

# PROCEDURES: HOW TO FILE THE ANNUAL REPORT OF GUARDIAN FOR AN ADULT

**USE THIS PACKET** if you have been appointed as guardian for a protected or incapacitated person, the “Ward,” and it has been a year since your appointment.

## WHEN AND HOW TO FILE THE ANNUAL REPORT:

**STEP 1** The guardian for the Ward must complete the ANNUAL REPORT every year, on or before the anniversary date of the letters of appointment as guardian for the Ward.

**STEP 2** Complete the ANNUAL REPORT in black ink. Answer all of the questions. After you have completed the ANNUAL REPORT, you can file or mail the ANNUAL REPORT to the court.

**STEP 3** Mail a COPY of the ANNUAL REPORT to the following people:

- The Ward
- The Ward’s conservator (if applicable)
- The Ward’s spouse or the Ward’s parents if the Ward is not married and has at least one living parent
- The court appointed lawyer for the Ward (if applicable)
- Any other interested person who has filed a demand for notice with the court

**Keep a copy** of the ANNUAL REPORT for yourself with a list of the people to whom you mailed the ANNUAL REPORT.

**STEP 4** File the ORIGINAL ANNUAL REPORT with the court:

- **In person:** File the original ANNUAL REPORT with the Clerk of the Court, at the location that has previously handled this case, as listed below. Bring a copy to be date-stamped (“conformed”) for your records.

**Clerk of Superior Court**  
415 E. Spring St.  
Kingman, AZ 86401  
(928) 753-0713  
Monday-Friday  
8:00a-5:00p

**Clerk of Superior Court**  
2225 Trane Road  
Bullhead City, AZ 86442  
(928) 758-0730  
Monday-Friday  
8:30a-12:00p, 1:30p-4:30p

**Clerk of Superior Court**  
2001 College Drive  
Lake Havasu City, AZ 86404  
(928) 453-0701  
Monday-Friday  
8:30a-12:00p, 1:30p-4:30p

- **By mail:** Mail the original and one copy of the completed and signed ANNUAL REPORT along with a self-addressed, stamped envelope to the appropriate address listed below:

Clerk of Superior Court  
P.O. Box 7000  
Kingman, AZ 86402

- Request that a date-stamped (“conformed”) copy of the ANNUAL REPORT be mailed back to you, and provide a self-addressed, stamped envelope with proper postage.

## **CHANGE OF ADDRESS:**

**STEP 5 FIDUCIARY/GUARDIAN'S CHANGE OF ADDRESS.** If you have been appointed as a guardian or Fiduciary, you must list your address in the initial Petition and you must within 10 days notify the Clerk's Office in writing if your mailing address changes anytime during the term of your appointment. Your notice of change of address must contain the case number(s) of the case(s) in which you have been appointed.

**STEP 6 WARD'S CHANGE OF ADDRESS.** If you have been appointed as a guardian or Fiduciary, you must notify the Clerk's Office in writing within 3 days of the change in address of a Ward or Protected Person. The Notice must contain the case number and the Ward's or Protected Person's new address. All written Notices may be delivered personally or can be mailed to the court at the address given above.

**NOTE:** A Fiduciary or guardian who fails to notify the court of a change in address will be required to pay all costs resulting from any failure to notify the court of the address change.