

# CONSERVATORSHIP

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## Petition for Approval of Annual Account

Part 2 of 2: Giving Notice to Parties

(Instructions Packet)

Self Service Center

**GUARDIANSHIP AND CONSERVATORSHIP  
PETITION FOR APPROVAL OF ANNUAL ACCOUNT**

**PART 2 -- GIVING NOTICE TO PARTIES**

**How to assemble these documents**

This packet contains general information and instructions to give notice of a ***"Petition for Approval of Annual Account."*** Be sure the documents are in the following order:

Order	File Number	Title	No. Pp.
1	PBGCF2it	Table of instructions in this packet	1
2	PBGCF20p	Information on Legal Notice	2

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## SELF-SERVICE CENTER

# INFORMATION ON LEGAL NOTICE FOR GUARDIANSHIPS AND CONSERVATORSHIPS

- 1. WHAT IS LEGAL NOTICE TO ALL INTERESTED PERSONS:** After you have completed **AND** filed the court papers with the Court, you inform all interested persons about the papers and any Court hearing.

**A. WHAT COURT DOCUMENTS DO I NEED TO GIVE NOTICE ABOUT?**

These are the documents you need to give the people who are entitled to notice:

- PETITION FOR APPROVAL OF ACCOUNTING
- Form for Submission of Annual Accounting
- Court Order Regarding PETITION FOR APPROVAL OF ANNUAL ACCOUNTING
- FEE STATEMENT (if applicable)
- ESTATE MANAGEMENT PLAN
- Response to Court Accountant's Report (if applicable)

It is recommended that you give people entitled to notice all copies of the documents you file with the court so you know that you gave people copies of the right documents. You then must list in the PROOF OF NOTICE (see section B, below) the names of all the documents you gave copies of, and the people to whom you gave those copies.

**B. HOW DO I SHOW THAT I GAVE LEGAL NOTICE?**

- PROOF OF NOTICE is the document you sign and file with the Court to prove you gave notice to **all interested persons**, and how you did it. You must fill out this form after you have served the documents on all interested persons (See **Step 1A**).

**C. WHEN CAN YOU SKIP GIVING LEGAL NOTICE?**

- WAIVER OF NOTICE is when a person required to get notice waives this right, and signs a WAIVER OF NOTICE. Generally, but not always, a person who is required to be **personally served** can accept service by signing a WAIVER OF NOTICE.

**Note:** If there is a hearing and the person agrees with everything, the person need not attend the hearing.

- 2. TIME FRAMES TO GIVE LEGAL NOTICE:** Generally, you must give **all** interested persons notice of the court papers at least **14 days** before the hearing. If you are giving NOTICE BY PUBLICATION, the first publication must be at least **14 days** before the hearing.

**Note:** The newspaper will not provide the AFFIDAVIT OF PUBLICATION to you until all **3 notices** have been published.

**3. WHO IS ENTITLED TO LEGAL NOTICE:** You must give notice by **mail or hand-delivery** to the protected person, the protected person's attorney, and all other interested persons (parents, spouses, adult children, guardians, conservators, trustees and so forth) A.R.S. §§14-5309 and 14-5405. If you do not know where someone lives, you must publish notice. (See the procedures contained in this file for publication).

**4. PROOF OF NOTICE:** After NOTICE is done, you must complete the PROOF OF NOTICE form. Be sure to list the copies of papers given, and the names of the persons to whom you gave the copies. Also list the date you gave the person copies, the type of service, and the relationship between the person to whom you gave copies and the person who has or will have the guardian and conservator. Be sure the attorney for the person who has or will have the guardian and conservator gets copies, if applicable.

Make **3 copies** of the NOTICE OF HEARING, the PROOF OF NOTICE, the WAIVER OF NOTICE (if any), and assemble them in packets: the **originals and 2 complete sets**.

**5. FILE ANY WAIVER AND PROOF OF NOTICE:** File the PROOF OF NOTICE, and any WAIVER OF NOTICE, if applicable, with the Clerk of the Court, Probate Registrar. These documents are due at least **10 business days** before the scheduled hearing date.

- **GO TO THE CLERK:** Take the **original and 2 copies** of the NOTICE OF HEARING, PROOF OF NOTICE and WAIVER OF NOTICE (**if applicable**) to the Probate Registrar who will file the original and stamp "copy" on each of the **copies** and return them to you.
- **GO TO PROBATE ADMINISTRATION:** Take **1 conformed copy** of the NOTICE OF HEARING, PROOF OF NOTICE and WAIVER OF NOTICE (**if applicable**). Probate Administration will give these to the Judge who will hear the case.
- **KEEP COPIES:** Keep a copy of each document for your records and bring them with you to the court hearing.

**6. NEXT STEPS:** Now you are ready to prepare for the court hearing, and get the rest of the paperwork in order.

**7. OTHER HELP:** If you still have questions about this procedure, you can ask a lawyer for legal advice. You can look up a lawyer in the telephone book under "attorneys." Also, the Self-Service Center has a list of lawyers who will help you help yourself. The list shows where the lawyers are located, how much they charge to look over the court papers or answer your questions, and what their experience is. **All forms referred to in these instructions are available at the Self-Service Center.**