

PROCEDURES: HOW TO REQUEST APPOINTMENT OF PERMANENT CONSERVATOR FOR A MINOR

1. A. MAKE COPIES. HOW MANY?

Probate Information Cover Sheet (pb10f) – *none*. You only need the original.

Petition for Permanent Conservator (pbcm11f) Affidavit of Person to be Appointed (pbgc13f) Consent of Parent (if applicable) (pbgcm13f) Consent of (other) Parent (if applicable) (pbgcm13f)	AT LEAST 2 COPIES: 1 copy for the Judicial Officer, 1 copy for your records, PLUS 1 copy for EACH additional person or agency to receive notice (Set 4 (or more), below).
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B. SEPARATE INTO COMPLETE SETS as follows:

Set 1: <i>Originals</i> for the Clerk of Court, Probate <ul style="list-style-type: none"> • Probate Information Cover Sheet (pb10fs) • Petition for Permanent Conservator (pbcm11fs) • Affidavit of Person to be Appointed (pbgc13fs) • Consent of Parent (if applicable) (pbgcm13fs) • Consent of (<i>other</i>) Parent (if applicable) 	Set 3: Copies for You <ul style="list-style-type: none"> • Petition for Permanent Conservator • Affidavit of Person to be Appointed • Consent of Parent (if applicable) • Consent of (other) Parent (if applicable)
Set 2: Copies for Judicial Officer (deliver <i>at least</i> 5 days before the hearing) <ul style="list-style-type: none"> • Petition for Permanent Conservator • Affidavit of Person to be Appointed • Consent of Parent (if applicable) • Consent of (other) Parent (if applicable) 	Set 4 <i>or More</i> : Copies for Persons (or Agencies) to Receive Notice <ul style="list-style-type: none"> • Petition for Permanent Conservator • Affidavit of Person to be Appointed • Consent of Parent (if applicable) • Consent of (other) Parent (if applicable)

2. TAKE THE ORIGINALS AND ALL SETS OF COPIES TO THE CLERK TO FILE at any of the following Superior Court locations in Maricopa County:

Phoenix:	125 West Washington Street, 1st Floor, Phoenix, Arizona 85003
North Phoenix:	18380 North 40 th Street, Phoenix, Arizona 85032
Mesa:	222 East Javelina Avenue, 1st Floor, Mesa, Arizona 85210
Surprise:	14264 West Tierra Buena Lane, Surprise, Arizona 85374

3. PAY YOUR FILING FEE.

- A list of current fees is available from the Self Service Center and from the Clerk of Court's website.
- If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

4. **GET YOUR COPIES BACK.** The Clerk will file the originals, stamp the copies with a case number to indicate the copies *conform* to (be the same as) original documents filed with the Court, and return the copies to you. NOTE YOUR CASE NUMBER beginning with "PB" and use it on every paper you file with the court in this matter from now on.

5. **GET A COURT HEARING DATE:**

A. If filing at 125 West Washington Street in downtown Phoenix, after filing you may walk a few feet to the right from the Filing Counter to Probate Administration to ask to have a hearing scheduled, *OR* .

B. *If filing at a court location where there is no Calendar Clerk available:*

- WAIT until 2 to 3 days after filing (so Clerk can see information in data system).
- Call 602-506-5510 and tell the clerk you need to schedule a hearing.
- Provide the case number.
- The Clerk will provide *you* with the date, time, and location of the hearing, as well as the name of the Judicial Officer assigned to conduct the hearing.
- **PLEASE WRITE IT DOWN! DON'T LOSE IT!**

OR . . .

C. If filing at a court location where there is no Calendar Clerk available AND *you do not want to wait the 3-5 days:*

- Bring your documents to the downtown Phoenix Probate Administration offices in-person to schedule the hearing.
- Present one clerk-stamped (conformed) copy of the following documents to Probate Administration:

❖ PETITION FOR APPOINTMENT OF CONSERVATOR for a Minor (PBCM11F),

❖ AFFIDAVIT OF PERSON TO BE APPOINTED (PBGC13F),

Probate Admin will then provide you with a printout with information on when and where the hearing is, as well as the name of the assigned Judicial Officer.

THIS IS IMPORTANT INFORMATION: DON'T LOSE IT!

NOTE THE FOLLOWING:

- The hearing will be scheduled for some 4-6 weeks from the date you submit your request, whether submitted by phone or in-person.
- You may **FILE** at *any* of the Clerk of the Court locations listed above; the hearing may however be scheduled at a different court facility.

NOTICE: Conservatorship grants authority to manage and protect the incapacitated person's income and/or assets; it does not include authority to place the ward in a hospital or other facility for treatment of mental or behavioral health issues. If such authority is needed, see the Self-Service Center packets concerning appointment of a *Guardian*, or of a *Guardian AND Conservator* for a Minor. Note that court authorization for inpatient mental or behavioral health treatment requires recommendation by a licensed psychologist or psychiatrist. A.R.S. § 14-5312.01(B)

6. **NOTICE OF HEARING** (form PBGC18f). Fill out the Notice of Hearing form with the information about the time and place of the hearing that you obtained in Step 5 above.

7. **PREPARE TO SERVE NOTICE.**
 - A. To "serve notice" means to deliver notice as required or permitted by law to **everyone** who is legally entitled to know about the court case and what you have asked the Court to order concerning the person to be protected.
 - B. You do not have to serve notice on persons who have signed a notarized waiver of notice on either the Consent of Parent, or the separate **Waiver of Notice** (PBGC19f) forms included in this packet, unless they later file a request to reverse that waiver.
 - C. READ "**INFORMATION ON LEGAL NOTICE for GUARDIANSHIPS and CONSERVATORSHIPS**" (PBGC20h) in this packet, and
 - D. See Self-Service Center **packet #2, "SERVICE AND NOTICE OF COURT HEARING"** for more detailed information and instructions on serving notice as well as the court forms you will need to file with the court to show who you gave notice to, and how.

IMPORTANT: All Conservators must complete court-approved training before permanent appointment becomes effective! See the "**Notice Regarding Training Requirements**".