

GUARDIANSHIP OF A MINOR

1

ANNUAL REPORT

Part 4: ANNUAL REPORT

(Forms and Instructions)

SELF SERVICE CENTER

**ANNUAL REPORT
OF GUARDIAN FOR A MINOR**
(For Cases Filed in the Juvenile Court Only)

CHECKLIST

You may use the forms and instructions in this packet if the following factors apply to your situation:

- ✓ You have been appointed guardian for a minor, **AND**
- ✓ It is the yearly anniversary of the date you were appointed guardian, **AND**
- ✓ Your case number begins with “GC”, meaning it was filed in the Juvenile Court,

AND

- ✓ You need to file the Annual Report of Guardian (for a Minor).

✗ Do **NOT** use these forms if your case number begins with “GC”, which would mean:

- the case was originally filed in the Probate Court,
- your Annual Report must be filed with the Probate Court,
- the procedures described in this packet do not apply, and
- you need the packet for “Annual Report of Guardian for a Minor - Probate Court ONLY”

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, as well as a list of court-approved mediators can be found on the Self-Service Center website.

SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO FILL OUT THE ANNUAL REPORT OF GUARDIAN

YOU MAY USE THIS PACKET if you have been appointed as the Guardian for a minor, and it has been a year since your appointment. You must complete this form every year you are the Guardian for the Minor on or before the anniversary date of your appointment as Guardian.

TOP OF PAGE: Fill in the information requested about you, the Guardian, at the top, left corner of the form, and then the case caption information (name of the Minor and the case number). Next, write in the date this report is due, which should be the anniversary date of when you were first appointed. Finally, write in the beginning and ending dates of the time period for which you are filing this report, which would generally be from the day after the previous year's anniversary date to the due date (this year's anniversary date). Now match the numbered instruction (below) to the numbered line on the form.

1. Write in the information requested about the Minor.
2. Describe where the Minor lives (not the address). Things to include would be:
 - Whether a private home, a boarding home or school;
 - How many people live in the Minor's room;
 - Who looks after the Minor; **AND**
 - The name of the person in charge; or
 - The name of the place where the Minor lives;
 - The address and the telephone number.
3. Write in the information requested about the Minor's current doctor.
4. Provide the information requested about the Minor's physical and mental health. Make sure you **attach (to this report) a current copy of the doctor's report** about the Minor's current physical and mental health.
5. Provide the Information requested about the Minor's Education: name of school, etc.
6. Answer the questions regarding how many times you saw the Minor over the past year and when you last saw him or her. If the Minor lives with you, you may simply state "Lives with me" and "Every day" or "Nearly every day" or whatever is true for your situation.

Then tell the Judge/Commissioner whether you think the guardianship should continue and the reasons it should or should not continue.
7. Write in the name, address, and telephone number of the person responsible for the Minor's assets. If the Minor does not have any assets, then write in N/A for "not applicable".
8. **IF the** Minor receives any state, county, or federal agency services, write in the name of the agency contact and describe the services received by the Minor. If the Minor does not receive any services, write in N/A for "not applicable".
9. **Answer the question about the age of the Minor. If you answered "Yes" to this question, then Answer the next question about whether you believe the Minor will need a guardian after the age of eighteen.**
10. **MAILING AFFIDAVIT.** Write the names and addresses of the people to whom you mail a **copy** of the ANNUAL REPORT and the date you mail them.
11. Then **sign and print your name** to show that you mailed the document.

NEXT: Follow the instructions in the document titled: Procedures: *What to do Before and After the Hearing.*

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____

FOR CLERKS USE ONLY

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN GRAHAM COUNTY

In the Matter of Guardianship of: _____ Case Number _____

_____ A Minor

ANNUAL REPORT OF GUARDIAN

PERIOD FROM _____ TO _____ DUE: _____
MO DAY YR MO DAY YR MO DAY YR

Instructions to Guardian: Arizona law (A.R.S. 14-5315) requires every guardian to submit a report to the Court each year regarding the children. Please complete this report and file with the Court on or before the ordered due date. When complete, mail the report to:

GRAHAM COUNTY CLERK OF THE COURT
800 WEST MAIN STREET
SAFFORD, ARIZONA 85546

You must also mail a copy of the report to anyone else entitled to notice, including the children if he or she is at least 14 years old, even if he or she resides with you. Fill out the **Affidavit of Mailing** at the end of the report to show the names and addresses of all the people to whom you mail the report and the date on which you mail it.

REMINDER: YOU MUST ATTACH A DOCTOR'S RECORD, REPORT OR LETTER THAT THE CHILDREN HAVE BEEN SEEN BY A DOCTOR WITHIN THE ONE-YEAR REVIEW PERIOD.

I am the Guardian and I make these statements to the Court under penalty of perjury:

1. Information about the Children.

Children's Names: _____

Street Address: _____

City, State, Zip Code: _____

Telephone: _____ Date of Birth: _____
(month, day, year)

2. Information about where the Children live.

A. Describe where the Children live (private home, boarding school, etc.)

B. Provide the information requested below about the home or facility.

Name of Person in Charge or Facility: _____

Name of Facility: _____

Street Address: _____

City, State, Zip Code): _____

Telephone Number(s): _____

3. Information about the Children's Doctor.

Current Doctor (Name): _____

Doctor's Address: _____

Doctor's Telephone Number: _____

4. Information about the Children's physical and mental health.

A. Date the Children were last seen by a doctor: _____

B. **Changes in Children's health.** Have there been any major changes in the Minor's physical and/or mental condition in the last year? If so, please describe the change. _____

YOU MUST ATTACH A COPY OF A CURRENT RECORD, REPORT OR LETTER FROM A DOCTOR OR REGISTERED NURSE

5. Information about the Children's Education.

a. Name of School District: _____

b. Name/Address of School: _____

c. Last Grade Completed: _____

d. Describe Child(ren)'s School Experience (grades, relationships, behavior):

6. Information from the Guardian.

How many times have you, the Guardian, seen the Children in the last 12 months? _____

What was the date of the last visit? _____
What is your opinion about whether the guardianship should continue? (Explain.)

7. Information about the Children's assets:

- A. Do the Children have assets greater than \$5000? Yes No
- B. IF YES, has a conservatorship been ordered as required by A.R.S §14-5401 Yes No

8. Information about State, County or Federal Agency Services: Does the Minor receive any state, county or federal agency services? If so, write in the name of the agency contact and describe the services received by the Minor.

9. Information about Children's Age and Guardianship After Age of 18:

Will the Children reach the age of 18 within the next twelve months? YES NO

Are the Children disabled or incapacitated to the extent that he or she will need a guardian after reaching the age of 18?

- YES. I believe the Minor will need a guardian after the age of 18.
- No. I do not believe the Minor will need a guardian after the age of 18.

10. AFFIDAVIT OF MAILING: I have mailed or will mail this **Annual Report of Guardian** to the following people at the following address(es) on this date: _____
(Month/Day/Year)

Name: _____

Address: _____

City State, Zip Code: _____

Name: _____

Address: _____

City State, Zip Code: _____

Case No. _____

Name: _____

Address: _____

City State, Zip Code: _____

Name: _____

Address: _____

City State, Zip Code: _____

UNDER PENALTY OF PERJURY: I declare to the Court that the information I have provided in this document is true and correct to the best of my knowledge and belief.

DATED: _____

Signature of Guardian

PRINTED Name of Guardian

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:

**GRAHAM COUNTY CLERK OF THE COURT
800 WEST MAIN STREET
SAFFORD, ARIZONA 85546**

- **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.