

Annual Report of Guardian for a Minor Child



These forms must not be used to engage in the unauthorized practice of law. The court is not responsible for (1) actions taken by the users of these forms or (2) the users' reliance upon the instructions or information provided.

Packet #14



What is an “Annual Report?”

The law requires every guardian appointed by the court to file a report each year regarding the status of the minor. This report is due each year on or before the anniversary of the date listed on your **Letters of Guardianship**. As guardian for the minor, **you must** complete the annual report every year.

What if I am no longer the minor’s guardian?

You are still the guardian until there is a court order that discharges you. You must complete the Annual Report of guardian even if the child is no longer living with you. If you wish to terminate a guardianship, you must ask the court to terminate the guardianship and a hearing date will be set to review the guardianship.

What happens if I do not file the Annual Report?

If you fail to file the Annual Report on or before the anniversary of the date listed on your Letters of Guardianship, **file it as soon as possible**. If this report is not filed, a hearing will be scheduled and you will be required to appear before the Judge and explain why the report was not filed.

If you fail to appear at this hearing, a warrant will be issued for your arrest and the Letters of Guardianship will be suspended.

Should I see a lawyer for help?



Court cases can be very complicated, and even if you are representing yourself you should see a lawyer for legal advice about how the law applies to you and what is best in your particular situation. This might save you time, money, and trips to court and help you to avoid serious mistakes. There are lawyers who will help you on a limited basis. They will only charge for giving the help you need, and you can complete the court papers on your own or ask the lawyer for help.

For more information, call the Self-Service Center at **(520) 724-8456** and ask how to find an attorney.

General Instructions for Completing this Packet



If you are filling out this form by hand, please use ink.

This packet contains the following form that must be filled out and submitted to the Court:

- **Annual Report of a Guardian for a Minor Child.**

Caption:

Name – Fill in your name.

If there is a co-guardian, you may both file the same report and submit it as a joint report. If you do not sign the same report, **you must** each file a separate report and provide a copy to the co-guardian.

Street Address – Enter your current street address.

City, State, and Zip – Enter your current city, state, ZIP code.

Telephone Number – Enter your current telephone number.

In the Matter of the Guardianship of – Enter the name of the minor(s) and date(s) of birth.

Case No. – Fill in your case number.



Please read the following warning fully and carefully. Note that if you make statements in this document that you know to be false, you may be subject to serious penalties.

Once you have read the warning, print your full name, and then sign and date the document in the spaces provided.

Answer every question listed on the report.

- If a question does not apply to your situation, write “N/A” in the space for the answer.

- If you need more space for an answer, write “See attached supplement #__” and then attach that numbered supplement to the Annual Report.
- If needed, you can refer to any medical, financial, or social service reports in the answer and then attach them as a supplement.



- You **must** attach either the Minor's physician's report, **or** a statement containing the physician's observations on the Minor's physical and mental health.
- **Include as much information as possible in each answer.**

Read the statement at the bottom of the document. Once you have carefully read the statement at the end of the document, sign and date in the spaces provided. A co-guardian will sign on the same line.



Please understand that by signing this document, you are promising that every statement is true. There may be penalties for making false statements.

The Annual Report is a **confidential** document and **must** be accompanied by a 9 x 12 manila envelope. Mail the original document with the confidential envelope to:



**Probate Clerk
Arizona Superior Court
110 West Congress
Tucson, Arizona 85701**

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:

ANNUAL REPORT OF GUARDIAN FOR A MINOR CHILD

WARNING – READ AND SIGN

By filing this Report with the court, you are stating under penalty of perjury that the statements contained in it are true to the best of your knowledge. If you state facts in this Report that you know to be false, you may be subject to serious penalties. Such penalties may include, but are not limited to, criminal prosecution for perjury, and/or a finding of criminal contempt. Perjury is a felony for which a term of four years in prison may be imposed. A person may be incarcerated for up to four months if found to be in criminal contempt of court.

I, _____, have read the above warning,

Signed: _____ Dated: _____

I, _____ declare under oath and under penalty of perjury:

1. Describe the type of home or facility where the minor resides:

- Private Residence
- Group Home (if so, describe and list the name of the home)

What is the name of the person in charge of the residence or home?

What is the address of the residence or home?

Who is the minor's primary caregiver?

2. How many times have you seen the minor in the last twelve months? _____

What date did you last see the minor? ____/____/_____

3. List any major changes in the minor's development that you have observed in the last year:

4. What is the name of the school the minor is currently attending?

Describe the progress being made by the minor in school:

5. List the name, address and phone number of the minor's physician:

Name: _____

Address: _____

Telephone: (____) _____

6. What date was the minor last seen by a physician? _____/____/_____

7. I have attached a copy of the following document from the minor's physician:

- Minor's physician's report to the guardian
- Statement containing the physician's observations on the minor's physical and mental health

8. List any major changes in the minor's physical or mental condition observed by you in the last year:

9. Answer the following questions only if the minor is a disabled or incapacitated person:

Will the minor reach the age of majority (18) during the coming year? **Yes** **No**

Do you believe that, because the minor is incapacitated, the guardianship should be continued after the minor becomes an adult? **Yes** **No**

10. What services are being provided to the minor by a government agency? (Include any Social Security benefits paid on behalf of the minor):

List the name and title of the individual responsible for the minor's affairs with that agency:

- 11. List all persons, including any minors, who reside with the minor. If a minor residing in the household is also the subject of a guardianship, list the case number of the guardianship:**

Name:	Relationship: to minor	Case number (if applicable)
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- 12. Has any person who resides with the minor ever been convicted of a felony, or adjudicated as a delinquent child? If so, explain. Provide the State and County where the offense was committed and the case number for the conviction. Provide the State, County, and Court where the adjudication of delinquency was made.**

- 13. Have any proceedings for adoption, custody, or dependency of this child been commenced within the preceding 12 months? If proceedings have been commenced, the guardian must provide the case number of the proceedings to this court.**

- 14. Is the minor enrolled in a health insurance plan or an equivalent program (such as AHCCCS) run by the state?**

15. **What efforts have you made to obtain child support from the child's parents, either in person or through a state agency?** If a Title IV(D) case has been filed by the Attorney General, provide the case number of that case.

16. **A copy of this report must be mailed to the following people at least nineteen (19) days before the hearing date.** By providing the information below, you are swearing, under penalty of perjury, that the Annual Report of Guardian for a Minor was mailed to the following persons:

Person	Name	Address	Date of Mailing or Delivery
The minor if over the age of 14			
The minor's conservator			
The court-appointed attorney for the minor (if one has been appointed)			
The minor's parent or parents			
Any other interested person who has filed a demand for notice with the court			

I, the undersigned, swear or affirm that the answers set forth above are true and correct to the best of my knowledge and belief, subject to the penalties of making a false affidavit or declaration.

DATED: _____

Guardian's name

Mail original report to:

Probate Clerk

Arizona Superior Court in Pima County
110 W. Congress St., Tucson, AZ 85701