

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO AFTER THE COURT HEARING GUARDIANSHIP OF AN ADULT

STEP 1 What to do after the hearing is over:

- A. GO TO THE CLERK, PROBATE REGISTRAR:** If the Judge/Commissioner grants the PETITION FOR APPOINTMENT OF A GUARDIAN, you will need to take the **originals** of the following:
- THE ORDER OF APPOINTMENT,
 - THE LETTERS, **AND**
 - THE ACCEPTANCE OF APPOINTMENT

When you take to documents listed above, the clerk will:

- Review the ORDER OF APPOINTMENT,
- Complete the LETTERS,
- Have you sign the ACCEPTANCE OF APPOINTMENT, **AND**
- File the originals.

Note: You should ask the Clerk to certify a copy of the LETTERS for you to prove that you have the appointment and authority from the court. There is a **certification fee plus a fee per page to make copies**.

- B. BOND:** If the Judge/Commissioner did not waive the bond and ordered that you post a bond for a certain amount, call bonding company, purchase the bond, and file the **original** bond with the court. Do this **immediately** after the Order is signed, because no LETTERS will be issued without the bond.
- C. LETTERS OF APPOINTMENT:** Keep a **certified copy** of the LETTERS to show anyone who needs to know that you have authority from the court to act as guardian, and what the authority is.
- D. ORDER OF APPOINTMENT:** Keep a copy of this to remember what the Judge/Commissioner ordered you to do specifically in this case.
- E. ORDER TO GUARDIANS:** Keep a copy of this Order and read it often. This Order contains the general instructions about what you are required to do as guardian.
- F. ANNUAL REPORT:** A guardian must file an ANNUAL REPORT no later than **90 days** after appointment, showing how you will care for the incapacitated person. You must file an ANNUAL REPORT **every year on or before the anniversary date** of the ORDER OF APPOINTMENT. The ANNUAL REPORT describes to the court the following:
- How you are caring for the incapacitated person, **AND**
 - Whether the guardianship should be continued.
- Mail a copy of the Report to the person's attorney, too. The ANNUAL REPORT is available in a separate Self-Service Center packet called **Guardianship: Annual Report of Guardian**.

Note: If you are requesting a fee as guardian, you must file a FEE STATEMENT. The FEE STATEMENT is available in the Self-Service Center packet Part 4: **What to Do After the Court Hearing**.