

PROCEDURES: HOW TO FILE THE ANNUAL REPORT OF A MINOR GUARDIAN

USE THESE INSTRUCTIONS: If you have been appointed as guardian for a Minor, and the Court has ordered you to file an Annual Report of Guardian.

WHEN AND HOW TO FILE THE ANNUAL REPORT:

- STEP 1** The guardian for the Minor must complete the ANNUAL REPORT every year. The Court will inform you of your filing deadline.
NOTE: If you fail to file the report, the Court may set an “Order to Show Cause” hearing, or you may be fined \$100.
- STEP 2** **Complete** the ANNUAL REPORT in ink. All of the questions must be answered.
- STEP 3** **Keep a copy** of the ANNUAL REPORT for yourself with a list of the people to whom you mailed the ANNUAL REPORT.
- STEP 4** No later than 14 days before the non-appearance hearing date, **mail a COPY** of the ANNUAL REPORT to the following people:
- The Minor, if 14 or older
 - The Minor’s Conservator (if applicable)
 - The Minor’s Parents
 - The Court appointed lawyer for the Minor (if applicable)
 - Any other interested person who has filed a demand for notice with the Court.
- STEP 5** Complete the following information on the **Confidential Filing Label**:
- Case Name (name of minor)
 - Minor’s date of birth
 - Case number
 - Filed by (guardian’s name(s))
- STEP 6** **Place** the original report in a 9x12 envelope. **Do Not Seal** the envelope. **Attach** a completed Confidential Filing label to the outside of the 9x12 envelope.
- STEP 7** **File** the original ANNUAL REPORT in the 9 x 12 envelope with the Clerk of Court:
- **In person:** File the original ANNUAL REPORT (already in the completed envelope as directed in Step 6 above) with the Clerk of the Court, Probate Department, 110 W. Congress, Tucson, Az.
 - **By mail:** Place the original ANNUAL REPORT (already in the completed envelope as directed in Step 6 above) in a larger envelope (10 x 13 or larger) and mail to the address listed below:

**CLERK OF THE COURT
PROBATE DEPARTMENT
110 W. CONGRESS
TUCSON, AZ. 85701**