

**TEMPORARY/EMERGENCY PETITION FOR:
GUARDIANSHIP AND/OR CONSERVATORSHIP OF AN MINOR
(These Petitions are set on the Commissioners' calendars)**

Follow the steps below:

1. Complete the forms entitled: "Petition for Temporary Minor Guardian or Conservator" [[hyperlink to packet>self-service forms>probate](#)]

2. File the necessary documents with:
Probate Clerk
Pima County Superior Court
110 W. Congress, 1st Floor
Tucson, AZ 85701
-and-
Pay the filing Fee [<hyperlink to Clerk's fees](#)

3. The Clerk will send the documents to a Commissioner for Review. The Commissioner's Judicial Administrative Assistant (JAA) will call you and give you a time and date for the hearing. Usually set within 24 hours to five days, depending on the emergency.

4. You will be instructed to call a Court Appointed Attorney who must represent the proposed minor on the date and time provided by the JAA. You must call the Probate Clerk's office [<link to phone number>](#) and they will provide you with three attorney names and numbers to call. When you find an attorney who is available, call and provide the name to the Probate Clerk's Office. The court appointed attorney's name must be inserted into the [Order Appointing Attorney, Medical Professional and Investigator](#) and filed with the Probate Clerk.

6. If the temporary/emergency hearing is not contested, the Judge will set a permanent hearing in 4-6 weeks for the permanent petition. A court appointed investigator will call you to set up an appointment to meet with you, the proposed ward and anyone else who they feel is necessary for their report to the Court.

5. On the date of the hearing, if anyone is contesting the appointment [<hyperlink to objection form>](#), the Judge will complete the hearing and make a ruling on a temporary appointment. A hearing will then be scheduled in 2-3 weeks to set status and scheduling conference. At that conference, the Court will set a trial date in 4-6 weeks.