GUARDIANSHIP and/or CONSERVATORSHIP

Temporary Orders for Adult

Temporary emergency appointment of guardian and/or conservator for an adult

You may use this packet if the following factors apply to your situation:

- ✓ You want the Court to appoint a guardian and/or conservator for an adult and:
 - You only need the guardianship and/or conservatorship for six months or less (a temporary appointment); and/or
 - You need the guardianship and/or conservatorship to be in place sooner than 60 90 days (an emergency temporary appointment).
- ✓ The person(s) needing the guardian and/or conservator lives or owns property in Maricopa County.
 - * If the need for the guardianship and/or conservatorship will continue for more than six (6) months, you will need to petition for a "permanent" appointment(s).

READ ME: Consulting a lawyer before filing documents with the Court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks can be found on the Law Library Resource Center website.

Temporary appointment of a guardian and/or conservator for an adult

This packet contains court forms and instructions to file temporary orders. Items in BOLD are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

Order	File	Title	#
	Number		pages
1	PBGCT1k	Checklist: You may use these forms if	1
2	PBGCT1t	Table of Contents (this page)	1
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The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

Procedures to request appointment of temporary guardian and/or conservator for an adult

- STEP 1: Decide whether your case needs a temporary appointment. Typically, a guardianship or conservatorship petition will be resolved within 60 90 days. It is possible to get a hearing sooner, but it will require additional work on your part. A temporary appointment may be appropriate if:
 - You only need the guardianship and/or conservatorship for six months or less (a temporary appointment); and/or
 - You need the guardianship and/or conservatorship to be in place sooner than 60 90 days (an emergency temporary appointment).

<u>Note:</u> If you apply for a temporary guardianship and/or conservatorship, there will be separate hearings for the temporary petition and the permanent petition. You will need to attend both hearings. Except in very rare cases involving immediate and irreparable injury, loss, or damage, you will need to provide notice to the person you believe needs the guardian or conservator, and to any other interested party for both hearings.

STEP 2: Complete the forms in this packet in <u>black ink</u>.

- If no case yet exists for the person who may need a guardian and/or conservator, leave the case number blank. The Clerk will assign a case number.
- If a case already exists, be sure to use the case number assigned.

<u>Note:</u> If you have not completed the Training Requirements for Non-Licensed Fiduciaries or do not have a Health Professional's Report at the time of filing, see Step 5 below.

STEP 3: Make a complete set of <u>copies</u> of everything you will file in this case for:

- Yourself
- The Subject Person who may need guardianship or conservatorship
- Any other person entitled to notice

STEP 4: Take the originals and all sets of copies to the Clerk of Superior Court for filing.

- File your documents and pay any required fees.
 - A list of current fees is available from the Law Library Resource Center and from the Clerk of Superior Court website.
 - o If the Subject Person cannot afford the required fees, you may request a

- waiver or deferral (payment plan) when you file your papers with the Clerk of Superior Court. Waiver/Deferral Applications are available from the Law Library Resource Center.
- If the Court grants your petition for the appointment of a guardian and/or conservator, you may request that the Subject Person reimburse you or the Court refund the fees.
- Be sure to get your copies back after the Clerk stamps them with the case number.
- You may file at any of the following Superior Court locations in Maricopa County:

Downtown Phoenix:	Downtown Phoenix:
Old Courthouse Filing Counter	Central Court Building
125 W. Washington, 1st floor	201 West Jefferson, 1st floor
Phoenix, AZ 85003	Phoenix, AZ 85003
Northeast Phoenix:	Surprise:
Northeast Regional Court Facility	Northwest Regional Court Facility
18380 North 40th Street	14264 West Tierra Buena Lane
Phoenix, AZ 85032	Surprise, AZ 85374
Mesa:	
Southeast Court Facility	
222 East Javelina Avenue, 1st floor	
Mesa, AZ 85210	

Reminder: Confidential documents require special treatment. See Special Handling for Confidential Documents included in this packet.

STEP 5. Drop off a copy of your filed petition to get a hearing date and time.

After filing an Emergency or Temporary Petition, you must provide a copy to one of the locations listed below. You should receive a phone call and/or email from the assigned division within the same day. If your petition is received after 4:30 PM, you will be contacted by the division the following business day.

Downtown Phoenix:	Mesa:
Old Courthouse	Southeast Court Facility
Probate Administration Window	Family Administration 1st floor, Suite 1300
125 W. Washington, 1st floor	222 East Javelina Avenue,
Phoenix, AZ 85003	Mesa, AZ 85210
Northeast Phoenix:	Surprise:
Northeast Regional Court Facility	Northwest Regional Court Facility
Family Administration Window	Family Administration Window
18380 North 40th Street	14264 West Tierra Buena Lane
Phoenix, AZ 85032	Surprise, AZ 85374

- STEP 6. If you have not completed the Training or do not have a Health Professional's Report at the time of filing:
 - You must complete the required training before your appointment as guardian and/or conservator is effective.
 - You can find the court training at: https://www.azcourts.gov/probate/Training/Non-Licensed-Fiduciaries-Training
 - Every person must complete this training: "Overview Serving as a Non-Licensed Fiduciary"
 - Every person must also complete the appropriate training for the role(s) they are seeking:
 - "Guardianship Training Module" (Guardians)
 - "Conservatorship Training Module" (Conservators)
 - o Once complete, you must file the Declaration of Completion of Training for Non-Licensed Fiduciaries. (See filing locations in Step 4.)
 - You must obtain a Health Professional's Report and <u>at least 5 days before your</u> hearing date:
 - o File it with the Clerk of Superior Court (See filing locations in Step 4.)
 - Provide a copy to the attorney for the Subject Person.
 Note: If this is not done, the Court may not be able to move forward with your Petition.
- STEP 7: You must provide notice to all persons entitled to notice.

 To do this, refer to Packet 2: Service and Notice of the Court Hearing.
- STEP 8: Attend the hearing. As petitioner, you <u>must</u> participate in the initial hearing.
 - After the temporary hearing, if you are appointed, identify the Letters of Appointment that match the judge's order:
 - Letters of Appointment as Temporary <u>Guardian</u> and Acceptance of Temporary Appointment.
 - Letters of Appointment as Temporary <u>Conservator</u> and Acceptance of Temporary Appointment.
 - Letters of Appointment as Temporary <u>Guardian and Conservator</u> and Acceptance of Temporary Appointment.
 - Bring a blank copy of your Letters of Temporary Appointment to the Clerk of Superior Court at one of the locations listed in Step 4, above, the day after the temporary hearing.
 - Once the Clerk issues the Letters, the Temporary Guardianship is effective.
 - Ask the Clerk for a certified copy of the Letters. You will need a certified copy to show you are the official person appointed by the Court.

STEP 9: If you are also seeking a Permanent Guardianship and/or Conservatorship, move on to Step 2 of the permanent process at the appropriate link below.

- If you are seeking a Guardianship, visit here:
 - o https://superiorcourt.maricopa.gov/llrc/prob group 2/
- If you are seeking a Conservatorship, visit here:
 - o https://superiorcourt.maricopa.gov/llrc/prob group 3/
- If you are seeking both Guardianship and Conservatorship, visit here:
 - o https://superiorcourt.maricopa.gov/llrc/prob group 1/

Special handling for confidential documents*

Each "confidential document" and each copy of the confidential document must be submitted to the Clerk of Superior Court in its own, *un*-sealed (9"x12") envelope.* The following documents are considered to be "confidential:"

- Probate Information Form
- Medical Reports and Records
- Budgets
- Inventories and Appraisements
- Accountings
- Credit Reports
- Any other document ordered by the court to be "Confidential"

*A <u>separate</u> envelope is required for *each* confidential document, as well as each copy of the confidential document. The following information must appear on the outside of each envelope:

- 1. Case name and number ("In the Matter of xxxxx" and "PB 202X-xxxxxx"),
- 2. Name of the document ("Annual Accounting," "Annual Report," "Medical Records," etc.)
- 3. Name of the party filing the document, and
- 4. The words "Confidential Document"

"Confidential Information" in *Non*-Confidential Documents*

Documents not labeled and submitted as "Confidential" must not contain "confidential information." "Confidential information" is any of the following:*

- The Social Security Number of a living person
- Any financial account number (including those for credit card, bank, and brokerage accounts; insurance policies and annuity contracts; and pension, profit-sharing, or retirement accounts) unless only the last 4 digits are displayed
- Any other information determined by the court to be "Confidential"

On its own, or on the request of any party, the court may order that:

- 1. A document containing confidential information be filed as "a confidential document," or
- 2. Confidential information contained in a non-confidential document be *redacted* (covered up or hidden).

Filing confidential information in a non-confidential document is prohibited. The court may impose appropriate sanctions on a person who violates the confidentiality rules.

*Rule 8, Arizona Rules of Probate Procedure

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

FOR CLERK'S USE ONLY

PROBATE COVER SHEET

Cas	se Number:
A person needing a guardian or conservator i	is the "ward." A person who died is the "decedent."
Name(s) of the Ward(s), Decedent(s), Trust(s	s), or Individual(s):
1	
2	
3	
4	
Information About Petitioner's Attorney:	Petitioner is not represented by an attorney, or
Name:	BAR #:
Telephone:	Email:
An Interpreter is needed for this language (List Name(s) of) Person(s) who need interpreter in the language (List Name(s) of) Person(s) who need interpreter is needed for this language (List Name(s) of) Person(s) who need interpreter is needed for this language (List Name(s) of) Person(s) who need interpreter is needed for this language (List Name(s) of) Person(s) who need interpreter is needed for this language (List Name(s) of) Person(s) who need interpreter is needed for this language (List Name(s) of) Person(s) who need interpreter is needed for this language (List Name(s) of) Person(s) who need interpreter is needed for this language (List Name(s) of) Person(s) who need interpreter is needed for this language (List Name(s) of) Person(s) who need interpreter is needed for this language (List Name(s) of) Person(s) who need interpreter is needed for this language (List Name(s) of) Person(s) who need interpreter is needed for this language (List Name(s) of) Person(s) who need interpreter is needed for this language (List Name(s) of) Person(s) who need interpreter is needed for this language (List Name(s) of) Person(s) who need interpreter is needed for this language (List Name(s) of) Person (List Name	e: reter:
Name:	
Name:	
NT	

STAFF USE ONLY: REASON FEES NOT P Waived	AID: Government Charge Deferred
NATURE OF ACTION: Place an "X" next to monly one.	umber which describes the nature of the case. Check
 200 ESTATE 201 Formal Appointment of Personal Representative 	220 CONSERVATOR 221 Minor 222 Adult Incapacitated Person
202 Informal Appointment of Personal	230 GUARDIANSHIP
Representative	231 Minor
203 Ancillary Administration	232 Adult (including those with Dementia, Alzheimer's)
204 Affidavit of Succession to Realty	233 Adult Requiring Inpatient Psychiatric Treatment
205 Trust Administration	240 GUARDIANSHIP-CONSERVATOR COMBINATION
206 Formal Probate of Will	241 Minor
207 Informal Probate of Will	242 Adult (including those with Dementia Alzheimer's)
208 Proof of Authority	243 Adult Requiring Inpatient Psychiatric Treatment
210 Other	·
Specify	
211 Single Transaction/Limited Conserv	atorship
213 Request for Death Certificate	
Today's Date:	
	Signature of Petitioner or Petitioner's Attorney
*	If there is already a (Maricopa County) Probate Court

Case Number:

this form.

Person Filing:	
Address (if not protected):	
City, State, Zip Code:	
Telephone:	
Email Address:	
Lawyer's Bar Number:	FOR CLERK'S USE ONLY
Licensed Fiduciary Number:	FOR CLERK 3 USE ONE I
Representing Self, without a Lawyer or Attorney for	
SUPERIOR COURT OF ARIZON MARICOPA COUNTY	NA
In the Matter of: Case Numb	er:
Ward/Protected Person's name GUARDIA (A Confiden	INFORMATION FORM for NSHIP/CONSERVATORSHIP ntial Document) I (Check this box if this is an
updated UNISTRUCTIONS.	form)
INSTRUCTIONS:	
1. Complete this form to the best of your knowledge and ability or Petition.	and then file it with your Application
2. If you later learn of additional information that you omitted or in this form is incorrect, you must file an updated Probate In	·
3. Items designated with an asterisk (*) constitute "contact i changes, you must file a Notice of Change of Contact Inform	

4.

you are <u>not</u> required to provide anyone with this form other than the court.

This form is filed as a confidential document, so it is <u>not</u> available to the general public. In addition,

	Case No.	
A.	INFORMATION ABOUT THE NOMINATED GUARDIAN (if applicable): Name:	
	Is this person or entity an Arizona Licensed Fiduciary? Yes No	
	If Yes, write that person or entity's Licensed Fiduciary Number on the line below:	
	Mailing Address:*	
	Physical Address:*	
	Work Phone Number:*	
	Email Address:*	
	e nominated guardian is an Arizona Licensed Fiduciary or a Financial Institution (for example, a barrust company), proceed to section B below. Otherwise, complete the remainder of section A.	ık
	Home Phone Number:*	
	Mobile Phone Number:*	
	Race:	
	Eye Color:	
	Language(s) person speaks:	
B.	INFORMATION ABOUT THE NOMINATED CONSERVATOR (If not the nominated guardian): Name:	
	Is this person or entity an Arizona Licensed Fiduciary? Yes No	
	If Yes, write that person or entity's Licensed Fiduciary Number on the line below:	
	Mailing Address:*	
	Physical Address:*	
	Work Phone Number:*	
	Email Address:*	
If th	e nominated conservator is an Arizona Licensed Fiduciary or a Financial Institution (for example	, a
banl	k or trust company), proceed to section C below. Otherwise, complete the remainder of section B	
	Home Phone Number:*	
	Mobile Phone Number:*	
	Date of Birth: Social Security Number:	

	Race:	Height:	Weight:		
	Eye Color:	Hair Color:	Sex:		
	Language(s) person speal	ks:			
C.	INFORMATION ABOUT THE	PETITIONER (If not the	nominated guardian and/or		
	conservator):	· ·	C		
	Name:				
	Mailing Address:*				
	Physical Address:*				
	Work Phone Number:*				
	Email Address:*				
	Language(s) person speaks:				
	INFORMATION ABOUT THE	CO-PETITIONER (If app	licable):		
	Name:				
	Mailing Address:*				
	Physical Address:*				
	Work Phone Number:*				
	Email Address:*				
	Language(s) person speaks:				
D.	INFORMATION ABOUT THE CONSERVATOR: Name:		A GUARDIAN AND/OR		
	Mailing Address:*				
	Physical Address:*				
	Work Phone Number:* _				
	Email Address:*				
	Home Phone Number:* _				
			Number:		
	Race:	Height:	Weight:		
		Hair Color:	_		

		barriers:
		day-Friday, 8:00 am. to 5:00 pm.) the Subject Person
Under penalt	y of perjury, I,	
		(print name)
do hereby sw belief.	year that the foregoing information	is true and correct to the best of my knowledge and
Date		Signature

Person Filing:		
Address (if not protected):		
City, State, Zip Code:		
Telephone:		
Email Address:		
Lawyer's Bar Number:		For Clerk's Use Only
Licensed Fiduciary Number:		Tor civil a coo ciny
Representing Self, without a L	Lawyer or Attorney for	
SU	PERIOR COURT OF ARIZONA IN MARICOPA COUNTY	
In the Matter of Guardianship and/or Conservators Subject Person, an adult	ship of: PETITION FOR A TEMPORARY/PE Check one: GUARDIAN for CONSERVATO GUARDIAN an Adult Check only if appli Emergency with Temporary Requirements	or an Adult OR for an Adult nd CONSERVATOR for an
Where applicable, the use of "I" of	not necessary.) or "Petitioner" includes both the Pe	etitioner and Co-Petitioner.
I. REQUIRED INFORMATION A. Information about the Subj		
☐ TRUE ☐ FALSE	The Subject Person lives in Mari physically present in Maricopa C property that is located, in Maric	County, Arizona; and/or owns
Name of Subject Person:_		
Address of Subject Person	<u>:</u>	

		Case No
В.	Inf	Formation about the Petitioner (person filing this Petition):
	1.	(My) Name:
		Address:
		Relationship to the Subject Person:
	2.	Co-Petitioner Name (if any):
		Address:
		Relationship to the Subject Person:
C.		m nominating the following person(s) to be appointed guardian(s) and/or conservator(s) ark all that apply):
		Myself My Co-Petitioner The following person(s):
		1. Proposed Guardian/Conservator:
		Address:
		Relationship to the Subject Person:
		2. Proposed co-Guardian/co-Conservator (if any):
		Address:
		Relationship to the Subject Person:
D.		fority for appointment. The proposed guardian and/or conservator named above has ority for appointment because they (check all applicable boxes):
		already are a guardian, conservator, or similar fiduciary for the Subject Person and were appointed or recognized by the appropriate court of any jurisdiction in which the Subject Person resides; OR already are a conservator, guardian of property, or other similar fiduciary appointed or recognized by the appropriate court of any other jurisdiction in which the Subject Person resides;

	Case No.
	were selected by the Subject Person to be the guardian; OR are nominated by the Subject Person, and the Subject Person is at least 14 years of age and has sufficient mental capacity to make an intelligent choice;
	were nominated to serve as guardian or conservator in the Subject Person's most recent durable power of attorney or health care power of attorney;
	are the spouse of the Subject Person;
	are an adult child of the Subject Person;
	are a parent of the Subject Person, or were nominated in a will or writing signed by a deceased parent of the Subject Person; OR are a parent of the Subject Person, or a person nominated by the will of a deceased parent;
	are a relative of the Subject Person and have lived with the Subject Person for more than 6 months before filing this petition; OR are a relative of the Subject Person with whom the Subject Person has resided for more than 6 months before the filing of this Petition;
	were chosen by someone who is caring for, or paying benefits to, the Subject Person; OR: are the nominee of a person who is caring for or paying benefits to the Subject Person;
	are the Arizona Department of Veterans' Services, and the Subject Person is a veteran;
	are a licensed private fiduciary;
	are a licensed public fiduciary; or
	Other (explain):
E.	Reasons this Court should choose the person(s) you name as the guardian(s) and/or conservator(s): (Explain)
F.	If you are requesting more than one person to act as guardian, do you want each to have:
	independent authority (may act on their own, except in end-of-life decisions)

Case No.	
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- G. Information about other court or agency involvement:
 - 1. Other court cases (Mark the box beside the statements below that are true.) a. Divorce, legal separation, or paternity cases: There are no divorce, legal separation, or paternity cases involving the Subject Person. Yes, a court order exists for a divorce, legal separation, or paternity case involving the Subject Person. Case Name: Case Number: _____ Court location: _____ The above case ordered legal decision-making authority or parenting time for the Subject Person. I attached a copy of the most recent court order regarding legal decisionmaking or parenting time from the divorce, legal separation, or paternity case mentioned above. b. Other guardianship or conservatorship cases: No guardian or conservator was appointed by court order in any other court, and no guardianship and/or conservatorship court proceedings are pending for such appointment. OR Someone was appointed guardian and/or conservator, or guardianship and/or conservatorship court proceedings are pending. (If "yes," provide details below.) Name: Address: Relationship to the Subject Person is: Was appointed guardian conservator for the Subject Person: Name of court: Located in (city and state): Date appointed: Case Number:

		· · · · · · · · · · · · · · · · · · ·
	2. Agency involvement (mark the statements below that are t	rue.):
	A state or local agency <u>is not</u> or <u>has not</u> been involved or <u>Person</u> .	or concerned with the Subject
	OR	
	or concerned with the Subject	
	The following state or local agency has a case with o Person: (mark the box beside the agency involved involvement)	•
		Date of Involvement
	Adult Protective Services	
	Department of Child Safety	
	Division of Developmental Disabilities	
	Police	
	Other Agency:	
Н.	. Information about nearest relative (Check the appropriate box The nearest known relative is the Petitioner the Co-P person: Name:	Petitioner or the following
	Address:	
	Relationship to the Subject Person is:	
I.	Persons entitled to notice:	
	1. Information about persons entitled to notice of this matt whom I will give notice of this case (see instructions):	ter under Arizona law, and to
	a. Name/Relationship to Subject Person:Address:	
	b. Name/Relationship to Subject Person:	
	Address:	
	c. Name/Relationship to Subject Person:	
	Address:	

I.

	Case No	
	d. Name/Relationship to Subject Person:	
	Address:	
	Additional persons (or agencies) are listed on an attachment.	
J.	Information about the Subject Person's powers of attorney or trust interest:	
	1. Did the Subject Person sign a power of attorney? Yes No	
	If "Yes," attach a copy of all signed powers of attorney.	
	I attached copies of all signed powers of attorney.	
	Does any power of attorney nominate someone to be a guardian or conservator?	
	Yes No	
	2. Is the Subject Person named as a beneficiary in a trust? Yes No	
	If "Yes," provide: Name of the trust:	
	Trustee of the trust:	
K.	Appointment of a health professional:	
Guardianship proceedings require a Health Professional's Report that addresses cap		
	Please use the Court's Health Professional's Report form. The Health Professional's Report	
	<u>must</u> be filed with the Court <u>before</u> the hearing as a confidential document.	
	Note: Confidential information requires special handling when submitted.	
	Please read the instructions "Special Handling for Confidential Documents"	
	(PB13h) to do this correctly.	
	The Subject Person will be examined by the following health professional:	
	Name:	
	Address:	
	Telephone Number: Email:	
	Health Professional Title: Physician	
	Registered Nurse	
	Nurse Practitioner	
	Psychologist **	
	Psychiatrist **	

** Note: If requesting inpatient mental health care authority, the Report must be provided from a psychologist or psychiatrist.

		Case No
	L.	Are you filing a Health Professional's Report with this Petition? Yes No If "No," explain why not:
II.		GUARDIANSHIP.
		Are you seeking appointment of a guardian?
		Yes No (If "Yes," complete this section. If "No," skip to Section III.)
	A.	Reasons for guardianship: The Subject Person needs a guardian because they are an incapacitated person as defined by Arizona Law. The appointment of a guardian is necessary to provide for their demonstrated needs, and those needs cannot be met by less restrictive means, including the use of appropriate technological assistance.
		The Subject Person lacks sufficient understanding to make or communicate responsible decisions about themselves because of (check all that apply):
		Mental illness, mental deficiency, or mental disorder Physical illness or disability Chronic use of drugs Chronic intoxication Other (explain):
		Authority granted to a guardian may include the authority to withhold or withdraw life
		sustaining treatment, including artificial food and fluid.
	В.	Type of guardianship requested – General or Limited: (Choose <u>Only One</u>)
		1. General guardianship is requested.
		I have considered less restrictive alternatives to a general guardianship, including technological assistance and a limited guardianship. However, a general guardianship is necessary to adequately protect and provide for the Subject Persons's care because:

	Case No
2.	Limited guardianship is requested.
	The Subject Person should retain the ability to: (check all that apply.)
	Consent to medical treatment Consent to outpatient mental health care and treatment Consent to make living arrangements Arrange education or training Consent to marriage Apply for public assistance or social services Other:
C. Addit	ional questions regarding guardianship:
a.	Voting rights (Choose one): Should the Court allow the Subject Person to retain the right to vote? No. I intend to prove by clear and convincing evidence the Subject Person cannot express his or her preference on a ballot. OR
	Yes, I am asking the Court to retain the Subject Person's voting rights.
b.	Inpatient mental health treatment authority (Choose one):
	Are you seeking the authority to place the Subject Person in an inpatient psychiatric facility for mental health care and treatment?
	 Yes, and I will present a Health Professional's Report completed by a psychologist or psychiatrist that supports this request. OR No
c.	Driving privileges (Choose one):
	Should the Court allow the Subject Person to obtain or retain a driver's license?
	No. The Subject Person's incapacity prevents or interferes with the safe operation of a motor vehicle. OR
	Yes, and I will present medical or other evidence that supports this request.

	Case No.
III.	CONSERVATORSHIP.
	Are you seeking appointment of a conservator?
	Yes No (If "Yes," complete this section. If "No," skip this section.)
A	. Reasons for conservatorship: The Subject Person needs a conservator or other protective order for the following reasons: (you must complete <u>both</u> 1 and 2 below):
	1. The Subject Person is unable to manage that person's property and affairs effectively for
	the following reason(s) (Check all that apply):
	Mental illness, mental deficiency, or mental disorder
	Physical illness or disability
	Chronic intoxication
	Chronic use of drugs
	Confinement
	Disappearance
	Detention by a foreign power
	AND
	2. Check at least one of the following, as applicable:
	☐ The Subject Person has property that requires management and/or protection.
	☐ The Subject Person needs assistance obtaining benefits other than Social Security.
	☐ The Subject Person, or someone entitled to their support, needs assistance obtaining
	funds for ongoing support, care, and welfare.
	☐ The Subject Person needs to pursue or defend litigation.
	☐ The Subject Person had a Conservator as a minor and also needs one as an adult. The
	Conservator was appointed in:
	Case Name:
	Case Number:
	Court location:
	Other:

			Case	e No	
В.		roperty and income of the Subject Perso add additional pages as needed)	n requiring protec	tion:	
	 Subject Person's Property. Property includes real estate, bank account accounts, stocks, bonds, mutual funds, retirement accounts such as 401(plans and individual retirement accounts, vehicles, whole life insurance, items of significant value. The Subject Person owns the following property: 				unts such as 401(k) and 403(b
		Description		Approximate Value	
	2. <u>Subject Person's Income</u> . Income includes social security, pension income payments, interest, required minimum distributions, rental income, and divides The Subject Person receives the following income:				
		Description	Amount	Frequency	
				(monthly or annually	

nation).
ause: (Explain)
nths. This temporary cause: (Explain)
oss, or damage, the by to attend.
gency appointment
vill take place if the

	Case No
2.	Explain what efforts you have made to tell the Subject Person about your request OR
	why you should not be required to tell them:
	
	· · · · · · · · · · · · · · · · · · ·
3.	My attorney or I will give notice of the petition, the order, and all supporting documentation to the Subject Person by personal service within the time period ordered by the Court but not more than seventy-two hours following entry of the order of appointment.
	e you requesting only a temporary appointment for a guardian and/or conservator?
	Yes No
	If "Yes," you <u>must</u> explain why a permanent guardian and/or conservator is not necessary:

	Case No	
Section V.		
Based on the above information, Petitioner(s) request(s) the Court grant this Petition.		
This signature page belongs to the form titled Petit and cannot be used with any other documents.	tion for Appointment of Temporary/Permanent	
OATH OR AFFIRMATION AND VERIFICATION	ON	
I swear or affirm that the information on this docu	ment is true and correct under penalty of perjury.	
Petitioner Signature	Co-Petitioner Signature	
Petitioner Name	Co-Petitioner Name	
STATE OF	STATE OF	
COUNTY OF	COUNTY OF	
Subscribed and sworn to or affirmed before	Subscribed and sworn to or affirmed before	
me this: (date) by	me this: (date) by	
<u> </u>	·	
(Notary Seal)	(Notary Seal)	

Deputy Clerk of Superior Court or Notary Public

Deputy Clerk of Superior Court or Notary Public

Person Filing:	
Address (if not protected):	
City, State, Zip Code:	
Telephone:	
Email Address:	
Lawyer's Bar Number:	
Licensed Fiduciary Number:	
Representing Self, without a Lawyer or Att	orney for
SUPERIOR COUR' IN MARICOPA	
In the Matter of the Guardianship and/or Conservatorship of:	Case Number: AFFIDAVIT OF PERSON TO BE APPOINTED GUARDIAN OR CONSERVATOR
Subject Person Adult or Minor	A.R.S. § 14-5106
Instructions: Arizona law requires potential guardian questions under oath. If additional space is necessar separate page(s) to this document before filing.	
What is the nature of your relationship to the promeet?	roposed ward or protected person, and how did you
2. Have you been convicted of a felony in any junction. Yes No	risdiction?
If yes, please provide the following inform	ation (add additional pages if necessary):
Nature of the offense:	
	ourt:

	Case number:
	Date of conviction:
	Terms of the sentence:
	Name and telephone number of any current probation or parole officer:
	Reasons why the conviction should not disqualify you:
3.	Have you acted as a guardian or conservator for another person within the last three years? Yes No
	If yes, please provide the number of individuals for whom you are currently serving and the number of individuals for whom your appointment has been terminated within the three-yea period:
	If yes, did you file the required reports and/or accountings on time, or within 3 months or receiving a notice from the court that the documents were overdue? Yes No
₽.	Do you know and understand the powers and duties imposed on a guardian or a conservator? Yes No
5.	Have you acted in a fiduciary capacity pursuant to a power of attorney within the last three years Yes No
	If yes, please provide the following information:
	Number of persons for whom you have acted:
	Date of execution of the power of attorney:
	Place where the power of attorney was executed:
	Actions taken by you under the power of attorney:

Case No.: _____

	Case No.:
	Is the power of attorney currently in effect?
	☐ Yes ☐ No
6.	To the best of your knowledge, are you, or any enterprise or business in which you have an interest, listed in the Elder Abuse Registry maintained by the Office of the Arizona Attorney General?
	∐ Yes ∐ No
7.	Have you failed to file any report of guardian or conservatorship accounting for three months following receipt of a notice of delinquency within the last three years? Yes No
8	Have you ever been removed as a guardian or conservator?
0.	
	Yes No
	If yes, for whom and under what circumstances:
	if yes, for whom and ander what effectiveness.
9.	Have you, or any enterprise or business in which you have an interest, ever received anything of value, exceeding a total of \$100 dollars in any one year, by gift, devise or bequest from an individual or the estate of an individual to whom you were not related by blood or marriage and for whom you have at any time served as guardian, conservator, trustee or agent?
	Yes No
	If yes, please provide the number of such occasions:
10	To the best of your knowledge, are you, or any enterprise or business in which you have an interest, named as a personal representative, trustee, devisee or other type of beneficiary of any individual to whom you are not related by blood or marriage and for whom you have at any time served as guardian, conservator, trustee or agent? Yes No
	If yes, please provide the number of such occasions:
11	Do you have a financial or ownership interest in any entermise or hydroca manifications.
11	. Do you have a financial or ownership interest in any enterprise or business providing housing, health care, or comfort care services to any individual?
	Vac No
	∐ Yes ∐ No

If yes, please provide the name and address of each such interest:				
Sign below in the presence of a Clerk of the Court or a Notary Public, and file with the Petition f Appointment of Guardian and/or Conservator.				
UNDER PENALTY OF PERJURY, I swear or affirm this document, and that the information I have provided and belief.				
Date	Signature			
	Printed Name			
STATE OF				
COUNTY OF				
Subscribed and sworn to or affirmed before me this:	(Date)	by		
	·			
(Notary seal)	Deputy Clerk or Notary Pu	ablic		

Case No.: _____

Perso	n Filing:		
Addre	ess (if not protected):		
City,	State, Zip Code:		
Telep	hone:		
Email	Address:		
Lawy	er's Bar Number:		For Clerk's Use Only
Licen	sed Fiduciary Number:		
Repre	senting Self, without a Lawyer OR	Attorney for	
		COURT OF ARIZONA ICOPA COUNTY	
In the	Matter of:	Case Number:	
		LETTERS OF APPOINTEMPORARY GUARD CONSERVATOR AND OF TEMPORARY APP	DIAN AND ACCEPTANCE
	an Adult		
Issuar	nce of temporary letters:		
1.	Name of person(s) appointed:is/are appointed as Temporary Guardi	ian and Conservator for the fo	ollowing Subject Person:
2.	Mental Health Care		
	This person is granted the general popular power to consent for the Subject Personal treatment so long as it takes place out Arizona Department of Health Service	son to receive psychiatric and atside an inpatient psychiatric	l psychological care and
	Inpatient Mental Health Care:		
	The Temporary Guardian has, or inpatient psychiatric facility licensed inpatient mental health care and treatment in the second	l by the Arizona Departmen	

3. Length of appointment: The Tempora	ary Guardian and Conservator's authority terminates
(ends) on:	.
4. Restrictions that apply to this tempora	ary appointment, by order of the Court:
WITNESS:	CLERK OF SUPERIOR COURT
	Bv·
	By:
ACCEPTANCE OF TEMPORARY APPOIN	NTMENT
I/We accept the duties as Temporary Guardia	an and Conservator of the Subject Person.
I/We swear or affirm that I/we will perform t	these duties according to law.
Temporary Guardian and Conservator Signat	ture
Temporary Guardian and Conservator Printe	ed Name Date
Temporary Co-Guardian and Conservator Si	gnature
Temporary Co-Guardian and Conservator Pr	rinted Name Date

Person Filing:	
Address (if not protected):	
City, State, Zip Code:	
Telephone:	
Email Address:	
Lawyer's Bar Number:	For Clerk's Use Only
Licensed Fiduciary Number:	
Representing Self, without a Lav	vyer OR Attorney for
	RIOR COURT OF ARIZONA N MARICOPA COUNTY
In the Matter of:	Case Number:
	LETTERS OF APPOINTMENT AS TEMPORARY GUARDIAN AND ACCEPTANCE OF TEMPORARY APPOINTMENT
an Adult	
Issuance of temporary letters:	
Name of person(s) appointed: is/are appointed as Temporary	y Guardian for the following Subject Person:
2. Mental Health Care	
power to consent for the Subj	neral powers of a guardian including, but not limited to, the lect Person to receive psychiatric and psychological care and place outside an inpatient psychiatric facility licensed by the h Services.
Inpatient Mental Health Care	:
	has, or does not have authority to place the ward in an licensed by the Arizona Department of Health Services for nd treatment.

3. Length of appointment: The Temporary	y Guardian's authority terminates (ends) on:
4. Restrictions that apply to this temporar	y appointment, by order of the Court:
-	
Date:	CLERK OF SUPERIOR COURT
	By:
	Deputy Clerk
ACCEPTANCE OF TEMPORARY APPOIN	TMENT
I/We accept the duties as Temporary Guardian	n of the Subject Person.
I/We swear or affirm that I/we will perform the	ese duties according to law.
Temporary Guardian Signature	
Temporary Guardian Printed Name	Date
Temporary Co-Guardian Signature	
Temporary Co-Guardian Printed Name	Date

Person Filing:	
Address (if not protected):	
City, State, Zip Code:	
Telephone:	
Email Address:	
Lawyer's Bar Number:	For Clerk's Use Only
Licensed Fiduciary Number:	
Representing Self, without a Lawyer OR	Attorney for
	URT OF ARIZONA OPA COUNTY
In the Matter of:	Case Number:
	LETTERS OF APPOINTMENT AS TEMPORARY CONSERVATOR AND ACCEPTANCE OF TEMPORARY APPOINTMENT
an Adult	
Issuance of temporary letters:	
1. Name of person(s) appointed:	
is/are appointed as Temporary Conse	ervator for the following Subject Person:
2. Length of appointment: The Tempor	rary Conservator's authority terminates (ends) on:

3.	Restrictions that apply to this temp	porary appointment, by orde	er of the Court:
		_	
Date:		CLERK OF SUPERIOR	R COURT
		Ву:	
		De De	eputy Clerk
ACCEPT	ANCE OF TEMPORARY APPOI	NTMENT	
I/We acce	ept the duties as Temporary Conser	vator of the Subject Person.	
	ar or affirm that I/we will perform		
Temporar	ry Conservator Signature		
Temporar	ry Conservator Printed Name		Date
Temporar	ry Co-Conservator Signature		
Temporar	ry Co-Conservator Printed Name		Date

Person Filin	ng:		
Address (if	not protected):		
City, State,	Zip: Code:		
Telephone:			
Email Addr	ess:		
Lawyer's Ba	ar Number:		FOR CLERK'S USE ONLY
	duciary Number: g	r Attorney for	
		COURT OF ARIZONA RICOPA COUNTY	
In the Matte	er of the Estate of:	Case Number:	
			OF COMPLETION OI NON-LICENSED
A person to not a state-li Arizona Sup	icensed fiduciary or a corporat	conservator, or personal represerion) must complete a training parties of Appointment are issued.	program approved by thued, or within 30 days o
the required		Arizona Rules of Probate Procen-corporate fiduciaries, as indication.)	, <u> </u>
	Unlicensed Fiduciary (Mand Date completed:	latory. Everyone must complete	e this training.)
	Guardianship (Required if ap Date completed:		
	Conservatorship (Required in Date completed:	f applying to be a conservator.)	
	Personal Representative (Rec Date completed:	quired if applying to be a perso	onal representative.)

This signature page belongs to the form titled "DECLARATION OF COMPLETION OF FRAINING FORNON-LICENSED FIDUCIARIES" and cannot be used with any other documents.		
I declare under penalty of perjury that the	e information in this form is true and correct.	
Date:	Signature	
	Printed Name	

Case Number:

Person Filing:	
Address (if not protected):	
City, State, Zip Code:	
Telephone:	For Clerk's Use Only
Email Address:	
Lawyer's Bar Number:	
Licensed Fiduciary Number:	
Representing Self, without a Lawyer OF	R Attorney for
IN MAR	COURT OF ARIZONA ICOPA COUNTY
In the Matter of the Guardianship and Conservatorship of	Case Number:
	ORDER TO GUARDIAN AND/OR CONSERVATOR OF AN ADULT
Ward and Protected Person's Name	
W	

Warning: Your appointment is not effective until the Clerk of Superior Court has issued your Letters of Appointment.

You have asked the court to appoint you as the guardian of your "ward" and the conservator for your "protected person," referred to in this order as the "subject person." While you serve as the guardian and conservator, you will be under this court's authority and supervision, and the court will continue to monitor the subject person's welfare and best interests.

This order generally explains your duties to the subject person and to this court. You may have additional duties imposed by statutes, rules, or the court. By separate order, the court may modify or excuse you from performing a specific duty described below.

Case Number:	
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I. YOUR POWERS AND DUTIES AS GUARDIAN:

- 1G. General Powers and Duties. You have powers and responsibilities like those of a parent of a minor child. A.R.S. § 14-5312(A). However, you are not legally obligated to contribute your own funds to support the subject person. Your responsibilities include, but are not limited to, making appropriate arrangements for the subject person's basic needs, such as food, clothing, and housing. A.R.S. § 14-5312(A)(1)-(2). You are responsible for making decisions concerning the subject person's educational, and social activities. A.R.S. § 14-5312(A)(2). You must consider the subject person's preferences to the extent they are known to you or that you can determine with a reasonable inquiry. A.R.S. § 14-5312(A)(11).
- 2G. Contact Between Subject Person and Others. You must encourage and allow contact between the subject person and other persons who have a significant relationship with the subject person. A.R.S. § 14-5316(A). In exercising this duty, you must consider the subject person's wishes and whether the subject person has sufficient mental capacity to make the decision in question. A.R.S. § 14-5316(C). However, unless the court orders otherwise, you may limit, restrict, or prohibit contact between the subject person and another person if you reasonably believe that the contact will be detrimental to the subject person's health, safety, or welfare. A.R.S. § 14-5316(B).
- 3G. Health Care Decisions for Subject Person. You are responsible for making decisions concerning the subject person's medical needs. A.R.S. § 14-5312(A)(3) and (9). Such decisions include, but are not limited to, choosing doctors, nurses, or other professionals to provide for the subject person's health care needs, and placing the subject person in a health care facility, including a residential care facility. However, you must use the least restrictive residential care setting that is available for meeting the subject person's needs. A.R.S. § 14-5312(A)(8). You may arrange for medical care for the subject person even if the subject person does not wish to have it.
- 4G. Psychiatric and Psychological Treatment for Subject Person. You may give consent to outpatient psychiatric and psychological treatment, including the administration of psychotropic medication. However, you may not place the subject person in an inpatient psychiatric facility without the subject person's consent, unless the court has specifically authorized you to do so. A.R.S. § 14-5312.01(A) and (B).
- 5G. Notify Family Members of Subject Person's Hospitalization. You must notify the subject person's family members as soon as practicable if the subject person is admitted to a hospital for more than 3 days, or if the subject person dies. A.R.S. § 14-5317(A).
- 6G. Do Not Accept "Kickbacks." You must not accept any compensation for placing the subject person in a particular nursing home or other care facility, using a certain doctor, or using a certain attorney. "Compensation" includes, but is not limited to, direct or indirect payment of money, "kickbacks," gifts, favors, or other items of value.

- 7G. File Annual Reports. You are required to file a written report with the court annually concerning the subject person's residence, physical and mental health, and whether the guardianship should be continued. A.R.S. § 14-5315(A). Your report is due each year no later than 60 days after the anniversary date of the issuance of your letters of permanent appointment, or on a date established by the court. Ariz. R. Prob. P. 46(a).
- 8G. Change of Subject Person's Contact Information. If the subject person's contact information changes, you must file Form 14, Notice of Change of Ward's Contact Information, within 3 court days after learning of such change. Ariz. R. Prob. P. 13(c)(1)(B). If the subject person dies, you must notify the court in writing no later than 14 calendar days after learning of the death. Ariz. R. Prob. P. 40(c).
- 9G. Termination of Subject Person's Incapacity. You must always be mindful of the subject person's needs and best interests. If the circumstances that made a guardianship necessary should end, you are responsible for petitioning the court to terminate the guardianship and obtaining your discharge as guardian. A.R.S. § 14-5312(A)(7). Even if the guardianship terminates, you will not be discharged from your responsibilities until you have obtained a court order discharging you. A.R.S. § 14-5306.

II. YOUR ADDITIONAL POWERS AND DUTIES AS GUARDIAN <u>IF GRANTED</u> INPATIENT PSYCHIATRIC TREATMENT AUTHORITY

The welfare and best interest of the person named above ("your ward") are matters of great concern to this Court. Section II provides your powers and duties relating to inpatient psychiatric treatment for your ward and are in addition to the powers provided in Section I. This Section only applies if the Court grants you this additional authority.

- 1G+. In addition to paragraph 6, above, you <u>may</u> place your ward in an inpatient psychiatric facility against your ward's will. However, you must comply with A.R.S. § 14-5312.01, including but not limited to the following requirements:
 - A. Within forty-eight hours after placing your ward in an inpatient psychiatric facility, you must notify your ward's attorney of the placement.
 - B. When your ward is admitted to an inpatient psychiatric facility, you must provide that facility with the name, address, and telephone number of your ward's attorney.
 - C. You must sign any documents necessary to allow your ward's attorney access to all of your ward's medical, psychiatric, psychological, and other treatment records.
 - D. You must place your ward in the least restrictive treatment alternative within five calendar days after the medical director of the inpatient psychiatric facility notifies you that your

ward no longer needs inpatient care.

- E. You must file with the annual report of the guardian required pursuant to A.R.S. § 14-5315 an evaluation report by a psychiatrist or a psychologist. The evaluation report must indicate whether your ward will likely need inpatient mental health care and treatment within the next 12 months. If you do not file the evaluation report, or if the report that is filed indicates that your ward will not likely need inpatient mental health care and treatment, your authority to consent to placement in an inpatient psychiatric facility will cease on the date specified in the prior court order. If the report supports the continuation of your authority to consent to inpatient treatment, the court may extend your authority to consent to this placement in an inpatient psychiatric facility. However, at least 30 days before that authority expires, you must file a motion requesting that the Court extend that authority.
- F. At any court hearing regarding the placement of your ward in an inpatient psychiatric facility, you will have the burden of proving by clear and convincing evidence that your ward is likely to be in need of inpatient mental health care and treatment within the period of the authority granted.
- 2G+. This order is only an outline of some of your duties as a guardian who has been granted the authority to place your ward in an inpatient psychiatric facility. It is your responsibility to obtain proper legal advice about your duties. Failure to do so may result in personal financial liability for any losses.

III. YOUR POWERS AND DUTIES AS CONSERVATOR:

- 1C. General Duty to Gather and Manage Subject Person's Assets. You must immediately locate, identify, secure, and inventory all of the subject person's assets, and make reasonable arrangements to protect those assets. *See* A.R.S. § 14-5417 (stating that a conservator must act as a fiduciary and observe the standard of care applicable to trustees).
- 2C. Titling of Subject Person's Assets. You must immediately change the title of any financial accounts, vehicles, and other titled assets owned by the subject person. The property should be titled in the name of the conservatorship: "(Your name), as Conservator(s) of the estate of (subject person's name)" or "(subject person's name), by (your name), Conservator." You should consider consulting with an attorney or petitioning the court for instructions if the subject person owns the property with another person, or if the subject person arranged for payment or transfer of benefits or interest in the property to another person at the subject person's death, such as a TOD, POD, or joint tenancy designation. *See* A.R.S. § 14-5417 (stating that a conservator must act as a fiduciary and observe the standard of care applicable to trustees); A.R.S. § 14-5427 (requiring conservator to take into account the protected person's estate plan).

Case Number:	
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- 3C. Restricted Assets. If the court has entered an order restricting an account, you must file Form 10, Proof of Restricted Account from Financial Institution, no later than 30 days after the court's order, or as otherwise ordered by the court. Ariz. R. Prob. P. 36(b)(2). Form 10 must be signed by an authorized representative of the financial institution.
- 4C. Recording of Letters of Appointment. No later than 10 court days after issuance of your letters of appointment, you must record a certified copy of those letters with the county recorder in every county of any state where the subject person owns real property. No later than 45 calendar days after a county recorder has recorded those letters, you must file a copy of the recorded letters with the court. Ariz. R. Prob. P. 39(g).
- 5C. Inventory, Consumer Credit Report, and Initial Budget. No later than 90 days after the date your temporary or permanent letters of appointment were first issued, you must file an inventory, a consumer credit report for the subject person, and an initial budget. A.R.S. § 14-5418(A); Ariz. R. Prob. P. 45(c)(1), (c)(3), and (d)(1). No specific form is required for the inventory; however, the inventory must list, with reasonable detail, all the property owned by the subject person on the date your letters were first issued and state the fair market value of each asset as of that date. A.R.S. § 14-5418(A); Ariz. R. Prob. P. 45(c)(2). You must use Form 5 for the initial budget. Ariz. R. Prob. P. 45(d)(2).
- 6C. Pay Valid Claims and Expenses; Maintain Records. You must pay the subject person's debts when they become due. Keep detailed records of all money you receive for the subject person and all expenses you pay on the subject person's behalf, including bills and invoices, payment receipts, bank statements, tax returns, bills of sale, promissory notes, etc. Do not deposit the subject person's funds into your own account, and do not pay the subject person's bills from your account. Instead, maintain the subject person's funds in one or more separate accounts that are distinct from your own and that are titled either "[your name], Conservator for [subject person's name]" or "[subject person's name], by [your name], Conservator." Avoid dealing in cash and do not write checks to "cash." See A.R.S. § 14-5417 (stating that a conservator must act as a fiduciary and observe the standard of care applicable to trustees); A.R.S. § 14-5428 (setting forth conservator's duty to pay all just claims against the protected person's estate).
- 7C. Annual Accounts and Budgets. You must file annual accounts with the court as follows:
 - (a) using Form 6, you must file your first account and an annual budget as conservator on or before the first anniversary date of the issuance of your letters of appointment as permanent conservator;
 - (b) on or before all subsequent anniversary dates of the issuance of your letters of appointment as permanent conservator, you must file your account and annual budget as conservator using Form 7; and

- (c) no later than 90 days after your appointment as conservator ends, you must file a final account using Form 8. A.R.S. § 14-5419(A); Ariz. R. Prob. P. 45(d), (e).
- 8C. Amended Budgets. You must file an amended budget no later than 30 days after reasonably projecting that the expenditure for any specific category in your most recently filed budget will exceed the threshold stated in Form 5. Ariz. R. Prob. P. 45(d)(3).
- 9C. Investment of Subject Person's Assets. You must properly invest the subject person's assets. You may hire accountants, attorneys, and other advisors to help you carry out your duties as the size and the complexity of the conservatorship estate may require. See A.R.S. § 14-5417 (stating that a conservator must act as a fiduciary and observe the standard of care applicable to trustees).
- 10C. Duty of Undivided Loyalty. You have a duty of undivided loyalty to the subject person. You must use the subject person's money and property only for the subject person's benefit. Neither you, your friends, nor any other family members may profit by dealing in the assets of the conservatorship estate. You must be prudent in investing and managing the subject person's assets. See A.R.S. § 14-5417 (stating that a conservator must act as a fiduciary and observe the standard of care applicable to trustees).
- 11C. Use of Subject Person's Assets. You must make reasonable efforts to determine the subject person's preferences regarding all decisions you are empowered to make as conservator. Do not purchase merchandise or services that the subject person would have considered extravagant or inappropriate before your appointment. See A.R.S. § 14-5425(A)(2)(b). Use the assets to maintain the safety, health, and comfort of the subject person, bearing in mind the totality of the subject person's income and assets. A.R.S. § 14-5425(A)(2)(a). When investing and managing the subject person's property, you must consider the subject person's estate plan, if any, and petition the court for instructions if you have any questions regarding this obligation. A.R.S. § 14-5427.
- 12C. Termination of the Conservatorship. The conservatorship terminates only upon the entry of a court order terminating the conservatorship. The court will enter such an order only after either you or the subject person, or another interested person, files a petition requesting that the conservatorship be terminated. The petition should be filed if the subject person no longer needs a conservator (because the subject person's disability has ceased or because the conservatorship estate has been exhausted) or after the subject person dies. A.R.S. § 14-5430. Unless otherwise ordered by the court or unless, in the case of the subject person's death, you comply with A.R.S. § 14-5419(F), you will need to file a final account with the court before you can be discharged of liability in connection with the conservatorship and before your bond, if any, is exonerated. A.R.S. § 14-5419(A).

Case Number:

GENERAL INFORMATION:

- 1. Certified Copy of Letters of Appointment. You will need to obtain a certified copy of the Letters of Appointment that the Clerk of Superior Court will issue to you. The certified copy is proof of your authority to act on behalf of the subject person. You may need to obtain additional (or updated) certified copies from time to time for delivery to, or inspection by, the people with whom you are dealing.
- 2. Change of Your Contact Information. If your contact information changes during your appointment, you must file Form 13, Notice of Change of Fiduciary's Contact Information, within 10 court days after such a change occurs. Ariz. R. Prob. P. 13(c)(1)(A).
- 3. Compensation for Services as Guardian and Conservator. If you are a licensed fiduciary or are related by blood or marriage to the subject person, you may be entitled to compensation for your services as the subject person's guardian and conservator. A.R.S. §§ 14-5314(A), 14-5414(A), and 14-5651. If you wish to be compensated for your services as guardian and conservator, you must file with the court a statement that explains how you will be compensated, including any hourly rate you intend to charge, and you must file an updated statement at least 30 days before you change the basis for your compensation, including your hourly rate. A.R.S. § 14-5109(A) and (B). In addition, you should keep detailed records of the time you spend performing your duties. The time records should include the date you perform each task, a description of the task, the amount of time you spent on the task, and the hourly rate you are charging for that task. Read Rule 33, Arizona Rules of Probate Procedure, and Arizona Code of Judicial Administration § 3-303 for more information about compensation for guardian and conservator services.
- 4. Mail Notice of this Order. Within 10 court days after entry of this Order to Guardian and Conservator of an Adult, you must mail a copy of this order to every party in this case (or if a party is represented, that party's attorney) and to any person who has filed a demand for notice.
- 5. Inability to Serve as Guardian and Conservator. If you become unable to continue with your duties for any reason, you (or your own guardian or conservator, if you have one) must petition the court to accept your resignation and appoint a successor. If you should die, your personal representative or someone acting on your behalf must inform the court of your death and petition for the appointment of a successor.
- 6. Legal Advice. You are responsible for obtaining proper legal advice about your duties. Failure to do so may result in personal financial liability for any losses. If you have any questions about the meaning of this order or the duties that the court's orders, statutes, and rules impose upon you by reason of your appointment as guardian and conservator,

	you should consult an attorney or petition the court for instructions.			
7.	Forms. The forms referred to in thi https://www.azcourts.gov/probate .	rms. The forms referred to in this order are available at ps://www.azcourts.gov/probate .		
rules conse	es relating to guardians and conserv servator and other penalties. In some	other orders of this court, or the statutory provisions of vators may result in your removal as guardian and circumstances, you may be held in contempt of cour onfinement in jail, a fine, or both. Ariz. R. Prob. P. 48.		
	Presiding Judg	ge, Probate and Mental Health Department		
	ACKN	OWLEDGEMENT		
		nd by the provisions of this order, as long as I (we)		
Date	e Guardi	an/Conservator Signature		
	Guardi	an/Conservator Name (Type or Print Name)		
Date	e Co-Gu	ardian/Conservator Signature		
	Co-Gu	ardian/Conservator Name (Type or Print Name)		

Case Number: