

## SELF-SERVICE CENTER

# APPOINTMENT OF GUARDIAN FOR A MINOR

### PROCEDURES: What to do Before and After the Court Hearing

## I. 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 Court asking that a court reporter transcribe the hearing,
  - **Photocopy** your written request, and
  - **Take** the copies to the Clerk of 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 a **witness(es)**? 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)
    - **Consent of parent** (if applicable)
    - **Consent of (other) parent** (if applicable)
  - **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)
5. **PHOTO IDENTIFICATION (ID):** Take this to the Court Hearing. If the Judge grants the Petition for Appointment, you may be asked to sign an Acceptance of Appointment, which requires you to show your Photo ID.

## II. AFTER THE COURT HEARING

Please review the following information, and take appropriate action.

**1. GO TO the CLERK of COURT**, Juvenile Division. If the Judge/Commissioner grants the Petition for Permanent Appointment of Guardian of a Minor, the Clerk will:

- Review the Order of Appointment
- Ask you to sign an Acceptance of Appointment (this is when 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(s), it is beneficial for you to obtain a **certified copy** of the Court order and letters of appointment.

If the Judge/Commissioner 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.

**2. 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 immediately tell the Juvenile Court in writing if your mailing address changes anytime during the term of your appointment. The change of address notice must include the case number of the case in which you have been appointed Guardian.
- **For Minor's Change of Address: 72 HOUR window:** If you have been appointed as a Guardian, you must tell the Juvenile Court in writing within 72 hours 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.
- **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

- **NOTE: A Guardian who fails to notify the Court** of a change of address will be **required to pay all costs** resulting from any failure to notify the Court of that change.

**3. ANNUAL REPORT:** You must file the Annual Report of the Guardian (Form **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 (Form **Packet #JG9**).

**4. TERMINATION:** At some point in time you may want to terminate your Guardianship and be legally discharged as the Guardian of the minor. To do this, you must file a Petition with the Court. You may purchase the necessary forms at the Self-Service Center or access them free on the web.