

Self-Service Center

Guardianship and/or Conservatorship PROCEDURES for Transferring an Out-of-State Case TO Arizona

In order to transfer a guardianship and/or conservatorship that was originally established by the court of another state to the supervision of the Superior Court in Arizona, the following is required:

A **certified copy** of each of the following **or** its equivalent *from the out-of-state court* which originally ordered the guardianship and/or conservatorship:

- a. “Provisional Order Authorizing Transfer to Arizona”, *
- b. “Order of Appointment” or “Letters of Appointment” *

***or** whatever *that* state calls the documents that granted authority to (a) ask Arizona to accept the transfer, and (b) to act as guardian and/or conservator in that state.

STEP 1. COMPLETE THE FORMS (IN THE SEPARATE FORMS PACKET):

Fill out all the forms completely and in **black ink**.

- **PROBATE COVER SHEET** (form PB10f). (1 original only. No copies needed.)
- **PROBATE INFORMATION SHEET** (PB11f). (1 original only. No copies needed.)
For both these forms, complete everything except “Case Number”. The case number will be stamped with a Probate Case Number starting with the letters “**PB**” by the Clerk of the Court when you file the papers. You will use this case number on all future court papers you file with the Clerk in this case.
- **PETITION FOR ACCEPTANCE OF TRANSFER** (PBTX11f). Read and fill out this form carefully. If you omit required information, the Court may be unable to act and your request may be delayed or denied.
- **AFFIDAVIT OF PERSON TO BE APPOINTED** (PBGC11f) (**Required by Arizona law, A.R.S. §14-5106(A)**). This document must be completed by the person who wants to serve as guardian and/or conservator and filed with the **PETITION FOR ACCEPTANCE OF TRANSFER**.
- **REQUEST FOR HEARING DATE** (PBTX13f). Note that this form is **NOT filed** with the Clerk (After filing your other papers, you will contact Probate Administration to get a hearing date to fill in on this form).

STEP 2. MAKE COPIES. Make 3 copies of:

- the **Petition for Acceptance of Transfer**, (PBTX11f)
- the **Affidavit of Person to be Appointed**, (PBGC11f)
and the **certified copies of the papers from the other state:**
- the **Provisional Order Approving Transfer***,
- the **Order of Appointment or Letters of Appointment***

* **or** that state’s equivalent by any other name.

STEP 3. SEPARATE YOUR DOCUMENTS INTO 4 COMPLETE SETS as follows:

<p>Set 1: Originals for the Clerk of Court</p> <ul style="list-style-type: none"> • Probate Cover Sheet, • Probate Information Sheet, • Petition for Acceptance of Transfer, • Affidavit of Person to be Appointed, <p>+ “original” certified copies <i>from other state</i> of:</p> <ul style="list-style-type: none"> • Provisional Order Approving Transfer • Letters or Order of Appointment* 	<p>Set 2: Copies for Judicial Officer (<i>deliver no less than 5 days before the hearing</i>)</p> <ul style="list-style-type: none"> • Petition for Acceptance of Transfer, • Affidavit of Person to be Appointed. <p>+ copies of certified copies <i>from other state</i> of:</p> <ul style="list-style-type: none"> • Provisional Order Approving Transfer,* • Letters or Order of Appointment*
<p>Set 3: Copies for Persons entitled to Notice</p> <ul style="list-style-type: none"> • Petition for Acceptance of Transfer, • Affidavit of Person to be Appointed <p>+ copies of certified copies <i>from other state</i> of:</p> <ul style="list-style-type: none"> • Provisional Order Approving Transfer,* • Letters or Order of Appointment* 	<p>Set 4: Copies for You</p> <ul style="list-style-type: none"> • Petition for Acceptance of Transfer, • Affidavit of Person to be Appointed. <p>+ copies of certified copies <i>from other state</i> of:</p> <ul style="list-style-type: none"> • Provisional Order Approving Transfer,* • Letters or Order of Appointment*
<p>* or their equivalent from the other state by any other name</p>	
<p>Note that you will be adding other documents to some of these sets in later steps.</p>	

STEP 4. TAKE THE ORIGINALS AND ALL SETS OF COPIES TO THE CLERK TO FILE at any of the following Superior Court locations in Maricopa County:

- Downtown Phoenix - Old Courthouse:** 125 West Washington St., 1st Floor, Phoenix, Arizona 85003
- Phoenix:** 201 West Jefferson Street, 1st Floor, Phoenix, Arizona 85003
- Northeast Court Complex:** 18380 North 40th Street, Phoenix, Arizona 85032
- Southeast Court Complex:** 222 East Javelina Avenue, 1st Floor, Mesa, Arizona 85210
- Northwest Court Complex:** 14264 West Tierra Buena Lane, Surprise, Arizona 85374

All locations open Monday-Friday, 8:00 am to 5:00 pm.

STEP 5. PAY FILING FEE.

There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, AMEX/VISA/MasterCard debit or credit cards, or money order made payable to the “Clerk of Superior Court” are acceptable forms of payment.

A list of current fees is available from the Self Service Center website or 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.

STEP 6. NOTE YOUR CASE NUMBER, BEGINNING WITH “PB”.

The Clerk will stamp the originals as well as each set of copies with a case number which begins with the letters “PB”. Use this number on all future filings with the court in this case.

The Clerk will keep and file the originals *and return all sets of stamped copies to you:*

- 1 set for the assigned judicial officer (to be delivered later)
- 1 set for you to keep for your records,
- 1 set for person(s) legally entitled to notice in both the state where the guardianship and/or conservatorship is being transferred from, and any additional persons entitled to notice in Arizona.*

*You will need to make an extra copy of this set for EACH person entitled to notice. See sections **3-5** of the “**Essential Information**” document (PBTX15h) in this packet for information on **who** must be given notice, **when**, and **how**.

STEP 7. GET A COURT HEARING DATE: Call **602-506-5510** *three to five business days after filing* **or** go immediately to Probate Administration.

Note: The Probate calendar clerks who set the hearing dates are available *full-time* only at the downtown Phoenix location on the first floor of the Old Courthouse at **125 West Washington Street, Phoenix, AZ 85003** (by the 1st Avenue & Jefferson Street light rail stop).

If you filed your paperwork at a location that did not have a Probate calendar clerk available at the time of filing and you want to schedule your hearing *before* the 3-5 day waiting period, you may bring your copies of the stamped documents directly to Probate Administration at the Old Courthouse location described above.

Whether calling or going in person, ***make sure you have the:***

- **PB Case Number** that was stamped on the sets of copies that you received back from the Clerk when you filed your case,
- “**Request for Hearing Date**” (PBTX13f) form on which to write down the date, time and place of the Hearing, ***and*** the
- “**Notice of Hearing**” form (PBTX18f) on which you will ***also*** fill in the date, time and place of the Hearing, and include with the papers served on all persons entitled to Notice.

STEP 8. GET A COURT-APPOINTED LAWYER. If there is not already a lawyer representing an adult ward in this matter, Arizona law (**A.R.S. § 14-5303**) requires that one be appointed by the court.

Call the **Office of Public Defense Services** at **602-506-7228** between 8:00 A.M. and 5:00 P.M., Monday through Friday, to arrange for the appointment.

WHAT TO SAY WHEN YOU CALL:

I need the name of a lawyer to be appointed in an adult guardianship (and/or conservatorship).”

BE PREPARED TO PROVIDE THE FOLLOWING INFORMATION:

- The **probate case number** (begins with "PB").
- The **name** of the person who needs the guardian (and/or conservator).
- The **address** and **telephone** number where that person is currently living.
- The **date** and **time** of the scheduled court hearing and the name of the Judicial Officer (Judge or Commissioner) who will be hearing the matter.

STEP 9. GET THE ORDER APPOINTING THE LAWYER: Complete the form titled "**Order Appointing Attorney**" (PBTX14f) with the name of the attorney (court-appointed or private) and other information except for the Judge's signature and the date.

Hand-deliver **the original AND ONE COPY** of the **Order Appointing Attorney** to the **Probate Registrar** at the location where you filed your papers, **or mail it to: Probate Registrar, 125 West Washington Street, Phoenix, AZ 85003.**

Hand-deliver or mail this to the Registrar at least **30 days** before the scheduled date of the court hearing. ***If mailing, include a self-addressed stamped envelope*** so the Probate Registrar can mail the Order back after it is signed.

STEP 10. MAKE COPIES. Refer to section **3** of the separate "**Essential Information**" document (mentioned in #6 above) for more information on **who** must be given Notice to determine **how many** copies will be needed. **You will need to:**

- Add a completed "**Notice of Hearing**" form to the set of copies "for persons entitled to Notice", and to
- **Make as many sets of extra copies as are required to supply one to every person entitled to receive Notice** as described in **STEP 6** above and as listed in the **Essential Information** document.
- **Be sure to make a copy for any lawyer appointed to represent the ward.**

STEP 11. SERVE NOTICE. Now you are ready to give notice of the court papers and the hearing to everyone who is entitled to know about the court case before the hearing date. There are important procedures and time lines for this, which you must follow.

WHO? Refer to section **# 3** of the **Essential Information** document (PBTX15h) in this packet, and packet #2, **Service and Notice of Court Hearing** for more detailed information on "Service". This packet contains forms and instructions to voluntarily accept or waive service, serve notice by publication (running a legal notice advertisement), etc.

HOW? Refer to **Essential Information** section **#4**, and the **Service** packet referenced above.

WHEN? At least **14** days before the hearing. See **Essential Information #4.**

STEP 12. DELIVER JUDGE'S COPIES AT LEAST 5 DAYS BEFORE HEARING.

NOTICE TO PETITIONER

READ THIS:

At least 5 days before your hearing date you must provide the following documents to the assigned Judicial Officer:

- 1. A copy of the *Petition* and other documents listed in “Set 2: Copies for Judicial Officer”.**
- 2. Proof of Notice form showing that all other persons who were entitled to know about this hearing have been notified, or an *Affidavit of Publication* if you were not able to locate any person who was entitled to notice of this hearing, or a *Waiver of Notice* and consent to appointment from a person who is entitled to receive notice.**
- 3. An original and one copy of the Order that you want the Judicial Officer to sign at the hearing.**

WARNING

Failure to provide required documents to the Court five days prior to your hearing date may result in your hearing being delayed or continued by the Court.

ABOUT THE HEARING: Unless one of the persons entitled to Notice has filed an objection to the transfer, the hearing may be designated a “Non-Appearance Hearing”. If it is a non-appearance hearing, this means that though there is a time scheduled at which you MAY appear before the court, you are NOT required attend.

STEP 13. Assuming all documents are in order, all required steps followed, and all legal requirements met, this Court will issue a ***provisional*** (temporary or conditional) **Order Accepting Transfer, Order of Appointment and Letters of Appointment.**

STEP 14. You will then need to present a certified copy of the **Provisional Order Accepting Transfer** from Arizona to the out-of-state court along with the **Provisional Orders of Appointment** and **Provisional Letters of Appointment of Guardian/Conservator**, and to request a **FINAL ORDER** from the out-of-state-court approving the transfer to Arizona.

NOTE: You will **also** need to follow whatever procedures are necessary in sending state to **close** the guardianship and/or conservatorship case there.

NEXT STEP: After you have received the final order from the out of state court approving the transfer, go to packet 3, “The Court Order” for forms and instructions to complete the process to get permanent orders of guardianship and/or conservatorship in Arizona.