

Guardianship Checklist

Applying before the 18th birthday

What you need:

Clinical Team Report (CTR)- available from your high school or print on mass.gov or visit your County's family court for a copy

Petition for Appointment of Guardianship for an Incapacitated Person- available for print on mass.gov or visit your County's family court for a copy

Roger (a specific form if child takes any antipsychotic medication)-available for print on mass.gov or visit your County's family court for a copy

Step 1: Where to begin- Having the Clinical Team Report(CTR)

The **CTR** is a form that explains the child's needs and ability to make decision and care for themselves. The evaluation is completed and signed by three providers:

1. Psychologist,
2. Primary Care Doctor
3. Social Worker.

These three signatures must be obtained !!!!!!!

Signatures expire in 6 months!!!!!!

PLEASE KEEP THE ORIGINAL- no copies after signed are accepted

Step 1: Complete CTR (Clinical Team Report)

A. **Call school** to talk to the School psychologist

The psychologist can talk to potential guardians and young adults about the appropriateness of obtaining guardianship. They will assess a young adults ability to make decisions and understand their needs.

The school may intend or have already completed an appropriate evaluation. If so, the psychologist may be able to review their evaluation and sign the CTR.

(Not all schools have psychologists who can do these evaluations. If your school can't or your young adult is out of school talk to your primary care doctor about finding a new psychologist.)

- B. **Make appointment** with your Primary care doctor and Social worker to complete CTR
 - o Bring the original signed CTR to this appointment.

Step 2: Bringing completed papers to court

- o Once the CTR is completed- the parent or future guardian should fill out the PETITION FOR APPOINTMENT OF GUARDIAN FOR AN INCAPACITATED PERSON form.
- o Make copies of all the above documents for your records.

Step 3: Getting court date

- o At least 2 months before the 18th birthday or when forms are completed- bring to the Family Court in your County. They will give you a court date and next steps.
 - o Clinical Team Report
 - o Petition for Guardianship
 - o Roger (a specific form if child takes any antipsychotic medication)

Step 4: Next

- o You will receive a Citation Giving Notice in the mail.
 - The court wants to ensure everyone involved knows guardianship is happening.
- o Everyone on the Petition should sign the consent
 - § If they are unavailable the court may require you to post in your local newspaper.
- o Return all signed and dated documents (as well as newspaper post, if necessary) to court as soon as possible, within 14 days is best.

Step 5: Court Date

- o Attend Probate Court Hearing- this is to determine whether or not guardianship will be granted officially.
- o If granted the court will give you a copy of their decision- you can use this to notify SSI, school, medical team, and others of the child's change in guardianship.

