

YAVAPAI COUNTY
Self-Service Center

**INSTRUCTIONS FOR COMPLETION OF NOTICE OF
NON-APPEARANCE HEARING REGARDING ANNUAL/FINAL
ACCOUNTING**

You are required to give notice to any interested person who is entitled to legal notification when an Objection is filed to the administration of the Estate and that a hearing has been set when the Court will consider the Objection.

HEADING:

- To complete this document, either type the information or print it in **black ink**.
- In the upper left-hand corner of this document, insert your name, mailing address and daytime telephone number.
- In the title section of the document, fill in the name of the deceased person.
- Case number: enter the case number.
- Enter the beginning and ending dates of the accounting period; if this is a **Final** accounting, check the box indicating such.

BODY OF DOCUMENT:

- In the first paragraph, enter the names of the documents, copies of which you are providing to the interested persons.

Leave the hearing information blank. The information will be completed by Court personnel.

DATE & SIGNATURE:

- Court personnel will date and sign the Notice of Non-Appearance Hearing.

SUBMIT the original Notice of Non-Appearance Hearing to the Clerk of Superior Court when you file the Petition for Approval of Accounting

When the hearing has been set, Court personnel will mail a copy of the Notice of Non-Appearance Hearing to you. Keep a copy of the Notice of Non-Appearance Hearing for your records and give notice to the persons as set forth above.