



# Administrative Office of the Courts

**Chief Justice Matthew B. Durrant**  
Utah Supreme Court  
Chair, Utah Judicial Council

September 27, 2016

**Daniel J. Becker**  
State Court Administrator  
**Ray Wahl**  
Deputy Court Administrator

Guardians Address

Dear Guardian/Conservator,

As a guardian or conservator you have certain responsibilities, which include reporting about the protected person every year. The court has not received your report(s) and has tried to contact you by mail, but either the address we have on file is no longer valid or you simply have not responded. As a result of these failed attempts, a court visitor has been assigned to your case. The court visitor's role is to determine your current contact information, educate you on the reporting requirements and facilitate your submission of overdue reports.

The court visitor may have tried to contact you, your family, business associates or friends, and may have researched records maintained by other organizations. If you are receiving this letter, the court visitor has successfully located your current address.

At this point we need you to contact us immediately for confirmation. You may do so by calling me at (XXX)XXX-XXXX. Once your contact information has been confirmed, the court visitor will provide you the information necessary to submit the required reports.

The court takes the reporting requirements very seriously because it has an ongoing interest to ensure that the guardianship or conservatorship is being appropriately handled.

If you have questions about the reporting procedures for guardians and conservators please visit our website at: <http://www.utcourts.gov/howto/family/gc/reports.html>.

Thank you in advance for your cooperation.

Sincerely,

Court Visitor Name  
Court Visitor Volunteer  
Administrative Office of the Courts  
450 South State Street  
Salt Lake City, UT 84114  
[www.utcourts.gov/visitor](http://www.utcourts.gov/visitor)

**The mission of the Utah judiciary is to provide the people an open, fair,  
efficient, and independent system for the advancement of justice under the law.**