

CONSERVATOR/GUARDIAN CASE PROCESSING CHANGE EFFECTIVE AUGUST 1, 2011.

1. When a new filing is made for any of the following case types

Case Type: Civil

Case Subtype:

IB- Both Guardianship / Conservatorship

(Incapacitated)

IC- Conservatorship

(Incapacitated)

IG- Guardianship

(Incapacitated)

MB- Both Guardianship /

Conservatorship (Minor)

MC- Conservatorship

(Minor)

MG- Guardianship

(Minor)

requesting an appointment of a Guardian or Conservator, a new fee of \$25.00 will need to be paid to the court. The fee will be receipted in ISTARS as a "misc. fee" entitled, "**Conservator/Guardian Certification Fee**".

After receipting the fee the clerk will generate an order from ISTARS which is entitled, "**CG-ORDER TO COMPLETE TRAINING**". The order will print out with the Judge's name and will not require a signature from the presiding judge unless required by local protocol.

This order requires the clerk to enter the **Name of the person listed** in the documents who is asking to be appointed conservator or guardian; the **Case number, County name**, and the **receipt number for the above fee (or the word waived if the fee was waived)**. (The applicant will be referred to as the applicant/potential conservator or guardian.)

This information will enable the person to go online to the website identified, take and complete the

course, receive a certificate of completion of training as a guardian, conservator, or both. If the person is applying to be appointed as both, there is still only one fee to be paid for registration.

2. The clerk will ROA and file the order using the **ROA Code: OCERT- Order to obtain certification to be a Guardian or Conservator**, and provide the applicant with a copy of the order.

3. If the applicant/potential conservator or guardian requests a waiver of the fee, he/she must fill out the normal fee waiver paperwork, and it will be submitted to the court for consideration with the order for the course.

If the court grants the application for waiver, the clerk will note that on the case and on the line at the bottom of the order which requests the "Petitioner's Receipt No." and the clerk will insert the word **WAIVED** indicating that the fee was waived.

(Petitioner will be the name of the applicant/potential conservator or guardian)

4. The applicant/potential conservator or guardian to be appointed will be added as an "other party" to ISTARS. Please be certain that you have their complete mailing address.

5. Upon receipt of the **certification** of the applicant/potential conservator or guardian (which will be e-mailed to the address designated by each court) the clerk will ROA the certificate and file in the case.

The correct ROA codes will be included on the certificate document, and may be either "**CCERT- Certificate of successful completion- Conservator training program**" or

"GCERT- Certificate of successful completion- Guardian training program", or 2 certificates may be sent if the person is being appointed as both conservator and guardian, and has completed both segments of training- both documents and codes would need to be ROA'd.

Upon receipt of the certification documents(s) the clerk will set the case for hearing.

6. On the date of the hearing, if the applicant for conservator or guardian is appointed the clerk will enter the appointed date in ISTARS and the "roles" for which the applicant has been appointed.

Conservator
Guardian:
Appointed date: 10/21/2010
Removed date: 00/00/0000
Periodic report months:
00/0000 Report History
/2010 03:39 PM

The clerk will then go into the report history and activate the first set of reports due with their due dates.

Simply opening that report window should pull up the correct reports, 2 for conservators and 2 for guardians. If those reports do not come up as they should for each appointment type (automatically on the opening of the window) please contact ISTARS Support at 208-334-2850.



CONSERVATOR/GUARDIAN CASE PROCESSING CHANGE EFFECTIVE AUGUST 1, 2011.

IN THE DISTRICT COURT OF THE SIXTH JUDICIAL DISTRICT OF THE STATE OF IDAHO, IN AND FOR THE COUNTY OF COURT COUNTY

IN THE MATTER OF THE GUARDIANSHIP AND/OR CONSERVATORSHIP OF
) Case No. CaseNumber
) ROA: OCERT
) ORDER TO COMPLETE
) TRAINING
CASESTYLE2) Guardian
CASESTYLE3) Conservator

You have petitioned the Court for appointment as a guardian and/or conservator. As such, you are expected to fulfill certain duties imposed upon you by law. In order for you to obtain the knowledge and information that will enable you to more competently fulfill those duties,

IT IS HEREBY ORDERED that you complete the Guardian and/or Conservator Training Program prior to your appointment by connecting to the Supreme Court web site at _____. If you are seeking appointment as both a guardian and conservator you are required to complete both courses. Upon completion of the training, a Certificate of Completion will be forwarded to the clerk of court automatically. Unless allowed by the court, your petition for appointment will not be set for hearing until you have completed the course(s) and the Certificate the Completion has been filed with the court.

You are further ordered to pay a fee of \$25 for the training to the clerk of court upon filing your petition for appointment. The fee entitles you to complete one or both courses. The following information will be required for registration:

Name: _____ Case No. _____
County: _____ Petitioner's Receipt No. _____
Petitioner's Email Address: _____

IT IS SO ORDERED.

Dated: TodayDateLong

CurrentJudge
CurrentJudge
Magistrate Judge

CONSERVATOR/GUARDIAN CASE PROCESSING CHANGE EFFECTIVE AUGUST 1,
2011.

IDAHO SUPREME COURT
Certificate of Successful Completion of the Guardian Training Program

ROA:GCERT

John Longname Smith

Case Number

County

Petitioner Receipt Number
or Waived



Note: the appropriate ROA will be displayed here on the certification document.