

## **CHECKLIST FOR THE ATTORNEY AD LITEM ON GUARDIANSHIPS**

- Review file (and not the day of the hearing)
- Make sure ward is located in Harris County – the day the application was filed
- If you have reservations about the Ward’s capacity – please file and give notice for a Motion for Independent Medical Examination (IME)
- Make sure ward has been properly served
- Make sure family members have been properly noticed
- Make sure nursing home administrator and Power of Attorney holder (if applicable) have been properly noticed
- Review the application – make sure all three levels of sanguinity are listed
- The application and Order should both state whether the Ward can vote or drive
- Make sure doctor’s letter is not 120 days old from the date the application is filed (ward had to be seen by a doctor within 120 days of application’s filing date, not when the doctor’s letter was signed) If something is wrong with the application – contact the attorney or if you have questions – please contact the Guardianship Coordinator in that specific court
- If appointed as Attorney Ad Litem on a guardianship and are not familiar with the Court’s procedures – please audit guardianship hearings prior to your scheduled hearing (you may do so with any Probate Court – check the Probate Court’s website for hearing schedules – see website below)
- File your answer with the Probate Clerk’s office (at least 1-2 weeks in advance of hearing – do not send a copy of your Answer to the Court Investigator or Guardianship Coordinator)
- Visit the ward before the hearing
- Investigate the applicant as to any disqualification issues (criminal background, debts to ward, bond, etc.)
- Call Court for specific hourly rate – ask for Appointee Fee application (if paid by Harris County) (If paid by Harris County – applicant should file a Pauperis Affidavit)
- Review the Order Appointing Guardian before the hearing
- Come prepared and bring your fee order
  
- Keep your certificate for appointments current with the Court – if you want appointments and/or if you want to be considered for being appointed as Guardian as well. Please let the Courts know if you no longer want appointments
- When dropping off certificate for the first time – please bring resume and business cards as well
- Notify the Courts if you move or if your phone numbers, email, etc., change - tell them if you speak other languages besides English
- Do not call the Court and inquire as to when you will get an appointment
- Check out the Probate Courts’ website at: [www.hctx.net/probate](http://www.hctx.net/probate)