

Checklist for forms to appoint an attorney to represent the respondent

- 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.
 - Some forms may not apply in your case.
 - Check with your court about local requirements.

(1) Request to Appoint an Attorney to Represent the Respondent

- The court may appoint an attorney if the respondent does not have one.
- Attorneys are available in each district through the [Guardianship Signature Program](#). You may request to have a Guardianship Signature Program attorney appointed by the court or you may request to have a different attorney appointed.
- See our webpages on the [Guardianship Signature Program](#), [Conservatorship for an Adult](#) and [Finding Legal Help](#) for more information.
- Print your name and contact information at the top of the first page of the [Request to Appoint an Attorney to Represent the Respondent](#). Check whether you are the petitioner or the attorney for the petitioner.
- Print the county name and the court address on the blank lines. Complete the heading exactly as it appears in the petition.
- Paragraph (1): Check the first box and print the proposed attorney's name on the blank line, or to have a Guardianship Signature Program attorney appointed by the court, check the second box.
- Date and sign the form.
- Attach the [Order Appointing an Attorney to Represent the Respondent](#)

(2) Order Appointing an Attorney to Represent the Respondent

- Print the county name and the court address on the blank lines. Complete the heading exactly as it appears in the petition.

- Paragraph (3): Print the proposed attorney's name on the blank line, or leave it blank if you are requesting a Guardianship Signature Program attorney.
- File the form with the [Request to Appoint an Attorney to Represent the Respondent](#).
- After the judge signs the order, serve it on the respondent's attorney. [URCP 5](#) governs service, but the judge might sign the order at the hearing, and the respondent's attorney should be present.
- Complete and file the Certificate of Service.