

State of Oregon 16th Judicial District Douglas County Circuit Court	ORDER ESTABLISHING VISITOR QUALIFICATIONS, STANDARDS AND FEES	Presiding Judge Order # DOU-PJO-25-006 Rescinds / Supersedes: All previous PJO's related to Court Visitors
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Douglas County Circuit Court
1036 SE Douglas Ave #JB201, Roseburg, OR 97470

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This order supersedes General Order No. 16-04 and any other Presiding Judge Orders related to Court Visitors, Qualifications, Standards and Fees.

Pursuant to ORS 125.165 and ORS 125.170, the presiding judge must establish the qualifications, standards and ORS 127.170 regarding fees for court visitors,

NOW THEREFORE IT IS HEREBY ORDERED that:

A court visitor shall meet the qualifications pursuant to ORS 125.165 and have the appropriate education, training and experience to conduct interviews and make recommendations as required of court visitors under the law and have knowledge of the law relating to visitors, their duties and responsibilities. Any interested person who wishes to become a visitor shall submit a cover letter and resume' to the Trial Court Administrator.

APPROVAL: The presiding judge (or his or her designee) shall have the sole and absolute discretion to place a person on the approved visitor's list or remove a person from the approved visitor's list.

Standards and Procedures:

1. Visitors shall be generally familiar with all laws and requirements for a visitor.
2. Visitors shall attend all trainings required by the Court, including reviewing the videos "What You Need to Know as a Court Visitor", "What Court Visitors Need to Know About Dementia and Delirium", and "Mental Illness and Functional Capacity" each year. Visitors need to email the Probate Commissioner that they have completed the review by the end of each January. Trainings can be found at [Oregon Judicial Department : Court Visitors : Guardianship & Conservatorship : State of Oregon](#). If additional requirements are imposed by the court, the visitor shall comply with those requirements and complete them within a reasonable time.
3. Visitors must enroll in CLAS interpreter services by logging in to the court visitor area of the website listed above.
4. A visitor shall comply with ORS 125.150(3) – (12) (as amended from time to time).
5. A visitor shall review relevant records regarding the respondent, to the extent that such records are available.
6. A visitor shall interview the person nominated or appointed as fiduciary as well as the respondent or protected person. The interview shall be personally at the place where the person to be interviewed is located. ORS 125.150(3). Upon application of the visitor, a Judge may waive this requirement, but only under circumstances involving an extreme hardship. "Extreme hardship" includes (but is not limited) circumstances requiring the visitor to travel excessive distances or reasonable safety concerns articulated with an in-person visit.
7. A visitor shall interview all persons deemed by the visitor to possess relevant information.
8. As required by ORS 125.150(1)(a)(C) and ORS 125.605(4), a visitor must be appointed whenever a request is made to appoint a temporary guardian.

9. As required by ORS 125.155(5), a visitor must be present at any hearing on objections to the appointment of a fiduciary.
10. A visitor will not have any personal interest in the proceeding. If a personal interest exists, visitors must identify the conflict to the Court and request to be exempted from the appointment.
11. Visitor must use the Court Visitor Report Form designated by Douglas County Circuit Court.
12. Visitors shall be subject to periodic review by the Presiding Judge or designee, but the said review shall be no less than once per year.

Fees:

1. The fee for a visitor is set at \$400.00 for each permanent guardianship petition and for each case involving both a temporary and permanent guardianship petition. This fee includes mileage within Douglas County and attendance at the first objection hearing.
2. The visitor can be compensated at the standard IRS mileage reimbursement rate for activities directly connected with the visitor's duties, so long as the visitor activities are outside of Douglas County, Oregon.
3. The Court may authorize reasonable compensation for attendance at a hearing (other than the initial hearing) on objection to appointment of a fiduciary. ORS 125.155(5).
4. All visitor fees shall be payable directly to the Court by the petitioner prior to the visitor commencing his/her duties, unless other arrangements are made by the judge in advance (see ORS 120.170, fee waiver/deferral).
5. A visitor will not be appointed until payment is tendered to the Court.
6. Upon approval of the visitor's report, the Court will release the funds to the Visitor via check which will be mailed within 7 days of request.

Effective date: November 1, 2025

Date:

10/27/2025


Kathleen Johnson, Presiding Judge