

Procedures: How to serve legal papers for guardianship of a minor by publication

(Arrange for service after you have filed your papers at the court)

STEP 1 How to publish: If you are publishing Notice, you should complete the attached letter, describing the documents that need to be referenced by the newspaper for the publication.

- A. If you have a court order waiving/deferring costs of publication, you must publish in the Arizona Business Gazette or The Phoenix Record Reporter.

Mail or deliver the letter that is attached to this form, a copy of the documents you filed with the Clerk, and the certified order waiving/ deferring costs of publication to:

Arizona Business Gazette: call 602-444-7315 or email legal.advertising@pni.com

The Phoenix Record Reporter: in person 2025 N. Third Street, #155, Phoenix AZ 85004 or fax to 602-417-9910,

- OR -

- B. If you are paying the cost of publication, you may use any newspaper of “general circulation” in this County. Note that:

1. There are numerous eligible publications other than the ones mentioned above;
2. The Arizona Corporation Commission maintains a list of eligible publications along with their contact information online at:
<https://azcc.gov/docs/default-source/corps-files/newspaper-list-for-publishing.pdf>.
3. Fees vary. You may call and ask for “Legal Advertising” to compare prices.

STEP 2 When to file:

- Wait for the newspaper to send you a copy of the document called Affidavit of Publication. If the newspaper sends you an original, file the original. Otherwise, make sure the original Affidavit of Publication gets filed with the Clerk of Superior Court, Juvenile Division.

STEP 3 Gather the paperwork:

- Complete the original of the Declaration Supporting Publication form, which is attached.
- Make a copy of the Declaration Supporting Publication for yourself.
- If the newspaper has not filed the Affidavit of Publication, make sure it gets filed by using the attached Affidavit of Publication form.

Note that the Declaration Supporting Publication and the Affidavit of Publication are two separate documents.

STEP 4 File your documents with the Court:

- Original of the Declaration Supporting Publication and copy of the publication, AND
- Original of the Affidavit of Publication you received from the newspaper unless the newspaper filed it for you. Make sure you bring a copy of the Affidavit of Publication to the hearing.

Do not bring children to Court (unless it's the Minor(s) named in this case).

Your Name: _____

Your Address: _____

Date: _____

Case No. JG _____

_____ Name of Newspaper

_____ Address

To Whom It May Concern:

I need to publish notice in the newspaper regarding Guardianship of a Minor, whose name is: _____

_____ (name of the Minor(s) who needs/need guardian).

Enclosed is the "Notice of Hearing" for a matter about a guardianship (of a minor).

Please publish a notice in your newspaper about this court case on three separate days before the hearing. The first publication must be at least 14 days prior to the hearing, which is scheduled for: _____

_____ (date of Hearing).

Also enclosed is (check one box)

A check or money order in the amount of \$ _____ for the cost of the publication as requested,

OR,

a certified copy of the Order from the court waiving/deferring the publication costs (Arizona Business Gazette only).

When you receive this letter, please call me at (_____) to tell me when the first publication will occur. When all three days of publication have been completed, please file the original and send me one copy of the Affidavit of Publication.

Thank you for your assistance in this matter.

Sincerely,

Your name

Enclosures