



# Administrative Office of the Courts

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

June 10, 2016

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

## Guardian's Address

Re: Audit of Case # \_\_\_\_\_

Dear Guardian (guardian's name),

My name is (volunteer's name) and I am a volunteer for the Court Visitor program of the Utah State Courts. A couple of weeks ago you should have received in the mail a copy of an Order by (judge's name) that authorizes me to conduct an audit of court records for case # \_\_\_\_\_, in which (protected person's name) is the protected person. You also will be receiving a copy of the audit report when it is completed.

To assist me in completing the audit, I would like to schedule a phone meeting with you within the next seven days to discuss the ward and the status reports you have filed with the court. Please contact me to let me know what day and time would be most convenient to call you. My e-mail address is (volunteer's email address) and my cell phone number is (volunteer's phone number).

If you have questions about my authority or are uncomfortable contacting me at the personal e-mail or phone number I have provided, you may contact the Court Visitor Volunteer Coordinator, Holly Kees, at the Administrative Office of the Courts, 450 South State St., P.O. Box 140241, Salt Lake City, Utah 84114; Phone: (801)238-7030, Fax: (801) 578-3843, or by Email at [hollyk@utcourts.gov](mailto:hollyk@utcourts.gov).

To help the meeting be more productive when I call you, it would be helpful if you had immediate access during the call to your copies of all status reports you have filed with the court, along with other records (medical, log of activities and contacts) you may be maintaining as guardian for (protected person's name). Among the items I intend to discuss with you include the following:

List of items you intend to discuss (see sample questions for guardian)

While I may have other questions for you during our upcoming telephone meeting, I think that the above items will represent the vast majority of our discussion.

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. I look forward to hearing from you regarding a convenient time to schedule a telephone conversation. If I do not here from you in the next few days, I will call you at (conservator's phone number) or e-mail you at (conservator's email) to set up a date/time for us to discuss these matters.

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.

Sincerely,

Volunteer's signature

Volunteer's Name

Volunteer's Phone Number

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)