Attorney Bar Number (if applicable):_____
Representing ☐ **Self (Without a Lawyer) or** ☐ **Attorney for** _____

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

In the Matter of (check one or both)
☐ Guardianship ☐ Conservatorship of

_____
☐ an Adult ☐ a Minor

Case Number: PB_____

NOTICE OF HEARING REGARDING

(Check one box)
☐ Guardianship
☐ Conservatorship
☐ Guardianship and Conservatorship
☐ Accounting

READ THIS NOTICE CAREFULLY. An important court proceeding that affects your rights has been scheduled. If you do not understand this Notice or the other court papers, contact an attorney for legal advice.

1. **NOTICE IS GIVEN** that the Petitioner has filed with the Court the following Petition and other court papers (List the title of the Petition and the titles of all papers you filed with the court):

1. _____
2. _____
3. _____
4. _____
5. _____

2. **COURT HEARING**. A court hearing has been scheduled to consider the Petition and matters in the court papers as follows:

DATE AND TIME:_____

PLACE:_____

JUDICIAL OFFICER:_____

3. **RESPONSE TO PETITION.** You can file a written Response to the Petition. If you file a written Response, file the original with the court, provide a copy to the office of the judicial officer named above, and mail a copy to all interested parties at least five (5) business days before the hearing. Or, you can appear in person at the hearing. You must appear at the hearing **only** if you wish to object to the Petition.

DATED:_____ _____
(Month/Day/Year) Petitioner's Signature

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June 12, 2002
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PBGC18f
Use only most current version

Your Name: _____
Your Address: _____
Your City, State, Zip Code: _____
Your Telephone Number: _____
Attorney Bar Number (if applicable): _____
Representing ☐ **Self (Without a Lawyer) OR** ☐ **Attorney for** _____

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

In the Matter of (check one or both)
☐ Guardianship ☐ Conservatorship of

_____

☐ an Adult or ☐ a Minor

STATE OF ARIZONA)
County of Maricopa) ss.

Case Number: PB_____

WAIVER OF NOTICE OF HEARING ON PETITION REGARDING

(Check one box)
☐ **Guardianship and Conservatorship**
☐ **Guardianship**
☐ **Conservatorship**
☐ **Accounting**

I state under oath the following:

1. RECEIVED COURT PAPERS. I have received and read a copy of the following Petition and other court papers: (Check the box next to the documents you received.)

☐ ***"Petition for Permanent Appointment of Guardianship, Conservator or Both" Guardian, Conservator, or Both"***
☐ ***"Petition for Guardianship/Conservatorship"***
☐ ***"Consent of Parent to Guardianship, Conservatorship, or Both"***
☐ ***"Affidavit of Person to be Appointed"***
☐ ***"Petition for Approval of Accounting"***

2. RELATIONSHIP: My relationship to the person who is named in the caption above as incapacitated or protected is (explain):

3. WAIVE NOTICE. I waive all notice of any hearing or court proceeding in connection with this matter. I understand that I can reverse this waiver by filing a written document with the court under this court case number declaring that I no longer waive notice of hearings and other court proceedings.

_____
Signature

SUBSCRIBED AND SWORN to before me this date: _____ by _____
(Month/Day/Year)

My Commission Expires:

_____
Deputy Clerk/Notary Public

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June 12, 2002
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PBGC19f
Use only most current version

Your Name:_____
Your Address:_____
Your City, State, ZIP Code:_____
Your Telephone No:_____
State Bar No. (if applicable):_____
Representing ☐Self (Without Attorney) or☐ Attorney for ☐Petitioner or ☐Respondent

IN THE SUPERIOR COURT OF ARIZONA, MARICOPA COUNTY

Regarding the matter of **Case No:**_____

_____
(name)

ACCEPTANCE OF SERVICE

THE PERSON WHO SIGNED BELOW MAKES THESE STATEMENTS UNDER OATH:

1. I acknowledge that I have voluntarily accepted a copy of the following legal papers: (List)

1. _____
2. _____
3. _____
4. _____
5. _____

I waive formal service of process (personal service), and understand by accepting these papers, it is the same as if I were personally served under Arizona Law;

2. I am aware that my accepting service of these court papers and signing this document does not in any way reduce my rights or obligation to file a written objection or come to court to object.

3. I am not in the military forces of the United States of America in any capacity or I waive the protection of the Soldiers and Sailors Relief Act.

_____
Signature

SUBSCRIBED AND SWORN to before me this day of , _____20_____

by_____

_____
Notary Public

My Commission Expires:_____

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June 12, 2002
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Name of Person Filing Document: _____
Your Address: _____
Your City, State, Zip Code: _____
Your Telephone Number: _____
Attorney Bar Number (if applicable): _____
Representing ☐Self (Without a Lawyer) or ☐ Attorney for _____

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

Regarding the Matter of

_____
(Name)

Case Number: PB_____

AFFIDAVIT SHOWING CIRCUMSTANCES WHY NOTICE BY PUBLICATION WAS USED AND ABOUT THE PUBLICATION

1. I am the Petitioner or Applicant and make this Affidavit to show the circumstances why notice by publication was used, and to show how service by publication was done.

2. Here are the names of people entitled to notice of this matter to whom I gave notice by publication:
Name:_____

Last Known Address:_____

Last Date I Tried to Find Person:_____

Relationship of Person to this Case:_____

Name:_____

Last Known Address:_____

Last Date I Tried to Find Person:_____

Relationship of Person to this Case:_____

Name:_____

Last Known Address:_____

Last Date I Tried to Find Person:_____

Relationship of Person to this Case:_____

Name:_____

Last Known Address:_____

Last Date I Tried to Find Person:_____

Relationship of Person to this Case:_____

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2. I made a diligent search to find out the residence and whereabouts of the people entitled to notice, but the search has failed to reveal any information concerning their residence or whereabouts.

3. I contacted the persons listed below to find out the location of the following people entitled to notice:

Name of Person I am Looking for:_____
Name of Person I Contacted:_____
Address of Person I Contacted:_____

Name of Person I am Looking for:_____
Name of Person I Contacted:_____
Address of Person I Contacted:_____

Name of Person I am Looking for:_____
Name of Person I Contacted:_____
Address of Person I Contacted:_____

Name of Person I am Looking for:_____
Name of Person I Contacted:_____
Address of Person I Contacted:_____

4. ☐NOTICE OF HEARING or ☐ NOTICE TO CREDITORS was published in a newspaper in this County on the following dates.

A. ____/____/____, B. ____/____/____, C. ____/____/____.

5. I have read this statement and know of my own knowledge that the facts stated herein are true and correct.

_____
Petitioner's Signature

SUBSCRIBED AND SWORN to before me this date: _____, by _____
(Month/Day/Year)

_____
Notary Public/Deputy Clerk

My Commission expires:

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Name of Person Filing Document:_____
Your Address: _____
Your City, State, Zip Code:_____
Your Telephone Number:_____
Attorney Bar Number (if applicable):_____
Representing ☐ Self (Without a Lawyer) OR ☐ Attorney for_____

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

Regarding the Matter of

Case Number: PB_____

AFFIDAVIT OF PUBLICATION

_____
(NAME)

1. Attached to this page is the original Affidavit of Publication from the Newspaper.

DATED: _____

_____
Signature of Person Filing Document

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Your Name: _____
Your Address:_____
Your City, State, Zip Code:_____
Your Telephone Number:_____
Attorney Bar Number (if applicable):_____
Representing ☐ **Self or** ☐ **Attorney for** _____

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

In the Matter of (check one or both)
☐Guardianship ☐ Conservatorship of

_____

☐an Adult or ☐ a Minor

STATE OF ARIZONA)
County of Maricopa) ss.

Case Number: PB_____

PROOF OF NOTICE OF HEARING FOR

(Check one box)
☐ **Guardianship and Conservatorship**

☐ **Guardianship**
☐ **Conservatorship**
☐ **Accounting**

I state under oath the following:

1. DOCUMENTS PROVIDED: I provided copies of the following court documents. List specifically each court document you provided. Be sure you provided and you list the ***"NOTICE OF HEARING."***

1. _____
2. _____
3. _____
4. _____
5. _____

2. TO WHOM I GAVE NOTICE: These are the people to whom I gave copies of all the documents listed in Number 1 above. State the relationship between the person who has or will have the guardian and/or conservator, and the person you gave the copies to. Be sure to list the ATTORNEY for the person who has or will have the guardian or conservator if the person is an adult. Be sure to list the COURT INVESTIGATOR if this is about a ***"Petition to Appoint a Guardian and/or Conservator for an Adult."*** (Use extra paper if necessary.)

A. Name:_____
B. Relationship to person:_____
C. Date I gave the documents:_____
D. How I gave the documents -- check at least one box and complete the information:
☐ Personal service (File ***"Affidavit of Acceptance"*** or of process server or sheriff)
☐ 1st class mail, postage prepaid
☐ Certified mail
☐ Registered mail (attach green card to this paper)
☐ Hand delivery by (name) _____

A. Name:_____
B. Relationship to person:_____
C. Date I gave the documents:_____
D. How I gave the documents -- check at least one box and complete the information:
☐ Personal service (File ***"Affidavit of Acceptance"*** or of process server or sheriff)
☐ 1st class mail, postage prepaid

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NOT

☐ Certified mail
☐ Registered mail (attach green card to this paper)
☐ Hand delivery by (name) _____

A. Name:_____
B. Relationship to person:_____
C. Date I gave the documents:_____
D. How I gave the documents -- check at least one box and complete the information:
☐ Personal service (File ***"Affidavit of Acceptance"*** or of process server or sheriff)
☐ 1st class mail, postage prepaid
☐ Certified mail
☐ Registered mail (attach green card to this paper)
☐ Hand delivery by (name) _____

A. Name:_____
B. Relationship to person:_____
C. Date I gave the documents:_____
D. How I gave the documents -- check at least one box and complete the information:
☐ Personal service (File ***"Affidavit of Acceptance"*** or of process server or sheriff)
☐ 1st class mail, postage prepaid
☐ Certified mail
☐ Registered mail (Attach green card to this paper)
☐ Hand delivery by (name) _____

Petitioner's Signature:_____

SUBSCRIBED AND SWORN to before me this date: _____ by _____
(Month/Day/Year)

My Commission Expires: Notary Public:_____

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