

## Procedures: How to serve legal papers by publication

In matters of guardianship, conservatorship, probate of estate,  
and the sale of real property

(Arrange for service AFTER you have filed your papers in court.)

STEP 1 Complete attached letter to newspaper describing the documents that need to be referenced by the newspaper, and submit copies of those documents along with the letter to the paper.

A. If you have a court order waiving/deferring costs of publication, you must publish in *The Record Reporter*.

MAIL OR DELIVER the letter that is attached to this form, a copy of the documents you filed with the Clerk, and the CERTIFIED ORDER WAIVING/ DEFERRING COSTS of PUBLICATION to:

- Arizona Business Gazette: Call 602-444-7915 or e-mail [legal.advertising@pni.com](mailto:legal.advertising@pni.com)

OR

- The Record Reporter, 2025 N. Third Street, #155, Phoenix AZ 85004.

– OR –

B. If you are paying the cost of publication, you may use any newspaper of “*general circulation*” in this county. Note that:

1. There are numerous eligible publications *other than* the one mentioned above;
2. The Arizona Corporation Commission maintains a list of eligible publications along with their contact information online at:

<http://www.azcc.gov/Divisions/Corporations/Newspaper-list-for-publishing.pdf>.

3. Fees vary. You may call and ask for “Legal Advertising” to compare prices.

STEP 2 WHEN TO FILE:

- Wait (about 5 weeks) for the newspaper to send you an AFFIDAVIT OF PUBLICATION, which will include the notice that was published, and the dates of publication. *Some* newspapers will file this document with the Court for you. If the newspaper sends you TWO copies or an original, it is intended for you to file one. Always verify with the Probate Clerk that the *AFFIDAVIT OF PUBLICATION* gets filed.

STEP 3 GATHER THE PAPERWORK: (Caution: Be aware of confusingly similar document names.)

- Complete the DECLARATION SUPPORTING PUBLICATION (PB25f), found in the Forms packet, to describe the efforts you made to locate and serve notice before resorting to publication.
- If the newspaper has not already filed the AFFIDAVIT OF PUBLICATION, *make sure it gets filed* by submitting it with the DECLARATION SUPPORTING PUBLICATION.
- Copy of both of the above (Affidavit and Declaration) documents for your records.

STEP 4 FILE YOUR DOCUMENTS WITH THE COURT:

- The original DECLARATION SUPPORTING PUBLICATION, and
- The original of AFFIDAVIT OF PUBLICATION (*unless the newspaper filed it for you*).

(*And bring a copy of the AFFIDAVIT OF PUBLICATION to the hearing.*)

# LETTER TO NEWSPAPER

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. \_\_, which concerns the following: (check one box)

Guardianship and/or Conservatorship matter about (name of person with guardian and/or conservator)

OR

Estate of \_\_, deceased, OR  
Print Name

Sale of Real Property . Please Note: The first publication  
Print street address of subject property

of this NOTICE must be published at least fourteen (14) days before the scheduled hearing, or by \_\_\_\_\_.  
Print Date

Enclosed is a copy of the following documents stamped by the Clerk of Court (check all that apply):

- "Notice of Hearing" for matter about guardian and/or conservator, OR Petition, OR  
 "Notice to 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 Notice in your newspaper about this court case once a week for three successive weeks. Also enclosed is (check one box)

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

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

Sincerely,

\_\_\_\_\_  
Your Signature

Enclosures