INSTRUCTIONS

Notaries: Notaries are at the Self-Help Center in the Courthouse and at most banks or listed in the Yellow Pages. The person signing must bring photo ID. Notaries usually charge a fee.

Filing Forms with the Court: Take or mail forms to be filed to the Clerk of Superior Court, 200 N. San Francisco St., Flagstaff, AZ 86001. Submit the original, one copy for yourself, and one copy for each person you must give a copy to, if any. The Clerk will stamp your copies with the filing date and return them to you. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the copies.

STEP 1: IF YOU ARE THE GUARDIAN AND/OR CONSERVATOR: DECIDE BETWEEN TERMINATION AND RESIGNATION

Termination: The court may terminate guardianship when the ward turns 18, dies, or is married or adopted or when the ward's parent withdraws consent. The court may terminate conservatorship when the ward turns 18 or dies.

Resignation: If you want to step down as guardian and/or conservator for any other reason, you may ask the court to accept your resignation.

STEP 2: IF YOU ARE THE PARENT: FILL OUT THE WITHDRAWAL OF CONSENT OF PARENT TO GUARDIANSHIP AND/OR CONSERVATORSHIP OF A MINOR

STEP 3: FILL OUT THE PETITION TO DISCHARGE THE GUARDIAN AND/OR CONSERVATOR OF A MINOR

STEP 4: FILL OUT THE ORDER REGARDING THE DISCHARGE OF THE GUARDIAN AND/OR CONSERVATOR OF A MINOR

STEP 5: FILL OUT THE NOTICE OF HEARING

STEP 6: IF YOU ARE THE GUARDIAN: PREPARE THE GUARDIAN'S REPORT UPON DISCHARGE

1. Get health care reports:

   Physician's Report to Guardian: Get this report from the ward's physician. The physician can write it in their own words. There is no fill-in-the-blank form for this.

   Evaluation Report: If you have inpatient mental health care authority, get this report from a psychologist or psychiatrist, as described in the Order to Guardian and/or Conservator.

2. Fill out the Guardian's Report Upon Discharge

STEP 7: IF YOU ARE THE CONSERVATOR: FILL OUT THE CONSERVATOR'S ACCOUNTING UPON DISCHARGE

Use the same form you've been using for your annual accountings.

STEP 8: IF YOU ARE THE CONSERVATOR: FILL OUT THE FINAL ACCOUNTING

If You are Resigning as Conservator, and There is Another Conservator Who is Not Resigning: Skip this step. You do not need to complete this form.

If you have been using this form for your annual accountings:	**Use this form for your Final Accounting:**
The Law Library's *Conservator's Accounting* packet	The *Final Accounting* form in this packet
Form 6, 7, or 9	Form 8 at http://tinyurl.com/d2javoo

STEP 9: FILE THE FOLLOWING WITH THE COURT

[ ] Petition to Discharge the Guardian and/or Conservator with the following attached if applicable:
  [ ] a copy of the ward's birth or death certificate, marriage license, or adoption order
  [ ] Withdrawal of Consent of Parent to Guardianship and/or Conservatorship of a Minor
[ ] Order Regarding the Discharge of the Guardian and/or Conservator
[ ] Notice of Hearing
[ ] If applicable, Guardian's Report Upon Discharge with the following attached:
  [ ] Physician's Report to Guardian
  [ ] Evaluation Report, if applicable
[ ] If applicable, Conservator's Accounting Upon Discharge with the following attached:
  [ ] An Exhibit A: Income and Disbursements for each applicable account
  [ ] Exhibit B: Gains and Losses
  [ ] Exhibit C: Inventory of Estate
  [ ] A copy of the final bank statement of the accounting period for each account
[ ] If applicable, Final Accounting with the following attached:
  [ ] A copy of Page 1 of each Accounting you filed during the conservatorship including the Accounting Upon Discharge

If you have not already paid a filing or appearance fee in this case, there is a $278 filing fee.

STEP 10: THE COURT WILL MAIL YOU THE SIGNED NOTICE OF HEARING

STEP 11: GIVE NOTICE OF THE HEARING TO THE REQUIRED PEOPLE

See the INSTRUCTIONS: GIVING NOTICE OF THE HEARING in this packet. Giving notice can be complicated and time-consuming. Make sure you understand the procedures before beginning the discharge process.

STEP 12: AFTER YOU GIVE NOTICE:
FILL OUT THE PROOF OF NOTICE

(1) Enter your name, address, and phone number.
(2) Enter the ward's name, and check the box indicating whether they are an adult or a minor.
(3) Enter the case number.
(4) List each document you served.
(5) For each person you notified, enter the name, address, notice method; and date notice was complete. (Notice methods: mail, hand-delivery, acceptance, process server, sheriff, tribal law enforcement, publication)
(6) Date and sign.

STEP 13: FILE THE PROOF OF NOTICE WITH THE COURT BEFORE THE HEARING

STEP 14: GO TO THE HEARING

Bring your witnesses, three copies of your evidence, and a copy of every document you filed with the court in this case. Be prepared to tell the judge why you think the court should grant your requests.

Before the court date, watch the courts video *How to Represent Yourself in Court* online at http://www.youtube.com/watch?v=SfSclA2BkCk to learn about procedures in court.

If the judge grants your requests, the court will sign the Order Regarding the Discharge of the Guardian and/or Conservator at the hearing.

STEP 15: IF THE COURT ENDS CONSERVATORSHIP AND YOU ARE THE CONSERVATOR:
TRANSFER THE WARD'S ASSETS

Immediately transfer restricted funds and title to the ward's assets to the ward if the court terminated conservatorship or to the successor conservator if the court appointed one.