





Writing Letters for Guardianships and Conservatorships for APS- Initiated Protective Orders

 Letter should be about one page long.

 Use own observations

Example on next page 

Letters should include:

- Subject heading, so the court clerk can route letter correctly.
Use a RE: and provide information such as:
 - Guardianship petition of ... (*insert name*), court case #...
 - Guardianship of ... (*insert name*).
- Salutations: “Your Honor” or “Honorable Judge...(*insert name*)”.
- Elements to include in about 3-4 short paragraphs:
 1. Identify self and professional relationship to client.
 - a. How you know the client? How long?
The judge needs a context to determine how well you know the client’s needs and to give your testimony credence.
 2. Show that client lacks decision-making and “ability to manage affairs”.
 - a. Observations about orientation.
 - b. One or two telling details that demonstrates lack of ability to make decisions.
 - c. “Unable to manage own affairs” is meaningful language in court.
 3. Describe the grave risks that make a guardianship necessary.
 4. Appropriateness of guardian/conservator
 -  be factual- write what you know-which may be limited
 5. Notify the judge that more details can be provided with a court order.
- CC: supervisors

Emergency guardianships, similar as above

1. Identify self and professional relationship to client.
2. Show client lacks decision-making and ability to manage affairs.
3. Describe the grave risks-something bad happened.
4. Appropriateness of guardian/conservator
5. More details available with a court order.



Oregon

Theodore R. Kulongoski, Governor

**Department of Human Services
Seniors & People with Disabilities
Administration**

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February 10, 2010

Honorable Judge Judy
Sage County Court, Probate Court
251 Main St. SW
Sagebush, OR 97999



RE: Guardianship petition of Ms. Esther Kneedmore.

Your Honor:

I am an Adult Protective Services Specialist with the Department of Human Services. I have been providing interventions for Ms. Esther Kneedmore for self-neglect since December 27, 2008.

Since the beginning of the year, her functioning has declined significantly. Ms. Kneedmore cannot manage her affairs. She is not oriented to time, place, or person. She does not recognize me, though I have seen her six times. She wanders from her home and has been found by the police three times. One time was on a dangerous highway. She tells them she lives with her parents who died over 30 years ago. She will not accept care in her home or placement.

Ms. Katherine Stepine, niece, would be willing to be Ms. Kneedmore guardian. She is the only family member in the area.

If your honor would like additional information, I could provide it with a court-order. Oregon privacy laws governing DHS client records limit the amount of information I can provide without a court order.

Sincerely,

Gene Goodfaith
Adult Protective Services Specialist
Sage County Aging and Disabilities Services

cc. Supervisors, Central Office.

"Assisting People to Become Independent, Healthy and Safe"
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