

**SELF-REPRESENTED LITIGANTS PROJECT**  
*Interactive Court Forms for Individuals of Low-Income*

Made possible by the following:



**GUARDIANSHIP OF THE PERSON and/or ESTATE  
FOR AN ADULT WITH A DISABILITY  
(NATURAL PARENT AS PETITIONER)**

*INTERACTIVE FORMS AND INSTRUCTIONS*

Welcome to the interactive court forms for a **Guardianship of the Person and/or Estate for an Adult with a Disability**. These court forms are to be used by the natural parent of the adult with a disability.

**IMPORTANT: PRINT these instructions before you continue!**

**Contents:**

- What are Interactive Forms?
- What information do I need before I start?
- What happens in the Interactive Interview?
- What do I do after the Interview?
- How do I print my documents?
- How do I file my documents with the Court?
- What happens next?
- What if I have problems?

**WARNING!**

**Using these interactive forms will NOT guarantee a favorable result.** It is always advisable to talk to a lawyer before proceeding on your own. The materials and assistance you receive from these interactive forms are NOT a substitute for legal advice. The laws and court rules are complex. By proceeding without a lawyer, you are proceeding at your own risk.

Need help finding a lawyer? **[Click here.](#)**

*I have read the warning above and understand that this web site and  
these forms are not a substitute for legal advice.  
I am using these forms at my own risk.*

**I AGREE**

**I DO NOT AGREE**

## What are Interactive Forms?

How can you make your own legal documents if you don't have the proper legal background and experience? Here's how.

We can prepare generic templates for you. We can even provide you with an easy-to-understand guided interview that will ask you the necessary questions. Then it will take your answers and put them into our template automatically. When you are done, the legal documents that come out will be in formal legal language and will be in a format that meets the Court standards and requirements.

## What information do I need before I start?

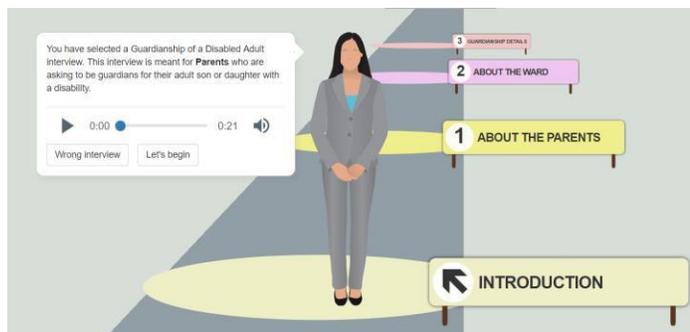
Be sure to have the following information ready before you start the Interactive Interview. If you do not have this information ready, you will not be able to finish the Interview.

- **Your Information as the Natural Parent**- Full name, date of birth, address, contact numbers
- **Information Regarding the Other Natural Parent**—Full name, date of birth, address, contact numbers
- **Information Regarding the Adult with a Disability** – Full name, date and place of birth, the disability, name and date of the document stating the disability (Example: doctor's certification of disability dated 01/01/2010)
- **Information on the Siblings** – The number of siblings that the adult with a disability has and their full names
- **Information on Income, Assets, Real Property, or Government Assistance received by or owned by the Adult with a Disability** – The number of siblings that the adult with a disability has and their full names

## What happens in the Interactive Interview?

When you begin the Interactive Interview, you will see a screen like the one below.

A virtual guide will greet you and will walk you through the Interview. The guide comes with a voice, so be sure to have your speakers on. If the voice goes too fast, there is a little "Play" button that you can click on to replay what the guide just said. You can also move on to the next step even if the voice is still playing. You do not need to wait.



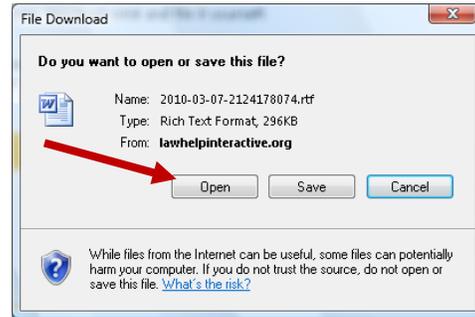
## What do I do after the Interview?



When the Interview is done, you will see a screen like the one to the left. This means that your answers have all been collected. Now, you need to get your formal legal pleadings.

Select **"Get Document"**. Then, you will see the window below.

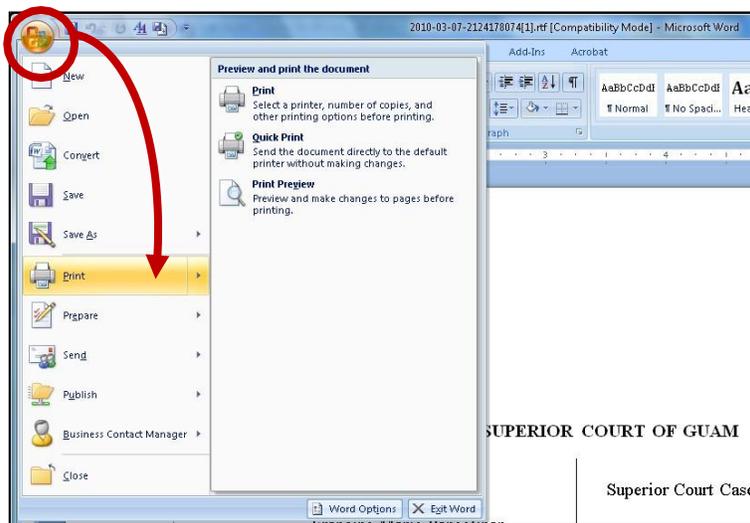
Select **"Open"**. This will open up your customized legal pleadings. Microsoft WORD should open up and you will see your pleadings already laid out with your information included.



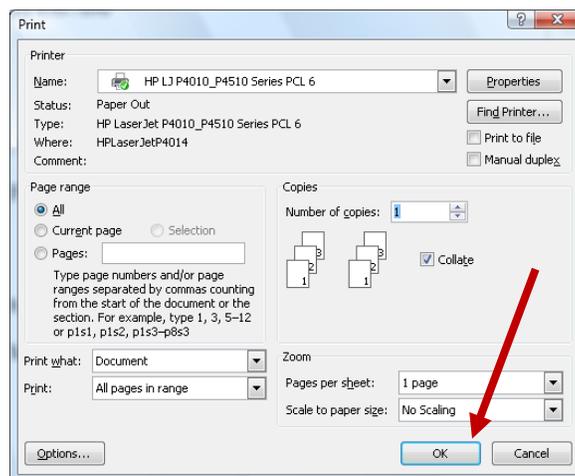
Now, you need to print your documents.

## How do I print my documents?

If you have a version of MS WORD other than 2007, look at your menu at the top... select **"File"**... then, select **"Print"**. If you have MS WORD 2007, follow the picture below to find the **"Print"** option.



Typically, the appropriate printer is already selected. All you need to do now is click **"OK"** to print.



After printing, check to see that you have all your documents. You should find the following documents included in your print out:

1. Cover Sheet
2. Petition for Appointment of Guardian of the Person
3. Affidavit of Petitioner Re: Ward's Estate

4. Consent(s) of Sibling(s)
5. Consent of Natural Father/Mother
6. Consent of Petitioner/Proposed Guardian
7. Order Appointing Guardian of the Person
8. Letters of Guardianship of the Person
9. Notice of Hearing
10. Docket Sheet
11. Checklist for Preparing to File

Next, you need to finalize your documents before you file them with the Court.

Some of the Court forms will require the signatures of the Adult with a Disability, Petitioner(s)/Proposed Guardian(s), the Natural Parent of the Adult with a Disability, and the Sibling(s) of the Adult with a Disability.

1. The Petitioner/Proposed Guardian is required to read and sign the “Verification” in the Petition for Appointment of Guardian of the Person and the Affidavit of Petitioner Re: Ward’s Estate
2. The following **MUST** be signed in the presence of a notary public.
  - Consent of Petitioner/Proposed Guardian
  - Consent of Natural Mother/Father (if applicable)
  - Consent(s) of Sibling(s) (if applicable)
  - The Oath of Guardian (found in the “Letters of Guardianship of the Person”)
3. You can often locate a notary public at a bank, insurance company, real estate or payroll office.

After you have all the necessary signatures and notarization, you will need to attach the following documents.

- Birth Certificate of the Adult with a Disability
- Document Stating the Disability

## ***How do I file my documents with the Court?***

Make five (5) copies of the **Order Appointing Guardian of the Person**.

Make two (2) copies of the **Notice of Hearing**.

Assemble the court forms in the following order to create an original set:

1. Cover Sheet
2. Petition for Appointment of Guardian of the Person
3. Affidavit of Petitioner Re: Ward’s Estate
4. Consent(s) of Sibling(s)
5. Consent of Natural Father/Mother
6. Consent of Petitioner/Proposed Guardian
7. Order Appointing Guardian of the Person
8. Letters of Guardianship of the Person
9. Notice of Hearing
10. Docket Sheet
11. Checklist for Preparing to File
12. Five (5) copies of the Order Appointing Guardian of the Person
13. Two (2) copies of the Notice of Hearing

Make one copy of the original for your records. The clerk’s section at the courthouse can make copies at \$1.00 per page.

Prepare two (2) self-addressed, stamped envelopes with enough postage attached. The court clerk will use one envelope to mail you a copy of the Notice of Hearing if the Judge requires a hearing. The second envelope will be used to send you your five (5) copies of the Order Appointing Guardian of the Person after the Order has been signed by the judge.

Proceed to the Intake Counter at the clerk's section and give the court clerk the original set and the envelopes. You will need to pay a **Filing Fee of \$300.00 plus an additional \$40.00 for the Notice of Hearing**. Once the original is filed, the court clerk will conform your copy by stamping and dating it. The court clerk will return your copy back to you. The original set will remain the court's file.

## ***What happens next?***

The court clerk will route your court file for judge assignment. The court file will then be sent to the assigned judge for review. If the judge signs the Order Appointing Guardian of the Person, copies of the Order will be mailed to you.

If the judge requires a hearing for any reason, you will be notified through the Notice of Hearing that will be mailed to you. You are required to provide the natural parent and the sibling(s) of the adult with a disability notice of the hearing. It is recommended that you mail a copy of the Notice of Hearing to them via certified mail.

The Notice of Hearing will indicate the date and time of the hearing which you, the natural parent, the sibling(s) and the Adult with a Disability are required to attend. At the hearing, the Court may ask you several questions. At the end of the hearing, the Court will inform all parties about the status of the Petition and provide further instructions based on the Court's decision.

## ***What if I have problems?***

The help that we can provide is technical assistance. If you need help in answering questions in the Interactive Interview, you will need to talk to an attorney.

If you are accessing the SRL website from a location other than an SRL Kiosk at the courthouse, you will need to contact the Guam Legal Services Corporation-Disability Law Center IT Specialist for technical assistance. You can call (671) 477-9811 or send an email to [information@guamisc.org](mailto:information@guamisc.org) for assistance.

If you are access the SRL website from an SRL Kiosk, here is how we can help...

- If you need help with accessing the SRL kiosk (such as asking for a chair, asking for headphones, turning on the kiosk computer, and so on), the Court staff can help.
- If the printer is out of paper; if the printer is low on ink or toner; if the printer is not working properly; or if the computer is not working properly, the Court staff can help.
- If there is a problem with the SRL website, with the SRL Interactive Interviews, or with the legal pleadings that come out, you can contact GLSC-DLC's IT Specialist to report the problem. You can reach them at (671) 477-9811.

One specific problem that may occur will look like the picture to the right. In this case, the Interactive Interview was not working properly and resulted in a "Site Error" message. If you see this error, please report it to the GLSC-DLC IT Specialist. We will then work with the national service provider to resolve the problem. Unfortunately, this will not be resolved within the same day that the problem is reported.



**Thank you for using the Guam Self Represented Litigants website!**