

## **Checklist for forms to appoint an attorney to represent the respondent**

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- You must complete a form before you file it. These instructions will help you complete the forms.
- 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 respondent must be represented by an attorney of the respondent's choosing or the court must appoint an attorney.
- 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.
- Even if you do not request an attorney to be appointed, the court will appoint an attorney from the Guardianship Signature Program if the respondent does not have counsel of their own choosing.
- See our webpages on the [Guardianship Signature Program](#), [Guardianship 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, the court will serve it on the respondent's attorney and on you or your attorney if you are represented.