Utah Working Interdisciplinary Network of Guardianship Stakeholders (WINGS)

Thursday, October 20, 2022, 12:00 pm | 2 hours |

AGENDA

	Topic	Presenter	Materials
12:00	Meeting begins		
	HousekeepingMinutes	Judge Kelly	– WINGS Minutes (August 2022 – draft)
12:10	Projects Updates		
	 Brown Bag presentation to DCJ CJA Rule 6-501 – additional changes CJA Rule 6-507 – Court Visitors G/C forms to Forms Committee Language question 	Judge Kelly Shonna Thomas	 Rule 6-501 – rule draft – Redline Mtg Edits (10.3.22) Rule 6-507 – Court Visitor Rule (LSS Edits 10.4.22)
12:30	Ongoing Projects		
	• Utah Code 75-5-303	Group Discussion	 Utah Code 75-5-303 (to discuss - 2.14.22)
1:25	New Topics		
	 WINGS Membership process (CJA Rules 1-205 & 3-421) Nomination of Dr. Embree G/C Forms Subgroup 	Judge Kelly Shonna Thomas	TBD
1:50	Other Business		
	Judge Connors' Retirement		
2:00	Meeting adjourned		

Next meeting:

December 15, 2022 (via WebEx)

1 Rule 6-501. Reporting requirements for guardians and conservators.

23 Intent:

To establish standards and procedures for annual reports and accountings that guardians and conservators are required to file under the Utah Uniform Probate Code.

Applicability:

This rule applies to individuals seeking appointment as guardians and conservators and individuals who are appointed by the court as guardians and conservators.

Statement of the Rule:

(1) Definitions.

- (1)(A) "Accounting" means the annual accounting required by Utah Code Section 75-5-312 and Section 75-5-417 and the final accounting required by Utah Code Section 75-5-419.
- (1)(B) "Interested person" means the respondent, if he or she is not a minor, the respondent's guardian and conservator, the respondent's spouse, adult children, parents and siblings, and any other person interested in the welfare, estate, or affairs of the respondent who requests notice under Utah Code Section 75-5-406. If no person is an interested person, then interested person includes at least one of the respondent's closest adult relatives, if any can be found. For purposes of minor guardianship, interested persons include the persons listed in Utah Code Section 75-5-207.

(1)(C) "Inventory" means the inventory required by Utah Code Section 75-5-418.

 $\hbox{(1)(D) ``Serve'' means any manner of service permitted by Utah Rule of Civil Procedure 5.}\\$

(1)(E) "Protected person" means a minor or an incapacitated person for whom the court appoints a guardian or a protected person for whom the court appoints a conservator.

(1)(F) "Report" means the inventory, accounting, or annual report on the status of the protected person under Utah Code Sections 75-5-209 and 75-5-312, and the final accounting under Sections 75-5-210 and 75-5-419

(1)(G) "Respondent" means a person who is alleged to be incapacitated and for whom the appointment of a guardian or conservator is sought.

(2) Exceptions.

39 (2)(A) Paragraph (4) does not apply to the following:

(2)(A)(i) a guardian licensed under Utah Code Section 75-5-311(1)(a);

(2)(A)(ii) the Office of Public Guardian; or

(2)(A)(iii) a conservator issued a permit licensed under Utah Code Section 7-5-2.

(2)(B) Paragraphs (6), (7), (8), (9), and (10) do not apply if the guardian or conservator is a parent of the protected person.

(2)(C) Paragraph (7)(C) does not apply to the guardian of a minor if the minor's estate consists of funds that are deposited in a restricted account, which requires judicial approval for withdrawal, or if there is no estate.

(2)(D) Paragraph (9) does not apply to a conservator who is appointed for the purpose of receiving a personal injury settlement for a minor if 1) no funds are to be distributed until the minor reaches the age of majority, or 2) no structured settlement payments are to be made until the minor reaches the age of majority.

(3) Examination and private information record.

- (3)(A) Before the court enters an order appointing a guardian or conservator, the proposed guardian or conservator must file a verified statement showing satisfactory completion of a court-approved examination on the responsibilities of a guardian or conservator.
- (3)(B) Before the court enters an order of appointment, the proposed guardian or conservator must file a completed and verified Private Information Record form provided by the Administrative Office of the Courts.

(3)(C) The guardian or conservator must continue to keep the court apprised of any changes to the guardian or conservator's contact information.

(4) **Recordkeeping**. The guardian must keep contemporaneous records of significant events in the life of the protected person and produce them if requested by the court. The conservator must keep contemporaneous receipts, vouchers or other evidence of income and expenses and produce them if requested by the court. The guardian and conservator must maintain the records until the appointment is terminated and then deliver them to the protected person, if there is no successor, to the successor guardian or conservator, or to the personal representative of the protected person's estate.

(5) Report forms. Subject to the requirements of Paragraph (6):

 (5)(A) forms substantially conforming to the Judicial Council approved forms are acceptable for content and format:

(5)(B) a corporate fiduciary may file its internal report or accounting; and

(5)(C) if the protected person's estate is limited to a federal or state program requiring an

annual accounting, the fiduciary may file a copy of that accounting.

(56) Information required in reports, Order on Review cover sheet, and service.

(5)(A) Forms substantially conforming to the Judicial Council-approved forms are acceptable for content and format.

(5)(A)(i) A corporate fiduciary shall file its internal report or accounting, if any, as an attachment to the court approved form; and

(5)(A)(ii) If the protected person's estate is limited to a federal or state program requiring an annual accounting, the fiduciary may file a copy of that accounting.

(56)(A)(B) The annual report and annual accounting must contain sufficient information to put interested persons on notice of all significant events and transactions during the reporting period. Compliance with this provision Paragraph (54) is presumed sufficient, but the court may direct that a report or accounting be prepared with content and format as it deems necessary.

(56)(B)(C) The annual report and annual accounting must include the Judicial Council-approved Order on Review of Guardian or Conservator Report ("Order on Review"), which must be filed as a proposed document.

(56)(C)(D) The guardian, conservator, or both must serve a copy of the report, inventory, and accounting under Rule 5 of the Utah Rules of Civil Procedure on all interested persons. The annual report and annual accounting must include the following language at the top right corner of the first page, in bold type: You have the right to object to the report or accounting within 28 days of service. If you do not object within that time, your objection may be waived.

(7) Annual status reports.

(7)(A) The guardian must file with the appointing court a report on the status of the protected person no later than 60 days after the anniversary of the appointment. The status report must be in substantially the same form as the status report form approved by the Utah Judicial Council, including the required attachments. The guardian must file the report with the court that appointed the guardian unless that court orders a change in venue under Utah Code Section 75-5-313. The reporting period is yearly from the appointment date unless the court changes the reporting period on motion of the guardian. The guardian may not file the report before the close of the reporting period. For good cause the court may extend the time for filing the report, but a late filing does not change the reporting period.

(7)(B) The judge may conduct a hearing even though no objection is filed. If the judge finds that the report is in order, the judge must approve it.

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(7)(C) If there is no conservator, the guardian must file the inventory and accounting required of a conservator under Utah Code Section 75-5-312.

(8) Inventory.

(8)(A) Within 90 days after the appointment, the conservator must file with the appointing court the inventory required by Utah Code Section 75-5-418. The inventory must be in substantially the same form as the inventory form approved by the Utah Judicial Council, including the required attachments. The court may extend the time for filing the inventory for good cause.

(8)(B) The judge may conduct a hearing even though no objection is filed. If the judge finds that the inventory is in order, the judge must approve it.

(9) Annual accounting.

(9)(A) The conservator must file with the appointing court an accounting of the estate of the protected person no later than 60 days after the anniversary of the appointment. The accounting must be in substantially the same form as the accounting form approved by the Utah Judicial Council, including the required attachments. The conservator must file the accounting with the court that appointed the conservator unless that court orders a change in venue under Utah Code Section 75-5-403. The reporting period is yearly from the appointment date unless the court changes the reporting period on motion of the conservator. The conservator may not file the accounting before the close of the reporting period. For good cause the court may extend the time for filing the accounting, but a late filing does not change the reporting period.

(9)(B) The judge may conduct a hearing even though no objection is filed. If the judge finds that the accounting is in order, the judge must approve it.

(10) Final accounting.

 (10)(A) The conservator must file with the court a final accounting of the estate of the protected person with the motion to terminate the appointment.

(10)(B) The court may conduct a hearing even though no objection is filed. If the court finds that the accounting is in order, the court must approve it.

(11) Objections.

(11)(A) If an interested person objects to a report or accounting, the person must file a written objection with the court and serve a copy on all interested persons within 28 days from the date of service of the report or accounting. A request to submit must be included with the objection. The court may for good cause, including in order to accommodate a person with a disability, waive the requirement of a writing and document the objection and request to submit in the court record.

(11)(B) The objection must specify in writing the entries to which the person objects and state the reasons for the objection.

(11)(C) An objection to a report or accounting may not contain a request to remove or substitute the guardian or conservator. Any request for removal or substitution of the guardian or conservator must be filed as a separate petition consistent with Utah Code Section 75-5-307 or 75-5-415.

(11)(D) If an objection is filed, the court must conduct a hearing unless the court determines that a hearing is not necessary. If the court determines that a hearing is not necessary, the court must issue a minute entry or order stating why a hearing is not necessary.

(11)(E) At the hearing, the court may require the guardian or conservator to supplement or amend the report or accounting if the court determines there is good cause for the objection.

(11)(F) If the court determines that the objection is unfounded or is filed in bad faith, the court may deny the objection and approve the report or accounting.

(12) **Waiver.** If an interested person does not object to a report or accounting within 28 days of service, the interested person waives any objection unless:

(12)(A) the objection relates to matters not fairly disclosed by the report or accounting; or

(12)(B) the time for objection is extended by the court under Rule 6 of the Utah Rules of Civil Procedure. If the request for an extension is made before the time has run, the court may extend the time for good cause. If the request is made after the time has run, the court may extend for excusable neglect.

(13) Report approval.

(13)(A) **Approval.** The court must examine and approve reports as required by Utah Code sections 75-5-312 and 75-5-417. Approving a report means the judge has reviewed it, to the court's knowledge notice has been given to every person entitled to notice, no objection has been received, the report meets the requirements set forth by the report form, and the court has not requested additional information or scheduled a hearing. Such approval does not foreclose a valid claim permitted under paragraphs (11)(A) or (11)(B), nor does it start an appeal time.

 (13)(B) **Notice to interested persons.** When a court approves a report, the court must note that approval on the Judicial Council-approved Order on Review and place the Order on Review in the case file. When a court does not approve a report, the court must indicate on the Order on Review, or in an order, the reasons for non-approval, any additional actions required, and serve the Order on Review or order on all interested persons entitled to notice.

(14) **Report on a minor.** Under Utah Code Section 75-5-209, a person interested in the welfare of a minor may petition the court for a report from the guardian on the minor's welfare or the minor's estate. If the court orders a report from the guardian, the status report must be in substantially the same form as the status report form for guardianships of adults approved by the Utah Judicial Council, including the required attachments.

220 Effective November 1, 2022

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215216

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218219

CJA06-0507. Amend

Redline

Draft: Oct. 4, 2022

CJA06-0507. AMEND.

REDLINE VERSION: October 4, 2022

Rule 6-507. Court visitors.

Intent:

To set forth the appointment and role of court visitors. To establish a process for the review of court visitor reports.

Applicability:

This rule applies to court visitors and their reports in guardianship and conservatorship cases proceedings.

Statement of the Rule:

- (1) Definition and visitor requirements.
 - (A) A visitor is, with respect to guardianship and conservatorship proceedings, an officer, employee, or special appointee of the court with no personal interest in the proceedings whose role is to investigate, observe, and report to the court, but is not to determine capacity of the respondent.
 - (B) A visitor is trained in law, nursing, or social work either through life experience or through completing any training required by the court visitor program.
 - (C) A visitor must complete any training required by the court visitor program.
- (2) **Appointment and role of court visitor.** Upon its own initiative or motion of a party or an "interested person," as that term is defined in Utah Code section 75-1-201, the court may appoint a court visitor in a guardianship or conservatorship proceeding to conduct an inquiry into the following:
 - (A) whether to waive the respondent's presence at the hearing under Section 75-5-303(5)(a);

- (B) to confirm a waiver of notice submitted by the respondent in a guardianship or conservatorship proceeding under Sections 75-5-309(3) or 75-5-405(1);
- (C) to investigate the respondent's circumstances and well-being, including when an attorney is not appointed under 75-5-303(5)(d);
- (D) to review annual reports from the guardian and conservator or gather additional financial information;
- (E) to locate guardians, conservators, and respondents;
- (F) to investigate the proposed guardian's future plans for the respondent's residence under Section 75-5-303(4);
- (G) to meet with the adult protected person to determine the wishes of the adult protected persontheir wishes regarding association under Section 75-5-312.5; or
- (H) to conduct any other investigation or observation as directed by the court.
- (3) **Motion to excuse respondent or confirm waiver of notice**. The petitioner, the respondent, or any interested person seeking to excuse the respondent or confirm a waiver of notice <u>submitted by respondent under Section 75-5-309(3) or 75-5-405(1)</u>;, shall file an ex parte motion and request to submit for decision at least 21 days prior to the hearing.
 - (A) Upon receipt of the motion, the court shall appoint a court visitor to conduct an investigation in accordance with paragraph (2) unless a court visitor is not required under Utah Code section 75-5-303.
 - (B) Upon appointment to conduct an inquiry into whether to excuse the respondent from the hearing, the court visitor may:
 - (i) interview the petitioner, the proposed guardian, and the respondent;
 - (ii) visit the respondent's present dwelling or any dwelling in which the respondent will reside if the guardianship or conservatorship appointment is made;

- (iii) interview any physician or other person who is known to have treated, advised, or assessed the respondent's relevant physical or mental condition;
- (iv) confirm a waiver of notice if submitted by the respondent; and
- (iv) conduct any other investigation the court directs.
- (4) **Other inquiries.** If the court appoints a visitor under paragraphs (2)(B) through (2)(H), the court visitor will conduct the inquiry in accordance with the court's order of appointment.
- (5) Language access. If the court visitor does not speak or understand the primary language of the respondent's, proposed guardian's, proposed conservator's, or petitioner, sprimary language, or other interested person is other than English and that person has limited English proficiency, the court visitor must use an interpretation service approved by the Administrative Office of the Courts to communicate with the respondent, proposed guardian, proposed conservator, or other interested person.

(6) Court visitor report.

- (A) Filing of court visitor report. The court visitor program must file the court visitor report by the deadline set forth in the order of appointment. If a hearing has been scheduled and there is no deadline in the order of appointment, the court visitor report must_should be filed at least five days prior to the hearing.
- (B) **Service of the court visitor report.** Except for court visitor appointments made under paragraph (2)(E), in accordance with Rule 5 of the Utah Rules of Civil Procedure, the court visitor program must serve the court visitor report upon all current-interested persons and upon any interested person who has requested the appointment of the court visitor—[wouldn't] that person be considered a current interested person?].
- (B) **Request to Submit for Decision.** Upon the filing of the court visitor report, the court visitor program must file a request to submit for decision. In cases involving a

Commented [MW1]: 1. I agree with Judge Kelly and I have concerns about including the interested person. We are required to provide access to justice for the protected person, proposed gua./cons. This will be more complicated for the volunteers.

2.This Language Access sections was developed for the court's court visitors, not attorneys acting as CV's. So to Russ's point, the Court Visitor Program can make this more of an internal policy and delete this section all together or remove that they must use an interpretation service approved by the AOC.

Commented [MW2]: Sometimes the deadlines the judge provide is too short near the hearing. We ask the judge if they want to move the hearing out a week, and majority of the time the response is no...so we are filing the report 3 days before the hearing. Our internal policy is 5 days and we strive to meet that deadline.

Commented [MW3]: I am not sure...I will leave this one to the attorney experts!

motion to excuse the respondent from a hearing, the court visitor program must also <u>file</u> a court-approved proposed order.

_(7) **Objecting to the court visitor report.** Within 7 days of service of the court visitor report, a currentan interested party may file a written objection to the court visitor report and request for a hearing on the ground that the court visitor exceeded the scope of the court's order of appointment. No other objections to a court visitor report are permitted. The court may rule on the objection, request briefing on the objection, and/or set a hearing on the objection.

(8) Court action on reports.

(A) Reports regarding <u>waiver_excusing_of</u>-respondent's presence <u>or confirm</u> waiver of notice

When a court visitor has filed a report regarding a request to excuse the respondent's presence at the hearing <u>pursuant to Section 75-5-303</u>, <u>or confirming a waiver of notice pursuant to Section 75-5-309(3) or 75-5-405(1)</u>; the court will issue findings and an order <u>as regarding the request</u> to <u>the excuse or the waiver of notice</u> at least two days prior to the hearing upon which the request has been made.

(B) **All other reports**. When a court visitor has filed a report and request to submit for decision involving matters other than the excusing waiver of the respondent's presence at the hearing or confirming a waiver of notice, the court will review the report and take appropriate action on the report, which may include issuing a decision, requesting further information from the court visitor or the parties, or scheduling the matter for a hearing. If the parties are attempting to resolve the issues raised in the report through mediation, the court may enter an order staying the matter until mediation is completed.

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(9) **Termination of court visitor appointment.** The appointment of the court visitor terminates and the court visitor is discharged from the court visitor's duties upon the date identified in the order of appointment <u>or as otherwise ordered by the court</u>. The court may extend the appointment with or without a request from a party.

Effective 5/8/2018

75-5-303 Procedure for court appointment of a guardian of an incapacitated person.

Statute	Notes
(1) An incapacitated person or any person interested in the incapacitated person's welfare may petition for a finding of incapacity and	
appointment of a guardian.	
 (a) Upon the filing of a petition, the court shall set a date for hearing on the issues of incapacity. (b) Unless the allegedly incapacitated person has counsel of the person's own choice, the court shall appoint an attorney to represent the person in the proceeding the cost of which shall be paid by the person alleged to be incapacitated, unless the allegedly incapacitated person and the allegedly incapacitated person's parents are indigent. (c) If the court determines that the petition is without merit, the attorney fees and court costs shall be paid by the person filing the petition. (d) If the court appoints the petitioner or the petitioner's nominee as guardian of the incapacitated person, regardless of whether the nominee is specified in the moving petition or nominated during the proceedings, the petitioner shall be entitled to receive from the 	(b) – the wording here is inconsistent with the wording in Code 75-5-407 (dealing with conservators), which says, "Unless the person to be protected has already retained counsel" What capacity must the respondent have in order to choose their own attorney?
incapacitated person reasonable attorney fees and court costs incurred in bringing, prosecuting, or defending the petition.	
(3) The legal representation of the incapacitated person by an attorney shall terminate upon the appointment of a guardian, unless:	
(a) there are separate conservatorship proceedings still pending before	
the court subsequent to the appointment of a guardian; (b) there is a timely filed appeal of the appointment of the guardian or the determination of incapacity; or	
(c) upon an express finding of good cause, the court orders otherwise.	

(4) The person alleged to be incapacitated may be examined by a physician Confusion over what is meant by a "physician appointed by the court." appointed by the court who shall submit a report in writing to the court and may be interviewed by a visitor sent by the court. The visitor also may interview the person seeking appointment as guardian, visit the present place of abode of the person alleged to be incapacitated and the place it is proposed that the person will be detained or reside if the requested appointment is made, conduct other investigations or observations as directed by the court, and submit a report in writing to the court. Define what is meant by "in person"? (5) (a) The person alleged to be incapacitated shall be present at the hearing A respondent cannot be excused from the hearing if in person and see or hear all evidence bearing upon the person's the respondent does not have counsel (per (5)(d)). condition. If the person seeking the guardianship requests a waiver of Does this need to be made clearer? presence of the person alleged to be incapacitated, the court shall order an investigation by a court visitor, the costs of which shall be paid by the person seeking the guardianship. (b) The investigation by a court visitor is not required if there is clear Fourth stage Alzheimer's and an IQ score of 25 are and convincing evidence from a physician that the person alleged to not legitimate criteria. Update medical criteria to language used in diagnoses. be incapacitated has: (i) fourth stage Alzheimer's Disease; NOTE - medicine is not sufficiently standardized so (ii) extended comatosis; or that any kind of diagnosing system could be used, (iii) because not all providers will write notes in the (A) an intellectual disability; and (B) an intelligence quotient score under 25. same way. Suggested language (per WINGs member Dr. Michelle Miranda, Clinical Neuropsychologist): (b) The investigation by a court visitor is not required if there is clear and convincing evidence from a physician that the person alleged to be incapacitated has:

(i) A progressing neurodegenerative (dementing) disease causing dependence for basic activities of

daily living (dressing/eating/etc.)

(ii) extended comatosis

	(iii) A severe intellectual disability causing
	dependence for basic activities of daily living (dressing/eating/etc.)
(c) The person alleged to be incapacitated is entitled to be represented by counsel, to present evidence, to cross-examine witnesses, including the court-appointed physician and the visitor, and to trial by jury. The issue may be determined at a closed hearing without a jury if the person alleged to be incapacitated or the person's counsel so requests.	Discuss including clarifying language that addresses the issues surrounding Court Visitors being called to testify.
 (d) Counsel for the person alleged to be incapacitated, as defined in Subsection 75-1-201(22), is not required if: (i) the person is the biological or adopted child of the petitioner; (ii) the value of the person's entire estate does not exceed 	NOTE – the way the statute is written, if an individual is excuse from the hearing under the medical criteria listed in 5b, the attorney requirement <u>cannot</u> be waived, per 5d.
\$20,000 as established by an affidavit of the petitioner in accordance with Section 75-3-1201; (iii) the person appears in court with the petitioner; (iv) the person is given the opportunity to communicate, to the extent possible, the person's acceptance of the appointment of	Top line, add language: "Counsel for the person alleged to be incapacitated, as defined in Subsection 75-1-201(22), is not required if each of the following criteria are met:"
petitioner; (v)no attorney from the state court's list of attorneys who have volunteered to represent respondents in guardianship proceedings is able to provide counsel to the person within 60 days of the date of the	(i) is there value in adjusting/adding criteria to account for parents caring for adult children between the ages of 18-21 with incapacity?
 appointment described in Subsection (2); (vi) the court is satisfied that counsel is not necessary in order to protect the interests of the person; and (vii) the court appoints a visitor under Subsection (4). 	(iii) – this means that if the respondent has been excused from the hearing, per (5)(a), counsel cannot be waived. Should this be made clearer?
	(iv) – What does this look like? If is expressed only during the hearing? To a Court Visitor?
	(v) – The 60 days language is confusing and should be clarified.
	(vi) – keep the "and" and the end of the sentence, in addition to adding the redline language above.