

## Procedures: What to do before and after the Court Hearing for Appointment of Guardian for a Minor

### Before the court hearing

Please review the following information and take appropriate action.

1. Language: Do you need a court interpreter? At least 10 days before the hearing; if you need the services of a court interpreter, please call the court interpreters' office at 602-506-0490.
2. Hearing record: Digital Recording or Court Reporter? The Juvenile Court uses a digital audio recording system to preserve the official record of the proceedings. If you or another party wants a court reporter to transcribe the Court hearing, you or the party requesting the court reporter must:
  - At least 72 hours before the start of the hearing:
  - Write a request to the Clerk of Superior Court asking that a court reporter transcribe the hearing,
  - Photocopy your written request, and
  - Take the copies to the Clerk of Superior Court for filing; place the copy in the Judge's basket.
3. Prepare testimony: Think about what you want to say to the Judge such as:
  - Why is the Guardianship needed? Why should the proposed Guardian be appointed?
  - Do I need witnesses? How would a witness clarify the Judge's understanding of the need for the guardianship?
    - NOTE: Ask the witness to come to the hearing if you think the witness' testimony will help your case.
4. Documents: Bring the following documents to the Court Hearing:
  - Part 1 Documents, consisting of:
    - Petition for Appointment of Guardian of a Minor
    - Affidavit of Person to be Appointed Guardian (A.R.S. § 14-5106)
    - Notarized, Consent of Mother (if applicable) and extra copy for Court
    - Notarized, Consent of Father (if applicable) and extra copy for Court
    - Notarized, Consent of child, for all children over age 14 and extra copy for Court
    - Petitioner's United States or State issued identification (this is required for all Petitioners)
    - Birth Certificate for each Child (this is required for all Children listed on the Petition)
    - If either parent has died, you must bring the original "certified copy" of the Death Certificate and extra copy for the court.
    - If a child was born outside the United States, you must bring the original United States issued, temporary visa or permanent legal resident card and extra copy for the court.
  - Part 2 Service of Notice Documents, consisting of:
    - Notice of Hearing
    - Proof of Notice of Hearing
    - Waiver of Notice (if applicable) – signed by interested person
    - Acceptance of Service (if applicable) – signed by interested person
    - Affidavit Supporting Publication (if applicable)
    - Affidavit of Publication (if applicable)

Note: If you do not bring the required documents to the hearing, your hearing may be vacated and reset to another date.

## After the court hearing

Please review the following information and take appropriate action.

1. Go to the Clerk of Superior Court, Juvenile Division. If the Judge grants the Petition for Appointment of Guardian of a Minor, the Clerk will:
  - Review the Order of Appointment
  - Ask you to sign an Acceptance of Appointment (you must show a photo ID)
  - Issue conformed or certified copies of the Court Order.
  - Note: In order to prove that the Court granted you the authority to be appointed as the legal Guardian of the minor, it is beneficial for you to obtain a certified copy of the Court order and Letters of Appointment. You can find out the exact fees and costs that are charged for any particular matter by calling the Clerk of Superior Court at 602-372-5375 or on their website.
2. If you haven't already, complete the required training for guardians
  - Read and follow the instructions within the Guardianship Training Manual. Once you have completed the training fill out the "Declaration of Completion of Training for Non-Licensed Fiduciaries," located at the end of the manual and file this with the court.
3. Bond: If the Judge did not waive the bond and ordered that you post a bond for a certain amount, call a bonding company, purchase a bond, and file the original bond with the Court. You should do this immediately after the Court order is signed. If you do not have a bond, the Court will not issue your letters of appointment.
4. Change of address: Always tell the Court in writing if you or the Minor have a change of address.
  - For Guardian's Change of Address: If you have been appointed as a Guardian, you must tell the Juvenile Court in writing within 10 court days if your mailing address changes anytime during the term of your appointment. Your change of address notice must include the case number of the case in which you have been appointed Guardian. You must also give or mail a copy to the minor, if over age 14, and the living parents.
  - For Minor's Change of Address: If you have been appointed as a Guardian, you must tell the Juvenile Court in writing within 3 court days of the change of address of the Minor. The change of address notice must include the case number of the case in which you have been appointed Guardian, and the Minor's new address. You must also give or mail a copy to the minor, if over age 14, and the living parents.
  - Note: Your written change of address notice may be personally delivered to the Court or mailed to the Juvenile Court that handled your case at either:

Durango Facility 3131 W. Durango Street Phoenix, AZ 85009	Southeast Facility 1810 S. Lewis Street Mesa, AZ 85210
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  - Note: A Guardian who fails to notify the Court of a change of address may be required to pay all costs resulting from any failure to notify the Court of that change.

5. Annual Report: You must file the Annual Report of the Guardian (packet JG9) within one year of your Appointment as Guardian of a minor.
  - Every year on or before your anniversary date of your Appointment as Guardian, you must file an Annual Report (packet JG9) with a doctor's note saying the child has been seen in the last year. The doctor's note and any other medical records would be a confidential record and therefore must be filed as a sealed document. See document "Special Handling for Confidential Documents" for how to file a confidential record.
6. Termination: If, at some point in time you want to terminate your Guardianship and be legally discharged as the Guardian of the Minor, you must file a Petition with the Court and give notice to the parties.

If the minor is adopted, is emancipated by court order, marries, or dies, you must notify the Juvenile Court.

Forms and instructions are available at the Law Library Resource Center or courts website: <https://superiorcourt.maricopa.gov/lrc/court-forms/>.

Do not  
file this copy  
or file this page