

# INSTRUCTIONS: HOW TO SERVE LEGAL PAPERS BY PUBLICATION

## GUARDIANSHIP AND CONSERVATORSHIP CASES

(Arrange for service **ONLY** after you have filed your papers in court)

**STEP 1: HOW TO PUBLISH:** If you are publishing Notice, you should complete the attached letter, describing the documents that need to be referenced by the newspaper for the publication.

A. **IF YOU ARE PAYING THE COSTS TO PUBLISH, USE ANY PAPER OF GENERAL CIRCULATION**

OR,

B. **IF YOU HAVE A COURT ORDER WAIVING/DEFERRING SERVICE COSTS:** Contact the Superior Court Clerk to find out which paper you will use to publish. You must give the paper a Certified Order Waiving Publication Fee.

**Note:** There are fees for filing petitions, responses, requests, motions, objections, and various forms with the court. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the "Clerk of Superior Court" are acceptable forms of payment. Request a Waiver or Deferral of the filing fees or publication fees at the time you file your papers with the Clerk of the Court. For a list of court fees go to [www.mohavecourts.com](http://www.mohavecourts.com) and click on Clerk's Office / Superior Court Fees.

**STEP 2: WHEN TO FILE:** Wait for the newspaper to send you the original of the document called "**AFFIDAVIT OF PUBLICATION.**" If the newspaper sends you an original, file the original. Otherwise, make sure the original "**AFFIDAVIT OF PUBLICATION**" gets filed with the Probate Clerk.

**STEP 3: GATHER THE PAPERWORK:**

- A. Complete the original of the "**AFFIDAVIT SUPPORTING PUBLICATION**" which is attached.
- B. If the newspaper has not filed the "**AFFIDAVIT OF PUBLICATION,**" make sure it gets filed by using the attached "**AFFIDAVIT OF PUBLICATION FORM.**"
- C. Make a copy for yourself of the "**AFFIDAVIT SUPPORTING PUBLICATION**" and "**AFFIDAVIT OF PUBLICATION.**"

Note that the "**Affidavit Supporting Publication**" and the "**Affidavit of Publication**" are two separate documents.

**STEP 4: FILE THE COURT PAPERS:**

- A. File the original of the "**AFFIDAVIT SUPPORTING PUBLICATION,**" and a copy of the publication(s), and;
- B. File the original "**AFFIDAVIT OF PUBLICATION**" you received from the newspaper unless the newspaper filed it for you. Make sure you bring a copy of *the* "**AFFIDAVIT OF PUBLICATION**" to the hearing.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Address

\_\_\_\_\_, 20\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Newspaper

\_\_\_\_\_  
Address

To Whom It May Concern:

I need to publish notice in the newspaper about the following matter: Court Case No. \_\_\_\_\_  
about the following: (check one box)

- Guardianship and/or Conservatorship matter about (name of person with guardian and/or conservator)  
\_\_\_\_\_, OR
- Estate of \_\_\_\_\_, deceased  
(Print Name)

Enclosed is a copy of the following document stamped by the Clerk of Court (check which box applies):

- "Notice of Hearing" for matter about guardian and/or conservator, OR
- "Notice to Creditors" for probate of an estate, OR
- (If not Will) An Application for Appointment of Personal Representative without a Will, OR
- (If a Will) An application for Informal Probate of a Will and for Appointment of a Personal Representative

Please publish a Notice in your newspaper about this court case once a week for three successive weeks. Also enclosed is (check one box):

- A check or money order in the amount of \$ \_\_\_\_\_ for the cost of the publication as requested.  
OR,
- A certified copy of the Order from the court waiving the publication costs.

When you receive this letter, please call me at \_\_\_\_\_ to tell me when the first publication will occur. When all three weeks of publication have been completed, please file the original and send me one copy of the Affidavit of Publication.

Thank you for your help in this matter.

Yours truly,

\_\_\_\_\_  
Sign your name

Enclosures: