

**INSTRUCTIONS:  
HOW TO SERVE LEGAL PAPERS –  
ACCEPTANCE OF PERSONAL SERVICE**

**GUARDIANSHIP, CONSERVATORSHIP, INFORMAL PROBATE OF ESTATES**

(Person being served cannot sign *“ACCEPTANCE OF SERVICE”* until after you have filed your court papers)

**STEP 1: ASK THE PERSON TO ACCEPT SERVICE OF THE PAPERS:**

**A. IF THE PERSON BEING SERVED GOES WITH YOU TO THE FILING COUNTER:**

- Give the other person his or her set of copies.
- Stay at the counter with that person.
- The person must have a valid picture identification with him or her to sign the original *“ACCEPTANCE OF SERVICE.”* The person must then sign the Acceptance in front of the clerk, which the clerk will notarize (there is usually a small cost to use a Notary Public), **OR**

**B. IF THE PERSON WILL NOT OR CANNOT GO WITH YOU TO FILE PAPERS:**

- Arrange a meeting place and time with the person before a Notary Public. Remind the person being served to bring a valid picture identification with him or her to the Notary Public.
- Give the person his or her set of copies.
- Have the original of the court papers with you in case the person wants you to prove that you have it, **OR**

**C. IF YOU CANNOT GIVE THE PERSON THE PAPERS BY HAND:**

- Mail all the copies to the person with an explanation, such as the form letter attached.
- The person must sign and date the original Acceptance.
- The signature must be witnessed in front of a notary public.
- You should write the date the person signed the Acceptance on your copy.

**NOTE:** If the person does not send back the Acceptance, ask him or her again to send it back. If he or she still does not send it back, **then you have to serve him or her by one of the other processes.**

**STEP 2: FILE THE ACCEPTANCE OF SERVICE AT THE COURT:**

**A. FILING THE PAPERS:**

- Go back to the Clerk of the Court where you filed your original court papers and file the original of the *“ACCEPTANCE OF SERVICE”* signed by the person. The court locations are as follows:

**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

- Give the clerk the originals of the following documents:
  - 1) NOTICE OF HEARING
  - 2) ACCEPTANCE, signed by the person in front of a notary public
  - 3) WAIVER OF NOTICE if person signed one

**DO NOT BRING CHILDREN TO COURT.**

\_\_\_\_\_  
(YOUR NAME)  
\_\_\_\_\_  
(ADDRESS)  
\_\_\_\_\_  
(CITY/STATE/ZIP)  
\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(OTHER PARTY'S NAME)  
\_\_\_\_\_  
(ADDRESS)  
\_\_\_\_\_  
(CITY/STATE/ZIP)

**Re: Acceptance of Court Papers**

Dear \_\_\_\_\_  
(Other Party's Name)

I have filed court papers for (state title of petition or complaint here)\_\_\_\_\_.

Enclosed is a copy of the following court papers for you: (List the names of all of the court papers on the lines below.)  
(WARNING: At the least, documents listed should include Petition on whatever matter is before the court, and Notice of Hearing on the Petition)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

I have also enclosed an **“Acceptance of Service”** form. Sign this form in front of a Notary Public and return it to me in the self-addressed stamped envelope to save me the cost of service of process.

Even if you sign the Acceptance, you still have the right to object to the court case. If you disagree with what is in the Petition, you can file a written objection to the part you disagree about. You can also come to the court hearing and tell the judge what you think about the Petition.

Sincerely,

\_\_\_\_\_  
(YOUR SIGNATURE)

Enclosures