

## SELF SERVICE CENTER

### PROCEDURES: WHAT TO DO AFTER THE COURT HEARING GUARDIANSHIP OF A MINOR

#### 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 the 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 an **\$18.00 certification fee plus \$0.50 per page** to do this.

**B. BOND:** If the Judge/Commissioner did not waive the bond and ordered that you post a bond for a certain amount, call a 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.

#### STEP 2 What else to do after the court hearing:

**A. FILE ANNUAL REPORT:** You **must** file this form with the Clerk of the Court **every year on or before the anniversary date** of the ORDER OF APPOINTMENT as guardian of the minor. The annual report describes to the court the following:

- How you are caring for the minor, **AND**
- Whether the guardianship should be continued.

**Note:** You must file a Petition with the court if you wish to terminate the guardianship and be legally discharged as the guardian. See the form called **ANNUAL REPORT OF GUARDIAN**.

**B. FEE STATEMENT.** If you are charging a fee to act as guardian, you must file a FEE STATEMENT.

**C. OTHER HELP:** If you still have questions about this procedure, you can ask a lawyer for legal advice. You can look up a lawyer in the telephone book under "attorneys". Also, the Self-Service Center has a list of lawyers who will help you help yourself. The list show where the lawyers are located, how much they charge to look over the court papers or answer your questions and what their experience is.

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