

# PROBATE

# 2

## **Part 2: Service and Notice of the Court Hearing**

## Law Library Resource Center

### Service and notice in probate cases

“Service” or “Notice” means giving legal notice to another party that you have filed papers with the court that may affect them. You must give a copy of those papers to the other party and show proof to the court that you have done so.

#### CHECKLIST

*You may use this packet if . . .*

- ✓ You have filed a Petition in the Probate Court AND
- ✓ You have obtained an initial hearing date and received the Notice of Hearing AND
- ✓ You are ready to provide the Petition and the Notice of Hearing to all interested parties.

**READ ME:** Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks can be found on the Law Library Resource Center website.

Law Library Resource Center

Probate

Part 2: Service and notice

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The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

START HERE: How to serve/notify interested people.

STEP 1: Decide who must be served/notified and what methods are available.

People Who Must be Served/Notified

Service/Notice Methods Available  
(Described in more detail on the following pages.)

<ul style="list-style-type: none"><li>• Subject Person</li></ul>	<ul style="list-style-type: none"><li>• Service by Registered Process Server, OR</li><li>• Service by Sheriff</li></ul>
<ul style="list-style-type: none"><li>• Parents of Subject Person (if in Arizona)</li><li>• Spouse of Subject Person (if in Arizona)</li></ul>	<ul style="list-style-type: none"><li>• Service by Registered Process Server, OR</li><li>• Service by Sheriff, OR</li><li>• Acceptance of Service/Waiver, OR</li><li>• Service by Publication (Only if you cannot locate to serve with process server, sheriff or acceptance/waiver.)</li></ul>
<p>Other Interested People:</p> <ul style="list-style-type: none"><li>• Adult Children of Subject Person</li><li>• Any Person with Care and Custody of Subject Person</li><li>• Current Guardian or Conservator of Subject Person (if any)</li><li>• Current Guardian Ad Litem or Statutory Representative of Subject Person (if any)</li><li>• Any other person who has filed a demand for notice with the court.</li><li>• Closest adult relative if any can be found (Only if Subject Person has no spouse, parents, or adult children)</li></ul> <p>--- If Outside Arizona ---</p> <ul style="list-style-type: none"><li>• Parents of Subject Person</li><li>• Spouse of Subject Person</li></ul>	<ul style="list-style-type: none"><li>• Notice by Mail – Certified or Registered Mail, OR</li><li>• Notice by Personal Delivery, OR</li><li>• Notice by Publication</li></ul>

## STEP 2: Decide which methods of service/notice you will use, and which documents you need in this packet.

### 1. Service by Registered Process Server

This service method allows you to hire a registered process server to hand deliver your court papers to the other party. A fee deferral order or waiver cannot be used for this service method.

If you give notice by Process Server, the Process Server must serve the documents at least 14 days before the date of the hearing:

You will need the following forms in this packet:

☐ Procedures: How to serve by registered process server: . . . . . PB22p

### 2. Service by Sheriff

Qualified law enforcement officers can also serve individuals. Fees and timeframes may vary. A fee deferral order or waiver can be used for this service method but only with the Maricopa County Sheriff's Office.

This service method requires you to contact any law enforcement agency in the county where the other party lives. You will arrange for a law enforcement officer to hand deliver your court papers to the other party. You will need to provide the other party's address and physical description.

14 days: If you give notice by Law Enforcement, the officer must serve the documents at least 14 days before the date of the hearing:

You will need the following forms in this packet:

☐ Procedures: How to serve by sheriff. . . . . PB23p

### 3. Acceptance of Service/Waiver

You can use this service method if the other party agrees to sign the Acceptance of Service form in front of the Clerk of Superior Court or a Notary and return the form back to you.

You will have to give or mail the court papers to the other party and include the Acceptance of Service form in the court papers. The other party's signature on the Acceptance of Service form does not mean that they agree with the court papers. It simply means that the other party agrees they have received the papers. This form also allows the other party to waive further notice if they choose.

You must file the Acceptance of Service as soon as possible. If possible, it is best to file it at least 72 hours before the hearing.

You will need the following forms in this packet:

☐ Procedures: How to Serve by Acceptance of Service . . . . . PB21p

☐ Form: Acceptance of Service and Waiver of Notice . . . . . PBGC21f

4. Notice by Certified or Registered Mail

You must use certified or registered mail from the U.S. Postal Service.

If you give notice by mail, you must mail the following to the other party at least 14 days before the date of the hearing:

- Notice of Hearing
- A copy of the documents you filed in the case.

You must then file the Proof of Notice form before the hearing or present it at the hearing.

You will need the following forms in this packet:

☐ Form: Proof of Notice ..... PBGC29f

5. Notice by Personal Delivery

You may use this method if you can hand documents directly to the person entitled to notice. This cannot be used for the Subject Person and their spouse or parent.

If you give notice by personal delivery, you must hand the following to the other party at least 14 days before the date of the hearing:

- Notice of Hearing
- A copy of the documents you filed in the case.

You must then file the Proof of Notice form before the hearing or present it at the hearing.

You will need the following form in this packet:

☐ Form: Proof of Notice ..... PBGC29f

6. Service by Alternative Means or Publication

Use this service method if you know where the person lives but they are avoiding personal service, or you have tried to find the person you must personally serve but were unsuccessful.

Before the hearing, you must file a motion and affidavit where you show the court that you made reasonably diligent efforts to serve the other party. The Court may need to reset your hearing to allow time for this alternative method.

You will need the following documents in this packet:

- ☐ Procedures: How to serve by Publication ..... PB25p
- ☐ Form: Motion to Serve by Alternative Means or Publication and Affidavit. . PB28f

7. Notice by Publication

Notice by publication is used when you do not know or cannot find the address or identity of the interested person. You must take the Notice of Hearing to a newspaper of general circulation in Maricopa County and request the Notice of Hearing be published three times before the hearing.

The first publication must be at least 14 days before date and time of the hearing.

You will need to explain why you chose this method, so you should file this Declaration Supporting Publication before the Initial Hearing:

- ☐ Procedures: How to serve by Publication . . . . . PB25p
- ☐ Form: Declaration Supporting Publication . . . . . PB25f

## Procedures: How to serve by Acceptance of Service

PLEASE NOTE: You must have filed the court papers before this process.

Ask the person to accept service of the papers you need to serve. This will include the Petition you recently filed, the Notice of Hearing, and any supporting documents you filed with the Court. They can accept service in one of the following ways:

A. Going with you to the filing counter and bringing a valid photo identification:

- Give the other person copies of the documents you need to serve.
- Stay at the counter with that person.
- The person must then sign the Acceptance of Service (with optional waivers) in front of the Clerk of Superior Court, who will witness their signature for free.
- File the original Acceptance with the Clerk of Superior Court.

OR

B. Meeting with you and a Notarial Officer (a Notary Public) and bringing a valid photo identification:

- Arrange a meeting place and time with the person and a Notarial Officer.
- Give the other person copies of the documents you need to serve.
- The person must sign the Acceptance in front of the Notarial Officer.
- You must then take the signed Acceptance and file the original with the Clerk of Superior Court.

OR

C. Taking the Acceptance to a Notarial Officer without you:

- Mail all the copies of the documents you need to serve to the person with an explanation, such as the form letter below.
- The person must sign and date the original Acceptance form.
- The signature must be witnessed by a Notarial Officer.
- Have the person either:
  - File the original Acceptance with the Clerk of Superior Court, or
  - Send the original back to you for you to file with the Clerk of Superior Court.
    - Consider providing a self-addressed stamped envelope along with the court documents.

Note: If the person does not file it or send it back to you, then you must serve them by one of the other processes.



\_\_\_\_\_  
(Your Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip Code)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Date)

For Clerk's Use Only

\_\_\_\_\_  
(Person's Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip Code)

Re: Acceptance of Court Papers for: \_\_\_\_\_

Dear \_\_\_\_\_  
(Person's Name)

Enclosed is a copy of the following court papers for you:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Also enclosed is an Acceptance of Service form for you to sign in front of a Notary Public to indicate you have received the documents listed. Signing the Acceptance may prevent unnecessary extra expenses as Arizona Rules of Court (A.R.C.P. 4.1 (c)) provide that a person who chooses not to accept service may be charged for additional costs required to achieve service by other methods.

After signing in front of a Notary, please mail the Acceptance back to me.

Signing the Acceptance does not indicate agreement; you still have the right to file a written response or to appear at the court hearing to inform the court that you disagree with what is stated or requested in the Petition.

Sincerely,

\_\_\_\_\_  
(Your Signature)

Enclosures

## Procedures: How to serve by registered process server

Before Step 1, You must have filed the Court papers.

- Step 1: You must hire and pay a Registered Process Server yourself. You may locate process servers online by using the search term “Arizona process servers” or similar, or at the website of the Arizona Process Servers Association at <https://arizonaprocessservers.org/>.
- Step 2: Go to the Registered Process Server’s office with the documents you need to serve and anything else the Process Server requires.
- Step 3: Usually, the Process Server will file the original Affidavit of Service for you. The Process Server will also give you a copy of the “Affidavit of Service” after they serve the other party with the papers.

Important: If the Process Server does not file the original “Affidavit of Service” with the Clerk of the Court, you must get the original “Affidavit of Service” from the Process Server and file it.

## Law Library Resource Center

### Procedures: How to serve by sheriff

**STEP 1** Go to one of the Sheriff's Department Civil Process Units with the documents you need to serve and anything else the Sheriff's Office requires. This will include the Petition you recently filed, the Notice of Hearing, and any supporting documents you filed with the Court.

The locations below are the only locations of the Civil Process Unit. Even if you file your case at the Mesa or Surprise location, you must go to one of the following locations if you want to use the Sheriff's Department to serve the papers

Maricopa County Sheriff's Office, Civil Unit  
111 South Third Avenue, 2nd Floor  
West Court Building  
Phoenix, Arizona 85003  
602-876-1840

Northeast Court Facility  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

(This building does not have a public entrance.  
Enter at 201 W. Jefferson St. and proceed to the  
West Court Building.)

There are fees for service of papers by the Sheriff's Department. You may apply for a Deferral or Waiver of those fees at the time you file your documents with the Clerk of Superior Court.

**STEP 2** Complete the sheet for identifying the other person (below) and bring it with you to the Sheriff's Office.

**STEP 3** Usually, the Sheriff's Office will file the original Affidavit of Service for you. The Sheriff's Office will also give you a copy of the "Affidavit of Service" after they serve the other party with the papers.

**Important:** If the Sheriff's Office does not file the original "Affidavit of Service" with the Clerk of the Court, you must get the original "Affidavit of Service" from the Sheriff's Office and file it.

\_\_\_\_\_  
(YOUR NAME)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(CITY/STATE/ZIP CODE)

\_\_\_\_\_  
(TELEPHONE NUMBER)

NAME OF PERSON TO BE SERVED:\_\_\_\_\_

COURT CASE NUMBER:\_\_\_\_\_

I enclose a copy of the following documents: (LIST ALL DOCUMENTS YOU WANT SERVED)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Please serve these papers on person named above. Current address:

HOME ADDRESS:\_\_\_\_\_

WORK ADDRESS:\_\_\_\_\_

Description (Provide as much information as you have):

SEX	RACE	D.O.B.	HGT.	WGT.	EYES	HAIR

Please return a notarized Affidavit of Service to my address at your earliest convenience. Maricopa County Superior Court requires that each document served be named in the Affidavit of Service.

- ☐ I enclose a deposit for \$200.00. I understand there is a \$16.00 service fee, \$2.40 per mile, one way, for each attempt at service travel fee, and an \$8.00 documentation fee. I understand the difference between my deposit and the fees accrued for service will be billed or returned to me. OR,
- ☐ I enclose a certified copy of the Order for Waiver/Deferral of fees for Service of Process.

Thank you for your cooperation in this matter.

\_\_\_\_\_  
(Your Signature)

Enclosures

## Procedures: How to serve or give notice by publication

(Arrange for service after you have filed your papers in court.)

### Step 1. Select a publication:

- A. If you have a court order waiving/deferring costs of publication, you must publish in:
- The Record Reporter, 2025 N. Third Street, #155, Phoenix AZ 85004.  
Phone: (602) 417-9900  
Fax: (602) 417-9910  
e-mail [record\\_reporter@dailyjournal.com](mailto:record_reporter@dailyjournal.com)
- or –
- Arizona Business Gazette  
Phone: (602) 444-7315  
Fax: (602) 444-5901  
e-mail [legal.advertising@pni.com](mailto:legal.advertising@pni.com)
- 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 one 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: Contact newspaper with necessary documents.

Provide the letter that is attached to this form, a copy of the Notice of Hearing and any other documents you need to publish, and the certified order waiving/deferring costs of publication (if applicable).

You will need to make sure there is enough time to publish the required number of times before your hearing.

Step 3: After the publication is complete and before your hearing, file your documents with the court:

- The original Declaration Supporting Publication, if applicable (PB25p), and
- The original Affidavit of Publication
  - The newspaper should send you this.
  - Contact the newspaper if you do not receive it.

LETTER TO NEWSPAPER

Print Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Newspaper

\_\_\_\_\_  
Address

To Whom It May Concern:

I need to publish notice in the newspaper about the following matter:

Probate Court Case No. \_\_\_\_\_, which concerns the following: (check one box)

☐ Guardianship and/or Conservatorship matter about (name of person with guardian and/or conservator) \_\_\_\_\_, or

☐ Estate of \_\_\_\_\_, deceased, or  
Print Name

☐ Sale of Real Property \_\_\_\_\_.  
Print street address of subject property

The first publication of this Notice must be published by \_\_\_\_\_.  
(The first publication must be at least 14 days before the scheduled hearing, unless otherwise ordered by the Court.)

Number of Publications (Choose One):

☐ Notice by Publication: Please publish this Notice 3 times before  
\_\_\_\_\_ (hearing date).

OR

☐ Service by Alternative Means or Publication: Please publish this Notice once a week for:  
☐ 4 weeks OR ☐ (other amount ordered by the Court) \_\_\_\_\_  
before \_\_\_\_\_ (hearing date).

Enclosed is a copy of the following documents stamped by the Clerk of Superior Court (check all



that apply):

- ☐ Notice of Hearing
- ☐ Other: \_\_\_\_\_

Enclosed is (check one box):

- ☐ A check or money order in the amount of \$\_\_\_\_\_ for the cost of the publication as requested.
- ☐ A certified copy of the Order from the court waiving/deferring the publication costs.

When you receive this letter, please call me at \_\_\_\_\_ to tell me when the first publication will occur. When publication is complete, please file the original and send me one copy of the Affidavit of Publication.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

## Important Notice

### Training Requirements

Rule 38, Arizona Rules of Probate Procedure, generally requires that any person who is not a licensed fiduciary or a financial institution (as defined in A.R.S. § 14-5651) complete a training program approved by the Supreme Court before Letters of Appointment to serve as a guardian, conservator, or personal representative are issued by the Clerk of Superior Court. A temporary guardian and/or temporary conservator must complete the training within 30 days after the temporary appointment or before the appointment is made permanent, whichever is earlier.

Training should be completed before the court hearing.  
Additional time may be granted for good reason.

You may access and complete the training free online at:

[www.azcourts.gov/probate/Training.aspx](http://www.azcourts.gov/probate/Training.aspx)

Go to the section for “Non-licensed Fiduciaries” and click on the link to access a narrated slide-show presentation of the materials applicable to your situation.

The required training manuals are included in this packet. You may also print the training materials in English *or Spanish* at the Law Library Resource Center for a fee. After reviewing the materials, you will need to inform the Court that you have completed the training by filing either the Certificate available at the end of the online training, or the Declaration of Completion form available in this packet and from the Law Library Resource Center. If you have questions about the training, contact the Probate Department at 602-506-3668.

Person Filing:\_\_\_\_\_

Address (if not protected):\_\_\_\_\_

City, State, Zip Code:\_\_\_\_\_

Telephone:\_\_\_\_\_

Email Address:\_\_\_\_\_

Lawyer's Bar Number:\_\_\_\_\_

Licensed Fiduciary Number:\_\_\_\_\_

Representing ☐ Self, without a Lawyer or ☐ Attorney for \_\_\_\_\_

For Clerk's Use Only

SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY

In the matter of:

Case No: \_\_\_\_\_

\_\_\_\_\_  
Subject Person

ACCEPTANCE OF SERVICE and  
WAIVER OF NOTICE (Optional) and  
WAIVER OF SERVICE MEMBERS CIVIL  
RELIEF ACT (SCRA) (Optional)

STATE OF ARIZONA  
County of Maricopa

UNDER PENALTY OF PERJURY, I SWEAR OR AFFIRM:

1. I have voluntarily accepted a copy of the following legal papers: (Check all that apply)

☐ Petition for Permanent Appointment of ☐ Guardian ☐ Conservator

☐ Petition for Temporary Appointment of ☐ Guardian ☐ Conservator

☐ Notice of Hearing

☐ Affidavit of Person to be Appointed (Guardian, Conservator, or Both)

☐ Consent of Parent (to Appointment of Guardian, Conservator, or Both)

☐ Petition for Approval of Accounting

☐ Petition for Contact☐ Other: \_\_\_\_\_

I waive formal service of process (personal service), and understand by accepting these papers, it is the same as if I were personally served under Arizona Law.

I am aware that accepting service of these court papers and signing this document does not in any way reduce my rights or obligation to file a written objection or come to court to object.

2. (Optional) ☐ I waive notice of all future court filings and proceedings in this matter.

I understand that I can reverse this waiver by filing a written document with the Court under this case number declaring that I no longer waive notice of hearings and other court proceedings.

3. ☐ I am not on active duty in the military forces of the United States, OR

☐ I am on active duty in the military forces of the United States.

If you ARE on active duty with the U.S. military, see the information on your rights under the Servicemembers Civil Relief Act (SCRA) and the optional waiver of the right to delay this court proceeding on the (optional) SCRA Waiver form in this packet.

I have read and understand this document. The information above is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Receiving Documents

\_\_\_\_\_  
Printed Name

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to or affirmed before me this: \_\_\_\_\_  
(Date)

By \_\_\_\_\_.

(Notary Seal)

©Superior Court of Arizona in Maricopa County  
ALL RIGHTS RESERVED

\_\_\_\_\_  
Notarial Officer or Deputy Clerk

Servicemember's Civil Relief Act (SCRA)  
Information and Optional Waiver

When military duty interferes with the ability to participate in a non-criminal court case, the Servicemembers Civil Relief Act (SCRA) (50 U.S.C. App 517) may permit the service member to delay or reopen the court proceeding. Waiving this right does NOT affect your right to later request a change regarding court appointment of a guardian or conservator.

It is generally advisable to consult a military legal assistance attorney before waiving any rights under the Servicemembers Civil Relief Act. If Luke Air Force Base is the military installation closest to you, you can contact the legal office at 623-856-6901. Otherwise, contact the legal office at the nearest military installation.

If active duty military and you do not wish to delay court proceedings in this matter, check the box below to WAIVE any right that may apply under the SCRA to cause the court to delay.

☐ (Optional) I waive any right I may have under the SCRA to delay this matter.

Waiver of Notice and (if applicable)  
Waiver of Servicemembers Civil Relief Act (SCRA)

I have read and understand this Acceptance of Service and the separate Servicemembers Civil Relief Act Waiver. I understand that I am not required to either waive notice *or* any rights that may apply under the SCRA, but if I have waived either notice or rights under the SCRA as indicated above or on the preceding page, I do so voluntarily.

UNDER PENALTY OF PERJURY

I swear or affirm that I have read and understand this document and that the information I have provided is true and correct to the best of my information and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Receiving Documents

\_\_\_\_\_  
Printed Name

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to or affirmed before me this: \_\_\_\_\_

(Date)

By \_\_\_\_\_.

\_\_\_\_\_  
Notarial Officer or Deputy Clerk

(Notary Seal)

Person Filing:\_\_\_\_\_

Address (if not protected):\_\_\_\_\_

City, State, Zip Code:\_\_\_\_\_

Telephone:\_\_\_\_\_

Email Address:\_\_\_\_\_

Lawyer's Bar Number:\_\_\_\_\_

Licensed Fiduciary Number:\_\_\_\_\_

Representing ☐ Self, without a Lawyer or ☐ Attorney for \_\_\_\_\_

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY

In the Matter of:

Case Number: \_\_\_\_\_

DECLARATION SUPPORTING  
PUBLICATION

\_\_\_\_\_  
Subject Person

UNDER PENALTY OF PERJURY, I STATE THESE FACTS:

1. I am the Petitioner or Applicant and make these statements to show the circumstances why notice by Publication was used, and to show how service by publication was done.

2. Here are the names of people entitled to notice of this matter to whom I gave notice by publication:

▪ Name: \_\_\_\_\_

Last Known Address: \_\_\_\_\_

Last Date I Tried to Find Person: \_\_\_\_\_

Relationship to subject person: \_\_\_\_\_

▪ Name: \_\_\_\_\_

Last Known Address: \_\_\_\_\_

Last Date I Tried to Find Person: \_\_\_\_\_

Relationship to subject person: \_\_\_\_\_

- Name: \_\_\_\_\_  
Last Known Address: \_\_\_\_\_  
Last Date I Tried to Find Person: \_\_\_\_\_  
Relationship to subject person: \_\_\_\_\_
- Name: \_\_\_\_\_  
Last Known Address: \_\_\_\_\_  
Last Date I Tried to Find Person: \_\_\_\_\_  
Relationship to subject person: \_\_\_\_\_

3. I made a diligent search to find out the residence and whereabouts of all persons entitled to notice but failed to find any information concerning the residence or whereabouts of one or more of those persons.
4. I contacted the persons listed below to find out the location of the persons entitled to notice. (Note: There is no exact minimum number of persons you must contact. It may be more or less than five as required to satisfy the Court you have made every reasonable effort to locate every person entitled to notice.) Attach additional pages as necessary to show all the persons you contacted.

Name of Person Entitled to Notice: \_\_\_\_\_

Name of Person I Contacted: \_\_\_\_\_

Address of Person I Contacted: \_\_\_\_\_

Name of Person Entitled to Notice: \_\_\_\_\_

Name of Person I Contacted: \_\_\_\_\_

Address of Person I Contacted: \_\_\_\_\_

Name of Person Entitled to Notice: \_\_\_\_\_

Name of Person I Contacted: \_\_\_\_\_

Address of Person I Contacted: \_\_\_\_\_

Name of Person Entitled to Notice: \_\_\_\_\_

Name of Person I Contacted: \_\_\_\_\_

Address of Person I Contacted: \_\_\_\_\_

Name of Person Entitled to Notice: \_\_\_\_\_

Name of Person I Contacted: \_\_\_\_\_

Address of Person I Contacted: \_\_\_\_\_

5. About the Publication

☐ Notice of hearing was published in a newspaper in this County on the following dates.

A. \_\_\_\_\_, B. \_\_\_\_\_, C. \_\_\_\_\_.

☐ Proof of Publication is attached. (Required)  
(Attach an "Affidavit of Publication" supplied by the newspaper that published the notice.)

By signing this document, I state to the Court, under penalty of perjury that the information presented is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Petitioner's Signature



Person Filing: \_\_\_\_\_

Address (if not protected): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lawyer's Bar Number: \_\_\_\_\_

Licensed Fiduciary Number: \_\_\_\_\_

Representing ☐ Self, without a Lawyer or ☐ Attorney for \_\_\_\_\_

For Clerk's Use Only

SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY

In the Matter of:

Case Number: \_\_\_\_\_

PROOF OF NOTICE

\_\_\_\_\_  
Subject Person

I. Documents Provided

I provided copies of the following:

☐ Petition for \_\_\_\_\_  
Title of Petition

☐ Notice of Hearing

☐ Conservator's Account

☐ Annual Report of Guardian

Other:

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

II. People Notified:

I provided copies of all the documents to the following people:

A. Subject Person:

☐ Personal service was completed by a process server or qualified law enforcement officer on \_\_\_\_\_(Date).

☐ The Court approved an alternative form of service, namely \_\_\_\_\_,  
which was completed on \_\_\_\_\_(Date)

☐ Other Method: \_\_\_\_\_  
which was completed on \_\_\_\_\_(Date)

B. Name: \_\_\_\_\_

Relation to subject person: \_\_\_\_\_

Date of Service/Notice: \_\_\_\_\_

Method of Delivery:

- ☐ Personal service by process server or qualified law enforcement officer  
☐ Certified or Registered Mail (if applicable, attach green return receipt card)  
☐ Acceptance, or Waiver, of Service

• signed on \_\_\_\_\_(Date).

• filed on \_\_\_\_\_(Date).

☐ Publication

☐ Hand delivery by: \_\_\_\_\_(Name).

C. Name: \_\_\_\_\_

Relation to subject person: \_\_\_\_\_

Date of Service/Notice: \_\_\_\_\_

Method of Delivery:

- ☐ Personal service by process server or qualified law enforcement officer  
☐ Certified or Registered Mail (if applicable, attach green return receipt card)  
☐ Acceptance, or Waiver, of Service

Case No.: \_\_\_\_\_

- signed on \_\_\_\_\_ (Date).
- filed on \_\_\_\_\_ (Date).

☐ Publication

☐ Hand delivery by: \_\_\_\_\_ (Name).

D. Name: \_\_\_\_\_

Relation to subject person: \_\_\_\_\_

Date of Service/Notice: \_\_\_\_\_

Method of Delivery:

☐ Personal service by process server or qualified law enforcement officer

☐ Certified or Registered Mail (if applicable, attach green return receipt card)

☐ Acceptance, or Waiver, of Service

• signed on \_\_\_\_\_ (Date).

• filed on \_\_\_\_\_ (Date).

☐ Publication

☐ Hand delivery by: \_\_\_\_\_ (Name).

E. Name: \_\_\_\_\_

Relation to subject person: \_\_\_\_\_

Date of Service/Notice: \_\_\_\_\_

Method of Delivery:

☐ Personal service by process server or qualified law enforcement officer

☐ Certified or Registered Mail (if applicable, attach green return receipt card)

☐ Acceptance, or Waiver, of Service

• signed on \_\_\_\_\_ (Date).

• filed on \_\_\_\_\_ (Date).

☐ Publication

☐ Hand delivery by: \_\_\_\_\_ (Name).

Attached extra pages if necessary.

Case No.: \_\_\_\_\_

This signature page belongs to the form titled Proof of Notice and cannot be used with any other documents .

UNDER PENALTY OF PERJURY

By signing this document, I state to the Court under penalty of perjury that the information

presented is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name