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WELCOME TO YOUR ROLE AS GUARDIAN!

This packet has been developed to assist you in your new role as Guardian of Person/Estate (Property).

Information pertaining to the **Guardian of Person** is located in the left side pocket of this folder.

Information pertaining to the **Guardian of Estate** is located in the right side pocket of this folder.

The center section of the folder is **General Information for all Guardians**.

Some of the **first questions** a Guardian typically asks is:

When can I get certified copies of the Letters of Guardianship – Person/Estate?

Each case may be somewhat different, but a general rule of thumb is: If you have attended the guardianship hearing and were appointed as Guardian of Person and/or Estate by the presiding Judge without the need for a Bond, you can obtain your Letters of Guardianship in the Register in Probate's Office right after the hearing.

Where do I get certified copies of my Letters of Guardianship – Person/Estate?

Letters can be obtained from the Dodge County Register in Probate Office located on the second floor of the Dodge County Courthouse, 210 West Center Street, Juneau, WI 53039. Office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.

What is the cost of certified copies of Letters of Guardianship – Person/Estate?

The cost varies depending on the number of pages per document; however, the calculation is \$1.00 per page, plus \$3.00 per certification. If payment will be by check, it should be made payable to "Clerk of Courts".

If you have any questions concerning these issues, please contact the Register in Probate office at 920-386-3550.

Please keep this folder handy as a reference guide for the concerns/questions that may arise in your role as Guardian. We hope that you find it useful and welcome any comments.

This folder was a collaborative effort of the Dodge County Aging and Disability Resource Center (ADRC), Dodge County Corporation Counsel Office, Dodge County Department of Community Programs, Dodge County Probate Office and the Wisconsin Guardianship Association.