

PROCEDURES: HOW TO SERVE LEGAL PAPERS BY PUBLICATION FOR GUARDIANSHIP/CONSERVATORSHIP AND PROBATE OF ESTATE 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 PUBLICATION COSTS YOU MAY USE any publication of general circulation in Mohave County.

NOTE: There is a filing fee for all Petitions and there are service fees. (Go to www.mohavecourts.az.gov for a list of our current fees) You may request a **WAIVER OR DEFERRAL OF THE FILING FEES** (and the Sheriff's or Publication service fees if you intend to use the Sherriff's Office or publication for service) at the time you file your papers with the Clerk of the Court.

STEP 2 **WHEN TO FILE:**

- **Wait** for the newspaper to send you a copy of the document called **AFFIDAVIT OF PUBLICATION** in about **5 weeks**. If the newspaper sends you an original, file the original. Otherwise, make sure the original **AFFIDAVIT OF PUBLICATION** gets filed with the Clerk's Office.

STEP 3 **GATHER THE PAPERWORK:**

- Complete the original of the **AFFIDAVIT OF CIRCUMSTANCES AND SERVICE BY PUBLICATION** document which is attached.
- If the newspaper has not filed the **AFFIDAVIT OF PUBLICATION**, make sure it gets filed by using the attached **AFFIDAVIT OF PUBLICATION FORM**.
- Make a **copy** for yourself of the **AFFIDAVIT OF CIRCUMSTANCES AND SERVICE BY PUBLICATION** and **AFFIDAVIT OF PUBLICATION**.

STEP 4 **FILE YOUR DOCUMENTS WITH THE COURT:**

- Original of the **AFFIDAVIT OF CIRCUMSTANCES** and **SERVICE BY PUBLICATION** and **copy** of the publication, **AND**

Original of the **AFFIDVIT 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 Your Name _____

Your Address: _____

Date: _____

Name of Newspaper

Address

To Whom It May Concern:

I need to publish notice in the newspaper about the following matter: Probate 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 the Court (check which box applies)

- "Notice of Hearing" for matter about guardian and/or conservator, OR
- "Notice of Creditors" for probate of an estate, OR
- (If no 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 one 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/deferring the publication costs.

When you receive this letter, please contact 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