

## SELF-SERVICE CENTER

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

**YOU MAY USE THIS PACKET** if you have been appointed as guardian for a Minor, and it has been a year since your appointment.

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

**STEP 1** The guardian for the Minor must complete the ANNUAL REPORT **every year, on or before the anniversary date** of your appointment as guardian for the Minor.  
**NOTE: If you fail to file the report and/or fail to appear at the review hearing, the Court may set an "Order to Show Cause" hearing.**

**STEP 2** Complete the ANNUAL REPORT in **black ink**. Answer all of the questions.

**STEP 3** Mail a **COPY** of the ANNUAL REPORT to the following people:

- The Minor, if 14 or older
- The Minor's Conservator (if applicable)
- The Minor's parents
- The Court appointed lawyer for the Minor (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:

- **In person:** File the **original** ANNUAL REPORT with the **Clerk of the Court**, at the Juvenile Court location that has previously handled this case, as listed below. Bring a COPY to be date-stamped ("conformed") for your records.
- **By mail:** Mail the **original and one copy** of the completed and signed ANNUAL REPORT along with a self-addressed, stamped return envelope to the appropriate address listed below:

**Clerk of the Court**  
3131 W Durango St.  
Phoenix, Arizona 85009

**Clerk of the Court**  
1810 S. Lewis St.  
Mesa, Arizona 85210

- Request that a date-stamped ("conformed") copy of the ANNUAL REPORT be mailed back to you, and provide a SASE (self-addressed, stamped envelope with proper postage).