

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.

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