



Cochise County Clerk of the Superior Court

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AMY J. HUNLEY
Clerk of the Superior Court
Jury Commissioner

NOTICE

Training Requirement for Customer(s) Filing Probate and Guardianship Matters

New requirements for probate and guardianship matters went into effect September 1, 2012. Non-licensed fiduciaries, typically family members, are to receive training. Specifically, Rule 27.1(A) of the Arizona Rules of Probate Procedure states: **“Any person who is neither a licensed fiduciary under A.R.S. § 14-5651 nor a financial institution shall complete a training program approved by the supreme court before letters to serve as a guardian, conservator, or personal representative...”**

The computer-based training modules include:

- An introduction to serving as a non-licensed fiduciary;
- Information on serving as a guardian;
- Information on serving as a conservator; and
- Information on serving as a personal representative.

The probate training modules provided by the Administrative Office of the Courts may be found on their Probate resource webpage at <https://www.azcourts.gov/Portals/151/Forms/AOCBPZ4.pdf> (click to open webpage).

From this page you will find a link to the training modules as well as other probate-related resources such as the new forms and fee guidelines.

Modules provide one set of slides with a narrator and one set in PDF (printable) format without narration (versions are approximately 30 to 45 minutes in length). At the end of each training module you will find a printable certificate of completion. Please print, sign, and keep a copy for your records. The new rule does not require the person to file proof of completion of training with the court; however, the judge making the appointment may require filing of the certificate with the court.

Please Note: Cochise County Superior Court requires the filing of the certificate of completion “before” the court hearing. Failure to comply may result in dismissal.

Should you require further assistance, please contact our Probate/Guardianship Deputy Clerk at (520) 432-8581.

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