

Procedures: What to do after completing all Forms To get an Emergency Court Order appointing a Special Administrator for Funeral Arrangements

Step 1: Make 2 copies of the following documents after you have filled them out.

- “Application for Emergency Appointment of Special Administrator” *
- “Letters of Appointment and Acceptance of Appointment” *

and: Make 1 copy of the “Order Appointing Special Administrator” *

* These documents are referred to below, respectively, as:

“The Application”, “Letters and Acceptance”, and “Order Appointing”

Step 2: Separate your documents into one set of originals, and two sets of copies:

<p>Set 1 - Originals for Clerk of Superior Court:</p> <ul style="list-style-type: none">• “Probate Cover Sheet”• “The Application”• “Letters and Acceptance”• “Order Appointing”	<p>Set 2 – Copies for you:</p> <ul style="list-style-type: none">• “The Application”• “Letters and Acceptance”• “Order Appointing”
<p>Set 3 – Copies for judicial officer</p> <ul style="list-style-type: none">• “The Application”• “Letters and Acceptance”• “Order Appointing”	

Step 3: File the papers at the court:

Go to the Clerk of Superior Court’s filing counter: The court is open from 8:00 a.m.-5:00 p.m., Monday-Friday. You may file your court papers at any of the following Superior Court locations:

Downtown Phoenix:
Central Court Building, 1st Floor
201 West Jefferson
Phoenix, AZ 85003

Northeast Phoenix:
Northeast Regional Court Facility
18380 North 40th Street
Phoenix, AZ 85032

Surprise:
Northwest Regional Court Facility
14264 West Tierra Buena Lane
Surprise, AZ 85374

Mesa:
Southeast Court Facility, 1st Floor
222 East Javelina Avenue
Mesa, AZ 85210

Present the originals and both sets of copies to the Clerk of Superior Court at the filing counter and pay the filing fee. Note that you are entitled to reimbursement from the estate of the deceased (if funds are available) for this and other reasonable expenses incurred in performing the duties of Special Administrator (Keep records and receipts). A list of current fees is available from the Law Library Resource Center and from the Clerk of Superior Court's website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of Superior Court. Deferral Applications are available at no charge from the Law Library Resource Center.

The Clerk of Superior Court will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the court, and return the stamped copies to you. These stamped sets of copies are now called "conformed" copies.

Step 4: Take the conformed copies to Probate Court Administration, or

- Ask the Clerk of Superior Court at the Filing Counter to direct you to Probate Court Administration.
- If there is no Probate Court Administration office where you are filing these papers, ask to be directed to the appropriate location.
- Present the sets of stamped copies to Probate Court Administration or staff at appropriate location.
- If filing in downtown Phoenix at 201 West Jefferson, after filing, walk to East Court Building, 3rd Floor, to Probate Court Administration to immediately ask to schedule a hearing

What probate court administration (or other court staff) will do:

- Attempt to locate a Judicial Officer available to hear your request immediately.
- Take all sets of copies or direct you to take the copies with you into a courtroom.

Step 5: If the Court grants your request:

- Take the "Letters and Acceptance" to the filing counter and file it with the court.

Step 6: Purchase a certified copy of "the letters" to give to the funeral home.

- This is proof you have been appointed by the Court and that you have the legal authority to make arrangements as described in the "Letters of Appointment".
- There is a fee for the Certified Copy. A list of current fees is available from the Law Library Resource Center and from the Clerk of Superior Court's website.