

# CONSERVATOR'S ACCOUNT FORMS TUTORIAL



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## ABOUT THE CONSERVATOR'S ACCOUNT FORMS TUTORIAL

This tutorial contains valuable information useful to anyone serving as a court-appointed conservator in Arizona. The responsibilities of a conservator include submitting a variety of financial reports known as "Conservator Accounts" to the court as well as a number of other documents and worksheets over the term of the conservatorship.

Review of this material is highly recommended and may be ordered by the judicial officer assigned to your case, but is not part of the mandatory training required to be completed before your Letters of Appointment can be issued by the Clerk of the Court.

**You may access and complete the training free online at:**  
[www.azcourts.gov/probate/Training.aspx](http://www.azcourts.gov/probate/Training.aspx)

If you were specifically ordered to review the *Conservatorship Account Forms Tutorial* by the judicial officer assigned to your case, after you have completed your review you will need to file either the Certificate of Completion available at the end of the online version, or the Declaration of Completion form at the back of this packet.

If you have questions about the conservator account forms, contact the Probate Clerk at 602-506-3668.

# **Conservator's Account Forms Tutorial**

After viewing the contents of this tutorial you will be able to determine:

- Which forms are required of the fiduciary by the courts
- How each form is used to report different financial information
- Where to obtain the forms, and
- How to submit the forms

## **Annual Reporting**

By state statute and Supreme Court rule, a conservator is required to file an annual report to the court that provides an account of the status of the protected person's finances. Until recently, courts across the state have required varying formats for providing this information.

### **Standardized Forms**

In June 2011, the Committee on Improving Judicial Oversight and Processing of Probate Matters recommended standardized conservator account forms to bring uniformity and comparability to judicial oversight of conservatorships.

### **Financial Status**

These standardized forms will give the judge and other interested parties a financial status of the conservatorship; they allow the court to view, in one document, last year's account information, this year's account information and the plan for the coming year.

### **Standardized Forms Start Date**

Starting on September 1, 2012, all new conservatorship cases are required to use the standardized forms. If you are an existing conservator as of September 1, 2012, you should receive an order from the court after you file your next account indicating when you will be required to begin using the standard forms.

**Filing the Form**

The form the conservator needs to file depends on the phase of the conservatorship. The form technically is just a cover sheet providing information such as the case number, the name of the conservator and protected person, and a listing of the specific documents the conservator is required to file which comprises the conservator’s account to the court.

**SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY**

<p>IN THE MATTER OF THE CONSERVATORSHIP FOR</p> <p>_____ ) (Protected Person's Name) )</p> <p><input type="checkbox"/> a Minor    <input type="checkbox"/> an Adult )</p> <p>_____ )</p>	<p>Case No.: PB _____</p> <p><b>SUBMISSION OF AND PETITION FOR APPROVAL OF CONSERVATOR'S FIRST ACCOUNT (FORM 6)</b></p> <p><input type="checkbox"/> with BUDGET <input type="checkbox"/> with Budget Amendment <input type="checkbox"/> with Fee Statement</p> <p>(Assigned to the Honorable: _____ )</p>
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**SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY**

<p>In the Matter of the Conservatorship for</p> <p>_____ ) Name of Protected Person )</p> <p><input type="checkbox"/> Minor (or) <input type="checkbox"/> Adult (or person age 17.5 or older)</p>	<p>Case No. PB _____</p> <p><b>SUBMISSION OF AND PETITION FOR APPROVAL OF CONSERVATOR'S ACCOUNT (FORM 7)</b></p> <p><input type="checkbox"/> with BUDGET <input type="checkbox"/> with BUDGET AMENDMENT <input type="checkbox"/> with Fee Statement</p>
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**SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY**

<p>In the Matter of the Conservatorship for:</p> <p>_____ ) Name of Protected Person )</p> <p><input type="checkbox"/> a Minor <input type="checkbox"/> an Adult</p>	<p>Case No. PB: _____</p> <p><b>SUBMISSION OF AND PETITION FOR APPROVAL OF CONSERVATOR'S FINAL ACCOUNT (Form 8)</b></p> <p><input type="checkbox"/> with Fee Statement</p> <p>Assigned to the Honorable: _____ )</p>
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## Form 5: Conservatorship Estate Budget

Unless the court waives the requirement, every conservator is required to file the Conservatorship Estate Budget, Form 5, at the beginning of their appointment. This first budget covers only the first nine months of the conservatorship. In subsequent accounts, the conservatorship estate budget will include a full 12-month period.

## Form 6: First Conservator's Account

After the completion of the first account reporting period, the conservator will file Form 6, the First Conservator's Account. This account covers the first 9 months of the conservatorship.

## Form 7: Conservator's Account

For the second and subsequent account reporting periods, the conservator will file Form 7, the Conservator's Account. The conservator will continue to use Form 7 until the conservatorship ends.

Form 5: Conservatorship Estate Budget		Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
SCHEDULE 1: Statement of Receipts and Disbursements		Actual Results Prior Period	Budget Period just Ended	Change from Budget	Change as Percent of Budget	Budget Current Year	Budget Change From Actual Results Prior Period	Actual Results Period just Ended	Budget Change From Actual Results Prior Period
1. Start Date of Account Reporting Period: (Example: 07/01)									
2. End Date of Account Reporting Period:									
Receipts (Money Received):									
3. Retirement and Disability Income									
4. Annuities, Structured Settlements, and Trust Income									
5. Wages and Earned Income									
6. Investment and Business Income									
7. Other Receipts (Attach VS-A)									
8. Total Receipts (Add lines 3 through 7)									
Disbursements (Money Spent):									
9. Money Spent for Protected Person:									
10. Total Income included in Receipts (Line 8 minus line 9)									
11. Food, Clothing, and Shelter									
12. Medical Costs									
13. Personal Allowance									
14. Payments on Debt									
15. Discretionary Expenses									
16. Other Disbursements for Protected Person (Add lines 11 through 15)									
17. Total Disbursements for Protected Person (Add lines 11 through 16)									
18. Money Spent for Administrative Fees & Costs:									
19. Fiduciary Fees and Costs									
20. Protected Person's Attorney Fees and Costs									
21. Other Administrative Fees and Costs (Attach VS-A)									
22. Total Administrative Fees and Costs (Add lines 19 through 21)									
23. Total Disbursements (Add lines 17 and 22)									
24. Assets/Liabilities as Disbursements									
25. Total Expenses in Disbursements (Line 23 minus line 24)									
26. Total Surplus/(Total Shortfall) (Line 8 minus line 25)									
27. Net Income/(Net Expenses) (Line 10 minus line 25)									

Form 6: First Conservator's Account		Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
SCHEDULE 1: Statement of Receipts and Disbursements		Actual Results Prior Period	Budget Period just Ended	Change from Budget	Change as Percent of Budget	Budget Current Year	Budget Change From Actual Results Prior Period	Actual Results Period just Ended	Budget Change From Actual Results Prior Period
1. Start Date of Account Reporting Period: (Example: 07/01)									
2. End Date of Account Reporting Period:									
Receipts (Money Received):									
3. Retirement and Disability Income									
4. Annuities, Structured Settlements, and Trust Income									
5. Wages and Earned Income									
6. Investment and Business Income									
7. Other Receipts (Attach VS-A)									
8. Total Receipts (Add lines 3 through 7)									
Disbursements (Money Spent):									
9. Money Spent for Protected Person:									
10. Total Income included in Receipts (Line 8 minus line 9)									
11. Food, Clothing, and Shelter									
12. Medical Costs									
13. Personal Allowance									
14. Payments on Debt									
15. Discretionary Expenses									
16. Other Disbursements for Protected Person (Add lines 11 through 15)									
17. Total Disbursements for Protected Person (Add lines 11 through 16)									
18. Money Spent for Administrative Fees & Costs:									
19. Fiduciary Fees and Costs									
20. Protected Person's Attorney Fees and Costs									
21. Other Administrative Fees and Costs (Attach VS-A)									
22. Total Administrative Fees and Costs (Add lines 19 through 21)									
23. Total Disbursements (Add lines 17 and 22)									
24. Assets/Liabilities as Disbursements									
25. Total Expenses in Disbursements (Line 23 minus line 24)									
26. Total Surplus/(Total Shortfall) (Line 8 minus line 25)									
27. Net Income/(Net Expenses) (Line 10 minus line 25)									

Form 7: Conservator's Account		Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
SCHEDULE 1: Statement of Receipts and Disbursements		Actual Results Prior Period	Budget Period just Ended	Change from Budget	Change as Percent of Budget	Budget Current Year	Budget Change From Actual Results Prior Period	Actual Results Period just Ended	Budget Change From Actual Results Prior Period
1. Start Date of Account Reporting Period: (Example: 07/01)									
2. End Date of Account Reporting Period:									
Receipts (Money Received):									
3. Retirement and Disability Income									
4. Annuities, Structured Settlements, and Trust Income									
5. Wages and Earned Income									
6. Investment and Business Income									
7. Other Receipts (Attach VS-A)									
8. Total Receipts (Add lines 3 through 7)									
Disbursements (Money Spent):									
9. Money Spent for Protected Person:									
10. Total Income included in Receipts (Line 8 minus line 9)									
11. Food, Clothing, and Shelter									
12. Medical Costs									
13. Personal Allowance									
14. Payments on Debt									
15. Discretionary Expenses									
16. Other Disbursements for Protected Person (Add lines 11 through 15)									
17. Total Disbursements for Protected Person (Add lines 11 through 16)									
18. Money Spent for Administrative Fees & Costs:									
19. Fiduciary Fees and Costs									
20. Protected Person's Attorney Fees and Costs									
21. Other Administrative Fees and Costs (Attach VS-A)									
22. Total Administrative Fees and Costs (Add lines 19 through 21)									
23. Total Disbursements (Add lines 17 and 22)									
24. Assets/Liabilities as Disbursements									
25. Total Expenses in Disbursements (Line 23 minus line 24)									
26. Total Surplus/(Total Shortfall) (Line 8 minus line 25)									
27. Net Income/(Net Expenses) (Line 10 minus line 25)									

## Form 8: Final Conservator's Account

When the conservatorship terminates, the conservator will be required to file one last account, known as Form 8, the Final Conservator's Account.

## Form 9: Simplified Conservator's Account

In certain situations, the Court may allow the conservator to use a simplified form, known as Form 9, the Simplified Conservator's Account. This form does not require as much information as the typical conservator's account, and is designed for smaller estates or estates with limited financial transactions.

In the matter of:	Case No.	
<b>Form 9: Simplified Conservator's Account</b> SCHEDULE 1: Statement of Receipts and Disbursements	Column A	Column B
	Past	Present
	Actual Results Prior Period:	Actual Results
	See Prior Period Form 9, Schedule 1, Column B	Period Just Ended:
1 Start Date of Account Reporting Period: (Example: 07/01/2011)		
2 End Date of Account Reporting Period:		
<b>Receipts (Money Received):</b>		
3 Retirement and Disability Income		
4 Annuities, Structured Settlements, and Trust Income		
5 Wages and Earned Income		
6 Investment and Business Income		
7 Other Receipts		
8 Total Receipts (Add lines 3 through 7)	0	0
<b>Disbursements (Money Spent):</b>		
<b>Money Spent for Protected Person:</b>		
9 Food, Clothing, and Shelter		
10 Medical Costs		
11 Personal Allowance		
12 Payments on Debt		
13 Discretionary Expenses		
14 Other Disbursements		
15 Total Disbursements for Protected Person (Add lines 9 through 14)	0	0
<b>Money Spent for Administrative Fees &amp; Costs:</b>		
16 Fiduciary Fees and Costs		
17 Fiduciary's Attorney Fees and Costs		
18 Protected Person's Attorney Fees and Costs		
19 Other Administrative Fees and Costs		
20 Total Administrative Fees and Costs (Add lines 16 through 19)	0	0
21 Total Disbursements (Add lines 15 and 20)	0	0
22 Total Surplus/(Total Shortfall) (Line 8 minus line 21)	0	0

# USING PROBATE FORMS

## Forms and Schedules

Even though the account forms are given a distinct form number, the actual schedules and worksheets the conservator must complete for each account reporting period are essentially the same. The only difference is that certain columns within each schedule may not need to be filled out, depending on which account you are filing with the court. The schedules are formatted so you know which columns you need to complete.

## Supporting Schedules

With each account, you will be required to complete up to three supporting schedules. Each schedule represents different aspects of the conservatorship.

### **Schedule 1: Statement of Receipts and Disbursements**

The first schedule, Schedule 1: Statement of Receipts and Disbursements, summarizes the receipts and disbursements of the conservatorship. With this schedule, you are informing the court what money came into the estate and what money went out during the account reporting period.

### **Schedule 2: Statement of Net Assets & Reconciliation**

The second schedule, Schedule 2: Statement of Net Assets & Reconciliation, provides the court a summary of the value of the estate. For this form you will summarize the information you initially provided in the inventory. In subsequent accounts, you will be required to update certain inventory values.

### **Schedule 3: Statement of Sustainability of Conservatorship**

The last schedule, Schedule 3: Statement of Sustainability of Conservatorship provides information to the court about how long the protected person's estate will last before it runs out of money to support the protected person's needs. In other words, you are indicating to the court whether or not the estate is sufficient to cover the protected person's expenses for the duration of the conservatorship.

## Sustainability

If, after calculating the estimated years of sustainability, you find the protected person's assets do not cover the total cost of care and services, the conservatorship is considered not sustainable. You must report this to the court on Schedule 3, along with your management plan going forward. This management plan must explain how you will protect and preserve the protected person's estate for as long as possible.

## Worksheets

As you complete the schedules, you may have information that does not fit into any of the specified line items. If so, you need to report that information as an “other” item on the schedule. Any time you have to report an “other” item (such as other receipts, other disbursements for the protected person, or other general assets), you must complete a worksheet to list the item(s). For each schedule, there is a separate worksheet to provide this additional information.

### Schedule 1 / Worksheet A

For Schedule 1, you would complete Worksheet A to show supporting detail for any other receipts, other disbursements for the protected person, or other administrative fees and costs.

In the matter of:		Case No.:			
Start Date of Account Reporting Period Just Ended:					
<b>WORKSHEET A</b>  Supporting Detail for Form 7, Schedule 1: Other Receipts; Other Disbursements; Other Administrative Fees and Costs		Category	Column F: Total (For Page)		
		Line 7: Other Receipts	0.00		
		Line 16: Other Disbursements	0.00		
		Line 21: Other Administrative Fees and Costs	0.00		
Other Receipts (Line 7)		Other Disbursements (Line 16)		Other Administrative Fees and Costs (Line 21)	
Description	Column F: Budget Current Year Amount	Description	Column F: Budget Current Year Amount	Description	Column F: Budget Current Year Amount

### Schedule 2 / Worksheet B

For Schedule 2, you would complete Worksheet B if you have other general assets or other money denominated assets to report. You would also use Worksheet B to list any bills and payables more than 30 days old, as well as any other debts owed by the protected person.

In the matter of:		Case No.:					
Start Date of Account Reporting Period Just Ended:							
<b>WORKSHEET B</b>  Supporting Detail for Form 7, Schedule 2: Other General Assets; Other Money-Denominated Assets; Bills and Payables More Than 30 Days Old; Other Debts		Category	Column B: Total (For Page)				
		Line 8: Other General Assets	0				
		Line 13: Other Money-Denominated Assets	0				
		Line 16: Bills and Payables More Than 30 Days Old	0				
		Line 17: Other Debts	0				
Other General Assets (Line 8)		Other Money-Denominated Assets (Line 13)		Bills and Payables More Than 30 Days Old (Line 16)		Other Debts (Line 17)	
Description/ Explanation of Change	Column B: Updated Inventory Value	Description/ Explanation of Change	Column B: Updated Inventory Value	Description/ Explanation of Change	Column B: Updated Inventory Value	Description/ Explanation of Change	Column B: Updated Inventory Value



**Schedule 3 / Worksheet C**

For Schedule 3, you would complete Worksheet C if there are any adjustments to the value of net assets, or adjustments to net income, or expenses that impact the value of the estate going forward. For example, you would enter as a positive value any new and significant assets that you expect to come into the conservatorship in the next account reporting period, such as an inheritance or a personal injury award. You would enter as a negative value any assets that need to be used to satisfy any planned, one-time, significant expense such as a one-time medical cost or a large repair to the protected person’s home.

In the matter of:		Case No.:	
Start Date of Account Reporting Period Just Ended:			
<b>WORKSHEET C</b>			
Supporting Detail for Form 7, Schedule 3:		Category	
Adjustments to Net Assets Available to Conservatorship; Adjustments to Recurring Net Income/(Net Expenses)		Line 3: Adjustments to Net Assets Available to Conservatorship	Column B: Total (For Page) 0
		Line 6: Adjustments to Recurring Net Income/(Net Expenses)	0
*Note: If change is negative, place ( ) around the amount or a minus sign in front of the amount			
Adjustments to Net Assets Available to Conservatorship (Line 3)		Adjustments to Recurring Net Income/(Net Expenses) (Line 6)	
Description/ Explanation of Adjustment	Column B: Updated Sustainability Estimated Adjustment Amount	Description/ Explanation of Adjustment	Column B: Updated Sustainability Estimated Adjustment Amount

# FILING PROCEDURE

## Print or Electronic

### Excel and PDF

- Available to complete by hand  
OR
- Complete electronically
  - Automatically calculates
  - Carries information over

The forms will be available in Excel format and as fillable PDF documents. If you complete the schedules and worksheets electronically, using either format, formulas are included to perform the required calculations and to automatically enter some information. If you do not complete the forms electronically, you can print either the Excel version or PDF version to complete the form by hand.

### Review Your Work

After you have completed the required schedules and worksheets, review all the documentation to ensure you have not left out any information. Remember, if you do not have any information to report in a certain category, enter a 0 on that line.

### Sign the Conservator Certification Page

Once you have double checked your documentation, complete the form cover sheet and sign the conservator's certification at the bottom of the coversheet page. By signing the certification, you are acknowledging to the court that you have read and reviewed the accompanying schedules, worksheets and any other supporting details you are providing, and that you have a good faith belief the information is true, accurate and complete to the best of your knowledge.

Transaction Log, detailing all financial transactions during the current reporting period

**CONSERVATOR'S CERTIFICATION**

I, the undersigned, acknowledge that I have read and reviewed this form, accompanying schedules and attached supplements, and after reasonable inquiry have a good faith belief that the information in this report is true, accurate and complete to the best of my knowledge and belief.

*Jane Doe*  
\_\_\_\_\_  
<< Conservator Name >>

*1/31/2012*  
\_\_\_\_\_  
<< Date >>





**Statement of Asset Distribution**

When you file your final account, Form 8, you will need to file a Statement of Asset Distribution.

In the matter of: _____	Case No. _____																																					
<p><b>Statement of Asset Distribution</b> (Use additional sheets if necessary)</p> <p>End Date of Account Reporting Period: _____</p> <p><b>CHECKING ACCOUNTS, SAVINGS ACCOUNTS, MONEY MARKET ACCOUNTS</b> Include both Restricted and Unrestricted Bank Accounts</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name of Bank</th> <th style="width: 15%;">Account Number</th> <th style="width: 15%;">Value</th> <th style="width: 55%;">Who Received Asset and Why</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><b>STOCKS, BONDS, MUTUAL FUNDS AND OTHER INVESTMENTS</b> Include Other Money-Denominated Assets, and Tax Deferred Assets</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Company Name</th> <th style="width: 20%;">Actual Value</th> <th style="width: 50%;">Who Received Asset and Why</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		Name of Bank	Account Number	Value	Who Received Asset and Why																									Company Name	Actual Value	Who Received Asset and Why						
Name of Bank	Account Number	Value	Who Received Asset and Why																																			
Company Name	Actual Value	Who Received Asset and Why																																				

**Transaction Log**

Once the court issues your letters of conservatorship you should begin recording receipts and disbursements (income and spending). A good practice for doing this is to use a Transaction Log. Additionally, a new transaction log should be started for each account reporting period the day following the prior account reporting’s closing. This will also make completing Schedule 1 much easier if you already have the transaction information documented. The form and format shown below is optional. A report printed from financial software or even a legible copy of a detailed check register that provides the same information may also be acceptable.

In the matter of: \_\_\_\_\_ Case No. \_\_\_\_\_

**Transaction Log**  
(Use additional sheets if necessary)

End Date of Account Reporting Period: \_\_\_\_\_

Transaction Category	Date	Account No. (include last 4 digits of account number)	Transaction Type	Check number	Payer/Payee	Purpose/Description	Income Amount	Expense Amount

### Filing an Amended Budget

There may also be occasions when you will have to file an amended budget. The Rules of Probate Procedure require that a conservator file an amended budget within 30 days of projecting that any expense for any budget category will exceed 10 percent or \$2,000 of the original budgeted amount, whichever is greater.

In the matter of: _____		Case No: _____	
Date of Amended Budget: _____			
AMENDED BUDGET  <i>*Complete Only if Necessary</i>	Column A	Column B	Column C
	Previously Filed Budget (Schedule 1, Column F OR Prior Amended Budget, Column B)	Amended Budget	Explanation of Change
	Current Year		
1 Start Date of Account Period (See SCHEDULE 1, Column F, Line 1):			
2 End Date of Account Period (See SCHEDULE 1 Column F, Line 2):			
<b>Receipts (Money Received):</b>			
3 Retirement and Disability Income			
4 Annuities, Structured Settlements, and Trust Income			
5 Wages and Earned Income			
6 Investment and Business Income			
7 Other Receipts (Attach WS A)			0.00
8 Total Receipts (Add lines 3 through 7)	0.00	0.00	
9 Assets/Liabilities as Receipts			
10 Total Income Included in Receipts (Line 8 minus line 9)	0.00	0.00	
<b>Disbursements (Money Spent):</b>			
Money Spent for Protected Person: _____			

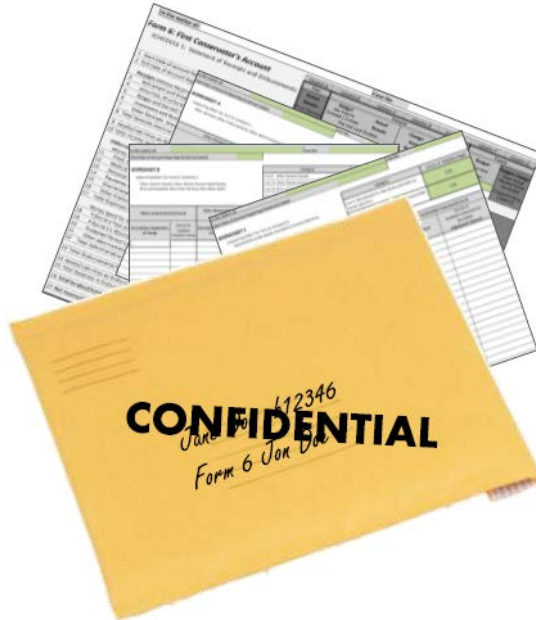
While these documents are required to be filed with the court, their format is not mandated. However, for your convenience there are optional forms provided for these reports on the Judicial Branch website at [www.azcourts.gov/probate](http://www.azcourts.gov/probate).

## Important Reminders

Here are some good practices to keep in mind during your Conservatorship.

**Keep Your Records** - As conservator, you must maintain accurate and complete records of the financial activity for the protected person. It is important to save copies of all the forms, schedules and other required documentation you file with the court. You may need to refer to this information later if the court has a question about the information you provided, and you will need to use most of the information again in future accounts.

**Remember Confidentiality.** Except for the form coversheet, please remember that all other account documentation is considered confidential and not available for public inspection. When filing confidential documents, place the original document in an envelope that bears the case name and number, the name of the document being filed, the name of the party filing the document, and the label **"Confidential Document."**



**Refer to Instructions** - If this is your first time serving as a conservator, we understand there is a lot of information you have to familiarize yourself with. Remember to refer to your instructions when completing the account forms. You may also find it helpful to review the definitions contained in the first section of your instruction booklet.

## Probate Website

In addition to the instructions on the probate website at [www.azcourts.gov/probate](http://www.azcourts.gov/probate), you will find additional useful information to assist you in learning more about your role and responsibilities as conservator. From this site you can select the specific form you need to complete, along with the instructions associated with that particular form.

**Thank you for viewing this information. The welfare of the protected person is of utmost importance to the court. Please remember to view the page on the Judicial Branch website devoted to Probate for additional information and resources.**

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_  
Licensed Fiduciary Number: \_\_\_\_\_



FOR CLERK'S USE ONLY

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

In the Matter of the Estate of:

Case Number PB: \_\_\_\_\_

\_\_\_\_\_ A  Deceased or  Protected Person

### DECLARATION OF COMPLETION OF TRAINING for NON-LICENSED FIDUCIARIES

**Rule 27.1 of the Arizona Rules of Probate Procedure** requires that a person to be appointed guardian, conservator, or personal representative of an estate, who is neither a state-licensed fiduciary nor a corporation, complete a training program approved by the Supreme Court of this state before permanent **Letters of Appointment** are issued, or within 30 days of a temporary or emergency appointment.

### UNDER PENALTY OF PERJURY

I state to the Court that in accord with Rule 27.1 of the Arizona Rules of Probate Procedure, I have completed the required training for non-licensed, non-corporate fiduciaries, as indicated below: (Check all that apply and provide applicable information.)

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> Unlicensed Fiduciary    | Date completed: _____ |
| <input type="checkbox"/> Conservatorship         | Date completed: _____ |
| <input type="checkbox"/> Personal Representative | Date completed: _____ |
| <input type="checkbox"/> Guardianship            | Date completed: _____ |

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**INSTRUCTIONS:** Fill out this Declaration completely and provide accurate information. Make at least one copy. You will need to file the original with the Clerk of Court and provide a copy to the Probate Registrar before receiving any *permanent* letters of appointment.