

## Checklist for Request to Assign Court Visitor

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- A party or interested person may request that the judge assign a court visitor in any guardianship case, but the Volunteer Court Visitor Program is available only in Judicial Districts 2, 3, 4 and 7.
- You must complete a form before you file it. These instructions will help you complete the forms.
- If you still have difficulty after reading these instructions, contact the Self Help Center. See <http://www.utcourts.gov/selfhelp/contact/>.
- The judicial services representative cannot complete a form for you.
  - Attach a copy of any document referred to in the form.
  - Keep a copy of all documents for your records.
  - Attend all court hearings.

### (1) Request to Assign Court Visitor

- **Attorney or Party**
  - Print your name and contact information at the top of the first page. Check whether you are the petitioner, respondent or interested person or the attorney for the petitioner, respondent or interested person.
  - Print the county name and the court address in the blank lines. Print the respondent's/protected person's name, the judge's name and case number on the blank lines.
  - Paragraph (1): Check the box to indicate whether you are requesting the court to assign a particular court visitor or to assign one of the volunteers from the court's Volunteer Court Visitor Program.
    - Note: The Volunteer Court Visitor Program is available only in Judicial Districts 2, 3, 4 and 7.
    - If you are requesting that the court assign a particular person, that person must be trained in law, nursing, or social work and have no personal interest in the proceedings. Print that person's name on the blank line.
  - Paragraph (2): Check the correct box to show what the visitor will inquire about.
  - Paragraph (3): Check the correct boxes to show what you are asking the court to order the visitor to do. If you want the court to order a task not on the list, describe it on the blank lines. The visitor will file a report with the court and serve all parties.

- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form and any attachments on the other party by one of the methods described in the certificate of service. [URCP 5](#) governs service.
- File the original form and certificate of service with the judicial services representative.

**(2) Order Assigning Court Visitor**

- If the visitor is not from the court's Volunteer Court Visitor Program, the party must prepare the order for the judge to review and sign.
- If the visitor is to be selected from the court's Volunteer Court Visitor Program, the party does not prepare the order. The judicial assistant and the program coordinator will work together to find a volunteer and prepare the order.

**(a) Visitor Nominated by a Party**

- Select the correct form of order assigning the visitor to:
  - Report on Request to Excuse Respondent from the Hearing or
  - Report on the Respondent's Circumstances (before the appointment of a guardian) or the Protected Person's Well-being (after the appointment of a guardian).
- Print the county name and the court address in the blank lines. Print the respondent's/protected person's name, the judge's name and case number on the blank lines.
- Paragraph (3): Print the visitor's name on the blank line. That person must be trained in law, nursing, or social work and have no personal interest in the proceedings.
- Paragraph (5): Print the names and contact information of the persons to be interviewed.
- Paragraph (6): Print the deadline for the visitor's inquiries on the first blank line and the deadline for the visitor's report on the second blank line.
- File the proposed order with the judge's assistant for signature and preparation of a certified copy.
- Serve the signed order on the interested persons by one of the methods described in the certificate of service. [URCP 5](#) governs service. File the certificate of service with the judicial services representative.
- Deliver the certified copy to the visitor. If additional certified copies are needed, they are available upon request and payment of any fee.

**(b) Volunteer Court Visitor Requested by Party**

• **Judicial Assistant**

- If the judge agrees to grant the motion and to assign one of the volunteers from the court's Volunteer Court Visitor Program, contact the program coordinator.

Identify:

- the court;
- the judge;
- the case number;
- the respondent/protected person; and
- the date the volunteer court visitor's report is due.

• **Program Coordinator**

- Find a volunteer court visitor who can take the case.
- Select the correct form of order assigning the visitor to:
  - Report on Request to Excuse Respondent from the Hearing or
  - Report on the Respondent's Circumstances (before the appointment of a guardian) or the Protected Person's Well-being (after the appointment).
- Print the county name and the court address in the blank lines. Print the respondent's/protected person's name, the judge's name and case number on the blank lines.
- Paragraph (3): Print the volunteer court visitor's name on the blank line.
- Paragraph (5): Print the names and contact information of the persons to be interviewed.
- Paragraph (6): Print the deadline for the visitor's inquiries on the first blank line and the deadline for the visitor's report on the second blank line.
- File the proposed order with the judge's assistant for signature and preparation of a certified copy.

• **Judicial Assistant**

- Present the order to the judge to date and sign.
- Provide a certified copy of the order to the volunteer court visitor. (The visitor may need more than one certified copy.)
- Serve the order on the interested persons by one of the methods described in the certificate of service. [URCP 5](#) governs service.
- Complete the Certificate of Service.
- File and docket the original order and certificate of service.

**(c) Volunteer Court Visitor Requested by Judge or Judicial Assistant**

- Even if an interested person does not request that the court assign a court visitor, the court might identify the need on its own.
- **Judicial Assistant**
  - Contact the program coordinator. Identify:
    - the court;
    - the judge;
    - the case number;
    - the respondent/protected person; and
    - the date the volunteer court visitor's report is due.
- **Program Coordinator**
  - Find a volunteer court visitor who can take the case.
  - Select the correct form of order assigning the visitor to:
    - Report on Request to Excuse Respondent from the Hearing
    - Report on the Respondent's Circumstances (before the appointment of a guardian) or the Protected Person's Well-being (after the appointment)
    - Report on an Audit of Court Records
    - Report on the Guardian's and Protected Person's Whereabouts
  - Print the county name and the court address in the blank lines. Print the respondent's/protected person's name, the judge's name and case number on the blank lines.
  - Paragraph (3) Print the volunteer court visitor's name on the blank line.
  - Paragraph (5) Print the deadline for the visitor's inquiries and report on the blank line(s).
  - File the proposed order with the judge's assistant for signature and preparation of a certified copy.
- **Judicial Assistant**
  - Present the order to the judge to date and sign.
  - Provide a certified copy of the order to the volunteer court visitor. (The visitor may need more than one certified copy.)
  - Serve the order on the interested persons by one of the methods described in the certificate of service. [URCP 5](#) governs service.
  - Complete the Certificate of Service.
  - File and docket the original order and certificate of service.