

GUARDIANSHIP OF A MINOR

2

Get a Permanent Appointment for a Minor

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

SELF-SERVICE CENTER
SERVICE AND NOTICE
APPOINTMENT OF GUARDIAN

CHECKLIST

You may 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 as required by law (A.R.S. § 14-5207).

READ ME: Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks, as well as a list of court-approved mediators can be found on the Self-Service Center website at www.superiorcourt.maricopa.gov/SSC

SELF SERVICE CENTER

FOR APPOINTMENT OF A GUARDIAN FOR A MINOR

PART 2: Service and Notice (Forms Only)

This packet contains forms about service and notice on an appointment of a guardian of a minor. Items listed in **BOLD** are forms to be filled out, copied, and filed with the Court. Non-bold items are information pages. Do not copy or file those pages. The documents are in the following order:

Order	File Number	Title	# pages
1	JG2ft	Table of forms in this packet (this page)	1
2	JG2k	Checklist: <i>You may use these forms if . . .</i>	1
3	JG20f	“Acceptance of Service” (and Waiver of Notice) Regarding Guardianship of a Minor	1
4	JG25f	“Declaration Supporting Publication”	4
5	JG29f	“Proof of Notice of Hearing for Guardianship of a Minor”	2

The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

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

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

In the Matter of Guardianship of _____

Case Number: JG _____

_____ A Minor

ACCEPTANCE OF SERVICE (and WAIVER OF NOTICE) REGARDING PERMANENT GUARDIANSHIP OF A MINOR

The person who signs below states under oath or affirmation, the following:

My relationship to the person named in the caption above as "A Minor", is:
(Example: "father" or "sister"): _____

1. ACCEPTANCE OF SERVICE.

I have received a copy of the following Court papers concerning permanent guardianship of a minor:
(Check the box next to each document you received.)

- "*Petition for Permanent Appointment of Guardian of a Minor*"
 "*Affidavit of Person to be Appointed as Guardian*"
 "*Consent of Parent to Guardianship (and Waiver of Notice)*"
 "*Petition for Termination of Guardianship of a Minor*"
 OTHER (List Title of Document): _____

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

I am aware that 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 to come to court to object.

2. I am *not on active duty in the military* forces of the United States of America; **OR**
 I am *on active duty in the military* forces of the United States of America, **AND**

NOTE: When military duty interferes with the ability to participate in a case, **the Soldiers and Sailors** (now "Service Members") **Civil Relief Act** permits the service member to delay or overturn a civil court proceeding. Waiving this right does NOT affect your right to later request a change in the court's ruling.

IF ACTIVE DUTY MILITARY, CHECK ONE BOX : I WAIVE the right to delay or overturn this proceeding.
 I do NOT waive the right to delay or overturn this proceeding.

3. (OPTIONAL) I WAIVE NOTICE of all further proceedings in this matter. I understand that I can reverse this waiver by filing a written document with the Court under this case number declaring that I no longer waive notice of hearings and other court proceedings.

Signature

Signed before me this date: _____ by _____

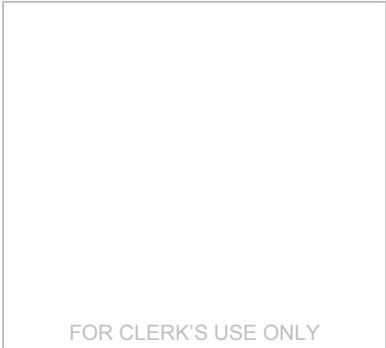
Michael K. Jeanes, Clerk of Superior Court

Notary _____ OR _____

My Commission Expires: _____ By: _____

Deputy Clerk

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 IN MARICOPA COUNTY

In the Matter of Guardianship of _____

Case Number: JG _____

DECLARATION SUPPORTING PUBLICATION

A Minor

UNDER PENALTY OF PERJURY I make this Affidavit to tell the Court why service by publication was necessary, and to show how service by publication was done.

1. 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 the Minor: _____

- Name: _____
Last Known Address: _____
Last Date I Tried to Find Person: _____
Relationship of Person to the Minor: _____

- Name: _____
Last Known Address: _____
Last Date I Tried to Find Person: _____
Relationship of Person to the Minor: _____

- Name: _____
Last Known Address: _____
Last Date I Tried to Find Person: _____
Relationship of Person to the Minor: _____

2. The residence and location of the persons to whom notice was given by publication is unknown to me. I have made every reasonable effort to find those persons but despite a diligent search have been unable to find an address or location and to have the court papers personally served.

(Explain below everything you did to try to find the persons to whom notice was given by publication. Check all that apply and supply details where indicated. This list is not all-inclusive and other options may be available. If the Court is *not satisfied* that you have made every reasonable effort to locate, you may be required to take additional steps, including being required to publish notice again.)

3. **I took the following actions to try to locate the other party.** (Check all that apply. Supply details.)

- Checked the county jail in Maricopa County and/or this county: _____
- Checked the prisons (Dept. of Corrections) in Arizona and/or this state: _____
- Checked phone directories Checked court records at: _____
- Contacted Post Office for forwarding address information
- Checked obituary notices at: (List newspapers checked) _____
- Also Searched the Internet* at: (Check all that apply.) * Facebook MySpace
 Windows Live (Live.com) LinkedIn.com Spokeo.com Zabasearch.com
Searched other sites listed here: _____

*** I UNDERSTAND SEARCHING THE INTERNET ALONE IS NOT ENOUGH TO JUSTIFY SERVICE BY PUBLICATION, AND IF THIS IS THE ONLY EFFORT I MADE TO LOCATE PERSONS TO BE SERVED, PUBLICATION MAY BE REJECTED, MY CASE DELAYED, AND I MAY HAVE TO TAKE OTHER STEPS AND PAY TO PUBLISH AGAIN.**

I contacted the persons listed below to try to get information about the location of the person(s) notified by publication so that the court papers could be personally served on him or her.

- Name: _____
Last Known Address: _____
How I contacted this person: _____
Relationship to Person entitled to Notice: _____
Examples: friend, ex-wife, parent, brother, roommate, co-worker,
- Name: _____
Last Known Address: _____
How I contacted this person: _____
Relationship to Person entitled to Notice: _____

- Name: _____
Last Known Address: _____
How I contacted this person: _____
Relationship to Person entitled to Notice: _____
Examples: friend, ex-wife, parent, brother, roommate, co-worker, employer)
- Name: _____
Last Known Address: _____
How I contacted this person: _____
Relationship to Person entitled to Notice: _____
- Name: _____
Last Known Address: _____
How I contacted this person: _____
Relationship to Person entitled to Notice: _____
- Name: _____
Last Known Address: _____
How I contacted this person: _____
Relationship to Person entitled to Notice: _____
- Name: _____
Last Known Address: _____
How I contacted this person: _____
Relationship to Person entitled to Notice: _____
- Name: _____
Last Known Address: _____
How I contacted this person: _____
Relationship to Person entitled to Notice: _____

4. To the best of my knowledge, information, and belief, the person entitled to notice is not in the military service of the United States.

Case No. _____

The following documents were published in a newspaper in the county where my case is pending.
(List title/name of each document. Example: Petition, Summons)

5.

The documents above were published on the following dates:

A. ___ / ___ / ___, B. ___ / ___ / ___, C. ___ / ___ / ___, D. ___ / ___ / ___.

AND/OR

The following documents were published in a newspaper in the Arizona county of the other party's last known address, or in an adjoining county if no newspaper is published in that county, and neither is the county in which my case is pending.

A. ___ / ___ / ___, B. ___ / ___ / ___, C. ___ / ___ / ___, D. ___ / ___ / ___.

6. **The "Affidavit of Publication"** (supplied by the newspaper after publication is complete) **and a copy of the notice published are attached or have been filed. (REQUIRED)**

7. **By signing below, I state to the Court that I have read this document and that the information provided is true and correct, under penalty of perjury.**

Date

Signature

Sworn to / Affirmed this: _____ by _____
(Date)

Printed Name

My Commission Expires,
or Seal (below) _____

Deputy Clerk or Notary Public

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

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

In the Matter of Guardianship

Case Number: JG _____

PROOF OF NOTICE OF HEARING FOR GUARDIANSHIP OF A MINOR

_____ a Minor

The person who signs below (on next page) states under oath or affirmation, the following to be true under penalty of perjury:

1. **DOCUMENTS PROVIDED:** I provided copies of the following court documents. (Check the box for each court document you provided. Write in any non-listed documents after "OTHER".)

- "Petition for Appointment of Guardian of a Minor"
- "Affidavit of Person to be Appointed as Guardian"
- "Consent of Parent to Guardianship (and Waiver of Notice)"
- "Petition for Termination of Guardianship of a Minor"
- "OTHER" (List Title of Document) _____

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 guardianship, and the person you gave the copies to.

- 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) _____

Case No. _____

- 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) _____

By signing this document, I state to the Court, under penalty of perjury, that the information I have provided on this form is true and correct to the best of my knowledge and belief.

Date (Month/Day/Year)

Petitioner's Signature