INSTRUCTIONS TO PRO PER

You have filed your petition for Conservatorship. We will send a copy of the NOTICE OF HEARING and PETITION to each of the relatives you have listed and, in the case of a limited conservatorship, to the caseworker at the Regional Center.

Here is what you need to do next.

Step 1 Give a **copy** of the CITATION and a **copy** of the PETITION FOR APPOINTMENT OF PROBATE CONSERVATOR to someone (NOT YOU) to give to the proposed conservatee. It can be a friend, relative or neighbor and it has to be someone at least 18 years old.

When that person has given it to the proposed conservatee, they must fill out the 2nd page of the **original** CITATION. The 2nd page is entitled, "Proof of Service." It must be filled out with the information about when, where and how they served it and information about themselves. The person must sign the document.

Step 2 Mail the **original** CITATION to the Probate Clerk using the envelope provided. If you would like a conformed copy of the Citation for your records, include a self-addressed, stamped envelope.

Step 3 Before the hearing, you should receive a copy of the Probate Investigator's Report or the Regional Center Report AND a report from the attorney representing the proposed conservatee. If you are nearing the hearing and you have not received a copy of these reports, you should call them.

If you have access to the internet, you can see if there are problems in your case no earlier than a week before your hearing. Log on to www.lasuperiorcourt.org/probatenotes At the prompt, enter your case number (_P _____). A page will open which identifies the parties and the type of case. If you scroll down close to the bottom, it should state if there are any problems in the case (for example, no CITATION proof of service). If there are problems, please call Phil Bertenthal at 323-648-4703 or Jaclyn Rosenson 323-648-4702 immediately so we can fix the problems. They are available after 3pm on Monday-Wednesday and all day Thursday and Friday.

Step 4 **VERY IMPORTANT**

Bring to the hearing, copies of all documents, **originals** of the ORDER APPOINTING PROBATE CONSERVATOR, LETTERS OF CONSERVATORSHIP, DUTIES OF CONSERVATOR and the filled out care plan.

Attend the hearing. If the judge grants your petition, let the attorney for the proposed conservatee (PVP Counsel) help you fill out the ORDER and

LETTERS.

Have the PVP Attorney review and sign the last page of the ORDER and review the Letters.

You need to sign the last page of the Letters and the Duties and bring the Order, Letters, Duties and Care Plan to the clinic.

We will have the order signed by the Judge and have your Letters of Conservatorship issued. We will mail you copies of all documents filed including three certified copies of the Letters.