

**IN THE COURT OF COMMON PLEAS
OF CLARION COUNTY, PENNSYLVANIA**

**NOTICE TO COURT APPOINTED GUARDIANS
FOR INCAPACITATED PERSONS**

After a hearing and careful review by a Judge of this Court, you have been appointed as the guardian of a person that has been declared incapacitated. You may have also been appointed as the guardian of that person's estate.

As guardian, your powers, duties and liabilities are described in Purdon's Pennsylvania Statutes – they can be found in Title 20, Section 5521 (20 Pa.C.S.A.§5521). You can find this online at:

<http://www.legis.state.pa.us/cfdocs/legis/LI/consCheck.cfm?txtType=HTM&ttl=20>

As guardian you are required to file with the court a report, within the number of days set forth in the order appointing you and then yearly thereafter, that attests to the following things:

For Guardian of the Estate:

1. current principal and how it is invested
2. current income
3. expenditures of principal and income since the last report
4. needs of the incapacitated person for which the guardian has provided since the last report

For Guardian of the Person:

1. current address and type of placement of the incapacitated person
2. major medical or mental problems of the incapacitated person
3. a brief description of the incapacitated person's living arrangements and the social, medical, psychological and other support services the incapacitated person is receiving
4. the opinion of the guardian as to whether the guardianship should continue or be terminated or modified and the reasons therefor; and
5. the number and length of times the guardian visited the person in the past year

If you are the guardian of the person and the guardian of the estate, you must fill out a form for each of those appointments.

Within sixty days of the death of the incapacitated person or an adjudication of capacity (meaning that the person has been found to no longer be incapacitated) and modification of existing orders, the guardian must file a final report with the court.

Filing an Inventory

As guardian, you must also file with the Orphan's Court within three months after real or personal estate of the incapacitated person comes into your possession, an inventory and appraisal of any such personal estate, a statement of such real estate, and a statement of any real or personal estate which you expect to acquire. See 20 Pa.C.S.A. §5142.

You may find forms to be used to file all of the above described reports on the website of the Unified Judicial System at <http://www.pacourts.us/forms/for-the-public/orphans-court-forms>

You may deliver your report in person to the Orphan's Court Office on the first floor of the Clarion County Court House or you may mail it to the Clarion County Orphans' Court Office, 421 Main Street, Suite 24, Clarion, Pennsylvania 16214. You should keep a copy for your records.

Please note: The Orphan's Court Office will send you a reminder prior to the due date of your report. If you then fail to submit your report, you may be summoned to appear before the Judge to explain why you have failed to file the mandated report. The Court may impose sanctions for failure to timely file the report(s).

If you have any questions about these reports you may contact your attorney. Neither the Orphan's Court staff nor court staff can provide you with legal advice.

Thank you for taking on this serious responsibility; hopefully this brief description of your responsibilities will be helpful to you as you begin your duties.