**SAMPLE SCRIPT FOR LAY GUARDIAN INTERVIEW**

**GAL**:

I have read your declaration and reviewed your background check. All good. I also see you have completed the AOC and Spokane County training. You understand that there are a lot of forms that must be completed within certain timeframes if you are appointed guardian? Because it is my job to ascertain your knowledge of your duties and requirements as a guardian let’s briefly go over some of them. OK?

**Lay Guardian**:

OK. Yes, I know there are forms I have to fill out.

**GAL**:

For example, if you are appointed guardian, what are you immediately required to do or complete, some even the day of the hearing?

**Lay Guardian**:

Well, I know I have to go to the Clerk’s office for something.

**GAL**:

Yes, that’s right. Do you have notes from your training or a checklist to help you?

**Lay Guardian**:

I took a lot of notes but nothing like a checklist. I know where to find the forms on the County website.

**GAL**:

That’s great that you know where to find them, but do you recall that you must file certain forms immediately, some forms in 90 days and some forms periodically after that?

**Lay Guardian**:

That sounds familiar, of course. I’m sure I can figure that out as time goes on. A checklist would sure be handy to help me, though. Do you have one?

**GAL**:

I do. Here’s a copy for you. Let’s go over some of them.



