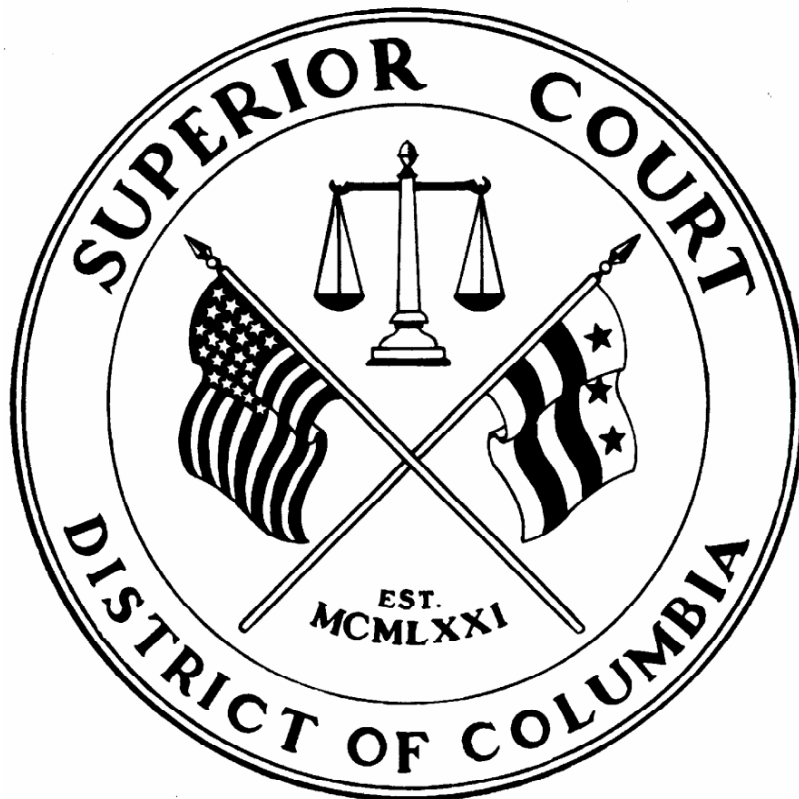


**FILING FOR
GUARDIANSHIP/CONSERVATORSHIP
OF AN ADULT
IN THE DISTRICT OF COLUMBIA**



**Office of the Register of Wills
Probate Division
515 5th Street, NW, Third Floor
Washington, DC 20001**

All attached forms and documents are available through the division's website:
http://www.dccourts.gov/internet/legal/aud_probate/main.jsf

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General Information

Petitions for protective proceedings, i.e., the appointment of a guardian or conservator of an incapacitated person or for a protective order relating to an incapacitated person are filed in the Probate Division of the District of Columbia Superior Court. The person or persons filing the petition (the petitioner) can request the appointment of a guardian (a person who makes health care, quality of life, and placement decisions) or a conservator (a person who handles assets and income) or both. A guardian can be permanent (until the subject recovers from the incapacity or dies) or limited (to address some pressing need, such as to respond to a lawsuit) or temporary (an emergency 21-day guardian, a health care guardian for as long as 90 days, and a provisional guardian for as long as 6 months).

The petitioner bears the burden of proving that the subject of the petition is incapacitated as defined by the law in the District of Columbia by clear and convincing evidence. An "incapacitated individual" is defined in D.C. Code, sec. 21-2011(11), as an adult (i.e., someone who is 18 or older) "whose ability to receive and evaluate information or to communicate decisions is impaired to such an extent that he or she lacks the capacity to manage all or some of his or her financial resources or to meet all or some essential requirements for his or her physical health, safety, habilitation, or therapeutic needs without court-ordered assistance or the appointment of a guardian or conservator." The petitioner can prove incapacity by attaching medical evidence to the petition or presenting medical evidence or testimony in court at the hearing that will be scheduled the day that the petition is filed and held approximately one month later. Unless the subject is found by the Court to be incapacitated, no guardian or conservator will be appointed, so a petitioner should provide as much proof of incapacity as possible. Such proof includes medical records and examiner's reports, both of which can be filed with the petition.

ITEMS NEEDED TO REQUEST APPOINTMENT OF A GUARDIAN AND/OR CONSERVATOR

A Petition for a General Proceeding, medical evidence, a Statement of Criminal History, a Notice of Hearing Pursuant to Subject, a Notice of Hearing Pursuant to Other Persons, and an Order Appointing Counsel, Examiner, Visitor and/or Guardian ad Litem must be filed. A *Statement of Criminal History* must be filed by any person who is seeking appointment as guardian. An *Order Regarding Temporary Relief* may be needed if emergency relief is requested.

A filing fee of \$45.00 payable to "Register of Wills" is required if a conservator or protective order is requested and may be paid by check or money order payable to "Register of Wills," cash, or credit card (Visa, MasterCard, Discover, American Express).

FILING THE PETITION

When the petition for a general proceeding is filed, it is reviewed by the Probate Division's Legal Branch to ensure that all of the necessary documents have been submitted and that the filings comply with minimum legal requirements. On the day that the petition is filed, a hearing date is scheduled for approximately one month later. The petition is then transmitted to a judge for appointment of counsel for the ward and, if the petitioner has so requested and the Court concurs, appointment of an examiner, a visitor, and/or a guardian ad litem.

If temporary relief has been requested (such as payment of bills of an emergency nature or freezing accounts to stop mishandling of the subject's funds), the Judge will decide whether to grant such relief and issue an appropriate order. Copies of all orders signed by the Judge will be mailed or eServed on the petitioner, his or her attorney, the subject, and any other parties.

Counsel and any examiner, visitor, or guardian ad litem appointed for the subject will usually visit the subject as quickly as possible to prepare for the hearing. The petitioner must appear at the hearing with any witnesses that the petitioner wishes to present and should bring the form titled *Findings of Fact, Conclusions of Law and Order* and if the petitioner is requesting appointment, the form titled *Statement of Criminal History* if it has not already been filed. Counsel for the subject will appear, usually with the subject. If a visitor, examiner, or guardian ad litem has been appointed, that person must also appear at the hearing. The Court will hear the evidence presented and ordinarily will decide at the hearing whether to appoint a guardian or conservator, who that person will be, whether bond is required, and, if so, the amount of the bond. The Court may limit or restrict the powers of the person appointed; for example, sale of a ward's home is often restricted, so cannot occur without Court order. The Court may also expand the powers.

After appointment, a conservator must file an Inventory and Plan within 90 days and an annual account on or before the anniversary date of the appointment plus 30 days.

After appointment, a guardian must file the results of a criminal history check conducted by the Metropolitan Police Department within 60 days and

an FBI fingerprint background check report within 180 days. Any irregularity in either report will be brought to the attention of the Judge with case responsibility for action and a hearing will be scheduled without further notice. Possible actions at the hearing include removal of the guardian and appointment of another person as successor guardian.

The guardian must also file a *Guardianship Plan* within 90 days of the date of appointment and a *Report of Guardian* no less often than every six months from the anniversary date of appointment. If a guardian or conservator needs more time to file something that he or she is required to file, the guardian or conservator can file a motion to request more time. The motion should explain the reason why more time is needed and estimate the additional time required.

The powers of a guardian are listed in D.C. Code, sec. 21-2047. Limitations on the powers of a guardian are listed in D.C. Code, sec. 21-2047.01. The powers of a conservator are listed in D.C. Code, sec. 21-2070. If a guardian or conservator needs to do something that he or she does not have the power to do, a petition post appointment can be filed to ask the Court for permission or instructions.

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____ INT _____
_____ IDD _____

In re

Subject

PETITION FOR A GENERAL PROCEEDING

- Appointment of a guardian of an incapacitated individual
 - General Limited
 - intellectual disability intellectual disability
 - other other
- Appointment of successor guardian
 - General Limited
- Appointment of a conservator of a protected individual
 - General Limited
- Appointment of a special conservator of a protected individual
- Entry of a protective order

1. Petitioner

a. Name:

b. Relationship to subject:

2. Subject

a. Name:

b. Age:

c. Address:

d. Telephone:

e. Specific reasons why the subject is incapacitated (i.e., the diagnoses):

f. Alleged incapacity

does does not arise from intellectual disability.

g. A comprehensive evaluation or habilitation plan

does does not exist.

3. Nominated guardian and/or conservator if not petitioner

a. Name

b. Address

c. Entitled to serve because

4. The Court has jurisdiction because

a. D.C. Code, sec. 21-2402.03

The District of Columbia is the subject's home state as defined in D.C. Code, sec. 21-2402.01(a)(2).

The District of Columbia is a significant connection state as defined in D.C. Code, sec. 21-2402.01(a)(3) and one of the following applies:

1. The subject does not have a home state.

2. The home state court has declined to exercise jurisdiction because the District of Columbia is the more appropriate forum.

3. No petition or order is pending before the home state or a significant connection state.

The District of Columbia is not the home state or a significant connection state, but the home state and all significant connection states decline to exercise jurisdiction and jurisdiction in the District of Columbia is more appropriate and consistent with Title 11 and the Constitution.

Special jurisdiction exists in accordance with D.C. Code, sec. 21-2402.04 for the following:

Issuance of a protective order as to real or tangible personal property located in the District of Columbia

Appointment of a guardian or conservator for whom a provisional order to transfer a proceeding from another state has been issued.

b. Other basis for jurisdiction: _____

5. No guardian or conservator has been appointed in any other jurisdiction and there are no pending proceedings in any other jurisdiction to do so except

6. The subject's ability to receive and evaluate information effectively or to communicate decisions is impaired to such an extent that the subject lacks the capacity to take actions necessary to

obtain, administer, dispose of real and personal property, intangible property, business property, benefits, and income
and/or

provide health care, food, shelter, clothing, personal hygiene and other care without which serious physical injury or illness is more likely than not to occur
and/or

acquire and maintain those life skills that enable the subject to cope more

effectively with the demands of the subject's own person and environment and to raise the level of the subject's physical, intellectual, social, emotional, and economic efficiency or meet all or some essential requirements for the subject's therapeutic needs

without court-ordered assistance
or

without the appointment of
 a guardian
 a conservator

7. Examiner (i.e., attending physician/doctor) familiar with the subject

a. Name:

b. Address:

c. Phone:

d. Report attached

yes no

e. Appoint this person as examiner. (Choose this only if (1) you have discussed this appointment with the examiner and advised him/her of the duties of an examiner, including the need to attend the hearing to be scheduled regarding this petition and the right of the subject to cross examine the examiner in court, (2) he/she is willing to serve, and (3) if the alleged incapacity arises from intellectual disability, he/she is a qualified intellectual disability professional.)

Appoint another examiner.

Waive appointment of examiner.

8. Visitor (i.e., social worker) familiar with the subject

a. Name:

b. Address:

c. Phone:

d. Report attached yes no

e. Appoint this person as visitor.

Appoint another visitor.

Waive appointment of visitor.

9. A Guardian *ad litem* is a person appointed by the court at the beginning of an intervention proceeding to help the subject determine the subject's interest in this proceeding or to make that determination for the subject if the subject is unconscious or otherwise wholly incapable of making such a determination, even with assistance.

Petitioner asks the court to

Appoint a Guardian *ad litem*

Not appoint a Guardian *ad litem*

10. Persons to whom notice will be sent pursuant to D.C. Code, secs. 21-2042 and 21-2402.08 and SCR-PD 325, including name, address, and telephone number:

a. Spouse/registered domestic partner (If none, adult children. If none, parents. If none, at least one of the nearest adult relatives of the subject.):

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

b. Counsel to the subject:

Name: _____

Address: _____

Phone: _____

c. Attorney in fact nominated in durable power of attorney as guardian and/or conservator and any previously appointed guardian and/or conservator and the custodian of the subject:

Name: _____

Address: _____

Phone: _____

d. All persons entitled to notice if this petition had been filed in the subject's home state:

Name: _____

Address: _____

Phone: _____

11. Appointment of a guardian is requested and is necessary to provide continuing care and supervision to the subject and/or
- A protective order should be entered or
- A conservator should be appointed because
- the subject has property that will be wasted or dissipated unless property management is provided, and/or
- money is needed for the support, care, and welfare of the subject, and/or
- money is needed for those entitled to the subject's support, and protection is necessary or desirable to obtain and provide money. The names and addresses of those persons are as follows:

12. If a protective order or conservator is requested, describe the subject's property with an estimate of the value of that property including any income, insurance, pension, or allowance to which the subject is entitled:

13. Bond

- Not required
- Covering all assets of the subject plus one year's income):
\$ _____
- Reduced bond. \$ _____ List all assets not covered.
Those assets cannot be sold, transferred, or encumbered without prior court order.

14. Petitioner asks for temporary relief in accordance with D.C. Code, sec. 21-2044(d) or D.C. Code, sec. 21-2055(b)(1). State exactly what is requested and why. Attach an additional sheet if necessary.

15. Petitioner asks for the following relief:

- A protective order as follows:

- Appointment of a

- Guardian with

- Statutory powers

- Greater powers. Specify power sought and legal authority by which court may grant such power.

- Lesser powers

- Conservator with

- Statutory powers

- Greater powers. Specify power sought and legal authority by which court may grant such power.

- Lesser powers. Note: This box must be checked if petitioner is asking that bond not include real estate or securities.

Signature of filer

Typed name of filer

Address (actual address/not Post Office Box)

Telephone number

Email address

Unified Bar number (if filer is an attorney)

VERIFICATION

I, _____, being first duly sworn, on oath, depose and say that that I have read the foregoing pleadings by me subscribed and that the facts therein stated are true to the best of my knowledge, information, and belief.

Signature of petitioner

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public/Deputy

ACCEPTANCE OF APPOINTMENT AND CONSENT TO PERSONAL JURISDICTION

I hereby accept the duties of the office of
of guardian conservator
_____ (subject) and consent to personal jurisdiction in any action begun in the District of Columbia by any interested person against me as guardian and/or conservator arising from the duties of my office and, if I am a non-resident, I do hereby irrevocably appoint the Register of Wills and successors in office as the person upon whom all notice and process issued by a competent court in the District of Columbia may be served with the same effect as personal service in relation to all suits or matters pertaining to the proceeding in which Letters of guardianship and/or conservatorship shall issue.

Signature of petitioner if seeking appointment

Telephone number

CERTIFICATE OF SERVICE

I certify that on the ____ day of _____, 20____, a copy of this filing was either eServed in accordance with the provisions of Administrative Order 13-15 or served by first class mail, postage prepaid, on the following persons (list names and complete mailing addresses):

Signature

Signature of Attorney

Typed Name of Attorney

Address (Actual address/not Post Office Box)

Telephone Number

Email address

Unified Bar number

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

INT
IDD

In re

An Adult

ORDER APPOINTING COUNSEL, EXAMINER, VISITOR, AND/OR GUARDIAN AD LITEM

Upon consideration of the petition filed herein on the _____ day of _____, 20_____, it is hereby by the Court this ____ day of _____, 20_____,

ORDERED that a hearing will be held on _____, 20_____, at _____ o'clock a.m./p.m. in Courtroom _____ of the Superior Court of the District of Columbia, Building A, 515 5th Street, NW, Washington, DC, before Judge _____ and it is further

ORDERED a Criminal Background Statement must be filed by the person seeking appointment as guardian before the hearing scheduled above.

ORDERED that the following persons are appointed and shall attend unless excused by the Court:

Counsel: _____ is appointed counsel for _____, the subject of the above proceeding. The counsel shall have access to any current medical, psychological, or sociological evaluation records of the subject. Counsel shall perform the duties set forth in D.C. Code, sec. 21-2033(b) and the duties set forth in Superior Court, Probate Division Rule 305 that are consistent with this statutory provision and shall represent the subject at the hearing. Counsel shall forthwith file a Notice of Appearance pursuant to Superior Court, Probate Division Rules 321(d) and 305(a)(2).

Examiner: The request for appointment of an examiner is denied because

Examiner: _____ is appointed examiner and shall have access to any current medical, psychological, or sociological evaluation records of the subject. The examiner shall perform the duties set forth in D.C. Code, sec. 21-2041(d) and/or sec. 21-2054(a) as applicable and Superior Court, Probate Division Rule 326 and submit a report in writing to the Court and mail copies to all persons listed below at least ten (10) days before the hearing.

Visitor: _____ is appointed visitor and shall perform the duties set forth in D.C. Code, sec. 21-2033(c) and Superior Court, Probate Division Rule 327 and submit a report in writing to the court and mail copies to all persons listed below at least ten (10) days before the hearing.

Guardian ad litem: Pursuant to D.C. Code, sec. 21-2033(a) and the provisions of Superior Court, Probate Division Rule 306 that are consistent with this statutory provision, a guardian *ad litem* is appropriate for the following reasons:

so _____ is appointed guardian *ad litem* herein and shall have access to any current medical, psychological, or sociological evaluation records of the subject for the following purpose(s):

To assist the subject to determine his or her best interests in regard to this proceeding; or

To make the determination of the subject's best interests in regard to this proceeding if the subject is unconscious or otherwise wholly incapable of determining his/her interests even with assistance; or

To prosecute or defend the best interests of _____ because the Court has determined for reasons stated below that representation would otherwise be inadequate. The guardian *ad litem* shall not serve as an independent finder of fact, investigator, ombudsman, or other neutral party and shall have the following specific duties in addition to those set forth above:

JUDGE

cc:
See attached list.

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

INT
IDD

In re

An Adult

ORDER REGARDING TEMPORARY RELIEF REQUEST

Upon consideration of the petition filed herein on the _____ day of _____, 20_____, which seeks, among other things, an emergency hearing for Temporary Relief and the appointment of a temporary fiduciary pursuant to D.C. Code, sec. 21-2044(d) or sec. 21-2055(b)(1) pending the initial hearing regarding this petition, it appearing that

[] The face of the petition and supporting documentation provide sufficient basis to warrant an emergency hearing before the Court. At that hearing, the Court may proceed without notice to parties other than the subject.

[] The face of the petition and supporting documentation do not provide sufficient basis to warrant an emergency hearing before the Court.

WHEREFORE, it is by the Court this _____ day of _____, 20_____,

ORDERED that the request seeking an emergency hearing for temporary relief is hereby

[] granted and this matter is scheduled for a hearing to be held on the _____ day of _____, 20_____ at _____ a.m./p.m. in courtroom _____ of the Superior Court of the District of Columbia, Building A, 515 5th Street, NW, Washington, DC, before Judge _____.

[] denied.

JUDGE

cc:
See attached list.

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

INT
IDD

In re:

An Adult

NOTICE OF INITIAL HEARING TO SUBJECT

To: _____
Address: _____

You are notified that a petition has been filed, a copy of which is attached hereto, in which it is alleged that you are incapable of properly caring for yourself, of managing your financial affairs, or both. The petition seeks the appointment of a guardian for your person, a conservator for your estate, or both. The Court, being satisfied that there is good cause for the exercise of jurisdiction as to the matters alleged in said petition, has set a hearing on _____, 20____ at _____ o'clock ____m. in Courtroom _____ of the Superior Court of the District of Columbia located at Building A, 515 5th Street, N.W., Washington, D.C. 20001.

If you do not have retained counsel, the Court will appoint an attorney to represent you in these proceedings.

A list of your rights in connection with the above-described hearing is attached hereto.

Signature of filer

Typed name of filer

Address (actual address/not Post Office Box)

Telephone number

Email address

Unified Bar number (if filer is an attorney)

NOTE: Pursuant to Superior Court, Probate Division Rules 325(a) and 311(c)(3), this notice must be personally delivered at least 14 days before the date set for the hearing.

Copies to: Parties to the above-captioned case and persons granted permission to participate pursuant to Superior Court, Probate Division Rule 303 and persons who requested notice pursuant to Superior Court, Probate Division Rule 304.

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

INT
IDD

In re

An Adult

YOUR HEARING RIGHTS

As the subject of an intervention proceeding, you have the following rights:

1. To have your partial or total incapacity proved by clear and convincing evidence by the petitioner.
2. To have an attorney of your own choice or to have an attorney appointed for you if you have not retained an attorney.
3. To be present at the hearing.
4. To present evidence on your own behalf.
5. To cross-examine witnesses who testify against you and the right to cross-examine any examiner and visitor.
6. To have the hearing open or closed to the public at your election.
7. To have an examiner appointed unless a report regarding you has been submitted to the Court.

GENERAL RIGHTS

1. Unless it is waived, notice of hearings in these proceedings must be given to each of the following:
 - A. The subject of the petition and his or her spouse or registered domestic partner. If none, his or her adult children. If none, his or her parents. If none, at least one of the nearest adult relatives of the subject.
 - B. Any person who is serving as guardian or conservator or who has the care and custody

of the individual alleged to be incapacitated;

C. Any counsel for the subject;

D. All persons entitled to notice if this petition had been filed in the subject's home state;
and

E. Any other person as directed by the Court.

2. The subject of the petition may not waive notice. Other individuals including a guardian *ad litem* or other fiduciary may waive notice by a signed writing with the court.

3. Upon the filing of the petition, the Court will appoint an attorney to represent the subject of the petition unless the individual has retained counsel.

4. At any point in the proceeding, the Court may appoint a guardian *ad litem* to prosecute or defend the interest of any individual if the court determines that representation of that person's interest would otherwise be inadequate.

5. Upon the filing of the petition, the Court may appoint a visitor and an examiner pursuant to D. C. Code, sec. 21-2041 or sec. 21-2054. The examiner and visitor will be separate individuals. Each must file and serve on all parties written reports no later than 10 days before the date of the hearing.

POSSIBLE CONSEQUENCES OF A FINDING OF INCAPACITY

At the hearing, a guardian may be appointed for your person and/or a conservator may be appointed for your estate. The appointment may affect or transfer to the guardian or conservator title to your property, your right to make contracts, to manage and control your property, to give informed consent for medical treatment, to decide your place of residence, and other important rights.

GENERAL CONSEQUENCES

Persons with personal and/or financial dealings with you must be aware that appointment of a guardian or conservator may affect or transfer to the guardian or conservator title to your property, your right to make contracts, to manage and control your property, to give informed consent to medical treatment, to decide your place of residence, and other important rights.

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____ INT _____
_____ IDD _____

In re

An Adult

NOTICE OF INITIAL HEARING TO OTHER PERSONS

NOTICE IS HEREBY GIVEN that a petition for

- Appointment of a guardian of an incapacitated individual
 - General Limited
 - intellectual disability intellectual disability
 - other other
- Appointment of successor guardian
 - General Limited
- Appointment of a conservator of a protected individual
 - General Limited
- Appointment of a special conservator of a protected individual
- Entry of a protective order

for _____
(subject of proceeding)

has been filed, a copy of which is attached hereto. A hearing to consider the petition will be held on _____, 20____ at _____ o'clock ____m. in Courtroom ____ of the Superior Court of the District of Columbia located at Building A, 515 5th Street, N.W., Washington, D.C. 20001.

Petitioner/attorney

Address (Actual address/not Post Office Box)

Telephone number

Email address

NOTE: Pursuant to Superior Court, Probate Division Rule 311(c)(3), this notice must be mailed no less than 17 days, and/or personally delivered no less than 14 days, before the date set for the hearing.

Copies to: Parties to the above-captioned case and persons granted permission to participate pursuant to Superior Court, Probate Division Rule 303 and persons who requested notice pursuant to Superior Court, Probate Division Rule 304. Proof of service is required in accordance with Superior Court, Probate Division Rule 311(c)(6).

The petitioner must serve a copy of the petition upon the subject of the petition and his or

her counsel and on all other persons entitled to notice under D.C. Code, sec. 21-2042 by first-class mail within 3 days of the filing of the petition in accordance with Superior Court, Probate Division Rule 321(c).

The petitioner must also serve a copy of this notice regarding the hearing personally **on the subject of the petition** and on all other individuals in accordance with Superior Court, Probate Division Rule 325. The notice must be served at least 14 days before the time set for the hearing.

The Court, for good cause shown, may provide for a different method or time of giving notice for any hearing.

Unless it is waived, notice of hearings in these proceedings must be given to each of the following:

- (1) The subject of the petition and his or her spouse or registered domestic partner. If none, his or her adult children. If none, his or her parents. If none, at least one of the nearest adult relatives of the subject.
- (2) Any person who is serving as guardian or conservator or who has the care and custody of the individual alleged to be incapacitated;
- (3) Any counsel for the subject;
- (4) All persons entitled to notice if this petition had been filed in the subject's home state; and
- (5) Any other person as directed by the Court.

The subject of the petition may not waive notice. Other individuals including a guardian *ad litem* or other fiduciary may waive notice by a signed writing filed with the Court.

Upon the filing of the petition the Court will appoint an attorney to represent the subject of the petition unless he/she has chosen counsel.

At any point in the proceeding, the Court may appoint a guardian *ad litem* to prosecute or defend the interest of any individual if the Court determines that representation of that person's interest otherwise would be inadequate.

Upon the filing of the petition, the Court may appoint a visitor and an examiner pursuant to

D.C. Code, sec. 21-2041 or sec. 21-2054. The examiner and visitor will be separate individuals. Each must file and serve on all parties written reports no later than 10 days before the date set for the hearing.

After the filing of the reports of the examiner and the visitor, the parties may file a joint stipulation that the proceeding is uncontested as to all issues.

The purpose of the proceeding is to determine whether the subject of the intervention proceeding is incapacitated because said individual is an adult whose ability to receive and evaluate information effectively or to communicate decisions is impaired to such an extent that he or she lacks the capacity to take actions necessary to

[Select appropriate box(es)]:

obtain, administer, and dispose of real and personal property, intangible property, business property, benefits, and income

provide health care, food, shelter, clothing, personal hygiene, and other care without which serious physical injury or illness is more likely than not to occur

acquire and maintain those life skills that enable him or her to cope more effectively with the demands of his or her own person and of his or her own environment and to raise the level of his or her own physical, intellectual, social, emotional, and economic efficiency to meet all or some essential requirements for his or her therapeutic needs

[Select one]

without court-ordered assistance

or

without the appointment of

a guardian

and/or

a conservator

Procedure

Upon the filing of a petition for the appointment of a permanent limited or general guardian, the appointment of a successor limited or general guardian, the appointment of a general or limited conservator or special conservator, or the entry of a protective order, the court will schedule a hearing on the petition. If a joint stipulation is filed, a hearing may be scheduled on an expedited basis. Not later than 5 days before the hearing the parties may file responsive pleadings in accordance with Superior Court, Probate Division Rule 321.

Significance

This proceeding does not repeal, alter, or amend the right of an individual who is the subject of a petition for civil commitment in any proceeding under Chapter 5 of Title 21, or the Citizens with Intellectual Disabilities Constitutional Rights and Dignity Act of 1978 (D.C. Code, Sec. 7-1301, *et seq.*).

This proceeding does not affect guardians or conservators appointed by the Court prior to September 30, 1989, unless the prior proceedings are reinstated under D.C. Code, Chapter 20 of Title 21 (1988 Supp.).

A finding of incapacity does not constitute a finding of legal incompetence. An individual found to be incapacitated retains all legal rights and abilities other than those expressly limited or curtailed in the order of appointment of a guardian or in a protective proceeding or in a subsequent order of the Court.

In a guardianship or protective proceeding, the Court will exercise its authority so as to encourage the development of maximum self-reliance and independence of the incapacitated or protected individual and make appointive, protective, and other orders only to the extent needed by the incapacitated or protected individual's mental and adaptive limitations and other conditions warranting the procedure.

If a guardian is appointed, the guardian will be responsible for care, custody, and control of the incapacitated individual with the powers set forth at D.C. Code, sec. 21-2047 or with more limited powers set forth in the order of appointment. Unless otherwise directed by the Court, the guardian will not have the power (1) to consent to certain medical treatment as set forth at D.C. Code, sec. 21-2047(c) or (2) to consent to the waiver of any substantive or procedural right of the incapacitated individual in any proceeding arising from an insanity acquittal or (3) to prohibit marriage or divorce or (4) consent to termination of parental rights.

While a petition for appointment of a conservator or other protective order is pending, and after preliminary hearing, and without notice to others, the Court may preserve and apply the property of the individual to be protected as required for the support of the individual or the dependents of the individual.

After hearing and upon determining that a basis for an appointment of a conservator or other protective order exists with respect to an individual, the Court has the power over the estate and business affairs that the individual could exercise if present and not incapacitated except the power to make a will.

If a conservator is appointed, the conservator will hold title as trustee to all property of the protected individual presently held or after acquired, or to part of the property as specified in the order, including title to any property held for the protected individual by custodians or attorneys-in-fact. An order specifying that only part of the property of a protected individual vests in the conservator creates a limited conservatorship.

Rights

In proceedings for the appointment of a guardian or conservator, the petitioner must present clear and convincing evidence that the appointment or protective order is warranted.

The individual alleged to be incapacitated has the right to request that the hearing be closed and must be present at the hearing unless cause is shown for his or her absence. The individual must be represented by counsel and is entitled to present evidence and cross examine witnesses including any court-appointed examiner or visitor.

As approved by order of the Court, pursuant to D.C. Code, sec. 21-2060, any visitor, attorney, examiner, conservator, special conservator, guardian *ad litem*, or guardian is entitled to compensation for services rendered in a guardianship proceeding or a protective proceeding or in connection with a guardianship or protective arrangement.

Upon payment of a fee, any interested person who desires to be notified before any order is made in any of these proceedings may file a request for notice with the Clerk of the Court and serve it on all parties in accordance with Superior Court, Probate Division Rule 304(a). A request for notice is not sufficient to confer permission to participate.

The protected individual or any other interested person may petition the Court for removal of a guardian or conservator or termination of the proceeding. The guardian or conservator may resign upon petition and acceptance of the resignation by the Court. The protected

individual seeking termination is entitled to the same rights and procedures as he or she would have in an original proceeding.

Any person interested in the welfare of an individual for whom a conservator is appointed may petition for orders subsequent to appointment requiring action with respect to bond or other appropriate relief pursuant to D.C. Code, sec. 21-2062, or for enlargement or limitation of powers pursuant to D.C. Code, sec. 21-2072.

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

In re

INT
IDD

Subject

STATEMENT OF CRIMINAL HISTORY

I am seeking appointment by the court as guardian for the person listed above and have reviewed the attached listing of offenses.

I hereby affirm (select one)

 / / I have not been convicted of any listed offense in the District of Columbia, or its equivalent in any other state or territory, including any attempt or conspiracy to commit such an offense. Further I affirm that I have not pled *nolo contendere* to, been placed on probation before judgment or had placement of a case upon a stet docket for, or been found not guilty by reason of insanity of any listed offense in the District of Columbia or its equivalent in any other state or territory, including any attempt or conspiracy to commit such an offense.

 / / I have been convicted of a listed offense in the District of Columbia, or its equivalent in another other state or territory, including any attempt or conspiracy to commit such an offense, or have pled *nolo contendere* to, been placed on probation before judgment or had placement of a case upon a stet docket for, or been found not guilty by reason of insanity of any listed offense in the District of Columbia, or its equivalent in another other state or territory, including any attempt or conspiracy to commit such an offense.

<u>Name of Offense</u>	<u>Court</u>	<u>Date of Adjudication</u>

I, being first duly sworn, on oath, depose and say that that I have read the foregoing pleading by me subscribed and that the facts therein stated are true to the best of my knowledge, information, and belief.

Signature

Subscribed and sworn to before me this day of _____, 20__.

Notary Public/Clerk

Below is a list of the offenses and statutory citations for convictions that must be reported by any person who seeks to become a guardian or conservator in the District of Columbia.

D. C. Code, sec. 22-4001(6) "Lifetime registration offense" means:

(A) First or second degree sexual abuse as proscribed by § 22-3002 or § 22-3003; forcible rape as this offense was proscribed until May 23, 1995 by § 22-4801 [repealed]; or sodomy as this offense was proscribed until May 23, 1995 by § 22-3802(a) where the offense was forcible;

(B) First degree child sexual abuse as proscribed by § 22-3008 committed against a person under the age of 12 years, carnal knowledge or statutory rape as these offenses were proscribed until May 23, 1995 by § 22-4801 [repealed] committed against a person under the age of 12 years, or sodomy as this offense was proscribed until May 23, 1995 by § 22-3802(a) committed against a person under the age of 12 years;

(C) Murder or manslaughter as proscribed by § 22-2101 committed before, during or after engaging in or attempting to engage in a sexual act or sexual contact, or rape as this offense was proscribed until May 23, 1995 by § 22-4801 [repealed];

(D) An attempt or conspiracy to commit an offense as proscribed by § 22-1803 or § 22-1805a or § 22-3018 or assault with intent to commit rape, carnal knowledge, statutory rape, first degree sexual abuse, second degree sexual abuse, or child sexual abuse, as proscribed by § 22-401, which involved an attempt, conspiracy or assault with intent to commit an offense described in subparagraphs (A) through (C) of this paragraph; and

(E) An offense under the law of any state, under federal law, or under the law of any other jurisdiction, which involved conduct that would constitute an offense described in subparagraphs (A) through (D) of this paragraph if committed in the District of Columbia or prosecuted under the District of Columbia Official Code, or conduct which is substantially similar to that described in subparagraphs (A) through (D) of this paragraph.

D. C. Code, sec. 22-4001(8) "Registration offense" means:

(A) An offense under Chapter 30 of this title;

(B) Forcible rape, carnal knowledge or statutory rape as these offenses were proscribed until May 23, 1995 by § 22-4801 [repealed]; indecent acts with children as this offense was proscribed until May 23, 1995 by § 22-3801(a); enticing a child as this offense was proscribed until May 23, 1995 by § 22-3801(b); or sodomy as this offense was proscribed until May 23, 1995 by § 22-3802(a) where the offense was forcible or committed against a minor;

(C) Any of the following offenses where the victim is a minor: acts proscribed by § 22-1312 (lewd, indecent, or obscene acts), acts proscribed by § 22-2201 (obscenity), acts proscribed by § 22-3102 (sexual performances using minors), acts proscribed by § 22-1901 (incest), acts proscribed by § 22-2001 (kidnapping), and acts proscribed by §§ 22-2701, 22-2701.01, 22-2703, 22-2704, 22-2705 to 22-2712, 22-2713 to 22-2720, 22-2722 and 22-2723 (prostitution; pandering);

(D) Any offense under the District of Columbia Official Code that involved a sexual act

or sexual contact without consent or with a minor, assaulting or threatening another with the intent to engage in a sexual act or sexual contact or with the intent to commit rape, or causing the death of another in the course of, before, or after engaging or attempting to engage in a sexual act or sexual contact or rape;

(E) An attempt or a conspiracy to commit a crime, as proscribed by § 22-1803 or § 22-1805a which involved an attempt or conspiracy to commit an offense described in subparagraphs (A) through (D) of this paragraph, or assault with intent to commit rape, carnal knowledge, statutory rape, first degree sexual abuse, second degree sexual abuse, or child sexual abuse, as proscribed by § 22-401;

(F) Assault with intent to commit any other crime, as proscribed by § 22-403, or kidnapping or burglary, as proscribed by § 22-801 or § 22-2001 where the offense involved an intent, attempt or conspiracy to commit an offense described in subparagraphs (A) through (D) of this paragraph;

(G) An offense under the law of any state, under federal law, or under the law of any other jurisdiction, which involved conduct that would constitute an offense described in subparagraphs (A) through (F) of this paragraph if committed in the District of Columbia or prosecuted under the District of Columbia Official Code, or conduct which is substantially similar to that described in subparagraphs (A) through (F) of this paragraph; and

(H) Any other offense where the offender agrees in a plea agreement to be subject to sex offender registration requirements.

D. C. Code, chapter 8A of Title 22, Contributing to the delinquency of a minor

22-811 Contributing to the delinquency of a minor

D. C. Code, chapter 9A of Title 22

22-933 Criminal abuse of a vulnerable adult

A person is guilty of criminal abuse of a vulnerable adult if that person intentionally or knowingly:

(1) Inflicts or threatens to inflict physical pain or injury by hitting, slapping, kicking, pinching, biting, pulling hair or other corporal means;

(2) Uses repeated or malicious oral or written statements that would be considered by a reasonable person to be harassing or threatening; or

(3) Imposes unreasonable confinement or involuntary seclusion, including but not limited to, the forced separation from other persons against his or her will or the directions of any legal representative.

22-934 Criminal negligence

A person who knowingly, willfully or through a wanton, reckless or willful indifference fails to discharge a duty to provide care and services necessary to

maintain the physical and mental health of a vulnerable adult, including but not limited to providing adequate food, clothing, medicine, shelter, supervision and medical services, that a reasonable person would deem essential for the well-being of the vulnerable adult is guilty of criminal negligence.

D. C. Code, chapter 10 of Title 22 Cruelty to animals

22-1001.	Definitions and penalties
22-1002	Other cruelties to animals
22-1003	Rest, water and feeding for animals transported by railroad company
22-1006.01	Penalty for engaging in animal fighting
22-1009	Keeping or using place for fighting or baiting of fowls or animals
22-1011	Neglect of sick or disabled animals
22-2012	Abandonment of maimed or diseased animal

D. C. Code, chapter 11 of Title 22 Cruelty to children

22-1101	Cruelty to children
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D. C. Code, sec. 23-1331(3) "Dangerous crime" means:

(A) Any felony offense under Chapter 45 of Title 22 (Weapons) or Unit A of Chapter 25 of Title 7 (Firearms Control);

(B) Any felony offense under Chapter 27 of Title 22 (Prostitution, Pandering);

(C) Any felony offense under Unit A of Chapter 9 of Title 48 (Controlled Substances);

(D) Arson or attempted arson of any premises adaptable for overnight accommodation of persons or for carrying on business;

(E) Burglary or attempted burglary;

(F) Cruelty to children;

(G) Robbery or attempted robbery;

(H) Sexual abuse in the first degree, or assault with intent to commit first degree sexual abuse;

(I) Any felony offense established by the Prohibition Against Human Trafficking Amendment Act of 2010 [D.C. Law 18-239; § 22-1831 et seq.] or any conspiracy to commit such an offense; or

(J) Fleeing from an officer in a motor vehicle (felony).

D. C. Code, sec. 23-1331(4) "Crime of violence" means:

aggravated assault;
act of terrorism;
arson;

assault on a police officer (felony); assault with a dangerous weapon; assault with intent to kill, commit first degree sexual abuse, commit second degree sexual abuse, or commit child sexual abuse; assault with significant bodily injury; assault with intent to commit any other offense;
burglary;
carjacking; armed carjacking;
child sexual abuse; cruelty to children in the first degree;
/extortion or blackmail accompanied by threats of violence;
gang recruitment, participation, or retention by the use or threatened use of force, coercion, or intimidation;
kidnapping;
malicious disfigurement;
manslaughter;
manufacture or possession of a weapon of mass destruction; use, dissemination, or detonation of a weapon of mass destruction;
mayhem;
murder;
robbery;
sexual abuse in the first, second, or third degrees;

D. C. Code, chapter 8 of Title 22 Burglary

22-801 Burglary

D. C. Code, chapter 14 of Title 22 False Pretences; False Personation

22-1402 Recordation of deed, contract, or conveyance with intent to
Extort money
22-1403 False personation before court, officers, notaries
22-1404 Falsely impersonating public officer or minister
22-1405 False personation of inspector of departments of District
22-1406 False personation of police officer
22-1409 Use of official insignia; penalty for unauthorized use

D. C. Code, chapter 15 of Title 22 Forgery; Frauds

22-1502 Forging or imitating brands or packaging of good
22-1510 Making, drawing, or uttering check, draft, or order with intent
to defraud
22-1511 Fraudulent advertising
22-1514 Fraudulent interference or collusion in jury selection

D. C. Code, chapter 32 of Title 22 Theft

SUBCHAPTER II. THEFT; RELATED OFFENSES

22-3211 Theft
22-3213 Shoplifting
22-3214 Commercial piracy
22-3214.01 Deceptive labeling
22-3214.02 Unlawful operation of a recording device in a motion picture
theater

22-3215 Unauthorized use of motor vehicles
22-3216 Taking property without right

SUBCHAPTER II-A THEFT OF UTILITY SERVICE

22-3218.02 Unlawful acts

SUBCHAPTER III FRAUD; RELATED OFFENSES

22-3221 Fraud
22-3223 Credit card fraud
22-3224 Fraudulent registration

SUBCHAPTER IIIA INSURANCE FRAUD

22-3225.02 Insurance fraud in the first degree
22-3225.03 Insurance fraud in the second degree
22-3225.03a Misdemeanor insurance fraud

SUBCHAPTER III-B TELEPHONE FRAUD

22-3226.06 Unlawful acts and practices
22-3226.07 Deceptive acts and practices prohibited
22-3226.08 Abusive telemarketing acts or practices

SUBCHAPTER III-C IDENTIFY THEFT

22-3227.02 Identity theft

SUBCHAPTER IV STOLEN PROPERTY

22-3231 Trafficking in stolen property
22-3232 Receiving stolen property
22-3233 Altering or removing motor vehicle identification numbers
22-3234 Altering or removing bicycle identification numbers

SUBCHAPTER V FORGERY

22-3241 Forgery

SUBCHAPTER VI EXTORTION

22-3251 Extortion
22-3252 Blackmail

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____ INT _____
_____ IDD _____

In re

An Adult

REPORT OF EXAMINER

EXAMINER'S INFORMATION

Name: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

Discipline:

- Physician (please list specialty)
- Nurse Practitioner
- Social Worker
- Psychologist
- Other: _____

List any certification, experience, area of specialization or other qualifications relevant to your examination of the subject and preparation of this report.

EXAMINATION INFORMATION

[Attach additional information, as needed.]

Date(s) of subject's examination: _____

Place(s) of examination: _____

Length of time spent with subject: _____

List diagnostic tools used, if any, (e.g. Mini Mental Status)

See attached medical records.

Please list other people interviewed in connection with this examination. Include names, relationship to the subject, and any available contact information.

BACKGROUND INFORMATION

(Subject's demographic history, available medical history, present situation)

Gender _____ Age _____

See attached medical records.

[Please use a format appropriate to your professional specialty area. Attach additional pages or documents as needed.]

ASSESSMENT OF CAPACITY OR INCAPACITY

1. The subject **does not have a mental or physical impairment** which affects his or her ability to receive and evaluate information effectively or to communicate decisions regarding assets, property, and finances or to meet his or her essential physical health, safety, habilitation, or therapeutic needs.

Indicate any facts that might support a contrary assessment:

OR

2. The subject **has a mental or physical impairment**, but **presently has the capacity to** receive and evaluate information effectively or to communicate decisions regarding assets, property, and finances, or to meet his or her essential physical health, safety, habilitation, or therapeutic needs.

Describe the specific nature of the impairment and the basis for this assessment. Indicate any facts that might support a contrary assessment:

OR

3. The subject **has a mental or physical impairment** and because of the impairment(s) the subject of this proceeding is an adult whose **ability to receive and evaluate information** effectively or **to communicate decisions is impaired** to such an extent that:

- a. the subject lacks the capacity to take actions necessary to obtain, administer, and dispose of [check all that apply]
- real and personal property, intangible property, business property,
 - benefits and income.

Describe the specific nature of the incapacity and the basis for this assessment. Indicate any facts that might support a contrary assessment:

- b. the subject lacks the capacity to take actions necessary [check all that apply]
- to make health care decisions,
 - to provide health care,
 - to provide food, clothing, and shelter,
 - to provide personal hygiene and other care without which serious physical injury or illness is more likely than not to occur.

Describe the specific nature of the incapacity and the basis for this assessment. Indicate any facts that might support a contrary assessment:

- c. the subject lacks the capacity to meet all or some essential requirements for his or her habilitation or therapeutic needs.

Describe the specific nature of the incapacity and the basis for this assessment. Indicate any facts which might support a contrary assessment:

If the subject is incapacitated, assess his or her potential for regaining some or all capacity:

If the subject is incapacitated, identify any factors which would argue against this Court's intervention on the subject's behalf (e.g. community or family support systems):

Other Comments or Recommendations:

Signature

Date

Typed name

Address (actual address/not Post Office Box)

Telephone number

Email address

Bar number (if filer is an attorney)

License # and State

Court-appointed examiners must serve a copy of this report by first class mail upon all persons listed on the order appointing the examiner.

CERTIFICATE OF SERVICE

I certify that on the ____ day of _____, 20____, a copy of this filing was either eServed in accordance with the provisions of Administrative Order 13-15 or served by first class mail, postage prepaid, on the following persons (list names and complete mailing addresses):

Signature of Examiner

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____ INT _____
_____ IDD _____

In re:

An Adult

SERVICE LIST

[List names and addresses, of persons entitled to service. See Superior Court, Probate Division Rule 326. Phone and fax numbers may be included, if known.]

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____ INT _____
_____ IDD _____

In re:

An Adult

REPORT OF VISITOR

I, _____, visitor, appointed by order entered on _____ submit the following report concerning the investigation that I conducted pursuant to D.C. Code, sec. 21-2033(c) and either sec. 20-2041(d) or sec. 20-2054(a) and Superior Court, Probate Division Rule 327.

I. Interview of subject of proceeding [Visitor should attempt to make the below inquiries in terms comprehensible to the subject]:

A. Date and place of interview:

B. Oriented by time and place? _____ Yes _____ No

C. Physical appearance:

D. Subject asked and responded as follows:

1. Do you understand my explanation of the substance of the petition; the nature, purpose, and effect of the proceeding; and the general powers and duties of a guardian and conservator?

_____Yes _____No (If no, explain here)

2. You have the right to retain an attorney at your own expense. If you cannot afford to pay an attorney, one will be provided by the Court without cost to you.

Do you have an attorney? _____Yes _____No

If yes, give name and address:

3. Do you understand that under the law you have the following rights:

To be present in person at any court proceeding and to see or hear all

evidence bearing on your condition _____Yes _____No

To be represented by counsel Yes No

To present evidence and cross-examine witnesses, including any court-appointed visitor or physician Yes No

To have a closed hearing on any issue Yes No

To contest the petition Yes No

To object to the appointment of the proposed guardian or conservator or their powers or duties Yes No

To object to the creation of the proposed guardianship or conservatorship or guardian *ad litem* appointed to represent your interests if the Court determines that a need for such representation exists Yes No

To have all or a portion of the compensation of any court-appointed visitor, attorney, guardian *ad litem* or physician paid by the Court or the petitioner if you cannot afford to pay it Yes No

4. Who are your closest family members? (Give name, address, and relationship:

5. Do you have a doctor? Yes No

If yes, give name and address:

Is this the same doctor who provided a letter, if any, attached to the petition filed in these proceedings?

Yes No

6. Do you need help caring for yourself or your finances?

Yes No

If yes, how:

7. Who would you like to help care for you?

8. How are you currently caring for yourself?

9. Describe your income, assets, and liabilities:

10. Do you know _____, the proposed guardian or conservator?
____ Yes ____ No

a. How do you feel about having him/her make decisions about your day to day care?

b. What decisions do you want your guardian or conservator to make?

c. If a guardian or conservator is appointed, what decisions would you like to make for yourself, and what actions (e.g. with respect to your property), would you like to take for yourself?

d. How do you feel about what is requested in the petition? (Visitor should describe request.)

e. Names of third person(s) present during the interview (if any) and their relationship to the subject: _____

II. Interview of person(s) seeking appointment as guardian or conservator:

A. Date and place of interview:

B. Person(s) seeking appointment asked and responded as follows:

1. Name, address, home and business telephone numbers, and occupation:

2. Relationship to subject of the proceeding:

3. Why does subject need help:

4. Where has the subject resided during the last three months?

5. Who, if anyone, has been caring for subject during this period?

6. What changes in residence are contemplated?

7. What alternative arrangements have you sought to assist subject?

8. Have you discussed your plans for care and management with subject?

___ Yes ___ No

9. Does subject agree with your plans?

___ Yes ___ No

III. Interview of persons who have evaluated or rendered care, counsel, treatment or service to subject of proceeding in recent past:

A. Name and position of person(s) interviewed:

B. Training and qualifications of person(s) interviewed:

C. Dates and types of evaluations of or care, counsel, treatment, or services rendered to subject (attach additional sheets if necessary):

Date	Type of treatment/service
------	---------------------------

_____	_____
_____	_____
_____	_____
_____	_____

D. Diagnosis or opinion of subject's condition (if any):

E. What functions can the subject not perform in his or her daily life?

IV. Report on condition of subject's present place of abode:

A. Date _____ [] visited [] information otherwise obtained:

B. Address:

C. Type of abode:

D. Condition (if a home)

Lawn and landscaping:

1. Exterior:

2. Interior:

a. Utilities working? ____Yes ____No

b. Clean? ____Yes ____No

c. Fire hazards? ____Yes ____No

d. Other (explain):

V. Report on condition of subject's proposed place of confinement or residence:

A. Date _____ [] visited [] information otherwise obtained:

B. Location and type of place:

C. Condition:

VI. Conclusion of visitor:

A. The nature and degree of subject's current incapacity or disability is as follows:

B. My evaluation of the fitness and appropriateness of the guardian or conservator seeking appointment is as follows:

C. I do [] I do not [] recommend limitations of the powers of the guardian or conservator seeking appointment.

If limitations are recommended, explain:

D. I am of the opinion that a guardian *ad litem* should should not be appointed to represent the subject because _____

VII. Additional comments (if any): _____

VIII. If there is no nominated guardian or conservator, I hereby nominate _____ to serve as guardian and _____ to serve as conservator, for the following reasons: _____

Date _____

Signature

Typed name

Address (actual address/not Post Office Box)

Telephone number

Email address

Bar number (if filer is an attorney)

CERTIFICATE OF SERVICE

I certify that on the ____ day of _____, 20____, a copy of this filing was either eServed in accordance with the provisions of Administrative Order 13-15 or served by first class mail, postage prepaid, on the following persons (list names and complete mailing addresses):

Signature

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____ INT _____
_____ IDD _____

In re

An Adult

AFFIDAVIT OF PERSONAL SERVICE

I, _____, being first duly sworn, say: That I am over the age of eighteen years and am not a party to the above entitled action and that my address is _____

On the _____ day of _____, 20_____, I served personally the attached Notice of Hearing on Petition on the person or persons named below by delivery to and leaving with the person or persons at the time and place set forth below a copy of the said notice.

Names of Persons Served	Address	Place of Service	Date of Service
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Affiant's signature

Telephone number

Email address

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public/Clerk

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____ INT _____
_____ IDD _____

In re

An Adult

AFFIDAVIT OF SERVICE BY MAIL

I, _____, being first duly sworn, say: That I am over the age of eighteen years and am not a party to the above entitled action and that my address is _____

On the _____ day of _____, 20_____, I served the attached Notice of Hearing on Petition on the person or persons named below by placing in an official depository of the United States Postal Service a copy of the Notice of Hearing on Petition attached hereto in an envelope, postage prepaid, addressed to the person or persons set forth below.

Names of Persons Served	Address	Date of Mailing
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Affiant's Signature

Telephone number

Email address

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public/Clerk