

INSTRUCTIONS FOR USE OF THE GLOBAL ORDER OF APPOINTMENT FORM

FOLLOW THE INSTRUCTIONS ON THE FIRST PAGE BY:

- Click on the (*) "Reset Form" button to ensure that all previous entries have been removed.



Reset Form

- For a **standard** guardianship and/or conservatorship, use the first set of options:
 - pick the type of ward/minor ward/protected person this is for by clicking the box either in front of (I) "an adult" or (II) "a minor".



This is a Guardianship and/or Conservatorship for an adult a minor

- (III) click the box in front of the type of guardianship and/or conservatorship this case is. (e.g. "guardianship").



Guardianship - Adult



Conservatorship - Adult



Guardianship and Conservatorship - Adult

- If this is a case that includes a guardianship of an adult, click the box in front of the option for (IV) "Full" if the guardian will be responsible for all of the listed responsibilities or (V) "Limited" if the guardian will be responsible for only some of the listed responsibilities.

If a guardianship is included - choose from the below options:



- For a **temporary** guardianship and/or conservatorship, use the second set of options and:
 - pick the type of ward/minor ward/protected person this is for by clicking the box either in front of (VI) "an adult" or (VII) "a minor".



This is for a **Temporary** Guardianship and/or Conservatorship for an adult a minor

- (VIII) click the box in front of the type of guardianship and/or conservatorship this case is. (e.g. "guardianship")



Temporary Guardianship - Adult



Temporary Conservatorship - Adult



Temporary Guardianship and Temporary Conservatorship - Adult

NOTE: If you make an error when choosing an option, clear the form by clicking on the "Reset Form" button at the top of the page and select the correct choices.

- Enter the information in the spaces at the bottom of the page:
 - (IX) Name of the ward/minor ward/protected person
 - (X) Name of the guardian(s) and/or conservator(s)
 - (XI) Name of the County in which the case is filed.
 - (XII) Case number.

ix.	Name of Ward/Minor Ward/Protected Person:	John Q. Public
x.	Name of Guardian and/or Conservator:	Amy Ann Anyone
xi.	County:	Lancaster
xii.	Case Number:	19-12345

NOTE: The information that you have provided will populate the document on the following pages.

BODY OF ORDER

The information you provided on the first page will populate the appropriate fields.

The court will complete all other sections of this form.

SIGNATURE SECTION – STOP!

- ONLY the judge can sign and date this order.

(XV) If you are an attorney, Complete the “Prepared and Submitted By” section, (include your Bar Number)

xv.	PREPARED AND SUBMITTED BY:	
-----	----------------------------	--

(XVI) Click on the “Print” button in the lower right hand corner of the page”

xvi	PRINT
-----	--------------