

INSTRUCTIONS: PREPARING FOR THE COURT HEARING

GUARDIANSHIP and/or CONSERVATORSHIP OF AN ADULT

STEP 1: DOCUMENTS TO PREPARE BEFORE THE COURT HEARING:

A. PHYSICIAN REPORT: The petitioner must be sure the physician who was named in the Petition and named in the Order examines the person who allegedly needs a guardian and conservator. The physician must give to the petitioner a written report of the examination. After the petitioner receives the examination report, the petitioner must:

- Make at least 4 copies of this report. (The Petitioner should keep a copy of the report.)
- At least 10 business days before the court hearing, the petitioner must mail or hand-deliver a copy of this physician's written report to:

1) Clerk of the Court (at one of the following locations):

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, AZ 86442
(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

- 2) The attorney for the person you say needs the guardian; AND
- 3) The court investigator.

B. ORDER TO GUARDIANS/CONSERVATORS AND ACKNOWLEDGMENT:

The person who wants to be appointed the guardian and/or conservator must read and sign a document called "***Order To Guardians/Conservators and Acknowledgment.***"

- Petitioner must sign this Order in the acknowledgement section, and make 2 copies of the Order with your signed acknowledgement
- At least 10 business days before the hearing, mail or hand-deliver the original and a copy to the Clerk of the Court at one of the above listed locations.

NOTE: Remember the petitioner should keep one copy of the papers.

C. ORDER OF APPOINTMENT OF PERMANENT GUARDIAN AND/OR CONSERVATOR:

- Complete the caption of this Order. The caption located in the top left-hand corner, includes the name of the person who needs a guardian/conservator, and the case number.
- This is the Order the Judge/Commissioner will sign after the hearing if he or she agrees that a guardian and/or conservator should be appointed. The Judge/Commissioner will fill in the rest of the Order at the hearing.
- At least 10 business days before the hearing, mail or hand-deliver the original and a copy to the Clerk of the Court at one of the above listed locations.

NOTE: Be sure you write the court case number and the hearing date/time/place on the:
"Physician Report,"
"Order to Conservators," AND
"Order of Appointment of Permanent Conservator."

D. OTHER DOCUMENTS FOR THE JUDGE BEFORE THE HEARING:

In addition to the 3 documents listed above, you also need to mail or hand-deliver to the Clerk of the Court the following documents at least 10 business days before the hearing:

- NOTICE OF HEARING (conformed copy);
- PROOF OF NOTICE (conformed copy); and
- WAIVER OF NOTICE (if applicable) – signed by interested person (conformed copy)

STEP 2: DOCUMENTS TO TAKE TO THE COURT HEARING:

A. LETTERS OF APPOINTMENT AND ACCEPTANCE OF LETTERS OF APPOINTMENT: These documents will be filed if the Judge/Commissioner grants the guardianship and conservatorship. Make at least 2 copies of these documents.

- The ORDER OF APPOINTMENT
- The ORDER TO GUARDIANS/CONSERVATORS AND ACKNOWLEDGMENT
- The LETTERS OF APPOINTMENT **and**
- The ACCEPTANCE OF LETTERS OF APPOINTMENT

Be prepared to testify at the court hearing about why you think the conservatorship is needed. Bring any witnesses you think will help with you to testify as well. In addition, bring a copy of everything you filed with the Clerk of the Court.

B. AFTER THE HEARING: After the Judge/Commissioner signs the conservatorship papers, take the original Order to the Clerk of the Court filing counter. Ask the clerk to issue the LETTERS OF APPOINTMENT.

C. OTHER HELP: If you still have questions about this procedure, you can ask a lawyer for legal advice. You can look up a lawyer in the telephone book under “attorneys.” Also, you can go to the website www.azbar.org for a current list of lawyers in your area.