

INSTRUCTIONS ON HOW TO ASK THE COURT TO APPOINT A PERMANENT GUARDIAN AND/OR CONSERVATOR OF A MINOR

USE THIS PACKET if you want to be appointed a guardian and/or conservator for a person under the age of 18. This packet does **NOT** help you with the following processes:

- Guardianship and/or conservatorship for persons 18 years or older;
- Temporary or emergency appointments of guardians and/or conservators;
- Conservators for minors
- Guardians for severely disabled adults;
- Testamentary (by will) appointment of a guardian of a minor.

Follow each step carefully. Each step contains certain forms, and some of these forms have extra instruction sheets to help you. The whole process **could** take at least a couple of months.

FIRST STEPS:

- 1 MAKE SURE YOU NEED TO BE APPOINTED AS GUARDIAN AND/OR CONSERVATOR.** If you are not sure, see the Checklist at the beginning of the forms packet or consult an attorney. The Law Library has separate packets for adults and for minors for guardians and/or conservators.
- 2 FINGERPRINTS.** Arizona law (A.R.S. Section 14-5206) requires that any person asking to be appointed guardian and/or conservator of a minor to whom he/she is **not related by blood** must be finger-printed and have a background investigation through the Arizona Department of Public Safety and the FBI in Washington, D.C., to help the Court determine that person's suitability to act as a guardian of a minor.
- 3 COMPLETE AND COPY THE COURT FORMS IN THIS PACKET:** Fill out all the forms completely and in **black ink**.
 - **GUARDIANSHIP/CONSERVATORSHIP COVER SHEET.** Complete everything but the "Case Number". The case number will be stamped by the Clerk of the Court when you file the papers. You will use this case number on all court papers you file with the Clerk in this case.
 - **PETITION FOR APPOINTMENT.** Fill out all the information carefully.
 - **AFFIDAVIT OF PERSON TO BE APPOINTED GUARDIAN AND/OR CONSERVATOR (ARS §14-5106).** This document must be completed by the Petitioner (the person who wants to be appointed). You must file this Affidavit with your "**Petition for Appointment**".
 - **CONSENT OF PARENT TO GUARDIANSHIP AND/OR CONSERVATORSHIP.** This document must be completed and signed by **BOTH** parents of the minor, if they are living, have not had their parental rights terminated by a Court Order, or have not been declared incompetent by a Court. If you only can find one parent, have that parent sign the Consent. However, prior to hearing, be prepared to explain to the Court at the hearing why only one parent or no parents signed the consent **and to prove to the Court you did everything you could to try to find the parent(s) by publishing notice.**
- 4 COPIES:** Make **2 copies** of all the completed forms listed above. Assemble the copies so that you have **3 complete packets** – one set of originals and two sets of copies.

TO FILE THE PAPERS AT THE COURT:

5 DETERMINE WHERE TO FILE THE COURT FORMS:

There are three locations of the Superior Court in Mohave County - Kingman, Bullhead City, and Lake Havasu City:

Clerk of Superior Court
415 E. Spring St.
Kingman, AZ 86401
(928) 753-0713
Monday-Friday
8:00a-5:00p

Clerk of Superior Court
2225 Trane Road
Bullhead City, NV
(928) 758-0730
Monday-Friday
8:30a-12:00p, 1:30p-4:30p

Clerk of Superior Court
2001 College Drive
Lake Havasu City, AZ 86404
(928) 453-0701
Monday-Friday
8:30a-12:00p, 1:30p-4:30p

6 TAKE THE ORIGINALS AND COPIES TO THE CLERK TO BE FILED: Take the originals and 2 sets of copies of the following documents to the Clerk of the Court.

- PROBATE COVER SHEET
- PETITION FOR APPOINTMENT
- AFFIDAVIT OF PERSON TO BE APPOINTED GUARDIAN AND/OR CONSERVATOR (ARS § 14-5106)
- CONSENT OF PARENT (if applicable)
- CONSENT OF (other) PARENT (if applicable)

If you cannot or do not want to file the document in person, you can mail the documents to the Clerk of the Court. Provide a self-addressed, stamped envelope with proper postage so that the Clerk can return your "conformed" (stamped by Court staff) copies to you.

Mail to: Clerk of Superior Court
P.O. Box 7000
Kingman, AZ 86402

7 PAY YOUR FILING FEE: If you believe a fee waiver or deferral is appropriate, ask the Clerk of the Court or the Law Library staff for an Application for Fee Deferral.

IMPORTANT:

If you are a Pro Per Litigant and want to receive your paperwork from the Court electronically (via e-mail), fill out the "Pro Per Litigant(s) Electronic Distribution" form.

MAKE SURE TO:

- **Use black ink when filling out documents.**
- **Leave blank the “Order” portion of any document – this will be completed by the Judge and signed by him/her.**
- **Make 2 complete sets of copies of all documents you are planning to file.**
- **Turn all 3 sets (original and 2 sets of copies) into Court Clerk’s Office.**
- **Be prepared to pay filing fees or submit waiver/deferral forms. ***

*** INFORMATION ON FILING FEES CAN BE OBTAINED FROM THE COURT CLERK’S OFFICE. THE CLERK’S OFFICE AND THE LAW LIBRARY HAVE COPIES OF THE WAIVER/DEFERRAL FORMS AVAILABLE**