

## **Instructions for reporting on excusing the respondent from the hearing**

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### **(1) Visitor's Report on Request to Excuse Respondent from the Hearing under Section 75-5-303**

- Print your name at the top of the first page. Print the contact information for the volunteer court visitor program:  
POB 140241  
Salt Lake City, UT 84114-0241  
801-578-3800  
visitor@utcourts.gov
- Print the county name and the court address on the blank lines. Print the respondent's name, the judge's name and case number on the blank lines. (This information can be found on the order appointing you.)
- Paragraph (1): Mark the boxes that best describe the inquiries that you made. If you made inquiries other than those listed, describe them on the blank lines.
- Paragraph (2): Print the address where the respondent lives.
- Paragraph (3): Mark the box that best describes the respondent's current residence circumstances. Print the names of the people who also live at the respondent's address, unless the respondent lives in a nursing home, assisted living facility or some other licensed, multi-resident facility. Print the relationship of that person to the respondent.
- Paragraph (4): Mark the box that best describes the respondent's ability to travel. If you mark a box other than "good," describe why the respondent's ability is reduced. This might include ability to travel alone or with assistance, access to transportation, physical disabilities, etc. If you are unable to determine the respondent's ability to travel, explain what restricted your access to this information.
- Paragraph (5): Mark the box that best describes the respondent's ability to communicate. If you mark a box other than "good," describe why the respondent's ability is reduced. Even though the respondent might have a speech or cognitive impairment, you are reporting the respondent's ability to communicate. (Limited English proficiency is not a reason to be excused. The court will provide a language interpreter if one is needed. The court will also provide a sign language interpreter for anyone who needs that accommodation.) If you are unable to determine the respondent's ability to communicate, explain what restricted your access to this information.
- Paragraph (6): Mark the box that best describes the respondent's desire to attend the hearing. Describe what motivates the respondent either affirmatively

or negatively. If you are unable to determine the respondent's desire to attend the hearing, explain what restricted your access to this information.

- Paragraph (7): Describe any accommodations that might help the respondent's participation at the hearing. This might include special transportation arrangements, meeting in chambers rather than in a public courtroom, a hearing at a particular time of day, accommodations under the Americans with Disabilities Act, etc.
- Paragraph (8): Describe any other information you think might help the judge decide whether to excuse the respondent from the hearing.
- Date and sign the form.
- Deliver the report to the program coordinator at least 2 days **before** the due date on the order. Make sure that the program coordinator **receives** the report at least 2 days before the due date. If you mail the report, send it at least 5 days before the due date.
- The program coordinator will file the report with the court, serve the report on the interested persons and complete and file the Certificate of Service.

**(2) Private information**

- Your report is a private record, which means that it must not be accessed by the public. Protect it from being seen or taken by an unauthorized person. Your report will be given to all of the interested persons involved in the case.

**(3) Attending the hearing**

- The judge or parties may have follow-up questions about your report, so you should plan on attending the hearing at which your report is reviewed. You can get the date, time and location of the hearing from the judicial assistant. If you are subpoenaed to testify, you must attend the hearing.