

Attorney's Name: _____
Computer Number: _____
Party Name: _____
Street Address: _____
City, State, and Zip: _____
Telephone Number: _____

ARIZONA SUPERIOR COURT IN PIMA COUNTY

IN THE MATTER OF:

Name: (from birth certificate)

Date of birth:

A MINOR

Case Number:

GENERAL ORDER TO GUARDIAN FOR A MINOR CHILD

The welfare and best interest of minor children are matters of great concern to this Court. By accepting appointment as guardian for a minor child you have subjected yourself to the power and supervision of this Court. This Order is entered to help you avoid problems and to assist you in the performance of your duties. You are required by law to comply with its provisions.

If you have any questions about the meaning of this order or your legal duties you should consult an attorney or petition the Court for instructions.

1. Letters of Guardianship

Your Letters are proof of your authority to act as guardian for the minor, and you should have them available when acting on behalf of the minor. You may need to obtain a certified copy of your Letters from time to time for delivery to, or inspection by, the people with whom you are dealing. If necessary, certified Letters are available from the Clerk of the Court for a fee of \$18.50. Certified Letters are valid for sixty days from the date of issuance.

2. Address changes

Pima County Local Rule 9.1(e)(2) requires you to **immediately notify the Court in writing of any change of address**. A form is available for this, see section 9 below.

3. Powers and Responsibilities of a Guardian for a Minor

You have powers and responsibilities similar to those of a parent of a minor child, except that you are not legally obligated to contribute to the support of the minor from your own funds. You must be conscious at all times of the needs and best interest of your minor. Unless the order appointing you provides otherwise, your duties and responsibilities include (but are not limited to) making appropriate arrangements to see that the minor's personal needs (such as food, clothing, shelter, medical care, and education) are met.

You are responsible for making decisions concerning the minor's educational, social, and religious activities. If the minor is 14 years of age or older, you must take the minor's preferences into account. You must seek the advice and assistance of qualified health professionals in determining the minor's needs for medical care and treatment.

If the minor does not live with you, you must maintain contact with the minor. You must be aware of the minor's the minor's capacities, limitations, needs, opportunities, and physical and mental health.

4. Property Belonging to the Minor

As guardian, you may handle small amounts of personal property, such as clothes, books, and toys, which belong to the minor.

If you receive Social Security payments for the minor as a representative payee, you must comply with the Social Security Administration's rules and regulations concerning use of those funds. If there are excess funds you are required to keep those funds separately. For more information go to www.ssa.gov.

If you receive funds or assets other than social security payments you must petition the court for the appointment of a conservator to manage the minor's property. Such funds or assets include inheritance to the minor, and personal injury settlements paid on behalf of the minor. A conservator must seek court authorization before accepting any such settlements.

You shall not accept any payment of any kind for your services as guardian. "Payment" includes, but is not necessarily limited to, direct or indirect payments of money, "kickbacks," gifts, favors, or other kinds of personal benefits.

5. Annual Report of Guardian for a Minor Child

You are required to file a report annually, in writing, with respect to the minor's residence, education, physical and mental health, federal and state services and payments the minor is receiving, other persons who reside with the minor, other court proceedings concerning the minor, and whether you have sought child support from either of the minor's parents. Your report is due each year on the anniversary date of your appointment. You must provide a copy of this report to the minor (if over 14), the minor's conservator (if one has been appointed), the minor's court-appointed attorney (if one has been appointed), the minor's parents, and any person who has filed a "demand for notice" with the Clerk of the Superior Court. *A form is available from the court, see section 9 below.*

6. Terminating the Guardianship

Either of the child's parents may petition the court to terminate the guardianship. If either does, a hearing will be set, and the court will usually terminate the guardianship. If the parent consented to the guardianship they must file a Revocation of Parental Consent with the court.

Minor guardianships terminate automatically when the minor reaches 18 years of age, unless the minor is found by the court to be an "incapacitated adult." *For more information about "incapacitated adults" see section 9 of this order.*

If the circumstances that made the guardianship necessary end, you are responsible for petitioning to terminate the guardianship and obtaining your discharge as guardian. If you are unable to continue to act as guardian, you must petition the Court to accept your resignation and appoint a successor guardian. If you should die, your personal representative or someone acting on your behalf must advise the Court and petition for the appointment of a successor guardian.

7. Abused or Neglected Minors

If the minor has been abused or neglected, you must immediately inform Child Protective Services (1-888 SOS-CHILD, 1 888 767 2445) and/or law enforcement.

8. Guardians of More than One Minor

If you are guardian for two or more minors who are not related to you by blood, you must advise the Court of that fact and provide the Court with any additional information as it may require. With respect to each such minor, you must advise the Court in writing of the following: (a) the name and address of the court that appointed you, (b) the case number, and (c) the name and address of each minor.

9. **Publications and forms available from the Arizona Superior Court in Pima County**
- Representing Yourself in Court as Guardian or Conservator for a Minor
 - Representing Yourself in Court as Guardian or Conservator for an Incapacitated Adult
 - A Guide to Title 8 Juvenile Protective Proceedings, Title 14 Minor Guardianships, Title 25 Non-Parent Custody Proceedings
 - Annual Report of Guardian for a Minor Child (form).

These publications and forms are available in the courthouse and on the court's website www.sc.pima.gov

10. THIS IS ONLY AN OUTLINE OF **SOME** OF YOUR DUTIES AS GUARDIAN FOR A MINOR CHILD. IT IS **YOUR** RESPONSIBILITY TO OBTAIN PROPER LEGAL ADVICE ABOUT YOUR DUTIES. FAILURE TO DO SO MAY RESULT IN PERSONAL FINANCIAL LIABILITY FOR ANY LOSSES.

WARNING

FAILURE TO OBEY THE ORDERS OF THIS COURT AND THE STATUTORY PROVISIONS RELATING TO GUARDIANS AND CONSERVATORS MAY RESULT IN YOUR REMOVAL FROM OFFICE AND OTHER PENALTIES. IN SOME CIRCUMSTANCES, YOU MAY BE HELD IN CONTEMPT OF COURT, AND YOUR CONTEMPT MAY BE PUNISHED BY CONFINEMENT IN JAIL, FINE, OR BOTH.

ACKNOWLEDGMENT: I ACKNOWLEDGE RECEIVING A COPY OF THIS ORDER AND I AGREE TO BE BOUND BY ITS PROVISIONS, WHETHER OR NOT I HAVE READ IT BEFORE SIGNING, AS LONG AS I AM GUARDIAN OF AND CONSERVATOR FOR THE PERSON NAMED ABOVE.

Signature of Guardian

Date Signed

Signature of Judicial Officer

Date Signed