

FORMULARIOS PARA AUTENTICACIÓN DE TESTAMENTOS



State Justice Institute

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AOC PBPZ10S

Bienvenido al Resumen sobre la Autenticación de Testamentos e Introducción a los Formularios

Este programa ha sido diseñado con el fin de proveerle un resumen de los formularios estandarizados.



Tras haber visto este programa usted podrá determinar:

- Qué formularios requieren los tribunales del fiduciario
 - Cómo utilizar cada formulario para informar detalles financieras diferentes
 - Dónde puede obtener los formularios
- Y
- Cómo promover acción de los formularios

INFORME ANUAL



Según los estatutos estatales y las reglas del tribunal supremo, un conservador deberá entregar un informe anual al tribunal que detalla el estado financiero de la persona protegida. Hasta hace poco, los tribunales del país han exigido varios formatos tocante la entrega de tal información.

Estado Financiero



2012
2011
2013



Estos formularios estandarizados le darán al juez y a otras partes interesadas una vista del estado financiero de la curatela, permitiendo que el tribunal vea, en un solo documento, el informe de cuentas de todo el año pasado, el año en curso, y el plan del año venidero.

Fecha de Comienzo para uso de Formularios Estandarizados



September 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10					
16	17					
23	24					
30						

Form A: Conservatorship Estate Budget
SCHEDULE B: Statement of Assets and Liabilities

Form C: Conservator's Account
SCHEDULE C: Statement of Receipts and Disbursements

Form D: Final Conservator's Account
SCHEDULE D: Statement of Receipts and Disbursements

Form E: Conservator's Account
SCHEDULE E: Statement of Receipts and Disbursements

Form F: Conservator's Account
SCHEDULE F: Statement of Receipts and Disbursements

Form G: Conservator's Account
SCHEDULE G: Statement of Receipts and Disbursements

Form H: Conservator's Account
SCHEDULE H: Statement of Receipts and Disbursements

Form I: Conservator's Account
SCHEDULE I: Statement of Receipts and Disbursements

Form J: Conservator's Account
SCHEDULE J: Statement of Receipts and Disbursements

Form K: Conservator's Account
SCHEDULE K: Statement of Receipts and Disbursements

Form L: Conservator's Account
SCHEDULE L: Statement of Receipts and Disbursements

Form M: Conservator's Account
SCHEDULE M: Statement of Receipts and Disbursements

Form N: Conservator's Account
SCHEDULE N: Statement of Receipts and Disbursements

Form O: Conservator's Account
SCHEDULE O: Statement of Receipts and Disbursements

Form P: Conservator's Account
SCHEDULE P: Statement of Receipts and Disbursements

Form Q: Conservator's Account
SCHEDULE Q: Statement of Receipts and Disbursements

Form R: Conservator's Account
SCHEDULE R: Statement of Receipts and Disbursements

Form S: Conservator's Account
SCHEDULE S: Statement of Receipts and Disbursements

Form T: Conservator's Account
SCHEDULE T: Statement of Receipts and Disbursements

Form U: Conservator's Account
SCHEDULE U: Statement of Receipts and Disbursements

Form V: Conservator's Account
SCHEDULE V: Statement of Receipts and Disbursements

Form W: Conservator's Account
SCHEDULE W: Statement of Receipts and Disbursements

Form X: Conservator's Account
SCHEDULE X: Statement of Receipts and Disbursements

Form Y: Conservator's Account
SCHEDULE Y: Statement of Receipts and Disbursements

Form Z: Conservator's Account
SCHEDULE Z: Statement of Receipts and Disbursements

Comenzando el 1º de septiembre, 2012, todas las curatelas nuevas deberán utilizar estos formularios estandarizados. Si usted es un conservador ya nombrado para la fecha del 1º de septiembre, 2012, deberá recibir una orden del tribunal tras haber promovido acción de su próximo informe indicándole cuándo tendrá que comenzar a utilizar los formularios estandarizados.

Promoviendo Acción del Formulario



Form 6. Submission of and Petition for Approval of First Conservator's Account

Name of Person Filing Document: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Licensed Fiduciary Number (if applicable): _____

FOR CLERK'S USE ONLY

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF _____

IN THE MATTER OF THE
CONSERVATORSHIP FOR:

 a Minor
 an Adult

Case No. _____

SUBMISSION OF AND PETITION FOR:
APPROVAL OF FIRST
CONSERVATOR'S ACCOUNT
 with BUDGET
 Budget Amendment
 Fee Statement

(Assigned to the Honorable _____)

THE PETITIONER STATES UNDER OATH AS FOLLOWS:

INSTRUCTIONS: For approval of annual account, put a check mark in boxes 1, 2, 3, and complete number 1.

El formulario que debe utilizar el conservador depende de la fase en la cual se encuentra la curatela. Hablando propiamente, el formulario no es nada más que una carátula que provee información básica, como el número del caso, el nombre del curador y de la persona protegida, y un listado de los documentos específicos que el conservador deberá entregar, los mismos que constituyen el informe del conservador al tribunal.

Formulario 5: Presupuesto Patrimonial de la Curatela

Form 5: Conservatorship Estate Budget
 SCHEDULE 1: Statement of Receipts and Disbursements

Calculate for a 9 Month Account Reporting Period

	Column A	Column B	Column C	Column D	Column E	Column F	Column G
	Past Actual Results Prior Period:	Budget Period Just Ended:	Actual Results	Change from Budget Column C minus Column B	Change as Percent Column D divided by Column B and multiplied by 100	Budget Current Year:	Budget Change From Actual Results: Period Just Ended Column F minus Column C
1 Start Date of Account Reporting Period: (Example: 07/01/2011)							
2 End Date of Account Reporting Period:							
Receipts (Money Received):							
3 Retirement and Disability Income							
4 Annuities, Structured Settlements, and Trust Income							
5 Wages and Earned Income							
6 Investment and Business Income							
7 Other Receipts (Attach WS A)							
8 Total Receipts (Add lines 3 through 7)							
9 Assets/Liabilities as Receipts							
10 Total Income Included in Receipts (Line 8 minus line 9)							
Disbursements (Money Spent):							
Money Spent for Protected Person:							
11 Food, Clothing, and Shelter							
12 Medical Costs							
13 Personal Allowance							
14 Payments on Debt							
15 Discretionary Expenses							
16 Other Disbursements for Protected Person (Attach WS A)							
17 Total Disbursements for Protected Person (Add lines 11 through 16)							
Money Spent for Administrative Fees & Costs:							
18 Fiduciary Fees and Costs							
19 Fiduciary's Attorney Fees and Costs							
20 Protected Person's Attorney Fees and Costs							
21 Other Administrative Fees and Costs (Attach WS A)							
22 Total Administrative Fees and Costs (Add lines 18 through 21)							
23 Total Disbursements (Add lines 17 and 22)							
24 Assets/Liabilities as Disbursements							
25 Total Expenses in Disbursements (Line 23 minus line 24)							
26 Total Surplus/(Total Shortfall) (Line 8 minus line 23)							
27 Net Income/(Net Expenses) (Line 10 minus line 25)							



A menos que el tribunal dispense de este requisito, todo conservador deberá promover acción del Formulario 5: Presupuesto Patrimonial de la Curatela, al comienzo de su nombramiento. El primer presupuesto abarca solamente los primeros 9 meses de la curatela. En informes subsiguientes, el presupuesto patrimonial de la curatela incluirá un período completo de 12 meses.

Formulario 6: Primer Informe del Curador

In the matter of:		Case No.						
Form 6: First Conservator's Account SCHEDULE 1: Statement of Receipts and Disbursements		Column A	Column B	Column C	Column D	Column E	Column F	Column G
		Past	Present			Future		
		Actual Results	Budget See Form 5, Schedule 1, Column Period Just Ended:	Actual Results	Change from Budget	Change as Percent	Budget Current Year:	Budget Change From Actual Results Period Just Ended
1 Start Date of Account Reporting Period: (Example: 07/01/2011) 2 End Date of Account Reporting Period:				Column C minus Column B	Column D divided by Column B and multiplied by 100		Column F minus Column C	
Receipts (Money Received):								
3	Retirement and Disability Income			0.00	--			
4	Annuities, Structured Settlements, and Trust Income			0.00	--			
5	Wages and Earned Income			0.00	--			
6	Investment and Business Income			0.00	--			
7	Other Receipts (Attach WS A)			0.00	--	0.00		
8	Total Receipts (Add lines 3 through 7)	0.00	0.00	0.00	--	0.00		
9	Assets/Liabilities as Receipts			0.00	--			
10	Total Income Included in Receipts (Line 8 minus line 9)	0.00	0.00	0.00	--	0.00		
Disbursements (Money Spent):								
Money Spent for Protected Person:								
11	Food, Clothing, and Shelter			0.00	--			
12	Medical Costs			0.00	--			
13	Personal Allowance			0.00	--			
14	Payments on Debt			0.00	--			
15	Discretionary Expenses			0.00	--			
16	Other Disbursements (Attach WS A)			0.00	--	0.00		
17	Total Expenses for Protected Person (Add lines 11 through 16)	0.00	0.00	0.00	--	0.00		
Money Spent for Administrative Fees & Costs:								
18	Fiduciary Fees and Costs			0.00	--			
19	Fiduciary's Attorney Fees and Costs			0.00	--			
20	Protected Person's Attorney Fees and Costs			0.00	--			
21	Other Administrative Fees and Costs (Attach WS A)			0.00	--	0.00		
22	Total Administrative Fees and Costs (Add lines 18 through 21)	0.00	0.00	0.00	--	0.00		
23	Total Disbursements for Protected Person (Add line 17 and line 22)	0.00	0.00	0.00	--	0.00		
24	Assets/Liabilities as Disbursements			0.00	--			
25	Total Expenses in Disbursements (Line 23 minus line 24)	0.00	0.00	0.00	--	0.00		
26	Total Surplus/(Total Shortfall) (Line 8 minus line 23)	0.00	0.00	0.00	--	0.00		
27	Net Income/(Net Expenses) (Line 10 minus line 25)	0.00	0.00	0.00	--	0.00		

Al completarse el primer período de informe, el curador promoverá acción del Formulario 6: el Primer Informe del Conservador. Este informe abarca los primeros 9 meses de la curatela.

Formulario 7: El Informe del Curador

In the matter of:	Case No.							
Form 7: Conservator's Account SCHEDULE 1: Statement of Receipts and Disbursements	Column A	Column B	Column C	Column D	Column E	Column F	Column G	
	Past	Present			Future			
	Actual Results Prior Period: <small>See Prior Period Schedule 1, Column C</small>	Budget <small>See Prior Period Schedule 1, Column F</small>	Actual Results Period Just Ended:	Column D	Column E	Column F	Column G	Column H
1 Start Date of Account Reporting Period: (Example: 07/01/2011)				January	February	March	April	
2 End Date of Account Reporting Period:				January	February	March	April	
Receipts (Money Received):								
3 Retirement and Disability Income				January	February	March	April	
4 Annuities, Structured Settlements, and Trust Income				January	February	March	April	
5 Wages and Earned Income				January	February	March	April	
6 Investment and Business Income				January	February	March	April	
7 Other Receipts (Attach VS A)				January	February	March	April	
8 Total Receipts (Add lines 3 through 7)	0.00	0.00	0.00					
9 Assets/Liabilities as Receipts								
10 Total Income Included in Receipts (Line 8 minus line 9)	0.00	0.00	0.00					
Disbursements (Money Spent):								
Money Spent for Protected Person:								
11 Food, Clothing, and Shelter				January	February	March	April	
12 Medical Costs				January	February	March	April	
13 Personal Allowance				January	February	March	April	
14 Payments on Debt				January	February	March	April	
15 Discretionary Expenses				January	February	March	April	
16 Other Disbursements (Attach VS A)				January	February	March	April	
17 Total Disbursements for Protected Person (Add lines 11 through 16)	0.00	0.00	0.00	0.00				
Money Spent for Administrative Fees & Costs:								
18 Fiduciary Fees and Costs					0.00			
19 Fiduciary's Attorney Fees and Costs					0.00	--		
20 Protected Person's Attorney Fees and Costs					0.00	--		
21 Other Administrative Fees and Costs (Attach VS A)					0.00	--		
22 Total Administrative Fees and Costs (Add lines 18 through 21)	0.00	0.00	0.00	0.00	0.00	--		
23 Total Disbursements (Add lines 17 and 22)	0.00	0.00	0.00	0.00	0.00	--		
24 Assets/Liabilities as Disbursements					0.00	--		
25 Total Expenses in Disbursements (Line 23 minus line 24)	0.00	0.00	0.00	0.00	0.00	--		
26 Total Surplus/(Total Shortfall) (Line 8 minus line 25)	0.00	0.00	0.00	0.00	0.00	--	0.00	0.00
27 Net Income/(Net Expenses) (Line 10 minus line 25)	0.00	0.00	0.00	0.00	0.00	--	0.00	0.00

Para el segundo período de informe de cuentas y los períodos subsiguientes, el conservador promoverá acción de Formulario 7, El Informe del Conservador. El conservador continuará utilizando Formulario 7 hasta terminarse la curatela.

Formulario 8: Informe Final del Curador

In the matter of:		Case No.						
Form 8: Final Conservator's Account SCHEDULE 1: Statement of Receipts and Disbursements		Column A	Column B	Column C	Column D	Column E	Column F	Column G
		Past		Present			Future	
		Actual Results	Budget	Actual Results	Change from Budget	Change as Percent	Budget Current Year:	Budget Change From Actual Results Period Just Ended
Prior Period: <small>See Prior Period Schedule 1, Column C</small>		See Prior Period Schedule 1, Column F Period Just Ended:						
1 Start Date of Account Reporting Period: (Example: 07/01/2011)					Column C minus Column B	Column D divided by Column B and multiplied by 100		Column F minus Column C
2 End Date of Account Reporting Period:								
Receipts (Money Received):								
3	Retirement and Disability Income				0.00	--		
4	Annuities, Structured Settlements, and Trust Income				0.00	--		
5	Wages and Earned Income				0.00	--		
6	Investment and Business Income				0.00	--		
7	Other Receipts				0.00	--		
8	Total Receipts (Add lines 3 through 7)	0.00	0.00	0.00	0.00	--		
9	Assets/Liabilities as Receipts				0.00	--		
10	Total Income Included in Receipts (Line 8 minus line 9)	0.00	0.00	0.00	0.00	--		
Disbursements (Money Spent):								
Money Spent for Protected Person:								
11	Food, Clothing, and Shelter				0.00	--		
12	Medical Costs				0.00	--		
13	Personal Allowance				0.00	--		
14	Payments on Debt				0.00	--		
15	Discretionary Expenses				0.00	--		
16	Other Disbursements				0.00	--		
17	Total Disbursements for Protected Person (Add lines 11 through 16)	0.00	0.00	0.00	0.00	--		
Money Spent for Administrative Fees & Costs:								
18	Fiduciary Fees and Costs				0.00	--		
19	Fiduciary's Attorney Fees and Costs				0.00	--		
20	Protected Person's Attorney Fees and Costs				0.00	--		
21	Other Administrative Fees and Costs				0.00	--		
22	Total Administrative Fees and Costs (Add lines 18 through 21)	0.00	0.00	0.00	0.00	--		
23	Total Disbursements (Add lines 17 and 22)	0.00	0.00	0.00	0.00	--		
24	Assets/Liabilities as Disbursements				0.00	--		
25	Total Expenses in Disbursements (Line 23 minus line 24)	0.00	0.00	0.00	0.00	--		
26	Total Surplus/(Total Shortfall) (Line 8 minus line 25)	0.00	0.00	0.00	0.00	--		
27	Net Income/(Net Expenses) (Line 10 minus line 25)	0.00	0.00	0.00	0.00	--		

Al quedar terminada la curatela, el conservador tendrá que promover acción de un último informe, conocido como Formulario 8, Informe Final del Conservador.

Formulario 9: Informe Simplificado del Curador

In the matter of:		Case No.	
Form 9: Simplified Conservator's Account SCHEDULE 1: Statement of Receipts and Disbursements		Column A	Column B
		Past	Present
		Actual Results Prior Period: <small>See Prior Period Form 3, Schedule 1, Column B</small>	Actual Results Period Just Ended:
1 Start Date of Account Reporting Period: (Example: 07/01/2011)			
2 End Date of Account Reporting Period:			
Receipts (Money Received):			
3	Retirement and Disability Income		
4	Annuities, Structured Settlements, and Trust Income		
5	Wages and Earned Income		
6	Investment and Business Income		
7	Other Receipts		
8	Total Receipts (Add lines 3 through 7)	0.00	0.00
Disbursements (Money Spent):			
Money Spent for Protected Person:			
9	Food, Clothing, and Shelter		
10	Medical Costs		
11	Personal Allowance		
12	Payments on Debt		
13	Discretionary Expenses		
14	Other Disbursements		
15	Total Disbursements for Protected Person (Add lines 9 through 14)	0.00	0.00
Money Spent for Administrative Fees & Costs:			
16	Fiduciary Fees and Costs		
17	Fiduciary's Attorney Fees and Costs		
18	Protected Person's Attorney Fees and Costs		
19	Other Administrative Fees and Costs		
20	Total Administrative Fees and Costs (Add lines 16 through 19)	0.00	0.00
21	Total Disbursements (Add lines 15 and 20)	0.00	0.00

Bajo ciertas circunstancias, el Tribunal quizá permita que el conservador utilice el formulario simplificado, conocido como Formulario 9, el Informe Simplificado del Conservador. Este formulario no requiere de tanta información en comparación con los informes normales del conservador y este formulario está diseñado para aquellos patrimonios que son pequeños o para patrimonios con limitadas transacciones financieras.

**Utilizando los
Formularios para
Autenticación
De Testamentos**

Formularios y Listados

Form 5: Conservatorship Estate Budget
SCHEDULE 1: Statement of Receipts and Disbursements
 Calculate for a 9 Month Account Reporting Period

1. Start Date of Account Reporting Period: (Example 07/01)
 2. End Date of Account Reporting Period: (Example 03/31)

Receipts (Money Received):

3. Retirement and Disability Income
 4. Annuities, Structured Settlements, and Trust
 5. Wages and Earned Income
 6. Investment and Business Income
 7. Other Receipts (Attach W-9s)
 8. Total Receipts (Add lines 3 through 7)

Assets/Liabilities as Receipts

9. Total Income Included in Receipts (Line 8 minus line 9)

Disbursements (Money Spent):
Money Spent for Protected Person:

11. Food, Clothing, and Shelter
 12. Medical Costs
 13. Personal Allowance
 14. Payments on Debt
 15. Discretionary Expenses
 16. Other Disbursements for Protected Person (Attach W-9s)
 17. Total Disbursements for Protected Person (Add lines 11 through 16)

Money Spent for Administrative Fees & Costs:

18. Fiduciary Fees and Costs
 19. Fiduciary's Attorney Fees and Costs
 20. Protected Person's Attorney Fees and Costs
 21. Other Administrative Fees and Costs (Attach W-9s)
 22. Total Administrative Fees and Costs (Add lines 18 through 21)

23. Total Disbursements (Add line 17 and 22)

24. Assets/Liabilities as Disbursements

25. Total Expenses in Disbursements (Line 22 minus line 24)

26. Total Surplus/(Total Shortfall) (Line 8 minus line 25)

27. Net Income/(Net Expenses) (Line 9 minus line 25)

Form 6: First Conservator's Account
SCHEDULE 1: Statement of Receipts and Disbursements

1. Start Date of Account Reporting Period: (Example 07/01)
 2. End Date of Account Reporting Period: (Example 03/31)

Receipts (Money Received)

3. Retirement and Disability Income
 4. Annuities, Structured Settlements, and Trust Income
 5. Wages and Earned Income
 6. Investment and Business Income
 7. Other Receipts (Attach W-9s)
 8. Total Receipts (Add lines 3 through 7)

Assets/Liabilities as Receipts

9. Total Income Included in Receipts (Line 8 minus line 9)

Disbursements (Money Spent):
Money Spent for Protected Person:

11. Food, Clothing, and Shelter
 12. Medical Costs
 13. Personal Allowance
 14. Payments on Debt
 15. Discretionary Expenses
 16. Other Disbursements (Attach W-9s)
 17. Total Expenses for Protected Person (Add lines 11 through 16)

Money Spent for Administrative Fees & Costs:

18. Fiduciary Fees and Costs
 19. Fiduciary's Attorney Fees and Costs
 20. Protected Person's Attorney Fees and Costs
 21. Other Administrative Fees and Costs (Attach W-9s)
 22. Total Administrative Fees and Costs (Add lines 18 through 21)

23. Total Disbursements for Protected Person (Add line 17 and 22)

24. Assets/Liabilities as Disbursements

25. Total Expenses in Disbursements (Line 22 minus line 24)

26. Total Surplus/(Total Shortfall) (Line 8 minus line 25)

27. Net Income/(Net Expenses) (Line 9 minus line 25)

Form 7: Conservator's Account
SCHEDULE 1: Statement of Receipts and Disbursements

1. Start Date of Account Reporting Period: (Example 07/01)
 2. End Date of Account Reporting Period: (Example 03/31)

Receipts (Money Received)

3. Retirement and Disability Income
 4. Annuities, Structured Settlements, and Trust Income
 5. Wages and Earned Income
 6. Investment and Business Income
 7. Other Receipts (Attach W-9s)
 8. Total Receipts (Add lines 3 through 7)

Assets/Liabilities as Receipts

9. Total Income Included in Receipts (Line 8 minus line 9)

Disbursements (Money Spent):
Money Spent for Protected Person:

11. Food, Clothing, and Shelter
 12. Medical Costs
 13. Personal Allowance
 14. Payments on Debt
 15. Discretionary Expenses
 16. Other Disbursements (Attach W-9s)
 17. Total Disbursements for Protected Person (Add lines 11 through 16)

Money Spent for Administrative Fees & Costs:

18. Fiduciary Fees and Costs
 19. Fiduciary's Attorney Fees and Costs
 20. Protected Person's Attorney Fees and Costs
 21. Other Administrative Fees and Costs (Attach W-9s)
 22. Total Administrative Fees and Costs (Add lines 18 through 21)

23. Total Disbursements (Add line 17 and 22)

24. Assets/Liabilities as Disbursements

25. Total Expenses in Disbursements (Line 22 minus line 24)

26. Total Surplus/(Total Shortfall) (Line 8 minus line 25)

27. Net Income/(Net Expenses) (Line 9 minus line 25)

Aunque a cada formulario de informe de cuentas se le da un número distinto, en realidad, los listados y las hojas de cálculos que el conservador deberá completar para cada período de informe son básicamente iguales. La única diferencia es que quizá no se tenga que llenar ciertas columnas de dado listado, dependiendo de qué informe esté entregando al tribunal. Los listados están formateados para que usted pueda saber qué columnas deberá llenar.

Listados Que Aportan Apoyo

In the matter of:		Case No.		
Column A	Column B	Column C	Column D	Column E
Sustainability Estimated in	Updated	Change from	Change as Percent	
Form 6: First Conservator's Account		SCHEDULE 3: Statement of Sustainability of Conservatorship		

In the matter of:		Case No.		
Column A	Column B	Column C	Column D	Column E
Inventory Summary	Updated Inventory Value	Change from	Change as	
Form 6: First Conservator's Account		SCHEDULE 2: Statement of Net Assets & Reconciliation		

In the matter of:		Case No.						
Column A	Column B	Column C	Column D	Column E	Column F	Column G		
Actual Results	Budget	Actual Results	Change from Budget	Change as Percent	Budget Current Year	Budget Change From Actual		
Period	Period	Period	Column D (Budget)	Column E (Budget)	Column F (Budget)	Column G (Budget)		
Form 6: First Conservator's Account		SCHEDULE 1: Statement of Receipts and Disbursements						
SECTION 1: Net Assets (Inventory)		Receipts (Money Received):						
1 Inventory Value Report Date: (Example 07/01/2011)	3 Retirement and Disability Income					0.00	-	
2 General Assets, Excluding Cash and Bank Accounts	4 Annuities, Structured Settlements, and Trust Income					0.00	-	
3 Real Estate	6 Investment and Business Income					0.00	-	
4 Vehicle(s)	7 Other Receipts (Attach W-9s)					0.00	-	
5 Household Items and Personal Effects	8 Total Receipts (Add lines 3 through 7)					0.00	0.00	
6 Business Ownership Interests	9 Assets/Liabilities as Receipts					0.00	-	
7 Tax-Deferred Assets	10 Total Income Included in Receipts (Line 8 minus line 9)					0.00	0.00	
8 Other General Assets (Attach W-9s)	Disbursements (Money Spent):							
9 Total General Assets (Add lines 2 through 8)	11 Money Spent for Protected Person:							
Cash and Regular Bank Accounts:		12 Food, Clothing, and Shelter					0.00	-
10 Bank Accounts - Restricted Access	13 Medical Costs					0.00	-	
11 Bank Accounts - Unrestricted Access	14 Personal Allowance					0.00	-	
12 Cash on Hand	15 Payments on Debt					0.00	-	
13 Other Money-Denominated Assets (Attach W-9s)	16 Discretionary Expenses					0.00	-	
14 Total Cash and Bank Accounts (Add lines 10 through 12)	17 Other Disbursements (Attach W-9s)					0.00	-	
15 Total Available Assets (Add lines 9 and 14)	18 Total Expenses for Protected Person (Add lines 11 through 16)					0.00	0.00	
Liabilities (Debt):		Money Spent for Administrative Fees & Costs:						
16 Bills & Payables More Than 30 Days Old	19 Fiduciary Fees and Costs					0.00	-	
17 Other Debts (Attach W-9s)	20 Protected Person's Attorney Fees and Costs					0.00	-	
18 Total Liabilities (Add lines 16 and 17)	21 Other Administrative Fees and Costs (Attach W-9s)					0.00	-	
19 Net Assets (Line 9 minus line 18)	22 Total Administrative Fees and Costs (Add lines 19 through 21)					0.00	0.00	
SECTION 2: Reconciliation of Conservator's Account		23 Total Disbursements for Protected Person (Add line 17 and line 22)					0.00	0.00
Reconciliation of Cash and Regular Bank Accounts		24 Assets/Liabilities as Disbursements					0.00	-
20 Starting Cash Balance (Enter Column A, line 14)	25 Total Expenses in Disbursements (Line 23 minus line 24)					0.00	0.00	
21 Total Receipts (SCHEDULE 1, Column C, line 8)	26 Total Surplus/(Total Shortfall) (Line 9 minus line 25)					0.00	0.00	
22 Available Funds (Add lines 20 and 21)	27 Net Income/(Net Expenses) (Line 10 minus line 25)					0.00	0.00	
23 Total Disbursements (SCHEDULE 1, Column D, line 18)								
24 Ending Cash Balance (Line 22 minus 23)								

Junto con cada informe, se requiere que usted complete hasta tres listados que aportan apoyo. Cada listado representa aspectos diferentes de la curatela.

Listado 1: Declaración de Recibidos y Desembolsos

In the matter of:		Case No.						
Form 6: First Conservator's Account SCHEDULE 1: Statement of Receipts and Disbursements		Column A	Column B	Column C	Column D	Column E	Column F	Column G
		Past	Present			Future		
		Actual Results	Budget See Form 5, Schedule I, Column	Actual Results	Change from Budget	Change as Percent	Budget Current Year:	Budget Change From Actual Results Period Just Ended
1 Start Date of Account Reporting Period: (Example: 07/01/2011)		Prior Period:	Period Just Ended:		Column C minus Column B	Column D divided by Column B and multiplied by 100		Column F minus Column C
2 End Date of Account Reporting Period:								
Receipts (Money Received):								
3	Retirement and Disability Income				0.00	--		
4	Annuities, Structured Settlements, and Trust Income				0.00	--		
5	Wages and Earned Income				0.00	--		
6	Investment and Business Income				0.00	--		
7	Other Receipts (Attach WS A)				0.00	--	0.00	
8	Total Receipts (Add lines 3 through 7)		0.00	0.00	0.00	--	0.00	
9	Assets/Liabilities as Receipts				0.00	--		
10	Total Income Included in Receipts (Line 8 minus line 9)		0.00	0.00	0.00	--	0.00	
Disbursements (Money Spent):								
Money Spent for Protected Person:								
11	Food, Clothing, and Shelter				0.00	--		
12	Medical Costs				0.00	--		
13	Personal Allowance				0.00	--		
14	Payments on Debt				0.00	--		
15	Discretionary Expenses				0.00	--		
16	Other Disbursements (Attach WS A)				0.00	--	0.00	
17	Total Expenses for Protected Person (Add lines 11 through 16)		0.00	0.00	0.00	--	0.00	
Money Spent for Administrative Fees & Costs:								
18	Fiduciary Fees and Costs				0.00	--		
19	Fiduciary's Attorney Fees and Costs				0.00	--		
20	Protected Person's Attorney Fees and Costs				0.00	--		
21	Other Administrative Fees and Costs (Attach WS A)				0.00	--	0.00	
22	Total Administrative Fees and Costs (Add lines 18 through 21)		0.00	0.00	0.00	--	0.00	
23	Total Disbursements for Protected Person (Add line 17 and line 22)		0.00	0.00	0.00	--	0.00	
24	Assets/Liabilities as Disbursements				0.00	--		
25	Total Expenses in Disbursements (Line 23 minus line 24)		0.00	0.00	0.00	--	0.00	
26	Total Surplus/(Total Shortfall) (Line 8 minus line 23)		0.00	0.00	0.00	--	0.00	
27	Net Income/(Net Expenses) (Line 10 minus line 25)		0.00	0.00	0.00	--	0.00	

El primer listado, Listado 1: Declaración de Recibidos y Desembolsos, resume lo recibido y los desembolsos de la curatela. Por medio de este listado, usted le indica al tribunal qué dinero fue recibido por el patrimonio y qué dinero se pagó durante el período de informe de cuentas.

Listado 2: Declaración de Activos y Reconciliación

In the matter of:	Case No.				Column E
Form 6: First Conservator's Account SCHEDULE 2: Statement of Net Assets & Reconciliation	Column A Inventory Summary From Prior Period: <small>See Form 6, Schedule 2, Column B</small>	Column B Updated Inventory Value for Period Just Ended	Column C Change from Prior Period <small>Column B minus Column A</small>	Column D Change as Percent <small>Column C divided by Column A and multiplied by 100</small>	Column E Explanation of Change
SECTION 1: Net Assets (Inventory)					
1 Inventory Value Report Date: (Example: 07/31/2011)					
General Assets, Excluding Cash and Bank Accounts:					
2 Real Estate			0.00	--	
3 Vehicle(s)			0.00	--	
4 Business Ownership Interests			0.00	--	
5 Household Items and Personal Effects			0.00	--	
6 Stocks, Bonds, and Mutual Funds - Not Tax-Deferred			0.00	--	
7 Tax-Deferred Assets			0.00	--	
8 Other General Assets (Attach VS B)		0.00	0.00	--	
9 Total General Assets (Add lines 2 through 8)	0.00	0.00	0.00	--	
Cash and Regular Bank Accounts:					
10 Bank Accounts - Restricted Access			0.00	--	
11 Bank Accounts - Unrestricted Access			0.00	--	
12 Cash on Hand			0.00	--	
13 Other Money-Denominated Assets (Attach VS B)		0.00	0.00	--	
14 Total Cash and Bank Accounts (Add lines 10 through 13)	0.00	0.00	0.00	--	
15 Total Available Assets (Add lines 9 and 14)	0.00	0.00	0.00	--	
Liabilities (Debt):					
16 Bills & Payables More Than 30 Days Old (Attach VS B)		0.00	0.00	--	
17 Other Debts (Attach VS B)		0.00	0.00	--	
18 Total Liabilities (Add lines 16 and 17)	0.00	0.00	0.00	--	
19 Net Assets (Line 15 minus line 18)	0.00	0.00	0.00	--	
SECTION 2: Reconciliation of Conservator's Account					
Reconciliation of Cash and Regular Bank Accounts:					
20 Starting Cash Balance (Enter Column A, line 14)		0.00	Starting Cash Balance comes from Column A, Line 14		
21 Total Receipts (SCHEDULE 1, Column C, line 9)		0.00			
22 Available Funds (Add lines 20 and 21)		0.00			
23 Total Disbursements (SCHEDULE 1, Column C, line 23)		0.00			
24 Ending Cash Balance (Line 22 minus 23)		0.00	Ending Cash Balance must equal Column B, Line 14		

El segundo listado, Listado 2: Declaración de Activos y Reconciliación, le provee al tribunal un resumen del valor del patrimonio. Para este formulario, usted tendrá que resumir la información que usted proveyó inicialmente en el inventario. En informes subsiguientes, se requiere que usted actualice ciertos valores del inventario.

Listado 3: Declaración de Sustentabilidad de la Curatela

In the matter of:		Case No.			
Form 6: First Conservator's Account					
SCHEDULE 3: Statement of Sustainability of Conservatorship					
	Column A	Column B	Column C	Column D	Column E
	Sustainability Estimated in Prior Period	Updated Sustainability Estimated	Change from Prior Period	Change as Percent	Explanation of Adjustment in Column B
	See Form 5, Schedule 3, Column B		Column B minus Column A	Column C divided by Column A and multiplied by 100	
1	Report Date of Sustainability Estimate: (Example: 07/01/2011)				
Net Assets Available to Conservatorship:					
2	Net Assets (See SCHEDULE 2, line 19)	0.00	0.00	0.00	--
3	Adjustments (Attach W5 C)		0.00	0.00	--
4	Adjusted Net Assets (Add lines 2 and 3)	0.00	0.00	0.00	--
Recurring Net Income/(Net Expenses):					
5	Net Income/(Net Expenses) (See SCHEDULE 1, line 27)	0.00	0.00	0.00	--
6	Adjustments (Attach W5 C)		0.00	0.00	--
7	Adjusted Net Income/(Net Expenses) (Add lines 5 and 6)	0.00	0.00	0.00	--
8	Enter Adjusted Net Assets (Line 4)	0.00	0.00		
9	Enter Adjusted Net Income/(Net Expenses) (Absolute Value of line 7)	0.00	0.00		
10	Estimated Years of Sustainability (Line 8 divided by line 9)	#DIV/0!	#DIV/0!		
11	Is Conservatorship Sustainable? (Yes or No)				
12	Prior Period Management Plan (Complete if "NO" is entered in Column A, Line 11; Provide Management Plan Going Forward as indicated in Form 5, SCHEDULE 3)		Management Plan Going Forward (Complete if "No" is entered in Column B, Line 11)		

El último listado, Listado 3: Declaración de Sustentabilidad de la Curatela, le provee al tribunal información sobre el tiempo que podría durar el patrimonio de la persona protegida antes de quedarse sin suficiente dinero para satisfacer las necesidades de la persona protegida. Dicho de otra manera, usted le está indicando al tribunal si el patrimonio es suficiente para sufragar los gastos de la persona protegida durante el tiempo que exista la curatela o no.

Sustentabilidad

In the matter of:		Case No.			
Form 6: First Conservator's Account					
SCHEDULE 3: Statement of Sustainability of Conservatorship					
	Column A	Column B	Column C	Column D	Column E
	Sustainability Estimated in Prior Period <small>See Form 5, Schedule 3, Column B</small>	Updated Sustainability Estimated	Change from Prior Period <small>Column B minus Column A</small>	Change as Percent <small>Column C divided by Column A and multiplied by 100</small>	Explanation of Adjustment in Column B
1	Report Date of Sustainability Estimate: (Example: 07/01/2011)				
Net Assets Available to Conservatorship:					
2	Net Assets (See SCHEDULE 2, line 19)	0.00	0.00	0.00	--
3	Adjustments (Attach WS C)		0.00	0.00	--
4	Adjusted Net Assets (Add lines 2 and 3)	0.00	0.00	0.00	--
Recurring Net Income/(Net Expenses):					
5	Net Income/(Net Expenses) (See SCHEDULE 1, line 27)	0.00	0.00	0.00	--
6	Adjustments (Attach WS C)		0.00	0.00	--
7	Adjusted Net Income/(Net Expenses) (Add lines 5 and 6)	0.00	0.00	0.00	--
8	Enter Adjusted Net Assets (Line 4)	0.00	0.00		
9	Enter Adjusted Net Income/(Net Expenses) (Absolute Value of line 7)	0.00	0.00		
10	Estimated Years of Sustainability (Line 8 divided by line 9)	#DIV/0!	#DIV/0!		
11	Is Conservatorship Sustainable? (Yes or No)				
12	Prior Period Management Plan (Complete if "NO" is entered in Column A, Line 11; Provide Management Plan Going Forward as indicated in Form 5, SCHEDULE 3)		Management Plan Going Forward (Complete if "No" is entered in Column B, Line 11)		

Si, tras hacer un estimado de los años que podría sustentarse la curatela, usted se da cuenta de que los activos de la persona protegida no sufragan el total de los costos de cuidado y servicios, entonces se considera que la curatela no es sustentable. Usted deberá informarle al tribunal de esto en Listado 3, junto con un plan de manejo de los asuntos para el futuro. Este plan para el manejo de los asuntos deberá explicar cómo usted protegerá y conservará el patrimonio de la persona protegida durante tanto tiempo como le sea posible.

El Procedimiento de Promover Acción de los Documentos

Impresos o Electrónicos

In the matter of:		Case No.						
Form 6: First Conservator's Account		Column A	Column B	Column C	Column D	Column E	Column F	Column G
SCHEDULE I: Statement of Receipts and Disbursements		Post	Present			Future		
	Actual Results Prior Period	Budget (see Form F, Schedule L, Column 1) Current Period Just Ended	Actual Results	Change from Budget	Change as Percent of Budget	Budget Current Year	Budget Change from Actual Prior Period (not added)	
			Column C minus Column B	Column D divided by Column E and multiplied by 100			Column G minus Column C	
1. Start Date of Account Reporting Period: (Example: 07/01/2011)								
2. End Date of Account Reporting Period:								
Receipts (Money Received)								
3	Retirement and Disability Income			0.00	---			
4	Annuities, Structured Settlements, and Trust Income			0.00	---			
5	Wages and Earned Income			0.00	---			
6	Investment and Business Income			0.00	---			
7	Other Receipts (Attach WS A)			0.00	---	0.00		
8	Total Receipts (Add lines 3 through 7)		0.00	0.00	0.00	---	0.00	
9	Assets/Liabilities as Receipts			0.00	---			
10	Total Income Included in Receipts (Line 8 minus line 9)		0.00	0.00	0.00	---	0.00	
Disbursements (Money Spent)								
Money Spent for Protected Person:								
11	Food, Clothing, and Shelter			0.00	---			
12	Medical Costs			0.00	---			
13	Personal Allowance			0.00	---			
14	Payments on Debt			0.00	---			
15	Discretionary Expenses			0.00	---			
16	Other Disbursements (Attach WS A)			0.00	---	0.00		
17	Total Expenses for Protected Person (Add lines 11 through 16)		0.00	0.00	0.00	---	0.00	
Money Spent for Administrative Fees & Costs:								
18	Fiduciary Fees and Costs			0.00	---			
19	Fiduciary's Attorney Fees and Costs			0.00	---			
20	Protected Person's Attorney Fees and Costs			0.00	---			
21	Other Administrative Fees and Costs (Attach WS A)			0.00	---	0.00		
22	Total Administrative Fees and Costs (Add lines 18 through 21)		0.00	0.00	0.00	---	0.00	
23	Total Disbursements for Protected Person (Add line 17 and line 22)		0.00	0.00	0.00	---	0.00	
24	Assets/Liabilities as Disbursements			0.00	---			
25	Total Expenses, In Disbursements (Line 23 minus line 24)		0.00	0.00	0.00	---	0.00	
26	Total Surplus/(Total Shortfall) (Line 8 minus line 25)		0.00	0.00	0.00	---	0.00	
27	Net Income/(Net Expenses) (Line 10 minus line 25)		0.00	0.00	0.00	---	0.00	

Excel Y PDF

- Disponibles para llenar a mano O
- Completamente Electrónicos
 - Calcula Automáticamente
 - Conserva los Datos

Los formularios están disponibles en el formato Excel y como documentos para llenar en PDF. Si usted completa los listados y las hojas de cálculos electrónicamente, utilizando cualquier de los dos formatos, hallará incluidos fórmulas que le ayudarán a sacar los cálculos necesarios y que llenarán automáticamente algo de la información requerida. Si usted no llena los formularios de forma electrónica, podrá imprimir, ya sea la versión Excel o la PDF, para llenarlos a mano.

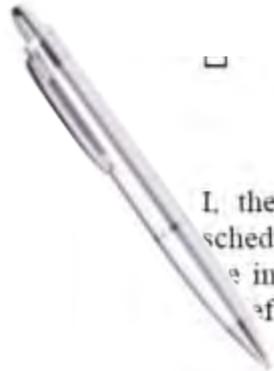
Revise su Trabajo



5	Household Items and Personal Effects	\$0
6	Stocks, Bonds & Mutual Funds - Not Tax-Deferred	\$120,000
7	Tax-Deferred Assets	\$45,000
		\$0

Tras haber completado los listados y las hojas de cálculos requeridos, revise toda la documentación para garantizar no haber dejado fuera alguna información importante. Recuerde, si no tiene nada que informar en cierta categoría, escriba 0 en esa línea.

Firme la Página de Certificación del Conservador



Transaction Log, detailing all financial transactions during the current reporting period

CONSERVATOR'S CERTIFICATION

I, the undersigned, acknowledge that I have read and reviewed this form, accompanying schedules and attached supplements, and after reasonable inquiry have a good faith belief that the information in this report is true, accurate and complete to the best of my knowledge and belief.

Jane Doe

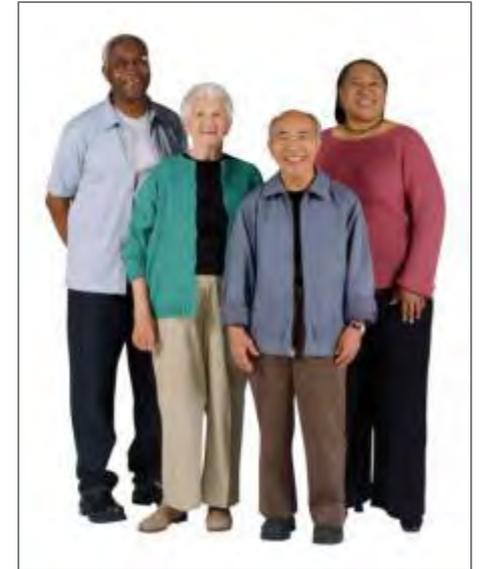
<< Conservator Name >>

1/31/2012

<< Date >>

Una vez que usted haya verificado la documentación, complete la carátula para los documentos y firme la certificación del conservador al pie de la carátula. Por medio de firmar esta certificación, usted está reconociendo ante el tribunal que usted ha leído y ha revisado los listados, las hojas de cálculos, y cualquier otro documento que aporta apoyo que va anexado a los documentos que usted está proveyendo, y que usted da fe de que la información es veraz, exacta, y completa a su más leal saber y entender.

Promoviendo Acción del Formulario



Se promoverá acción del informe con el Secretario del Tribunal o el Secretario de Autenticación de Testamentos del tribunal que lo nombró como curador. También deberá proveerles copias del informe a todas las partes interesadas.

Otras Herramientas

Formulario 10: Prueba de Cuenta Restringida

Form 10. Proof of Restricted Account from Financial Institution

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Comp.# (if applicable): _____

ARIZONA SUPERIOR COURT, _____ COUNTY

IN THE MATTER OF THE
CONSERVATORSHIP OF:

(Protected Person's Name)

Date of Birth: _____

Type of Conservatorship:
 Adult
 Minor

Case No: _____

**PROOF OF RESTRICTED
ACCOUNT FROM FINANCIAL
INSTITUTION**

Name of Financial Institution: _____
Branch Address: _____
Phone: _____

Junto con cada informe, se requiere que usted provea otra documentación además de los listados y hojas de cálculos requeridos. Por ejemplo, quizá se requiera del Formulario 10 si el tribunal ha ordenado una restricción en el uso de la cuenta o cuentas de la persona protegida. Al Formulario 10 se le conoce como el formulario de Prueba de Cuenta Restringida.

Inventario / Declaración de Distribución de Activos

In the matter of: _____ Case No. _____

INVENTORY
(Use additional sheets if necessary)

Inventory Date: _____

CHECKING ACCOUNTS, SAVINGS ACCOUNTS, MONEY MARKET ACCOUNTS
Include both Restricted and Unrestricted Bank Accounts

Name of Bank	Bank Address	Account Type	Name Account is Under	Account Number	Value

STOCKS, BONDS, MUTUAL FUNDS AND OTHER INVESTMENTS
Include Other Money-Denominated Assets, and Tax Deferred Assets

Company Name	Company Address	Number of Shares or Units	Value Per Unit	Actual Value

Page 1 of 3

In the matter of: _____ Case No. _____

Statement of Asset Distribution
(Use additional sheets if necessary)

End Date of Account Reporting Period: _____

CHECKING ACCOUNTS, SAVINGS ACCOUNTS, MONEY MARKET ACCOUNTS
Include both Restricted and Unrestricted Bank Accounts

Name of Bank	Account Number	Value	Who Received Asset and Why

STOCKS, BONDS, MUTUAL FUNDS AND OTHER INVESTMENTS
Include Other Money-Denominated Assets, and Tax Deferred Assets

Company Name	Actual Value	Who Received Asset and Why

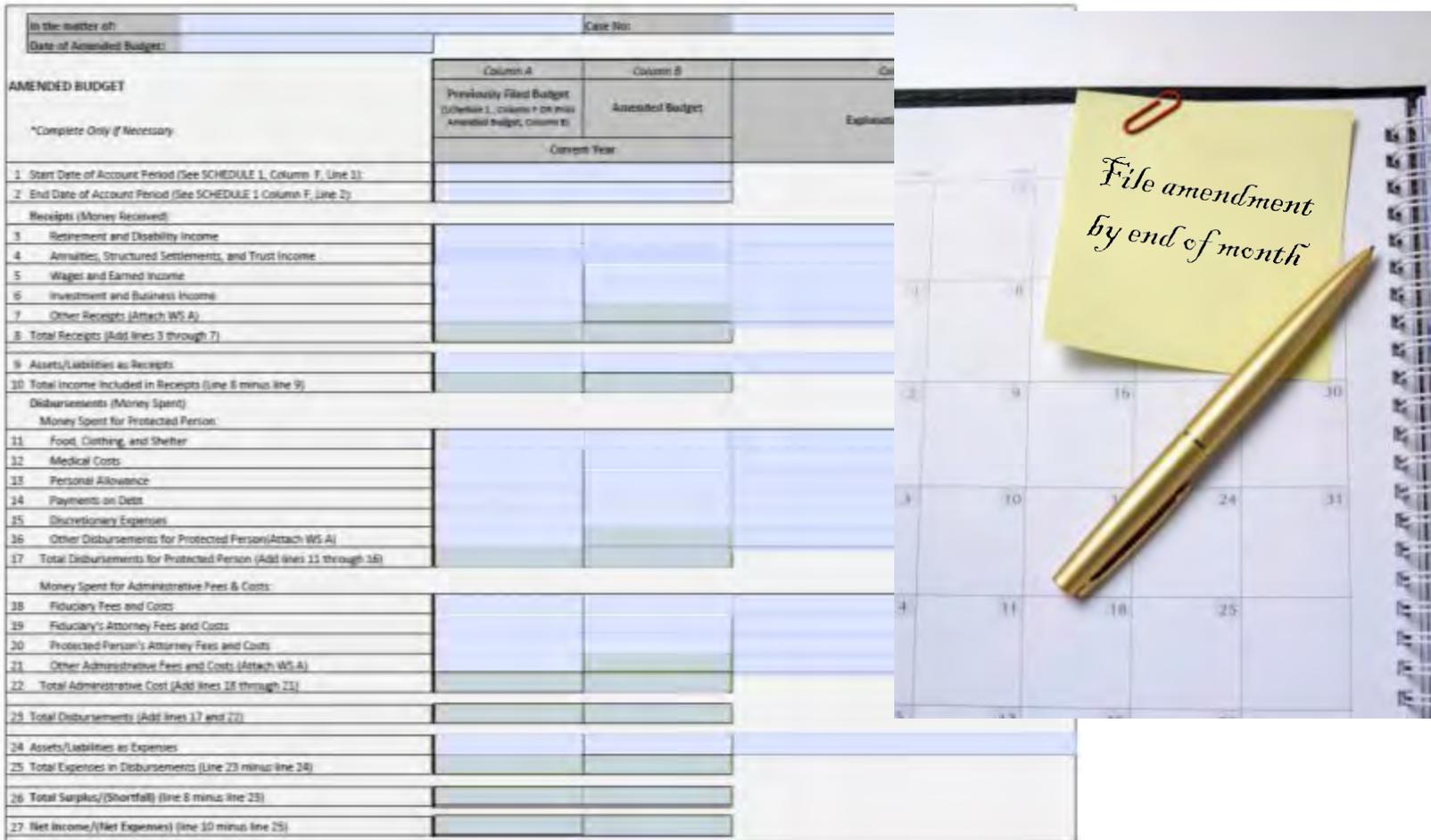
LIFE INSURANCE POLICIES

Company Name	Policy Number	Cash Value	Who Received Asset and Why

Page 1 of 2

Al promover acción del Formulario 5, deberá también promover acción de un Inventario. Además, al promover acción de su informe final, Formulario 8, deberá promover acción de Declaración de Distribución de Activos.

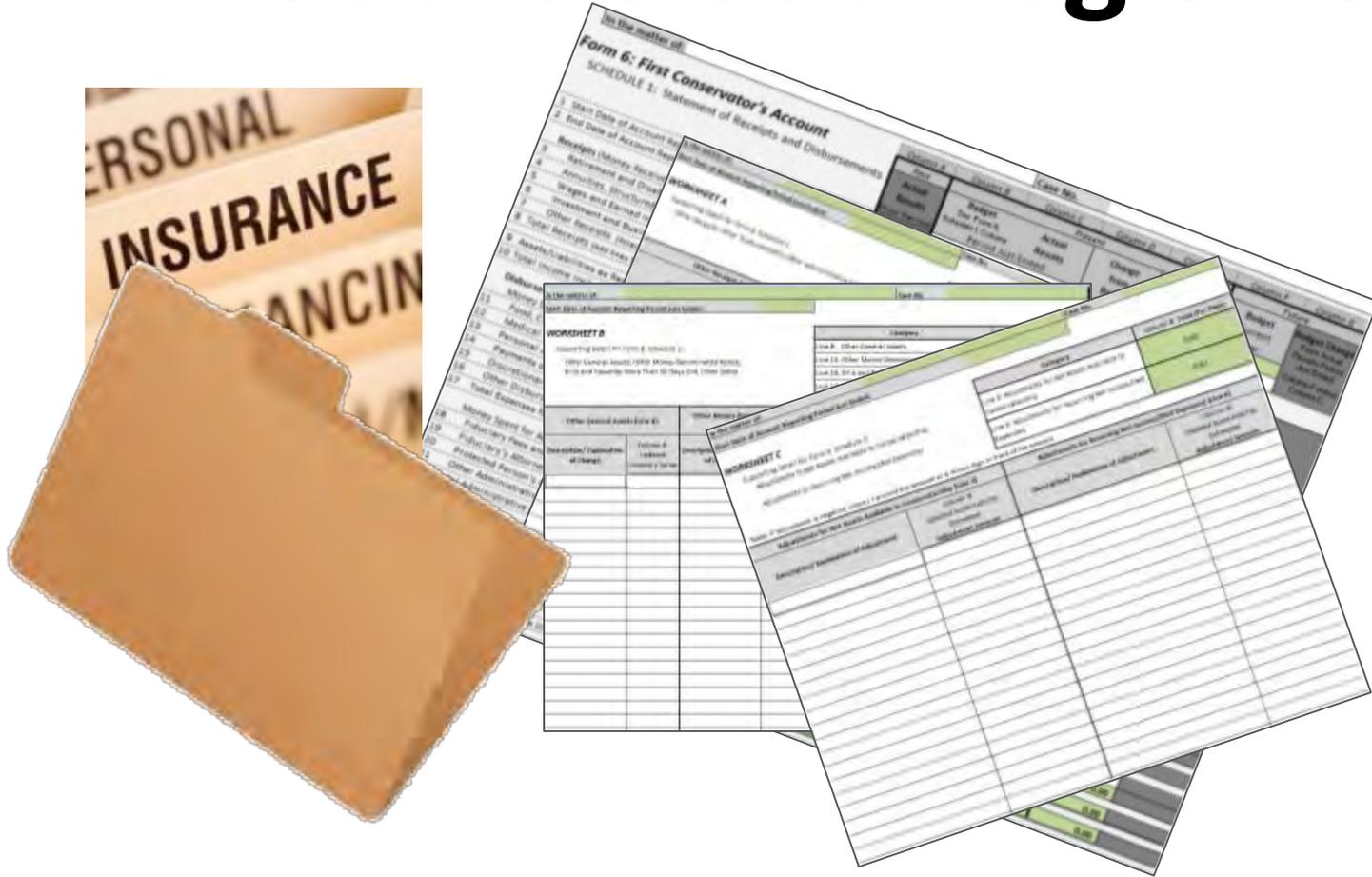
Promoviendo Acción de un Presupuesto Enmendado



Quizá haya ocasiones en las cuales usted tendrá que promover acción de un presupuesto enmendado. En conformidad con las Reglas de Procedimientos de Autenticación de Testamentos, un conservador deberá promover acción de un presupuesto enmendado dentro de 30 días a partir de haber calculado que cualquier de los gastos en cualquier categoría del presupuesto excederá el 10 por ciento o \$2,000 de la cantidad del presupuesto original, el que tenga el mayor valor.

Recordatorios Importantes

Guarde Sus Registros



He aquí unas buenas costumbres para mantener en mente durante su Curatela. **Guarde Sus Registros** – Como conservador, usted deberá mantener un registro exacto y completo de la actividad financiera de la persona protegida. Es importante guardar copias de todos los formularios, listados y otros documentos con los cuales usted promueve acción con el tribunal. Quizá tenga que referirse a esta información más tarde si el tribunal tiene una pregunta sobre la información que usted ha provisto, y también tendrá que usar la mayoría de la información otra vez en informes posteriores.

La Confidencialidad

Form 6. Submission of and Petition for Approval of First Conservator's Account

Name of Person Filing Document: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Licensed Fiduciary Number (if applicable): _____

FOR CLERK'S USE ONLY

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF _____

Case No. _____

IN THE MATTER OF THE
CONSERVATORSHIP FOR

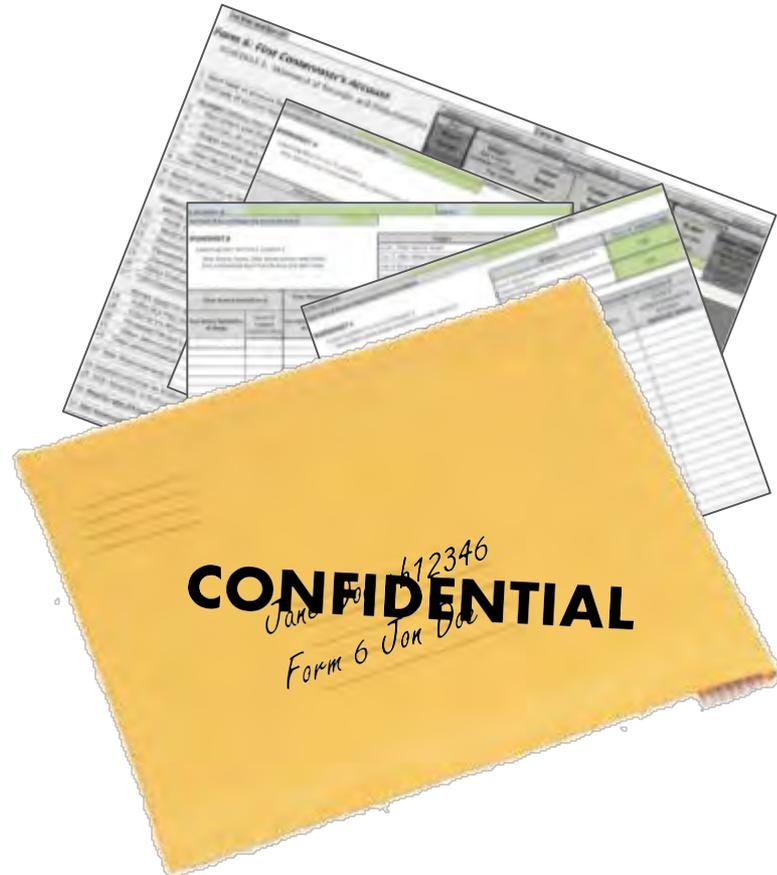
 a Minor
 an Adult

SUBMISSION OF AND PETITION FOR
APPROVAL OF FIRST
CONSERVATOR'S ACCOUNT
 with BUDGET
 Budget Amendment
 Fee Statement

(Assigned to the Honorable
_____) _____

THE PETITIONER STATES UNDER OATH AS FOLLOWS:

INSTRUCTIONS: For approval of annual account, put a check mark in boxes 1, 2, 3, and complete number 1.



Recuerde La Confidencialidad – A excepción de la carátula que llevan los formularios, favor de recordar que se considera confidencial toda otra documentación del informe y no está disponible para la inspección pública. Así que, al promover acción de documentos confidenciales, coloque los documentos originales en un sobre que lleva el nombre y el número del caso, el nombre de los documentos que se entregan, el nombre de la persona que promueve acción y marque el sobre “Documentos Confidenciales”.

Consulte las Instrucciones



The numerical value of a number without regard to whether it is positive or negative number. For example, the absolute value of five (5) and the absolute value of negative five (-5) is also five (5).

Detailed record of the conservatorship's financial activity.

A series of fixed-amount payments paid at regular intervals over a period of time.

An unregistered, negotiable bond on which interest and principal are payable to the holder, regardless of whom it was originally issued. Coupons are attached to the bond, and each coupon represents a portion of the interest payment. The holder submits a coupon, usually semi-annually, to the issuer or paying agent to receive payment. Bearer bonds are issued by a business entity, such as a corporation, or by a government.

A projected list of all anticipated expenses and income.

A person who is appointed by a court to manage the estate of a person.

The legal responsibility over a protected person's estate.

Consulte las Instrucciones – Si esta es la primera vez que usted sirve como conservador, comprendemos que hay mucha información con la cual deberá familiarizarse. Recuerde consultar sus instrucciones al completar los formularios del informe. Quizá le sea útil también repasar las definiciones que se encuentran en la primera sección de su folleto de instrucciones.

Sitio Web para Autenticación de Testamentos



Además de las instrucciones, en el sitio web de Probate (Autenticación de Testamentos), en la siguiente dirección: www.azcourts.gov/probate, usted encontrará información adicional útil que puede ayudarle a aprender más sobre el papel y las responsabilidades de un conservador. De hecho, encontrará los formularios del informe del conservador en el sitio web de Probate. En este sitio web usted puede encontrar los formularios específicos que usted desea llenar, junto con sus respectivas instrucciones.

Gracias



Gracias por ver este video de entrenamiento. El bienestar de la persona protegida es de vital importancia para el tribunal. Por favor recuerde ver la página del Ramo Judicial (Judicial Branch) dedicado a Autenticación de Testamentos para mayor información y recursos adicionales.

Certificado de Aprovechamiento

Por haber accedido a este programa por internet y por haber
imprimido y presentado este certificado para el módulo de
entrenamiento

Resumen de Formularios

El usuario da fe de haber visto el programa en tu totalidad.

Nombre

Fecha

Firma



Arizona State Supreme Court