

**IN THE PROBATE COURT OF BIBB COUNTY
STATE OF GEORGIA**

IN RE: _____ : **DOCKET NO.** _____
: _____
Proposed Ward : _____

**STANDING ORDER OF COURT IN
ADULT GUARDIANSHIP/CONSERVATORSHIP CASES**

A Petition for the Appointment of a Guardian and/or Conservator for a Proposed Ward having been filed in the above styled matter,

IT IS ORDERED as follows:

1. Unless excused by the Court, **prior** to the date of the hearing on the petition, the person(s) nominated as guardian(s) or conservator(s) shall view the Adult Guardianship video prepared by the Georgia Council of Probate Judges and the Georgia Institute for Continuing Judicial Education. Facilities for the viewing of same are available at the Court from 9:00 AM until 4:00 PM, Monday through Friday, excluding holidays. If preferred or desired, a copy of the video may be checked out for viewing at home by the payment of a refundable \$10 deposit.

2. Within ten days of the date of this Order, each person nominated as guardian or conservator shall complete and sign the attached consent to a criminal records check and return the consent form to the Court together with the fee of \$15.00, payable to the Sheriff of Bibb County. Unless a check is provided by the attorney/law firm, a money order will be required. We will not be able to accept cash, and we will not be able to forward personal checks to the B.S.O.

3. The attorney for the petitioner(s), or the petitioner(s), if *pro se*, shall advise the person(s) nominated as guardian(s) or conservator(s) of these requirements and shall take the necessary steps to assure compliance herewith.

4. If the attorney for the petitioner(s), or the petitioner(s), if *pro se*, has/have not previously viewed the video, he/she/they shall do so **prior** to the hearing, and the appearance of the attorney or *pro se* party at the hearing will be deemed by the Court to be certification of completion of this requirement.

5. The attorney for the petitioner(s), or the petitioner(s), if *pro se*, shall, **prior** to the hearing, advise the nominated guardian(s) and conservator(s) of the general, statutory limitations on the authority of guardians/conservators and the reporting requirements set by Georgia law. Every appointed guardian and conservator will be provided a Handbook for Guardians and Conservators of Adults in Georgia. Attorneys who are not familiar with the general, statutory limitations on authority and/or the reporting requirements should read the Handbook **prior** to filing a petition but, in any case, not later than the hearing.

6. The attorney for the petitioner(s), or the petitioner(s), if *pro se*, shall advise the person(s) nominated as conservator(s) that a surety bond will be required in an amount to be set by the Court. Arrangements for the posting of the required bond are to be made **prior** to the hearing. Although the exact amount will not be known until the hearing, the bond generally is set by the Court at the total of the annual

income plus the value of all property and assets of the proposed ward, exclusive of the value of real estate. The inventory of assets contained in the petition, if fully completed, will provide a good estimate of the required bond. No person should be nominated or proposed for appointment as conservator who cannot post the requisite bond. The Court will require that the bond be posted within **ten (10) days** after the hearing.

7. Each person nominated as a conservator shall bring to the Court, on the date of the hearing, a completed “Qualifications Questionnaire for Nominated Conservators.” The questionnaire is attached hereto. It should be duplicated as necessary to provide one to each nominated conservator. A copy of each completed Questionnaire shall be provided to counsel for the proposed ward no later than **two (2) days** prior to the hearing.

8. Every *pro se* petitioner/Caveator who will proceed to trial without an attorney is required and hereby ordered to view the video entitled “Presenting Your Case in Probate Court” not less than five (5) days prior to the trial date above. Please call (478) 621-6494 to schedule a time to view the video.

SO ORDERED on _____.

WILLIAM J. SELF, II JUDGE
PROBATE COURT OF BIBB COUNTY