

## **What Duties Should be Performed Immediately?**

### ***After Court Signs Order Appointing:***

- Review of Order Appointing by county clerk
- File Oath of Guardian
- Obtain a Fiduciary Bond, if required
- File Designation of Resident Agent, if required
- Obtain Letters of Guardianship

## **What Duties Should be Performed within the First 90 Days?**

- Designate standby guardian
- Complete and file Personal Care Plan
- Check with your court to determine if an Order Approving the Initial Personal Care Plan is required
- Send Notice of Right to File a Request for Special Notice Form

## **What Duties Should be Performed Periodically?**

- Complete and file reports periodically
- Report period begins when the guardian is appointed
- File Guardian's Report and Personal Care Plan
- Provide an Order for Court Hearing to approve Report and Personal Care Plan