

## Procedures: How to file an Objection to a Petition about a Guardianship and/or Conservatorship

Step 1: Fill out the form entitled "Objection to petition."

- Use black ink.
- Be sure to list your name, address and telephone number at the very top of the "Objection to Petition" form.
- If you have no attorney, leave that space blank.
- For number 4, tell the judge as simply as you can what you object to, and why you object.
- List the names and addresses of the people you will mail or deliver copies of this Objection to.
- Do not sign the oath yet. (You must make photocopies of the document and take the copies to the Clerk of Superior Court before you sign.)

Step 2: Photocopy the completed "Objection to Petition" form:

- 1 copy for the Petitioner
- 1 copy for the Petitioner's attorney (if the Petitioner has one)
- 1 copy for the Judge
- 1 copy for you
- (And any additional copies for persons listed in number 5 of this form, such as the Ward, and people the Petitioner gave notice to.)

Step 3: File the objection and at the same time pay the filing fee at the Clerk of Superior Court filing counter located at:

Downtown Phoenix:  
Central Court Building, 1<sup>st</sup> Floor  
201 West Jefferson  
Phoenix, AZ 85003

Northeast Phoenix:  
Northeast Regional Court Facility  
18380 North 40<sup>th</sup> Street  
Phoenix, AZ 85032

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

Mesa:  
Southeast Court Facility, 1<sup>st</sup> Floor  
222 East Javelina Avenue  
Mesa, AZ 85210

- You may sign the oath and affirmation on all of your documents when you give them to the Clerk of Superior Court, who will verify your signature.
- The Clerk of Superior Court keeps the original document.
- FEE: There is a fee for filing this Objection with the court. Cash, Visa/ MasterCard debit or credit cards, and money order made payable to the “Clerk of Superior Court” are acceptable forms of payment.

Step 4: Schedule the court hearing.

A. If filing in downtown Phoenix at 201 West Jefferson, after filing, walk to East Court Building, 3<sup>rd</sup> Floor of 101 W. Jefferson, Probate Administration Customer Service Window to ask to schedule a hearing.

Or,

B. If filing at a court location where there is no Calendar Clerk available,

- Wait until 2 or 3 days after filing (so Clerk can see information in the data system)
- Call 602-506-5510 and tell the Clerk you need to schedule a hearing.
- Provide your case number to the Clerk.
- The Clerk will tell you the date, time, and location of the hearing as well as the name of the Judicial Officer assigned to conduct the hearing.
- Please write down the date, time, and location of the hearing! Do not lose it.....Or....

C. If filing at a court location where there is no Calendar Clerk, and you do not want to wait 3 to 5 days:

- Bring your documents to the downtown Phoenix Probate Administration (East Court Building, 101 West Jefferson, 3<sup>rd</sup> Floor) Customer Service Counter in person to schedule the hearing.
- Present one Clerk-stamped conformed copy of the documents to Probate Administration:

Step 5: Mail or hand deliver all copies you made for the people listed above and in the Objection document.

Step 6: Attend the hearing. Come to the hearing prepared to tell the Judge:

- Your reasons why you disagree with the Petition, and
- Answers to any questions the Judge may ask you.

The Judge decides whether to allow you to testify. The Judge will make this decision based upon your relationship with the Ward, the nature of your objections, time available and other factors.