

GUARDIAN OF THE PERSON

Guardian of the Person (GOP) – You have been appointed guardian of the person and/or estate. If you did not receive a copy of the guardianship order after the court hearing, you will be mailed a copy of the *Determination and Order Appointing Guardian and Letters of Guardianship of the Person* (and/or *Estate*), which give you the authority to act on behalf of your ward. (If your ward was placed under protective placement, you will also receive a copy of the *Order for Protective Placement*.) This folder also includes other information which may be helpful regarding your appointment as guardian.

- ❖ At a minimum, the guardian of the person is expected to contact the ward monthly and visit the ward on a quarterly basis.
- ❖ The guardian of the person is responsible for seeing that the ward is properly cared for in terms of food, shelter, clothing and entertainment.
- ❖ The guardian of the person is responsible for making informed medical decisions for the ward.

All GOPs must file an *Annual Report on the Condition of the Ward*, [GN-3480](#). This form will be mailed to you early in January following the reporting year and is to be completed, signed and filed with the Court by March 1st. Also, any time the guardian or the ward has a change of address, the guardian must file a *Notice of Change of Address* at the time of the move (see Introduction to Guardianship, Other Required Reports).

The original of any form must be mailed to:
(It is recommended you keep a copy
of the report.)

Register in Probate
210 West Center Street
Juneau, WI 53039

You may download any Wisconsin guardianship form from the Wisconsin Court System web site: www.wicourts.gov

To locate, click: Forms→Circuit Court→Guardianship →All Guardianship forms

Ex: *GN-3520* (number of the form will be in the left column)

Notice of Change of Address (form name will be in the center column)

Last column offers choices of *Summary* (which explains the purpose of the form and comments) and *Form English* in either a PDF or WORD format

NOTE: The general rule of law in Wisconsin is that the authority of a Guardian of the Person terminates upon the death of the ward. A Guardian of the Person's only responsibility after the death of the ward is to notify the court of the ward's death. In the absence of a family member, a Guardian of the Person also has limited authority to make some decisions regarding the ward's body, but is not required to exercise this authority.