

# **GUARDIANSHIP and/or CONSERVATORSHIP**

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or file this page

# **1**

## **To Release Restricted Funds (Instructions Packet)**

## SELF-SERVICE CENTER

### PETITION FOR RELEASE OF RESTRICTED FUNDS MINOR or ADULT

#### (INSTRUCTIONS ONLY)

This packet contains general information and instructions to get a court order to use restricted funds for a minor or adult. Be sure the documents are in the following order:

Order	File Number	Title	No. Pp.
1	PBGCR1it	Table of instructions in this packet	1
2	PBGCR10p	Request for Release of Restricted Funds	2
3	PBGCA20p	Information on Legal Notice--Adults	4
4	PBGCM20p	Information on Legal Notice--Minor	4
5	PB25p	Help on Publishing Notice	3

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## SELF-SERVICE CENTER

# PROCEDURES: HOW TO FILE A PETITION FOR RELEASE OF RESTRICTED FUNDS

## A. INFORMATION ABOUT A PETITION FOR RELEASE OF RESTRICTED FUNDS:

Often the Court will order that some or all of the funds of a protected adult or minor must be placed in a restricted account. This means that the funds cannot be used for **anything** until released by order of the Court. If the conservator wants to use the funds to buy something for the protected adult or the minor, the conservator **must** ask the Court in a petition for permission to use the funds.

Usually the Court will say what the funds can be used for, and how much money can be spent. The Court will usually not allow a parent to use the minor's money for the necessities/costs of daily living, such as clothing, food, or housing, since the parents have the obligation by law to provide these things for the minor.

## B. INSTRUCTIONS

1. **Complete and then file a Petition for Release of Restricted Funds:** Complete the PETITION FOR RELEASE OF RESTRICTED FUNDS and state exactly what you want to buy and how much you reasonably think it would cost. Print neatly and use **black ink**. Then file the **original** with the Probate Clerk of Court at the same court location (Phoenix or Mesa) where your case is pending.

Make **4 copies** of the PETITION for the clerk to conform (date-stamp) for you. You need to keep one copy, give another to the Commissioner who will hear your case, and the other copies are to give notice to all interested parties (see below).

2. **Schedule a hearing on the Petition:** After you file the PETITION, you must schedule a hearing. This means that Probate Court Administration sets a hearing date, time and place, for you to tell the Judge or Commissioner what you want to buy, why, and how much you think it will cost. After the hearing has been set, complete the NOTICE OF HEARING.

3. **Give notice of the hearing to everyone entitled to notice:** You **must give a copy** of the PETITION and NOTICE OF HEARING to **all interested persons**. For more information about giving Notice, see the Self-Service Center forms on Service. You do not need to give formal notice by **personal service**, but you do need to **mail or deliver** the NOTICE OF HEARING. First class postage-prepaid mail is sufficient. Certified or Registered mail with return receipt is an extra step you can take to prove that the person you want notified actually received the notice. You can also give notice by Publication. People who should be given notice to include:

- The protected minor if he/she is 14 years or older, or to the protected adult;
- A minor's spouse, or if minor is unmarried to any living parent of the minor; or to the spouse or adult child of an adult;
- The guardian, if the minor or adult has one, unless the conservator is also the guardian;
- To the guardian ad litem if one was appointed by the court.

**4. Complete and file other court papers:** Next complete the PROOF OF NOTICE stating how and when you gave notice to interested persons. Make **2 extra copies** of each of the following documents. Then file the **originals** with the Probate Clerk of Court, and get the copies back conformed (date-stamped) by the Clerk.

- **Notice of Hearing:** File **original** and get back **2 conformed copies; AND**
- **Proof of Notice and/or Waiver of Notice:** File **original** and get back **2 conformed copies.**

**5. Give copies of everything to the commissioner:** At least **10 days before your court hearing**, mail or hand-deliver the following documents to the commissioner who is hearing your case. All the copies you give to the Commissioner must be conformed by the Clerk of the Court given back to you when you filed the originals. Make sure you keep copies for yourself to bring to the hearing.

- Copy of the PETITION;
- Copy of NOTICE OF HEARING;
- Copy of PROOF OF NOTICE and/or WAIVER OF NOTICE; **AND**
- Original **and 2 copies** of the proposed ORDER RELEASING FUNDS.

**6. Attend the hearing:** Be ready to tell the Judge or commissioner what you want to spend the money for, how much you think it will cost, and why this is in the best interests of the minor or protected adult.

**7. Court Order:** If the Judge or commissioner grants your Petition, the order will tell you how much money you are authorized to spend, and what you can spend it on. You need to go back to the Probate Clerk of the Court and get a certified copy of the Order. The fee for the certified copy is \$18.00. You will use the certified copy to give to the bank or financial institution where the restricted account is located. You will need the certified copy of the order before the bank or financial institution will release the money.

**8. Release of funds:** When you get the certified copy of the Order, the bank or institution will release the funds to you. Be sure you only spend the money on what the Judge or commissioner said you could spend the money on.

**9. Mail to the Court a Proof of Expenditure:** The order will also require you to file a PROOF OF EXPENDITURE within a certain amount of time after the Order releasing the funds. This is to prove to the court what you bought, what it was for, and how much you paid.

You will have to file the **originals of the actual receipts** for what you bought too, so be sure that you do not throw them away. Mail the PROOF OF EXPENDITURE to Probate Court Administration at the address where you filed the case -- Downtown Phoenix or Mesa.

Also, you will have to mail a **copy** of the PROOF OF EXPENDITURE to the same people you gave notice of the hearing to, so the court will know if anyone with an interest in this matter has an objection to what you did.

**10. 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 for a fee. 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.

**SELF-SERVICE CENTER  
INFORMATION ON LEGAL NOTICE FOR  
GUARDIANSHIPS AND CONSERVATORSHIPS FOR ADULTS**

**1. WHAT IS LEGAL NOTICE TO ALL INTERESTED PERSONS:** After you have filled out **AND** filed the guardianship and conservatorship Petition and other court papers with the Court, you must tell all interested persons about the papers and 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:

- **Notice of Hearing:** This document provides you with the hearing date, location and the name of the Judge/Commissioner who will hear the case.
- **Petition:** This document explains what you want the Judge/Commissioner to do and why.

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

**B. WHAT ARE THE WAYS TO GIVE LEGAL NOTICE?**

- **“Personal Service”** means giving formal notice that is required in some cases for some persons. It requires that a registered process server or the sheriff serves the documents on the interested persons or that a person accept service of the papers. When personal service is required, it means the law is written to make sure that a person who needs notice of a case gets the notice.

**Note:** See **Step 4** for instructions on how to give personal service.

- **Mail or hand delivery** is a less formal but important way of giving notice to other persons in some cases. When you are required to give notice by mail, 1st class postage-prepaid mail is usually accepted. Certified or registered mail with return receipt is an extra step you can take to prove that the person you want to have notice received the notice.

**Note:** Service **by mail or hand-delivery** is only allowed in some cases, so make sure you read the instructions to see if you can use this method of service.

- **Publication of Notice** is when you do not know the address of the person to whom you need to give notice. For publication, you need to try to find the person who is supposed to get notice, and prove to the court everything you did everything you could to try to find the person or to get the person’s address. Then, you must publish the notice **at least 3 times** in a newspaper in the county where the court hearing is held.

**C. 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).** There are other documents that go with the **PROOF OF NOTICE** to show that service

was made. These documents may include the following:

- 1) Affidavit of Publication,
- 2) Affidavit of Service signed by the process server or sheriff, **OR**
- 3) Acceptance of Service.

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

- WAIVER OF NOTICE is when a person required to get notice waives that right and signs the WAIVER OF NOTICE. Generally, but not always, a person who is required to be **personally served** can accept service by signing the WAIVER OF NOTICE. However, if the incapacitated adult who needs the guardian signs the Waiver, that incapacitated adult must also attend the hearing or service is not good **OR**,
- Party is present at the hearing and will accept service. Only rely on this method if you are **absolutely** certain the person will be at the hearing and will accept service.

**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:** Here is a guide when, and to whom, you must give notice of guardianship and conservatorship of an adult (ARS 14-5309 AND 14-5405):

- **Incapacitated adult: Personally serve** the adult who you say needs the guardianship.

**Note:** WAIVER OF NOTICE by the adult is not legal unless the adult comes to the court hearing in person.

- **Parents and/or spouse of the incapacitated adult: Personally serve** the spouse and parents of the adult, if they are in the State of Arizona. Otherwise, you can give notice by **mail or hand-delivery** if they are not in the State of Arizona or by **publication** if you do not know the address of the person.
- **Others:** Give notice by **mail, hand-delivery or publication** to all the following:
  - 1) Any adult children of the person;
  - 2) Any person who is serving as the guardian or conservator or who has the care and custody of the person;
  - 3) If the person has no parent or spouse or adult children, then to the closest adult relative of the person, if any can be found, **AND**
  - 4) Any person who has filed a Demand for Notice.

**3. THE METHODS OF PERSONAL SERVICE:** There are several ways to give personal service that will be accepted by the Court.

- **Acceptance of Service:** The person must sign the Acceptance form in front of a notary and return it to you, but the signature date cannot be earlier than the date you filed the court papers. The signature on this form does **not** mean the person agrees with the papers. It means that he or she admits receiving the papers, without being served in person by a Sheriff or Process Server.
- **Process Server:** You generally must pay this person or company to do this for you. A process server will give the papers to the person at home, work, or other location. The process server will give the Court a sworn Affidavit stating that the person was served. The disadvantage of this method is the cost and that it requires the process server to find the person. If you decide to use this method, look under "PROCESS SERVER" in the Yellow Pages to find someone who can serve your papers.
- **Sheriff:** This method requires you to contact the Sheriff's Office in the County where the person lives to arrange for a Sheriff's deputy to serve the papers. This method requires you to pay a fee to the Sheriff's office, unless you receive a Waiver or Deferral, which is available through the Court for persons who cannot afford the cost of Service. The Waiver or Deferral will require you to explain to the Sheriff why your circumstances call for this method.

**5. WHAT ELSE TO KNOW ABOUT LEGAL NOTICE:** Even if you are required to **personally serve** someone, you still have to give notice by **mail or hand-delivery** to other interested persons. You will still have to sign and file the PROOF OF NOTICE to show the Judge/Commissioner that you gave notice to everyone as required by law.

**6. HOW DOES A PERSON WHO GETS NOTICE OBJECT TO THE PETITION:** Sometimes a person who receives Notice wants to object to the Petition, or tell the Judge/Commissioner something besides what is in the Petition. For more information on objecting to a court process, see Guardianship and/or Conservatorship Packet 3 called **To Object to a Court Proceeding**, which includes Court forms and instructions to file a written Response.

**7. COMPLETE THE NOTICE OF HEARING AND 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, PROOF OF NOTICE, the ACCEPTANCE OF SERVICE (if any), the WAIVER OF NOTICE (if any), and assemble them in **4 packets:** the originals and 3 complete sets.

**8. FILE THE NOTICE OF HEARING, ANY WAIVER, AND PROOF OF NOTICE:**

**A. PREPARE TO FILE:** File the following with the Clerk of the Court, Probate Registrar at least **10 business days** before the schedule hearing date:

- NOTICE OF HEARING,
- PROOF OF NOTICE, **AND**
- Any WAIVER OF NOTICE or ACCEPTANCE OF SERVICE, if applicable.

**B. GO TO THE CLERK:** Take the **original and 2 copies** of the NOTICE OF HEARING, PROOF OF NOTICE AND WAIVER OF NOTICE/ACCEPTANCE OF SERVICE (if any) to the Probate Registrar who will file the original and stamp “copy” on each of the **2 copies** and return them to you.

**C. GO TO PROBATE ADMINISTRATION:** Take **1 conformed copy** of the NOTICE OF HEARING, PROOF OF NOTICE, and WAIVER OF NOTICE/ACCEPTANCE OF SERVICE (if any). Probate Administration will give these to the Judge/Commissioner who will hear your case.

**Note:** Keep a copy of each document for your records and bring them with you to the court hearing.

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

**10. 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.**

## SELF-SERVICE CENTER

### INFORMATION ON LEGAL NOTICE FOR GUARDIANSHIPS AND CONSERVATORSHIPS FOR MINORS

**1. WHAT IS LEGAL NOTICE:** After you have completed **AND** filed the guardianship and conservatorship Petition and other court papers with the Court, you must tell **all** interested persons about the papers and 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:

- **NOTICE OF HEARING:** This document provides information about the hearing including the date, location, and the name of the Judge/Commissioner who will hear the case.
- **PETITION:** This document explains what you want the Judge/Commissioner to do and why.

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

**B. WHAT ARE THE WAYS TO GIVE LEGAL NOTICE?**

- **“Personal Service”** means giving formal notice that is required in some cases for some persons. It requires that a registered process server or the sheriff serves the documents on the interested persons or that a person accepts service of the papers. When personal service is required, it means the law is written to make sure that a person who needs notice of a case is given that notice.

**Note:** See **Step 4** for instructions on how to give personal service.

- **Mail or hand delivery** is a less formal but important way of giving notice to other persons in some cases. When you are required to give notice by mail, 1st class postage-prepaid mail is usually acceptable. Certified or Registered mail with return receipt is an extra step you can take to prove that the person you want to have notice received the notice.

**Note:** Service by **mail or hand delivery** is only allowed in some cases, so make sure you read the instructions to see if you can use this method of service.

- **Publication of Notice** is when you do not know the address of the person to whom you need to give notice. For publication, you need to try to find the person who is supposed to get notice, and prove to the Court you did everything you could to try to find the person or the person’s address. Then, you must publish the Notice at least **3 times** in a newspaper in the county where the Court hearing is held. **See ARS § 14-1401(A)(3).**

**C. 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**). There are other documents that go with the **PROOF OF NOTICE** to show that service was made. These documents may include the following:
  - 1) **AFFIDAVIT OF PUBLICATION**,
  - 2) **AFFIDAVIT OF SERVICE** signed by the process server or sheriff, **OR**
  - 3) **ACCEPTANCE OF SERVICE**.

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

- **WAIVER OF NOTICE** is when a person required to get notice waives that right and signs the **WAIVER OF NOTICE**. Generally, but not always, a person who is required to be **personally served** can accept service by signing the **WAIVER OF NOTICE**. However, if the minor who needs the guardian and conservator signs the Waiver, that minor must also attend the hearing or service is not good, **OR**
- Party is present at the hearing and will accept service. Only rely on this method if you are **absolutely** certain the person will be at the hearing and will accept service.

**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:** Here is a guide when, and to whom, you must give notice of guardianship and conservatorship of a minor: (ARS 14-5207 and 14-5405):

- **MINOR WHO NEEDS PROTECTION** (called a ward): Notice must be **personally served** the minor who needs protection, if the minor can be found within the State of Arizona, and is **14 years** or older. If the ward does not live in the State of Arizona, you can give Notice by **personal service, registered mail** or **publication**.

**Note:** **WAIVER** of **NOTICE** by the person is not legal unless the minor attends the court hearing in person. If the minor is younger than 14 years of age, you do not need to give notice of the court papers, but it wouldn't hurt to mail a copy of the court papers to the minor.

- **PARENTS OF PERSON WHO NEEDS PROTECTION:** If the parents of the minor who needs protection can be found within the State of Arizona, they must be **personally served**. Otherwise, you can give notice by **mail, hand-delivery** or **publication**.
- **OTHERS:** Give Notice by **mail, hand-delivery, or publication** to the following:
  - 1) Any person serving as guardian or conservator,
  - 2) Any person who has the care and custody of the minor who needs protection, **AND**
  - 3) Anyone who has filed with the court a **DEMAND FOR NOTICE**, such as creditors.

**Note:** Notice must be given at least **14 days** before the hearing date.

**4. THE METHODS OF PERSONAL SERVICE:** There are several ways to give personal service that will be accepted by the Court.

- **Acceptance of Service:** The person must sign the acceptance form in front of a notary and return it to you, but the signature date cannot be earlier than the date you filed the court papers. The signature on this form does **not** mean the person agrees with the papers. It means that he or she admits receiving the papers, without being served in person by a Sheriff or Process Server.
- **Process Server:** You generally must pay this person or company to do this for you. A process server will give the papers to the person at home, work, or other location. The process server will give the Court a sworn Affidavit stating that the person was served. The disadvantage of this method is the cost and that it requires the process server to find the person. If you decide to use this method, look under "PROCESS SERVER" in the Yellow Pages to find someone who can serve your papers.
- **Sheriff:** This method requires you to contact the Sheriff's Office in the County where the person lives to arrange for a Sheriff's deputy to serve the papers. This method requires you to pay a fee to the Sheriff's office, unless you receive a Waiver or Deferral, which is available through the Court for persons who cannot afford the cost of Service. The Waiver or Deferral will require you to explain to the Sheriff why your circumstances call for this method.

**5. WHAT ELSE TO KNOW ABOUT LEGAL NOTICE:** Even if you are required to PERSONALLY SERVE someone, you still have to give notice by **mail** or **hand-delivery** to other interested persons. You will still have to sign and file the PROOF OF NOTICE to show the Judge/Commissioner that you gave notice to everyone as required by law.

**6. HOW DOES A PERSON WHO GETS NOTICE OBJECT TO THE PETITION:** Sometimes a person, including the minor who is 14 years or older, who receives notice wants to object to the Petition, or tell the Judge/Commissioner something besides what is in the Petition. For more information on objecting to a court process, see Guardianship and/or Conservatorship Packet 3 called **To Object to a Court Proceeding**, which includes Court forms and instructions to file a written Response.

**7. COMPLETE THE NOTICE OF HEARING AND 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 for whom the guardian and conservator is or will be appointed. (This person is called the ward). Be sure the attorney for the ward (protected person gets copies, if applicable).

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

**8. FILE THE NOTICE OF HEARING, ANY WAIVER, AND PROOF OF NOTICE:**

**A. PREPARE TO FILE:** At least **10 business days** before the scheduled hearing date, file the following with the Clerk of the Court, Probate Registrar:

- NOTICE OF HEARING,
- PROOF OF NOTICE, **AND**
- Any WAIVER OF NOTICE or ACCEPTANCE OF SERVICE, if applicable.

**B. GO TO THE CLERK:** Take the **original and 2 copies** of the NOTICE OF HEARING PROOF OF NOTICE and WAIVER OF NOTICE/ACCEPTANCE OF SERVICE (if applicable) to the Probate Registrar who will file the original and stamp “copy” on each of the **2 copies** and return them to you.

**C. GO TO PROBATE ADMINISTRATION:** Take **1 conformed** (date-stamped) **copy** of the NOTICE OF HEARING, PROOF OF NOTICE and WAIVER OF NOTICE/ACCEPTANCE OF SERVICE (if applicable). Probate Administration will give these to the Judge/Commissioner who will hear the case.

**Note:** Keep a copy of each document for your records and bring them with you to the court hearing.

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

**10. 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.**

## SELF-SERVICE CENTER

### PROCEDURES: HOW TO SERVE LEGAL PAPERS BY PUBLICATION

In matters of GUARDIANSHIP, CONSERVATORSHIP, PROBATE OF ESTATE,  
and the SALE OF REAL PROPERTY

(Arrange for service AFTER you have filed your papers in court.)

**STEP 1** COMPLETE ATTACHED LETTER to NEWSPAPER describing the documents that need to be referenced by the newspaper, and submit copies of those documents along with the letter to the paper.

**A. IF YOU HAVE A COURT ORDER WAIVING/DEFERRING COSTS of PUBLICATION, YOU MUST PUBLISH IN THE ARIZONA BUSINESS GAZETTE.**

**MAIL OR DELIVER** the letter that is attached to this form, a copy of the documents you filed with the Clerk, and the **CERTIFIED ORDER WAIVING/DEFERRING COSTS of PUBLICATION** to: **Arizona Business Gazette, Legal Advertising, P. O. Box 194, Phoenix, AZ 85001**. You may also **fax** the documents to **(602) 444-7364**, **or** leave your papers in the Gazette's drop box as described below.

**- OR -**

**B. IF YOU ARE PAYING THE COST of PUBLICATION, YOU MAY USE ANY NEWSPAPER OF "GENERAL CIRCULATION" in this county.** Note that:

1. There are **numerous** eligible publications **other than** those mentioned below;
2. The Arizona Corporation Commission maintains a list of eligible publications along with their contact information online at: <http://tinyurl.com/9fpwtof>;
3. **Fees vary**. You may call and ask for "Legal Advertising" to compare prices.

You may publish in **any** of the more than 15 newspapers listed on the web page referenced above, **including** the three listed below. **These three** maintain drop-boxes in the downtown Phoenix Superior Court complex where you may drop off your papers and **non-cash** payment. You may also make or arrange payment over the phone.

- i. **THE ARIZONA BUSINESS GAZETTE.** Call **(602) 444-7315** to determine the cost of publishing your legal ad and to confirm how you wish to pay. Visa, MasterCard, Discover, and checks and money orders, are accepted.
  - **Mail or deliver payment and papers as described in "A" above** (except for the Order Deferring/Waiving Costs).
  - If you have already arranged payment, you may **fax** the documents to **(602) 444-7364**, **- OR -**
  - Deposit papers and payment in the drop box maintained by the Gazette located in the Family Court filing area on the first floor of the Central Court Building at 201 W. Jefferson Street in downtown Phoenix.
- ii. **THE RECORD REPORTER.** Call **(602) 417-9900** to determine the cost of publishing your legal ad and to confirm how you wish to pay. Visa,

MasterCard, Discover, American Express, and checks or money orders made payable to the Record Reporter are accepted.

- **Mail or deliver payment and papers** (a copy of the documents you filed with the Clerk, and the letter that is attached to these instructions) to: **Record Reporter, Legal Advertising, 1505 N. Central, Suite 200, Phoenix, AZ 85004**. If you have already arranged payment, you may **fax** the documents to **(602) 258-2404** - **– OR –**
- Deposit your papers in the drop box maintained by the Reporter located in the Probate Court filing area on the first floor of the Old Court House at 125 W. Washington Street, in downtown Phoenix.

iii. **ARIZONA CAPITOL TIMES**. Call **(602) 258-7026** to determine the cost of publishing your legal ad and to confirm how you wish to pay. Visa, MasterCard, Discover, American Express, and checks or money orders made payable to the **Capitol Times** are accepted.

- **Mail or deliver payment and papers** (a copy of the documents you filed with the Clerk, and the letter that is attached to these instructions) to: **Arizona Capitol Times, Legal Advertising, 1835 W. Adams, Phoenix, AZ 85007**. If you have already arranged payment, you may **fax** the documents to **(602) 258-2504**.
- **Email scanned copies** of the documents in PDF or Word format to [publicnotices@azcapitoltimes.com](mailto:publicnotices@azcapitoltimes.com) - **OR –**
- Deposit your papers in the drop box maintained by the Capitol Times located in the Probate Court filing area on the first floor of the Old Court House at 125 W. Washington Street, in downtown Phoenix.

## **STEP 2 WHEN TO FILE:**

- **Wait** (about **5 weeks**) for the newspaper to send you an **AFFIDAVIT OF PUBLICATION**, which will include the notice that was published, and the dates of publication. **Some** newspapers will file this document with the Court for you. If the newspaper sends you **TWO** copies or an original, it is intended for **you** to file one. Always verify with the Probate Clerk that the **AFFIDAVIT OF PUBLICATION gets filed**.

## **STEP 3 GATHER THE PAPERWORK:** (Caution: Be aware of confusingly similar document names.)

- Complete the **DECLARATION SUPPORTING PUBLICATION** (PB25f), found in the Forms packet, to describe the efforts you made to locate and serve notice **before** resorting to publication.
- If the newspaper has **not** already filed the **AFFIDAVIT OF PUBLICATION**, **make sure it gets filed** by submitting it with the **DECLARATION SUPPORTING PUBLICATION**.
- **Copy** of both of the above (Affidavit and Declaration) documents for your records.

## **STEP 4 FILE YOUR DOCUMENTS WITH THE COURT:**

- The original **DECLARATION SUPPORTING PUBLICATION**, and
- The original of **AFFIDAVIT OF PUBLICATION** (*unless the newspaper filed it for you*).

(And **bring a copy** of the **AFFIDAVIT OF PUBLICATION** to the hearing.)

# LETTER TO NEWSPAPER

Print Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Newspaper

\_\_\_\_\_  
Address

\_\_\_\_\_

To Whom It May Concern:

I need to publish notice in the newspaper about the following matter: Probate Court Case No. \_\_\_\_\_, which concerns the following: (check one box)

Guardianship and/or Conservatorship matter about (name of person with guardian and/or conservator) \_\_\_\_\_, OR

Estate of \_\_\_\_\_, deceased, OR  
Print Name

Sale of Real Property \_\_\_\_\_ . Please Note: The first publication  
Print street address of subject property

of this NOTICE must be published at least fourteen (14) days before the scheduled hearing, or by \_\_\_\_\_.  
Print Date

Enclosed is a copy of the following documents stamped by the Clerk of Court (check all that apply):

- "Notice of Hearing" for matter about guardian and/or conservator, OR Petition, OR
- "Notice to Creditors" for probate of an estate, OR
- (If no Will) An **Application for Appointment of Personal Representative without a Will**, OR
- (If a Will) An **Application for Informal Probate of a Will and for Appointment of a Personal Representative**.

Please publish Notice in your newspaper about this court case once a week for three successive weeks. Also enclosed is (check one box)

- A check or money order in the amount of \$ \_\_\_\_\_ for the cost of the publication as requested, OR,
- A certified copy of the Order from the court waiving/deferring the publication costs.

When you receive this letter, please call me at \_\_\_\_\_ to tell me when the first publication will occur. When all three weeks of publication have been completed, please file the original and send me one copy of the **Affidavit of Publication**.

Sincerely,

\_\_\_\_\_  
Your Signature

Enclosures