

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____
Licensed Fiduciary Number: _____

FOR CLERK'S USE ONLY

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

Case No. PB _____

PROCEDURES AND REQUEST FOR HEARING DATE FOR GUARDIANSHIP/CONSERVATORSHIP FOR AN ADULT

1. **Court Location:** There are 4 locations of the Superior Court in Maricopa County, the Downtown Court Complex in downtown Phoenix; the Northeast Court Complex in northeast Phoenix; the Northwest Court Complex in Surprise and the Southeast Court Complex in Mesa. The Southeast Court Facility is for persons who live in Mesa, Tempe, Chandler, Gilbert and Apache Junction to the southern border of the Salt River, but not Scottsdale. You may file your papers at any Superior Court location, but for those filed in Phoenix OR Mesa, your hearing will be at the downtown Phoenix location. Those filed at the Surprise location will be held in Surprise.

Probate Administration
Old Courthouse
125 W. Washington, 1st floor
Phoenix, Arizona 85003
Hours: 8 am. – 5 pm

Probate Administration
Southeast Court Facility
222 East Javelina Avenue, 1st floor, Ste. 1350
Mesa, Arizona 85210-6201
Hours: 9am-12pm and 1pm-3pm

Probate Administration
Northeast Court Facility
18380 N. 40th St.
Phoenix, Arizona 85032
Hours: 8 am. – 5 pm

Probate Administration
Northwest Court Facility
14264 West Tierra Buena Lane
Surprise, Arizona 85374
Hours: 8 am. – 5 pm

2. **Court Documents:** After you file your forms with the Clerk's Office at the Court, take the following documents to Probate Court Administration (addresses above):
- Two copies of the **"Petition for Permanent Appointment"** stamped by the Clerk, AND
 - Two copies of the **"Affidavit of Proposed Appointee"** stamped by the Clerk, AND
 - One original and completed **"Information Sheet to Court Investigators"** AND
 - The original and one copy of this **"Request for Hearing" Form**.

3. **Hearing Date and Assignment of Judicial Officer:** Court Administration will set a hearing date and time and check the box in front of the name of the judicial officer who will hear this case.

HEARING DATE AND TIME _____ at _____ a.m./p.m

HEARING LOCATION: _____

JUDICIAL OFFICER: _____

4. **Notice of Hearing:** Court Administration will return this form to you after setting the date, time and place of hearing, and the name of the judicial officer that will hear your case. This is the information you will use to prepare the **"Order Appointing Attorney, Physician, and Court Investigator"** and the **"Notice of Hearing."**