**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.