

[date]

[addressee / address]

Re:

Dear

Thank you for your commitment to the children by accepting the responsibilities of being a guardian. Consistent with the Order of Guardianship, you are required to file an annual report for continued court approval of the guardianship. The annual report is an important part of the guardianship. A failure to provide a report to the court will jeopardize the validity of the guardianship. A blank copy of the report and summary sheet is enclosed with this letter. Please make additional copies of the documents for your future use. Additional pages can be attached to your report as necessary. The report must be notarized and sent to the court with the summary sheet on or before the deadline shown at the bottom of this letter.

The court's receipt of your report will determine whether or not a court hearing or Citizen's Review Board hearing is necessary to review the guardianship. The Court's receipt of a timely and thorough annual report will make further court hearings unnecessary.

You are reminded that under no circumstances shall you as guardian place the ward in any other person's care or custody without the prior permission of the court. A request to move a ward should be made in writing and sent to the court at the address listed on this letter. Upon receipt of your letter, the court will schedule a hearing and provide you notice of the date and time of the hearing.

If you have specific questions regarding your duties or rights as a guardian, you should consult an attorney. Thank you again for your keeping the promise we all made to the children that they would have a safe, stable, and supportive home.

Sincerely,

Circuit Judge

Enclosure

DEADLINE TO FILE GUARDIAN REPORT: _____, 20____

Note: The report must be filed with the court not more than 30 days prior to this date and no later than this date.

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR _____ COUNTY**

In the Matter of: _____) Case Number: _____
)
)
) **SUMMARY SHEET**
) **TO GUARDIAN'S REPORT**
A Child.)
)

I am the guardian for the above-named ward. I am submitting the attached Guardian's Report, dated _____, to the Circuit Court in compliance with my annual reporting responsibilities under ORS 419B.367.

_____, 20____
Date

Signature of Guardian

Print Name of Guardian

For Court use only:

Guardian's Report received and filed on: _____
(File Summary Sheet in Record of the Case, and Guardian's Report in Supplemental Confidential File)

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR _____ COUNTY**

In the Matter of: _____) Case Number: _____
)
) **GUARDIAN'S REPORT**
)
_____)
A Child.)
)

I am the guardian for the above-named ward, and I make the following annual report to the court as required by law.

1. GUARDIAN INFORMATION

Name (please print)

Address (Street Address, City, State, Zip)

Telephone or Contact Number (including area code)

2. LOCATION OF THE WARD

▶ The ward currently resides with me in my home: Yes No

▶ If "no," provide the following information:

The ward is living with: _____

Address (Street Address, City, State, Zip): _____

Telephone or Contact Number (including area code): _____

Date the ward started living at this address: _____

Explanation of why the ward is not now living with me: _____

3. WARD'S WELL-BEING

Physical Health

▶ Current physical health and condition: _____

▶ Names of doctors or health care providers the children have seen in the past year: _____

▶ Medical treatment or reason(s) for a hospital/ medical visits during the last year: _____

Emotional/Mental Health

▶ Current emotional and mental health condition: _____

▶ Names of psychologists, psychiatrists, counselor or therapists the children have seen in the past year: _____

▶ Treatment or reasons for the counseling or therapy during the last year: _____

Dental Health

- ▶ Current dental condition: _____

- ▶ Names of dentists or health care providers the children have seen in the last year for dental care:

- ▶ Services or reasons for the dental treatment or visit provided during the last year: _____

4. WARD'S ACTIVITIES

- ▶ The ward is currently engaged in the following non-school related programs and activities: _____

- ▶ The ward has enjoyed the following hobbies or recreational interests during the past year: _____

- ▶ The ward's school attendance and performance during the last year are as follows: (Attach a copy of the ward's most recent report card to this report.) _____

- ▶ The ward experienced the following achievements and/or special challenges during the last year:

5. CONTACT WITH PARENT(S)/SIBLINGS/OTHER FAMILY MEMBERS

- ▶ The parent(s) visited or attempted to contact the ward during the past year as follows: _____

- ▶ The ward's reaction to those visits or attempted contacts was: _____

- ▶ I have the following issues of concern related to contact with the parent(s): _____

- ▶ The ward had the following contact with siblings/other family members: _____

6. DECISIONS MADE BY THE GUARDIAN

- ▶ I made the following major decisions on the ward's behalf during the past year: _____

7. LEGAL STATUS OF THE GUARDIAN

Since my last report I, or other members of the household:

▶ **have** **have not** had a driver's license revoked or suspended. If yes, explain: _____

▶ **have** **have not** been convicted of the any following crimes (not including traffic violations). If yes, describe the crime and give the name of the person(s) convicted: _____

▶ **have** **have not** filed for or received protection from creditors. If yes, explain: _____

▶ **have** **have not** had a professional or occupational license revoked or suspended. If yes, explain: _____

▶ Since my last report, I have delegated the following powers to another over the ward for the following periods of time:

Names	Powers Delegated	Period of Time

8. COMMENTS BY THE GUARDIAN

▶ The guardianship **should** **should not** continue because: _____

▶ I am asking the court to schedule a hearing to review the guardianship for the following reasons: _____

_____, 20_____
Date

Guardian's Signature

Print Name of Guardian

STATE OF OREGON
County of _____

I, _____, being first duly sworn, say that the above statements are true.

Guardian's Signature

SIGNED AND SWORN to before me this _____ day of _____, 20 ____.

Notary Public for _____/Court Clerk
My Commission Expires: _____

FOR COURT USE:

COURT RESPONSE TO GUARDIAN'S REPORT

This guardian's report dated: _____, 20____, was reviewed on _____, 20_____.

- No hearing needs to be set in this case at this time.
- The Court directs the Citizen Review Board to review this case.
- The Court is setting a hearing for review of the guardianship on _____, 20____, at _____ AM/PM.
- Other: _____

CIRCUIT JUDGE

Print, Stamp or Type Name of Judge

- cc:
- Mother
 - Mother's Attorney
 - Father
 - Father's Attorney
 - CRB
 - Guardian(s)
 - Guardian's Attorney
 - Ward's Attorney
 - Docket Clerk
 - CASA
 - OTHER: