

## INSTRUCTIONS: How to Complete the Forms in this Packet

Fill out all the forms completely using **black ink**.

**FORM 1: PETITION FOR CONTACT** (Form PBGAC11f): This is the form that asks the Court to order contact between the Ward and the person requesting contact.

- **Top Left Heading:** If you are the person filing the Petition for Contact, write your name on this first line. Then write your address, telephone number, and e-mail address on the lines that follow. Place a check mark in the box to indicate whether you are representing yourself without a lawyer, or whether you are an Attorney for the person requesting contact.

**Case Number and Name of Ward:** Write in the same "Case Number" as the Guardianship case involving the Ward.

- **Statements to the Court:** Fill in the information requested about:
  - you, the person filling out and filing these forms, and
  - your relationship to the Ward, and
  - the person who serves as Guardian.
  - Questions 4 and 5 ask you to describe the past requests for contact, and how and why the Guardian restricted the contact.
  - Questions 6 and 7 require you to describe your past and present relationship between the Ward, and explain the reason(s) contact is in the best interest of the Ward.
  - Question 8: Notice. State law requires notice of this Petition be given to:
    - The Ward (If the Ward is not filing the Petition),
    - The Ward's spouse,
    - The Ward's parents, and
    - The Ward's adult children,
    - The Guardian
    - The Ward's Conservator, and
    - Anyone who has filed for a demand for notice.
- **Requests to the Court:**
  - Item number 4: Type and Frequency of Contact: Place a check mark in the box beside the type(s) of contact you are requesting. Write in the frequency of contact, such as daily, weekly, a specific date, etc.

- Item number 5: Write in the date you want the contact to begin.
- **Under Oath or Affirmation**: Wait and sign this when you are in the presence of the Clerk of Court or Notary.

**FORM 3: NOTICE OF HEARING:** (Form PBGA C18f). This form is required by Arizona law to inform interested persons about the Petition and the following hearing.

- **Top Left Heading**: If you are the person filing the Petition for Contact, write your name on this first line. Then write your address, telephone number, and e-mail address on the lines that follow. Place a check mark in the box to indicate whether you are representing yourself without a lawyer, or whether you are an Attorney for the Petitioner.
- **Case Number and Name of Ward**: Write in the same “Case Number” as the Guardianship case involving the Ward. This should match the case number you wrote on the “**Petition for Contact**”.
- Item number 1: Place a check mark in the box next to “Petition for Contact”
- Item number 2: Leave Blank. You will fill this in when you call or go to Probate Court Administration to schedule a hearing.
- Date and Signature: Write in today’s date and then sign if you are the Petitioner.

**FORM 4: PROPOSED ORDER:** (Form PBGAC81f): This document, if accepted by the Judge, is the order that requires the Guardian to allow contact.

- **Top Left Heading**: If you are the person filing the Petition for Contact, write your name on this first line. Then write your address, telephone number, and e-mail address on the lines that follow. Place a check mark in the box to indicate whether you are representing yourself without a lawyer, or whether you are an Attorney for the Petitioner.
- **Case Number and Name of Ward**: Write in the same “Case Number” as the Guardianship case involving the Ward. This should match the case number you wrote on the “**Petition for Contact**”. The judicial officer will finish the order.

Once you finish all the forms in the packet, read the Procedures about how to prepare for and file your forms.