

1. Check your e-mail frequently.

Once you e-file, you will receive an email for each document submitted. A clerk will review each document and email the result:

If your filing is accepted, download your e-filed forms from the emails within 30 days.

If your e-filing is returned (rejected), an explanation will be included in the email.

- Return to Guide & File, go to “My Interviews” and start a copy of your interview. Correct your answers and submit the e-filing again.

If you want to keep the original filing date, resubmit within 3 business days and contact the court to make this request.

2. Serve the documents

Once you receive an email showing that your documents were accepted, print a copy of each of the filed forms for each person listed below.

You must serve (unless they signed a *Waiver of Notice*):

- each parent,
- the minor (if 14 or older),
- any caregiver,
- any custodian, and
- the Idaho Department of Health and Welfare (if they have legal custody of the child).

To serve, personally deliver OR mail by certified, registered, or first class mail a copy of your filed court forms **at least 14 days before the hearing date**.

- Fill out and sign an *Affidavit of Service* form for each person you served. File the *Affidavits* with the court or bring them with you to your hearing.

3. Your documents are reviewed.

The clerk will set a hearing date for the general guardianship, and enter the date and location on the *Notice of Guardianship Petition and Hearing*.

The judge will also decide whether or not a *Guardian ad litem* or attorney will be appointed, you will receive an *Order* with that decision.

Find *Guardian ad Litem* or Attorney

Contact your court to see if you need to find a *guardian ad litem* (GAL) or attorney or if the court will select one. Many GALs and attorneys charge a fee for their time.

Temporary Guardianship

If you asked for temporary guardianship, the judge will decide whether to grant it. If so, you will receive an email with the signed *Order Appointing Temporary Guardian* and *Letters of Temporary Guardianship*.

If you are required to attend a hearing, you will receive a *Notice of Hearing*.

- If granted, the *Notice of Temporary Guardianship* must be served **within 72 hours of the appointment**.

4. Go to court for the hearing.

At the court hearing, answer any questions that the judge may have for you. The judge will tell you if the guardianship was granted, and if so, sign the *Judgment* and the *Letters*.

Ongoing Reporting Requirements:

Once a guardianship is granted the Guardian will be responsible for providing the court with reports on a yearly basis. You can find the forms at: www.courtselfhelp.idaho.gov