INSTRUCTIONS for
SPECIAL POWER OF ATTORNEY

A person (Principal) signs a Special Power of Attorney in front of a notary to give a trusted and willing person (Attorney-in-Fact or Agent) power to act in place of the Principal. A Special Power of Attorney identifies a beginning date and an ending date or may be revoked. A Durable Special Power of Attorney continues if you, as Principal are incapacitated or become incompetent, and ends when you die, unless the Principal revokes it. A Special Power of Attorney must be notarized. A Special Power of Attorney is NOT a court order.

STEP 1:   **OBTAIN** the Special Power of Attorney packet at the Maricopa County Superior Court "forms" website or at one of the Law Library Resource Centers located in the valley.

Downtown Phoenix	**Northeast Court Facility**
101 W. Jefferson Street	18380 North 40th Street
Phoenix, Arizona 85003	Phoenix, Arizona 85032
Northwest Court Facility	**Southeast Court Facility**
14264 West Tierra Buena Lane	222 East Javelina Avenue
Surprise, Arizona 85374	Mesa, Arizona 85210-6201

- Read the Special Power of Attorney FAQs and Instructions
- Choose the Special Power of Attorney that best fits your situation (Regular or Durable)
- Complete the Special Power of Attorney Form

STEP 2:   **TAKE** the following to a Notary Public. You may find a Notary at most banks or listed in the Yellow Pages. They usually charge a fee. [The Clerk of Court will not notarize your documents and there is no need to file these documents with the Court.]

- The Witness
- The original completed Special Power of Attorney Form
- Photo ID for the witness and you

STEP 3:   **SIGN** the original Special Power of Attorney in front of the Notary and

- Tell the Witness to sign the form in front of the Notary
- Wait for the Notary to notarize the Special Power of Attorney

STEP 4:   **MAKE COPIES** of the Special Power of Attorney for each person or organization you deal with

- Keep the original for your records
- Give a copy to the Attorney in Fact
- Show the people and organizations the original, and give them the copy

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