

Instructions for Reporting on the Guardian's and Protected Person's Whereabouts

(1) Visitor's Report on Guardian's and Protected Person's Whereabouts

- Print the county name and the court address on the blank lines. Print the protected person's name, the judge's name and case number on the blank lines. (This information can be found on the order appointing you.)
- Paragraph (2): If applicable, write in the years for which the guardian has not submitted reports. If the guardian is current on their reports, mark the "not applicable" box.
- Paragraph (3): Describe the agencies, organizations and people that you checked with to try to find current contact information for the guardian.
- Paragraph (4): If you were denied access to records by anyone, describe those records. If you were not denied access to any records, print "none."
- Paragraph (5): Mark the box indicating whether you were successful in finding current contact information.
- Paragraph (6): If you were able to find current contact information, record that information on the blank lines.
- Paragraph (7) Describe all efforts made to educate the guardians on their responsibilities (i.e. emailed website, reviewed potential consequences, identified what reports are due)
- Paragraph (8) Establish and document the time frame during which the guardian agrees to submit overdue reports. They must submit their overdue reports within 30 days of your contact with them.
- Date and sign the form.
- Deliver the report to the program coordinator at least 2 days **before** the due date on the order. Make sure that the program coordinator **receives** the report at least 2 days before the due date. If you mail the report, send it at least 5 days before the due date.
- The program coordinator will file the report with the court. Your report probably will not be served on the interested persons.

(2) Private information

- Your report is a private record, which means that it must not be accessed by the public. Protect it from being seen or taken by an unauthorized person.

(3) Attending the hearing

- Hearings usually are open to the public, so you may attend even if you are not required to do so. If you are subpoenaed to testify, you must attend the hearing.