

Powers and Duties of a Full Guardian of an Adult

February 2010

Alaska Court System

For information about how to petition the court for appointment of a guardian, see the Adult Guardianship Petition Packet (PG-500)

**This pamphlet and the forms mentioned in it
are available on the court system's website:**

www.courts.alaska.gov/forms/index.htm

Another helpful website is the Alaska Public Guardian's:

www.doa.alaska.gov/opa/pg/home.html

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Guardianship

A guardian is a person appointed by the court to protect the rights and manage the affairs of an incapacitated person or a minor. The individual being cared for is called the ward. The court order appointing the guardian will specify whether a full or partial guardian is being appointed and describe the guardian's powers and duties. This booklet discusses the duties of a full guardian.

1. Required Training

a. Non-Professional Guardians.

If the guardian is not engaged in the business of providing guardian services, the guardian must complete one hour of mandatory education on the basics of guardianship and conservatorship and file proof of completion with the court within 30 days after the guardian's appointment order is distributed.¹ The guardian should fill out the PG-120 *Affirmation* form, explaining what the guardian did to satisfy the education requirement, and file it with the court. (See page 15.)

Unless the court directs otherwise, the one-hour education requirement can be satisfied in a number of ways, including any combination of the following:

- (1) reading this booklet about the duties of a guardian,
- (2) viewing the 30-minute video "*Becoming a Guardian or Conservator in Alaska*" produced by the Alaska State Association of Guardianship and Advocacy (ASAGA) [available at most courts and online at www.courts.alaska.gov/guardianship.htm#education],
- (3) reviewing the ASAGA "*Family Guardian Education Materials*" binder of information on the duties and responsibilities of a guardian [available at most courts and municipal libraries],
- (4) attending classes offered by the Public Guardian's Office. (See the schedule on their website (on cover) or call 269-3500 in Anchorage.)

b. Professional Guardians.

Persons (including companies and other organizations) who engage in the business of providing guardian services must be licensed by the Department of Commerce, Community and Economic Development.²

¹ AS 13.26.145(c) and 13.26.210(g)

² AS 8.26.010

2. Required Reports to the Court. (All these forms are available on the court website: www.courts.alaska.gov/forms/index.htm Court addresses are also on the website.)

- a. **Change of Address.** Any time the ward or the guardian changes his/her address or telephone number, the guardian must immediately send written notice to the court and all parties in the guardianship case.³ You can use the PG-195 *Notice of Change of Address* form on page 16.

Include your case number whenever you write to the court about your case.

- b. **Guardianship Plan.** Within 30 days after the guardian’s appointment order is distributed by the court, the guardian must give the court a Guardianship Plan.⁴ (Use form PG-401.)

The *Guardianship Plan* must describe the guardian’s plans for caring for the ward. The Plan must be designed to encourage the ward to participate in all decisions affecting the ward to the maximum extent possible. The Plan may not restrict the ward’s liberty more than is reasonably necessary to protect the ward and to provide for the ward’s needs.⁵

- c. A **Guardianship Implementation Report and Inventory of the Estate** must be filed with the court within 90 days after distribution of the guardian’s appointment order.⁶ (Use form PG-205.)

The purpose of this report is to give the court as complete a picture as possible of the ward’s current situation and what the guardian is going to do to implement the guardianship plan.

- d. **Guardianship Annual Reports** must be filed each year until the guardianship is terminated. (Use form PG-210.) This report describes to the court what has happened to the ward and the ward’s income and assets in the past 12 months.

Unless different dates are set in the appointment order, the report must cover the 12-month period beginning the 1st of the month in which the appointment order is signed and ending 12 months later. This 12-month period is called “the reporting period.” The report is due 30 days after the end of the reporting period. [For example, if the order is signed anytime in

³ Probate Rule 14(c)

⁴ Probate Rule 16(e)(1)

⁵ AS 13.26.116(c)

⁶ AS 13.26.117 & .250; Probate Rules 16(e)(1)(A) & 17(e)

*January, the reporting period will be January 1 to December 31; and a report will be due each January 31.]*⁷

- e. A **Final Guardianship Report** must be filed when the guardianship ends or the guardian is replaced.⁸ (Use form PG-215.)

3. Duties to the Ward

A full guardian has nearly the same powers and duties to the ward as a parent does to a minor child. However, the guardian does not have to use the guardian's own funds to pay for the care and maintenance of the ward, and the guardian is not personally liable for harm done by the ward.

Two statutes that describe these powers and duties (AS 13.26.150(c) and AS 13.26.116(b)) are printed on pages 11-13 of this booklet.

Although you have the authority to make decisions regarding the ward's care, you should discuss all such decisions, if possible, with the ward, members of the ward's family and providers of care. This will help avoid misunderstandings.

The powers and duties of a full guardian include, but are not limited to, the following:

- a. **Housing.** The guardian must decide where the ward will live. **But, in doing this, the guardian must consider the wishes of the ward and the desirability of allowing the ward to retain local community ties.**

In the guardian's appointment order, the court may limit the guardian's authority to move the ward from the ward's current home without court permission.

In order to allow the ward to remain in the ward's home as long as possible, you may need to investigate available services to help the ward – services such as providing meals, housekeeping, running errands, adult day care, periodic nursing care, ways the ward can contact help in case of a fall or other emergency, etc.

The guardian must choose the least restrictive setting that can satisfy the need to protect the ward.

⁷ Probate Rule 16(e)(1)(B) and AS 13.26.118

⁸ Probate Rule 16(e)(1)(C)

The guardian cannot place the ward in a facility or institution for the mentally ill except by filing a formal commitment proceeding under AS 47.30.

You must allow the ward to participate in the decision-making process to the fullest extent possible.

- b. **Care, Comfort and Maintenance.** The guardian must make sure that the ward is cared for and provided with food, clothing, personal hygiene assistance, transportation, social and recreational opportunities, etc.

The guardian should visit the ward regularly to make sure the ward is being cared for and answer any questions the ward has about the ward's care.

Make sure that appropriate programs and activities are provided for the ward. Contact local agencies to find out what is available.

Determine what the ward likes to do, and try to make it possible for the ward to do it. If the ward needs assistive devices like a hearing aid, glasses, dentures, etc., try to arrange for the ward to get them.

- c. **Health and Safety.** The guardian must make sure the ward receives health care (including mental health care) and protection.

The guardian should arrange for any physical and mental examinations necessary to determine the ward's medical and mental health treatment needs. This includes examinations for hearing, vision and dental problems as well as medical problems. The guardian may consent to medical or other professional care, counseling, treatment or other services for the ward.

However, the guardian **cannot** consent on behalf of the ward to:

- (1) an abortion, sterilization, psychosurgery, or removal of bodily organs except when necessary to preserve the life or prevent serious impairment of the physical health of the ward,
- (2) the withholding of lifesaving medical procedures. However, a guardian is not required to oppose the cessation or withholding of lifesaving medical procedures when those procedures will serve only to prolong the dying process and offer no reasonable expectation of effecting a temporary or permanent cure of or relief from the illness or condition being treated unless the ward has clearly stated that lifesaving medical procedures not be withheld.

- (3) the performance of an experimental medical procedure or to participation in a medical experiment not intended to preserve the life or prevent serious impairment of the physical health of the ward.

The guardian must also make sure the ward receives services to develop or regain the ability to take care of himself or herself, to the maximum extent possible. This may include educational and vocational services necessary for the physical and mental welfare of the ward and to return the ward to full capacity.

Before making a decision about medical treatment, be sure to ask about the benefits, risks and alternatives to the treatment. Consider getting a second opinion.

If the ward has a special condition like Alzheimer's Disease, mental retardation or alcoholism, learn as much as you can about the condition.

Find out if the ward signed an advance directive on health care before becoming incapacitated. This directive may be called a "Living Will," a "Durable Power of Attorney," an "Advance Health Care Directive" or something similar. These documents are intended to describe a person's wishes concerning the medical treatment the person wants to be given if the person needs treatment but is unable to make decisions about it or communicate those decisions. The document may appoint a person to make these decisions for the ward if the ward is unable to make or communicate them. If such a document exists, be sure to notify the court about it so the court can clarify who is responsible for making medical decisions. Also, give a copy to the ward's doctors, hospitals, assisted living home, etc.

- d. **Rights.** The guardian must make sure that the ward's personal, civil and human rights are protected (by filing lawsuits or taking whatever other action is necessary).

An incapacitated person for whom a guardian has been appointed is not presumed to be incompetent and retains all legal and civil rights except those that have been expressly limited by court order or have been specifically granted to the guardian by the court.⁹

⁹ AS 13.26.090

The ward has the right to ask the court to dismiss the guardian or modify the guardianship order.¹⁰ The guardian and other interested parties can also ask the court to review and modify the order. See paragraph 6 on page 8.

The guardian **cannot** do any of the following:

- (1) consent on behalf of the ward to termination of the ward's parental rights,
- (2) prohibit the ward from registering to vote or from casting a ballot at public election,
- (3) prohibit the ward from applying for and obtaining a driver's license, or
- (4) prohibit the marriage or divorce of the ward.

- e. **Finances.** The guardian has the powers and duties of a conservator¹¹ (unless a separate conservator has been appointed). That means the guardian is responsible for managing the ward's money and property and using those assets to provide the care the ward (and any dependant of the ward) needs.

The guardian must apply for any benefits to which to ward is entitled. That may include health and accident insurance benefits and other private or governmental benefits that would help pay any of the costs of medical, mental health or other services provided to the ward.

The guardian must:

- (1) locate and list all the ward's property (including cash, uncashed checks, bank accounts, stocks, bonds, real estate, vehicles, insurance policies, furniture, jewelry and other valuables),
- (2) make sure these assets are properly insured,
- (3) list all the ward's debts (loans, mortgages, credit cards, etc.),
- (4) identify all sources of income (pensions, rents, government payments, etc.),
- (5) apply on behalf of the ward for any benefits for which the ward may be eligible,

¹⁰ AS 13.26.113(h) and AS 13.26.125

¹¹ A "conservator" is someone appointed by the court to manage the financial affairs of a person who needs this protection because the "protected person" cannot handle these matters. The procedure for getting a conservator appointed is similar to, but not the same as, the procedure for getting a guardian appointed.

- (6) prepare tax returns (or hire someone to prepare them if the ward can afford it) and pay the taxes (property taxes, income taxes, etc.),
- (7) make sure the ward's bills are paid (To do this, it may help to prepare a monthly budget. See sample budget form on page 17.),
- (8) maintain accurate records of the ward's income and expenses, and
- (9) keep the ward's property separate from the guardian's at all times. The guardian must never use the ward's property for the guardian's benefit.

You may want to take pictures of the ward's personal property to document what the ward had at the time you were appointed.

Open a checking account, a savings or money market account, and, if appropriate, a safe deposit box, in which you can put money, documents and property belonging to the ward. Open the accounts in your name as "Guardian of the property of (ward's name)." Use the ward's social security number for the accounts, not your own.

4. Payment of the Guardian

The guardian can be paid from the ward's money for the guardianship work the guardian does, but only after the court gives written permission to do so. Also, if the guardian or the guardian's spouse, parent or child is going to provide room and board for the ward, the guardian must get written permission from the court before using the ward's money to pay for this.

Usually, the judge will set the authorized amount of these payments in the guardianship appointment order. Before doing so, the court must determine whether the ward is financially able to pay and whether the charges are reasonable. If the guardian later wants to increase these fees, the guardian must first request (in writing) the court's permission to do so. The guardian must also send notice of any such request to at least one relative of the ward if possible.¹²

¹² AS 13.26.150(c)(6)

5. Three-Year Review.

Every third year after a guardian is appointed, the court is required to appoint a “visitor” to file a report about the guardianship.¹³ The visitor is paid by the state. In order to prepare the report, the visitor will interview the ward (to the extent possible), the guardian and others.

6. Requests to Change the Guardianship

At any time, the guardian or the ward or other interested parties may ask the court to remove the guardian and replace him/her with another guardian, appoint a co-guardian, end the guardianship, or change the guardianship order. You may use court form PG-190, *Petition for Review of Guardianship/Conservatorship*, to ask the court to do this. Form PG-190 is available at any state court and on the court system’s website: www.courts.alaska.gov/forms/index.htm

7. Death of the Ward

When the ward dies, the guardian must notify the ward’s family members and the court that appointed the guardian.

If the guardian has the ward’s will (or knows its location), the guardian must deliver it to the court for safekeeping, as required by AS 13.26.285(e), and inform the executor or a beneficiary named in the will that the will had been so delivered. There is no charge for depositing the will with the court after the ward dies.

The guardian must file a *Final Guardianship Report* (form PG-215) with the court within 90 days after the ward dies.¹⁴ Evidence of the death, such as a copy of the death certificate, should be attached to the final report.

Once the guardian knows that the ward has died, the guardian has no further authority over the ward’s affairs and estate except to:¹⁵

- a. preserve, account, and transfer control of assets to a personal representative or special administrator appointed by the court or to a temporary property custodian appointed by the court or authorized to take custody of personal property by affidavit (as provided in AS 12.65.105 -.110 and Probate Rule 9.1); and

¹³ AS 13.26.118

¹⁴ Probate Rule 16(e)(1)(C)

¹⁵ Probate Rules 16(f) and 17(h); AS 13.26.116(d), .120(b) & .285(e).

- b. (if the ward does not have a living family member or if an individual interested in the ward is not available) arrange for the body of the ward to be transported to a funeral home and make funeral and burial arrangements for the ward. The guardian may also apply for assistance with burial expenses from the state or a municipality if the estate of the ward does not have sufficient money to pay for burial; and
- c. because the full guardian has the power of a conservator, the guardian may also pay reasonable burial expenses from the estate.

8. Additional Information

a. Alaska Statutes and Court Rules

The Alaska Statutes on guardianship of adults are AS 13.26.090 to 13.26.155. The statutes on conservatorship are AS 13.26.165 to 13.26.320. General provisions that apply to both guardianship and conservatorship are in AS 13.26.001 to 13.26.025. The statutes on “public guardians” are AS 13.26.360 to 13.26.410.

The Alaska court rule on guardianship of adults is Probate Rule 16. The rule on conservatorship is Probate Rule 17. Probate Rule 14 on “Protective Proceedings” applies to both guardianships and conservatorships.

These statutes and court rules are all available on the Internet. The court system’s homepage has links to them: www.courts.alaska.gov

The main statute that describes the powers and duties of a full guardian of an adult is AS 13.26.150(c). Another statute that discusses a guardian’s duties (in its description of what the guardian must include in the guardianship plan) is AS 13.26.116(b)). These two statutes are printed on pages 11-13 of this booklet.

b. Other Resources on How To Be a Guardian.

(1) Public Guardian's Office.

You can contact this office with your questions about guardianship. You may leave a message at (907) 269-3525. Messages are retrieved on a weekly basis. Their toll-free telephone number is 1-877-957-3500. You can also e-mail the Family Guardian Program at Family_Guardian@admin.state.ak.us

Free Classes on Guardianship. The Public Guardian currently conducts a free guardianship class once a month at the Office of Public Advocacy (OPA) in Anchorage (900 West Fifth Avenue, Suite 525). Call 269-3500 for more information, or visit their website to see the schedule: doa.alaska.gov/opa/pg/home.html

- (2) National Guardianship Association. This organization provides educational, training, and networking opportunities for guardians. Its address is 174 Crestview Drive, Bellefonte, PA 16823. Telephone: (877) 326-5992. E-mail: nga@guardianship.org. Website: www.guardianship.org
- (3) *Family and Volunteer Guardian Guidebook*. This booklet is published by the National Guardianship Association (described above). The booklet provides useful information about the duties and responsibilities of a guardian. A copy of it is included in the binder of information entitled “*Family Guardian Education Materials*” produced by the Alaska State Association of Guardianship and Advocacy (ASAGA). [This binder is available at most courts and municipal libraries.] The booklet can also be purchased at the National Guardianship Association website referenced above.
- (4) State or Local Agencies that Serve Individuals with Your Ward’s Disability. The following are some examples:
 - (a) Division of Senior and Disabilities Services.
Juneau phone: (907) 465-3372. Toll Free: (866) 465-3165
Anchorage phone: (907)269-3666. Toll Free: (800) 478-9996
Website: <http://hss.state.ak.us/dsds/>
 - (b) Adult Protective Services.
Anchorage Phone: (907) 269-3666. Toll Free: (800) 478-9996
Website: <http://www.hss.state.ak.us/dsds/aps.htm>
 - (c) Disability Law Center of Alaska.
Anchorage Phone: (907) 565-1002. Toll Free: (1-800) 478-1234
Website: www.dlcak.org/ E-mail: akpa@dlcak.org
 - (d) Alzheimer’s Resource Agency of Alaska
Anchorage Phone: (907) 561-3313
Website: www.alzalaska.org

Alaska Statute 13.26.150
General Powers and Duties of Guardian

- (a) A guardian shall diligently and in good faith carry out the specific duties and powers assigned by the court. In carrying out duties and powers, the guardian shall encourage the ward to participate to the maximum extent of the ward's capacity in all decisions that affect the ward, to act on the ward's own behalf in all matters in which the ward is able, and to develop or regain, to the maximum extent possible, the capacity to meet the essential requirements for physical health or safety, to protect the ward's rights, and to manage the ward's financial resources.
- (b) A partial guardian of an incapacitated person has only the powers and duties respecting the ward enumerated in the court order.
- (c) A full guardian of an incapacitated person has the same powers and duties respecting the ward that a parent has respecting an unemancipated minor child except that the guardian is not liable for the care and maintenance of the ward and is not liable, solely by reason of the guardianship, to a person who is harmed by acts of the ward. Except as modified by order of the court, a full guardian's powers and duties include, but are not limited to, the following:
 - (1) the guardian is entitled to custody of the person of the ward and shall assure that the ward has a place of abode in the least restrictive setting consistent with the essential requirements for the ward's physical health and safety;
 - (2) the guardian shall assure the care, comfort, and maintenance of the ward;
 - (3) the guardian shall assure that the ward receives the services necessary to meet the essential requirements for the ward's physical health and safety and to develop or regain, to the maximum extent possible, the capacity to meet the ward's needs for physical health and safety;
 - (4) the guardian shall assure through the initiation of court action and other means that the ward enjoys all personal, civil, and human rights to which the ward is entitled;
 - (5) the guardian may give consents or approvals necessary to enable the ward to receive medical or other professional care, counsel, treatment, or services except as otherwise limited by (e) of this section;
 - (6) the guardian has the powers and duties of a conservator under this chapter; however, the guardian may not apply the ward's money or property for the services as guardian or for room and board that the guardian or the guardian's spouse, parent, or child has furnished the ward unless, before payment, the court finds that the ward is financially able to pay and that the charge is reasonable; notice of a request for payment approval shall be provided to at least one relative of the ward if possible; the guardian shall exercise care to conserve any excess money or property for the ward's needs;

AS13.26.150 - continued

- (7) if a conservator of the estate of the ward has also been appointed, the guardian shall pay all of the ward's estate received by the guardian to the conservator for management as provided in AS 13.26.165 - 13.26.315.
- (d) A guardian of a ward, for whom a conservator has also been appointed, shall have the custody and care of the ward and is entitled to receive reasonable sums for services and for room and board furnished to the ward as agreed upon between the guardian and the conservator. The guardian may request the conservator to expend the ward's estate for the ward's care and maintenance.
- (e) A guardian may not
 - (1) place the ward in a facility or institution for the mentally ill other than through a formal commitment proceeding under AS 47.30 in which the ward has a separate guardian ad litem;
 - (2) consent on behalf of the ward to an abortion, sterilization, psychosurgery, or removal of bodily organs except when necessary to preserve the life or prevent serious impairment of the physical health of the ward;
 - (3) consent on behalf of the ward to the withholding of lifesaving medical procedures; however, a guardian is not required to oppose the cessation or withholding of lifesaving medical procedures when those procedures will serve only to prolong the dying process and offer no reasonable expectation of effecting a temporary or permanent cure of or relief from the illness or condition being treated unless the ward has clearly stated that lifesaving medical procedures not be withheld; a guardian is not civilly liable for acts or omissions under this paragraph unless the act or omission constitutes gross negligence or reckless or intentional misconduct;
 - (4) consent on behalf of the ward to the performance of an experimental medical procedure or to participation in a medical experiment not intended to preserve the life or prevent serious impairment of the physical health of the ward;
 - (5) consent on behalf of the ward to termination of the ward's parental rights;
 - (6) prohibit the ward from registering to vote or from casting a ballot at public election;
 - (7) prohibit the ward from applying for and obtaining a driver's license;
 - (8) prohibit the marriage or divorce of the ward.

AS 13.26.116. Guardianship Order.

Sections (b) and (c) of this statute discuss the guardianship plan.

- (b) The guardianship plan shall specify the authority that the guardian has with regard to
 - (1) medical care for the ward's physical condition;
 - (2) mental health treatment that the guardian considers to be in the ward's best interests;
 - (3) housing for the ward with consideration of the following:
 - (A) the wishes of the ward;
 - (B) the preferability of allowing the ward to retain local community ties; and
 - (C) the requirement for services to be provided in the least restrictive setting;
 - (4) personal care, educational and vocational services necessary for the physical and mental welfare of the ward and to return the ward to full capacity;
 - (5) application for health and accident insurance and any other private or governmental benefits to which the ward may be entitled to meet any part of the costs of medical, mental health, or related services provided to the ward;
 - (6) physical and mental examinations necessary to determine the ward's medical and mental health treatment needs; and
 - (7) control of the estate and income of the ward to pay for the cost of services that the guardian is authorized to obtain on behalf of the ward.

- (c) The guardianship plan may not be more restrictive of the liberty of the ward than is reasonably necessary to protect the ward from serious physical injury, illness or disease and to provide the ward with medical care and mental health treatment for physical and mental health. The guardianship plan shall be designed to encourage a ward to participate in all decisions that affect the ward and to act on the ward's own behalf to the maximum extent possible. The court may not assign a duty or power to a guardian unless the need for it has been proven to the satisfaction of the court and no less restrictive alternative or combination of alternatives is sufficient to satisfy the need.

9. Definitions¹⁶

- Guardian** A guardian is a person appointed by the court to protect the rights and manage the affairs of an incapacitated person or a minor.
- A full guardian has the legal duties and powers listed in AS 13.26.150(c) (and described in this booklet).
- A partial guardian has only those rights, powers and duties specified in the court’s appointment order (fewer legal duties and powers than a full guardian).,
- Incapacitated Person:** A person whose ability to receive and evaluate information or to communicate decisions is impaired to the extent that the person lacks the ability to provide the essential requirements for the person’s physical health or safety (health care, food, shelter, clothing, personal hygiene, and protection) without court-ordered assistance. Before appointing a guardian for a ward, the court must find that the ward is an “incapacitated person.”
- Petitioner:** The petitioner is the person who signs the petition asking the court to appoint a guardian.
- Private Professional Guardian:** A person, other than the public guardian, who is licensed under AS 08.26 or exempt under AS 08.26.180.
- Public Guardian:** A public guardian is a state employee who can be appointed as guardian or conservator for a person if no private person or agency is able or available to be the guardian or conservator. The statutes about the public guardian are AS 13.26.360 to 13.26.410.
- Representative Payee:** A representative payee is an individual or organization that receives Social Security and/or SSI payments for someone who cannot manage his/her money. Payees should use the funds for the current and foreseeable needs of the beneficiary and save any remaining funds for the beneficiary's future use.
- Respondent:** The respondent is the person who is alleged to be incapacitated and in need of a guardian. (Note: After a guardian is appointed, the “respondent” is called a “ward.”)
- Visitor:** A visitor is a person trained or experienced in law, medical care, mental health care, pastoral care, education, rehabilitation, or social work, who is an officer, employee, or special appointee of the court with no personal interest in the proceedings. The “visitor” reports to the court about the guardianship.
- Ward:** A ward is a person for whom a guardian has been appointed.

¹⁶ Several of these definitions come from AS 13.26.005

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA
AT _____

In the Matter of the Protective Proceeding of)
)
)
)
)
_____,)
Respondent / Ward / Protected Person)
_____)

CASE NO. _____

AFFIRMATION THAT
MANDATORY EDUCATION REQUIREMENT HAS BEEN SATISFIED

I affirm that I completed one hour or more of mandatory education on the basics of guardianship/conservatorship as follows:

- On _____, 20 ____, I viewed the video “*Becoming a Guardian or Conservator in Alaska*” produced by the Alaska State Association of Guardianship and Advocacy (ASAGA).
- On _____, 20 ____, I reviewed the ASAGA “*Family Guardian Education Materials*” binder of information on the duties and responsibilities of a guardian or conservator.
- On _____, 20 ____, I read the booklet “Powers and Duties of a Full Guardian of an Adult” (PG-510).
- I attended the following class: _____
- Other: _____

Date

Signature of Guardian or Conservator

Printed Name

Mailing Address

City State ZIP

Daytime Telephone Number

Instructions: File original with the court.

I certify that on _____,
I mailed a copy of this document to:
[] respondent’s attorney
[] petitioner or petitioner’s attorney
[] visitor

Signature of Guardian or Conservator

NOTICE OF CHANGE OF ADDRESS

Case Number: _____

Court Location: Superior Court at _____, Alaska

Case Name: In the Matter of the Protective Proceeding of _____
(Name of Ward or Protected Person)

I am the guardian conservator of the ward or protected person named above.
I hereby notify the court that

the ward or protected person’s address has changed. His/her new address is:
Residence Address: _____
(street address) (city) (state) (ZIP)
Mailing Address: _____
(box or street number) (city) (state) (ZIP)

my mailing address has changed as noted below my signature.

Date

Signature of Guardian or Conservator

Type or Print Name

Mailing Address

City, State, and Zip Code

Daytime Telephone

I certify that on _____,

I sent a copy of this notice to:

- the court listed above
- ward or protected person
- ward or protected person’s attorney or guardian ad litem (if currently representing ward): _____
- parent or guardian with whom ward or protected person resides (if any): _____
- ward or protected person’s conservator or guardian(if a separate one has been appointed): _____
- the following person(s) designated by court order: _____

Signature of Guardian or Conservator: _____

Proposed Monthly Budget for _____
(name of ward)

Monthly Income

SSA \$ _____
 SSI \$ _____
 Public Assistance \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
Monthly Total \$ _____

Non-Monthly Income

Permanent Fund \$ _____
 Native _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
Non-Monthly Total \$ _____
This Total Divided By 12 = _____

Monthly Expenses

Cost of Care \$ _____
 Rent \$ _____
 Food \$ _____
 Utilities \$ _____
 Telephone \$ _____
 Medical \$ _____
 Cable \$ _____
 Allowance \$ _____
 Guardian's Fees \$ _____
 _____ \$ _____
 _____ \$ _____
Total Expenses \$ _____

Debts

**Owed to/For
Total Amount**

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
Total Debts \$ _____
 Monthly Debt Repayment:
 \$ _____