



## Cochise County Clerk of the Superior Court

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**AMY J. HUNLEY**  
Clerk of the Superior Court  
Jury Commissioner

**VICKI BARTON**  
Chief Deputy Clerk

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Assistant 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 new Probate resource webpage at <https://www.azcourts.gov/probate/Training/Probate-Training-Non-Licensed-Fiduciaries>

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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