

Guardianship Checklist:

Psychological Evaluation- Schedule appointment to take adolescent no sooner than 17 years and 6 months

Make 4 copies of completed evaluation and notice of rights

Complete the Statement of Acts for guardian and for standby guardian and have them notarized, make 3 copies

At 17 years and 6 months, file these completed forms at the Probate Office:

- Petition for Permanent Guardianship-Original document
- Psychological Evaluation and Notice of Rights- Original documents
- Order and Notice of Hearing
- Statement of Acts (guardian and standby guardian)

File the copies of these completed forms at the office of Corporation Counsel:

- Petition for Permanent Guardianship
- Psychological Evaluation and Notice of Rights
- Order and Notice of Hearing
- Statement of Acts (guardian and standby guardian)- Original Document

Deliver copies of forms to any “interested parties” required (county-funded programs):

- Petition for Permanent Guardianship
- Order and Notice of Hearing

Schedule an appointment with the assigned Guardian ad Litem (GAL)

Send copies of these completed forms to the GAL:

- Petition for Permanent Guardianship
- Psychological Evaluation and Notice of Rights
- Order and Notice of Hearing
- Statement of Acts (guardian and standby guardian)

Meet with GAL

Complete an Affidavit of Mailing and have this document notarized, make 3 copies

- Deliver the original to the Corporation Counsel
- Deliver a copy to Probate office
- Send one copy to the GAL

NOTE: Always keep a copy of completed forms for your records! The Ashwaubenon School District does not provide legal advice and has provided this checklist only as a reference; if you need further information or legal advice please contact an attorney.