

Procedures: How to ask the Court to end the conservatorship and release restricted funds.

Use this packet if:

- ✓ You are the conservator of a former minor who has turned 18 and who no longer needs a conservatorship, or a minor who has died, and
- ✓ You had all the money placed by order of the court in a restricted account, and
- ✓ You or the former minor want a court order releasing the restricted funds.

Step 1: Complete the petition and other forms: Type or Write neatly using black ink. Sign the Petition in front of a notary public or Clerk of Superior Court.

Step 2: Make 3 copies and separate into complete sets.

- Set 1: The original set will be filed with the Clerk of Court.
- Set 2: for the Judicial Officer
- Set 3: for the Conservator
- Set 4: for the Minor

Required Documents:

- Petition to Terminate Conservatorship of a Minor and/or Release Restricted Funds (PBCD11f)

Step 3: Take the originals and all sets of copies to the Clerk of Superior Court for filing.

- File your documents.
- Be sure to get your copies back after the Clerk stamps them with the case number.
- You may file at any of the following Superior Court locations in Maricopa County:

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| Downtown Phoenix: Old Courthouse Filing Counter 125 W. Washington, 1st floor Phoenix, AZ 85003 | Downtown Phoenix: Central Court Building 201 West Jefferson, 1st floor 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 222 East Javelina Avenue, 1st floor Mesa, AZ 85210 | |

Step 4: Get a Hearing Date

To request a hearing, you must either: (1) submit a copy of your petition to Probate Court Administration located at the Old Courthouse (OCH), 1st Floor, 125 W. Washington St., Phoenix, AZ 85003, or (2) wait four days from filing, and call Probate Court Administration at (602) 506-5510. Once the Court sets a hearing date, it will send you a Notice of Hearing using the email provided in your Petition. (If you did not provide an email, it will be mailed.)

Step 5: Appear at the Hearing

Be prepared to tell the Judge why the conservatorship should end and why the funds should be released.

- Court Order Terminating Conservatorship and Release of Restricted Funds (PBCD81f):

If the court grants your Petition, the Judge will sign an Order terminating the Conservatorship and authorizing the release of the restricted funds. The Conservator or the minor can request a certified copy of the Order to give to the bank or financial institution where the restricted account is located. To get a certified copy of the order, please go to the Clerk of Superior Court at any of the locations listed in Step 3, above, or to the Downtown Justice Center at:

Downtown Justice Center
620 W. Jackson St.
Phoenix, AZ 85003

Note: If the funds are located at multiple financial institutions, you will need to get a certified copy of the Order for each one.

- Release of funds from the bank or financial institution:
 - Present the certified copy of the Order to the bank or institution and they will release the funds to the former minor.
 - Remember to take a valid picture identification with you to the bank or institution for the release of funds. It is also a good idea for both the Conservator and the former minor to go together for the release, if possible.
- If the Court has ordered you to file a Receipt of Restricted Funds (PBCD91f):
 - The former minor must sign the Receipt of Restricted Funds in front of a notary public (it is usually easiest to do this at the bank).
 - File the Receipt of Restricted Funds at the Superior Court filing counter. You can file in person or you can mail the Receipt to any Clerk of Superior Court filing counter. See Step 3, above, for addresses.
 - You must file the signed and notarized Receipt of Restricted Funds within thirty (30) days from the date of the court Order. Filing the Receipt proves to the Court that you followed the court order, and that the former minor received their funds.