

Acceptance of Guardianship of Minor



Packet # 3



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.

Updated March 2016

What is an Acceptance of Guardianship of Minor(s)?

This form is a legal promise to the Court that you will accept the full responsibilities of being a guardian for the minor. You promise to continue to perform those responsibilities for the minor until you are properly relieved by the Court. If you have any questions about signing the acceptance form, see Packet # 1, *General Information*, or consider consulting an attorney for a full explanation of your legal duties as a guardian.

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.

Where is the Self-Service Center?

The Self-Service Center is located in the Pima County Law Library, Room 256, on the second floor of the Pima County Superior Court, 110 West Congress Street, Tucson, Arizona 85701. It is open from 8 am to 5 pm Monday through Friday (except holidays).

For more information, call **(520) 724-8456** or email pcll@sc.pima.gov.

What is a “Notary Public?”

A Notary Public is an authorized person who verify your identity and confirm that you are the person who signed a legal document. There are multiple locations to obtain a notary’s signature in Pima County, including your bank or the Courthouse.



General Instructions for Completing this Packet



You may use fillable forms available online at:

[http://www.azcourts.gov/selfservicecenter/Self-Service-Forms/Filing-for-Minor-](http://www.azcourts.gov/selfservicecenter/Self-Service-Forms/Filing-for-Minor-Guardianship)

[Guardianship](http://www.azcourts.gov/selfservicecenter/Self-Service-Forms/Filing-for-Minor-Guardianship) or print the attached form and complete by hand. 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:

- **Acceptance of Guardianship of Minor(s)**

Caption:

Personal information – Fill in your name, street address, city, state, ZIP code, and telephone number.

Case No. & Judge/Commissioner – Leave this blank. The clerk will fill in this information for you when you file your Petition.

Matter of the Guardianship of – Enter the name of the minor or minors that you are accepting guardianship for.

Acceptance



You must formally accept the responsibilities given to you as guardian of the minor. In doing so, you are promising the Court that you will perform every duty in accordance with the law. For more information about your responsibilities as a guardian, see Packet # 1, *General Information*.



DO NOT SIGN this form except in front of a Notary Public. When you file the petition with the Court, the clerk may act as a Notary and may notarize your paperwork for free. You must call the Clerk of the Court at **(520) 724-3200** ahead of time and ensure that a Notary will be available at the Courthouse. A Notary will require a valid, government-issued picture ID (such as a driver's

license) so that they can verify your identity.

**Remember: You cannot sign this form unless you are in front of a Notary or
else the form will be void.**

(Co-) Guardian's Signature – Sign your name in the first space in front of the Notary. If there is a co-guardian, have them sign in the second space, also in front of the Notary.



The Notary Public will date the document and sign on their signature line. They will also fill out the line stating when their Commission Expires.

Your Name: _____
Your Address: _____
Your City, State, ZIP: _____
Your Telephone No: _____
Representing Self, Without an Attorney

IN THE SUPERIOR COURT OF ARIZONA, PIMA COUNTY

In the Matter of the Guardianship of:) Case No. _____
)
)
_____) **ACCEPTANCE OF GUARDIANSHIP**
) **OF MINOR(S)**
_____)
)
_____)
_____)
_____) **Minor(s)**)
_____) _____
Judge/Commissioner

ACCEPTANCE

STATE OF ARIZONA)
) ss.
COUNTY OF _____)

I accept the duties of guardian of the minor(s) and swear/affirm that I will perform those duties according to law.

(Co-)Guardian's Signature

(Co-)Guardian's Signature

SUBSCRIBED and SWORN TO/AFFIRMED before me on _____.

My Commission Expires: _____

Notary Public/Deputy Clerk