

SELF-SERVICE CENTER

PROCEDURES: HOW TO ASK THE COURT TO END A GUARDIANSHIP OF A MINOR

INSTRUCTIONS:

STEP 1 COMPLETE THE PETITION: Complete a PETITION FOR TERMINATION OF GUARDIANSHIP. Write neatly and use **black ink**. Sign the Petition in front of a notary public or a Clerk of the Superior Court.

2 FILE OR MAIL: File or mail the **original and 4 copies** of the following documents to Juvenile Court Administration at whichever address your case is pending:

- **Original and copies** of the Petition and copy of minor's birth certificate;
- **8 x 11" self-addressed, stamped envelope** so the hearing date can be mailed to you.
- (if you are mailing the documents) A letter explaining **what you are sending and why**.

The Juvenile Court Clerk will file the **original** of the Petition for you, and then schedule the case for a hearing. Juvenile Court will mail the hearing date and time notice and conformed (date-stamped) copies of the Petition back to you if you have provided a self-addressed, stamped envelope. You need to keep one copy, give another to the Commissioner who will hear your case, and the other copies are to give notice to all interested parties.

The Juvenile Court addresses are:

PHOENIX:

Juvenile Court Clerk
3131 W. Durango Street
Phoenix, AZ 85009

MESA:

Juvenile Court Clerk
1810 S. Lewis Street
Mesa, AZ 85210-6201

3 GIVE NOTICE OF THE HEARING TO EVERYONE ENTITLED TO NOTICE:

You must give a **copy** of the Petition and Notice of Hearing to **all interested persons**. For more information about notice, see the Self-Service Center Information on Service and Notice.

You do not need to give formal notice by personal service, but you do need to **mail or deliver** the NOTICE OF HEARING. First class, prepaid postage mail is sufficient. Certified or Registered mail with return receipt is an extra step you can take to prove that the person you want to have notice received the notice.

You can also give notice by Publication in some cases. The following people should be given notice:

- the minor,
- If the minor is married, his/her spouse,
- If minor is unmarried, any living parent,
- the conservator, if the minor has one, unless the guardian is also the conservator,
- the guardian ad litem, if one was appointed by the Court.

4 COMPLETE AND FILE OTHER COURT PAPERS: At least 15 days before the hearing is scheduled, complete the PROOF OF NOTICE stating how and when you gave notice to all interested persons. Make **2 extra copies** of each of the following documents. Then file or mail the **original and 2 copies** of the following to Juvenile Court Clerk's office and bring your copy to the hearing:

- NOTICE OF HEARING;
- PROOF OF NOTICE;
- WAIVER OF NOTICE (if any was signed by interested parties);

Juvenile Court will file the originals for you and deliver the copies to the Commissioner assigned to the hearing. Remember to bring copies of your documents to the hearing.

5 COME TO THE HEARING: Be prepared to tell the Judge why the guardianship should end.

Note: If you or the minor live out-of-state, you may ask the Court in writing to allow you and/or the minor to appear telephonically. It is up to the Judge whether you can appear telephonically, or whether you and/or the minor must appear in person.

**ALL FORMS REFERRED TO IN THESE INSTRUCTIONS
ARE AVAILABLE FOR PURCHASE AT THE SELF-SERVICE CENTER, OR FOR
FREE ON THE WEB.**