

PROCEDURES: HOW TO FILE THE ANNUAL REPORT OF GUARDIAN FOR A MINOR

USE THIS PACKET if you have been appointed as guardian for a Minor and it has been a year since your appointment.

WHEN AND HOW TO FILE THE ANNUAL REPORT:

STEP 1 The guardian for the minor must complete the ANNUAL REPORT every year, on or before the anniversary date of your appointment as guardian for the minor. NOTE: If you fail to file the report and/or fail to appear at the review hearing, the Court may set an "Order to Show Cause" hearing.

STEP 2 Complete the ANNUAL REPORT in black ink. Answer all of the questions.

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

- The minor, if 14 or older
- The minor's conservator (if applicable)
- The minor's parents
- The Court appointed lawyer for the Minor (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.