

# DEMAND FOR NOTICE



## PINAL COUNTY

**TELLING THE PERSONAL REPRESENTATIVE AND/OR  
THE COURT YOU WANT NOTICE OF PROCEEDINGS  
IN AN ESTATE CASE**

### INSTRUCTIONS AND FORMS

**Provided as a Public Service by  
Amanda Stanford  
Clerk of the Superior Court**

## DEMAND FOR NOTICE CHECKLIST

**USE THE FORMS AND INSTRUCTIONS** in this packet only if the following factors apply to your situation:

- ✓ You have a financial or property interest in the estate of a resident of Pinal County you know is deceased. [A.R.S. § 14-3204]

**AND**

- ✓ The person had a will or did not have a will.

**READ ME:** It is very important for you to know that when you sign a court document, you may be helping or hurting your court case. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing.

## **INSTRUCTIONS** **COMPLETING A DEMAND FOR NOTICE**

### **TYPE OR PRINT NEATLY USING BLACK INK.**

1. Be sure your form is titled DEMAND FOR NOTICE in the upper right hand part of the first page.
2. Fill in your name, address, daytime phone number.
3. Fill in the name of the deceased person in the Caption.
4. If you know a case has already been opened in Pinal County, fill in the case number. If you don't know whether a case has been opened or you know there has but do not know the case number, the Clerk can give you that information. If there is no case at this time, fill out the included Probate Cover Sheet and attach it to the Demand for Notice. The Clerk will process the Demand for Notice and retain it until a case is filed.
5. In the body of the form, describe your interest in the estate of the decedent and fill in the date of the decedent's death.
6. Fill in your mailing address. **You must notify the Court immediately if your mailing address changes.**
7. Date and sign the document. Print your name below your signature. Please bring the original plus copies for conforming.
8. If there is a current Pinal County probate case for this decedent, **YOU** are required to send a copy of this Notice to the Personal Representative and/or any attorneys of record in the case. You may review the case file to get this information.
9. **FILING FEE** There is a filing fee of \$28.00 for filing this Demand for Notice. Payment may be made by Cash, Money Order, Visa, American Express or MasterCard debit or credit.
10. If you mail in the form to the Clerk of the Court **and would like a conformed copy of the document or the receipt you should provide a copy to be stamped and a self-addressed stamped envelope for the return of the document or receipt. If you do not provide the envelope and request a conformed copy you will be assessed a \$7.00 shipping and handling fee for the Clerk's office to mail the document to you. And take out the sentence "you should call the Clerk's office to determine the appropriate fee."**
11. The Probate Registrar is located in Florence only. Documents may be filed in any of our Clerk of the Superior Court Offices.

**Visit our website for office locations or feel free to give us a call.**

#### **Contact Information for all Offices**

Toll Free: 888.431.1311 • Local: 520.509.3555 or 311 • Fax: 520.866.5320

[www.coscpinalcountyz.gov/office.html](http://www.coscpinalcountyz.gov/office.html)

Name of Person Filing: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number (if applicable) \_\_\_\_\_  
 Representing Self (No Attorney) or  Represented by Attorney  
If Attorney, Bar Number: \_\_\_\_\_

**SUPERIOR COURT OF ARIZONA  
PINAL COUNTY**

In the Matter of the Estate of

CASE NUMBER: \_\_\_\_\_

**DEMAND FOR NOTICE [500]**

\_\_\_\_\_  
 an Adult  a Minor (deceased)

Pursuant to A.R.S. §14-3204, the undersigned, whose interest in the above entitled Estate is:

\_\_\_\_\_  
\_\_\_\_\_

Hereby demands notice of all orders and filings in the Estate.

The decedent's date of death is \_\_\_\_\_

Notice may be served upon the undersigned at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Copy Mailed To:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Arizona Superior Court, Pinal County

## Probate Cover Sheet

Pursuant to Rule 4.1 Superior Court Local Rules - Pinal County, please provide the following information. *(Type or print)*

**CASE NUMBER PB**   2   **JUDGE** \_\_\_\_\_

<p style="text-align: center;"><b>PETITIONER'S NAME and ADDRESS</b></p> <p>Name:</p> <p>Address:</p> <p>City/State/Zip:</p> <p>DOB:(<b>Must Provide</b>)</p>	<p style="text-align: center;"><b>DECEDENT'S NAME</b></p> <p>Name:</p> <p>Social Security Number:</p> <p>DOB:</p>
<p style="text-align: center;"><b>PETITIONER'S ATTORNEY NAME and ADDRESS:</b></p> <p>Name/State Bar #:</p> <p>Address:</p> <p>City/State/Zip:</p> <p>Telephone:</p>	<p style="text-align: center;"><b>FEES:</b></p> <p><input type="checkbox"/> PAID    <input type="checkbox"/> NOT PAID - REASON:</p> <p><input type="checkbox"/> Political Subdivision/Government Agency</p> <p><input type="checkbox"/> Deferred</p> <p><input type="checkbox"/> Waived</p>

### NATURE OF ACTION

Place an "X" next to the description below which describes the nature of the case.

#### ESTATE & TRUST

- \_\_\_\_\_ P31 Ancillary Administration
- \_\_\_\_\_ P32 Affidavit of Succession to Realty
- \_\_\_\_\_ P33 Trust Administration
- \_\_\_\_\_ P34 Formal Probate of Will
- \_\_\_\_\_ P35 Informal Probate of Will
- \_\_\_\_\_ P36 Supervised Administration
- \_\_\_\_\_ P37 Unsupervised Administration
- \_\_\_\_\_ P38 Other \_\_\_\_\_  
(Specify)

#### ADULT ADOPTION

- \_\_\_\_\_ P41 Adult Adoption

To the best of my knowledge, all information is true and correct.

\_\_\_\_\_  
**Signature of Person Filing Documents**