

SELF-SERVICE CENTER

PROCEDURES: HOW TO SERVE LEGAL PAPERS – ACCEPTANCE OF PERSONAL SERVICE REGARDING GUARDIANSHIP OF A MINOR

(The person being served cannot sign an ACCEPTANCE OF SERVICE until after you have filed your court papers.)

STEP 1 ASK THE PERSON TO ACCEPT SERVICE OF THE PAPERS:

A. IF THE PERSON BEING SERVED GOES WITH YOU TO THE FILING COUNTER:

- Give the other person his or her set of copies.
- Stay at the counter with that person.
- The person must have valid picture identification with him or her to sign the original ACCEPTANCE OF SERVICE and (optional) WAIVER OF NOTICE. The person must then sign the Acceptance and (optionally) the Waiver of Notice in front of the Clerk, which the Clerk will notarize for **free**, **OR**

B. IF THE PERSON CANNOT OR WILL NOT GO WITH YOU TO FILE PAPERS:

- Arrange a meeting place and time with the person before a Notary Public. Remind the person being served to bring valid picture identification with him or her to the Notary Public.
- Give the person his or her set of copies.
- Have the original of the court papers with you in case the person wants you to prove that you have it,
- The person must then sign the Acceptance of Service and (optionally) the Waiver of Notice) in front of the Notary Public, **OR**

C. IF YOU CANNOT GIVE THE PERSON THE PAPERS BY HAND:

- Mail **all** the copies to the person with an explanation, such as the form letter attached.
- The person must sign and date the original Acceptance (and Waiver of Notice).
- A Notary Public must witness the signature.
- The person signing must send the signed, notarized document back to you.
- You should write the date the person signed the Acceptance on your copy.

NOTE: If the person will not voluntarily send back the Acceptance of Service (and Waiver of Notice), ask him or her again to send it back. If he or she still does not send it back, **then you have to serve him or her by one of the other processes.**

STEP 2 FILE THE ACCEPTANCE OF SERVICE AT THE COURT:

A. FILING THE PAPERS:

- Go back to the Clerk of the Court where you filed your original court papers and file the **original** of the ACCEPTANCE OF SERVICE (and WAIVER OF NOTICE) with the notarized signature of the person to whom you gave notice.
- Give the Clerk the **originals** of the following documents:
 - 1) **NOTICE OF HEARING**
 - 2) **ACCEPTANCE OF SERVICE (and WAIVER OF NOTICE)**, if person signed one

DO NOT BRING CHILDREN TO COURT (unless it's "the Minor" named in the case).

(YOUR NAME)

(ADDRESS)

(CITY/STATE/ZIP CODE)

(TELEPHONE NUMBER)

(DATE)

(PERSON'S NAME)

(ADDRESS)

(CITY/STATE/ZIP)

Re: Acceptance of Court Papers

Dear _____
(NAME)

Case Number: **JG** _____

I have filed court papers for **Permanent Appointment of a Guardian of a Minor**. The Minor (or Minors) is (are):

Enclosed is a copy of the following papers for you: (WARNING: documents listed should include *at least* a Petition on whatever matter is before the court, and Notice of Hearing on the Petition. **CHECK THE BOXES TO INDICATE WHICH PAPERS YOU ARE SENDING**. Describe any other non-listed Court documents included).

- “Petition for Permanent Appointment of Guardian of a Minor”***
- “Affidavit of Person to be Appointed as Guardian”***
- “Consent of Parent to Guardianship (and Waiver of Notice)”***
- “Petition for Termination of Guardianship of a Minor”***
- OTHER** (List Title of) Document: _____

I have also enclosed an **“Acceptance of Service (and Waiver of Notice)”**, which I would like you to sign in front of a Notary Public and return to me in the self-addressed stamped envelope. **Signing the Acceptance does not affect your right to file an objection or to appear in court to object to all or part of what is contained in the Petition or other papers filed with the Court.**

You may (optionally) also check the box for “Waiver of Notice” if you do not wish to receive copies of all papers filed in this case in the future.

If you choose not to sign and return the Acceptance, Arizona law allows for you to be charged for the cost of serving by other methods.

If you disagree with what is in the Petition, you can file a written Objection and/or you may also come to the court hearing and tell the Judge what you think about the Petition.

Sincerely,

(YOUR SIGNATURE)

Enclosures