

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO AFTER COMPLETING ALL FORMS TO GET AN EMERGENCY COURT ORDER APPOINTING A SPECIAL ADMINISTRATOR FOR FUNERAL ARRANGEMENTS

STEP 1: Make 2 copies of the following documents after you have filled them out.

- *“Application for Emergency Appointment of Special Administrator” **
- *“Letters of Appointment and Acceptance of Appointment” **

*and: Make 1 copy of the “Order Appointing Special Administrator” **

* These documents are referred to below, respectively, as:

“The Application”, “Letters and Acceptance”, and “Order Appointing”

STEP 2: SEPARATE YOUR DOCUMENTS INTO ONE SET of ORIGINALS, and
TWO SETS of COPIES:

<p>SET 1 - <u>ORIGINALS</u> FOR CLERK OF COURT:</p> <ul style="list-style-type: none">• <i>“Probate Cover Sheet”</i>• <i>“The Application”</i>• <i>“Letters and Acceptance”</i>• <i>“Order Appointing”</i>	<p>SET 2 – <u>COPIES</u> FOR YOU:</p> <ul style="list-style-type: none">• <i>“The Application”</i>• <i>“Letters and Acceptance”</i>• <i>“Order Appointing”</i>
<p>SET 3 – COPIES FOR JUDICIAL OFFICER</p> <ul style="list-style-type: none">• <i>“The Application”</i>• <i>“Letters and Acceptance”</i>• <i>“Order Appointing”</i>	

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO THE CLERK OF COURT’S FILING COUNTER: The Court is open from 8:00 a.m.-5:00 p.m., Monday-Friday. You may file your court papers at any of the following Superior Court locations:

Downtown Phoenix - Old Courthouse

125 W. Washington Street, 1st floor
Phoenix, Arizona 85003

Southeast Court Complex

222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

Northwest Court Complex

14264 West Tierra Buena Lane
Surprise, Arizona 85374

Northeast Court Complex

18380 North 40th Street
Phoenix, Arizona 85032

Present the originals and both sets of copies to the Clerk at the filing counter *and pay the filing fee.* **Note that you are entitled to reimbursement from the estate of the deceased** (if funds are available) for this and other reasonable expenses incurred in performing the duties of Special Administrator (**Keep records and receipts**). A list of current fees is available from the Self Service Center and from the Clerk of Court’s website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, *and return the stamped copies to you*. These stamped sets of copies are now called "conformed" copies.

STEP 4: TAKE THE CONFORMED COPIES TO COURT ADMINISTRATION, or

- Ask the Clerk at the Filing Counter to direct you to Court Administration.
- If there is no Court Administration office where you are filing these papers, ask to be directed to the appropriate location.
- Present the sets of stamped copies to Court Administration or staff at appropriate location.

WHAT COURT ADMINISTRATION (or other court staff) WILL DO:

- Attempt to locate a Judicial Officer available to hear your request *immediately*.
- Take all sets of copies or direct you to take the copies with you into a Courtroom.

STEP 5: IF THE COURT GRANTS YOUR REQUEST:

- Take the "Letters and Acceptance" to the filing counter.
- You will need to present a government-issued photo ID and to sign the "Acceptance" (on the bottom half of the "Letters and Acceptance" document) in front of the Clerk at the counter.
- The Clerk will witness your signature and issue the "Letters of Appointment".

STEP 6: PURCHASE A CERTIFIED COPY OF "THE LETTERS" TO GIVE TO THE FUNERAL HOME.

- This is proof you have been appointed by the Court and that you have the legal authority to make arrangements as described in the "Letters of Appointment".
- **There is a fee for the Certified Copy.** A list of current fees is available from the Self Service Center and from the Clerk of Court's website.