

# 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)

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**".

(NOTE: Minor cases are not included with this certification process.)

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 conservator and guardian, there is only one fee to be paid for registration and certification.

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.

NOTE: If more than one person is requesting to be appointed as conservator and/or guardian, each person will need to take the course independently, and certify independently, however only one fee needs to be paid per case.

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. **In the event that a person fails the course**, if they contact you, and your Judge wishes them to have another opportunity to take the course please have them contact: Tammy Brown at: 208-334-2248 and Tammy can work through that with them.

7. 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.

The screenshot shows a form with the following fields and values:

- Conservator:
- Guardian:
- Appointed date: 10/21/2010
- Removed date: 00/00/0000
- Periodic report months: 00/0000
- Report History button
- Timestamp: /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.

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

IN THE MATTER OF THE GUARDIANSHIP AND/OR CONSERVATORSHIP OF CASESTYLE3 ) Case No. CaseNumber ) ) ROA: OCERT ) ) ORDER TO COMPLETE TRAINING ) ) [ ] Guardian [ ] 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 http://www.idahojudicial.edu/guardian-conservator/. 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 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.