

Guardianship Differentiated Case Management Plan

This Guardianship DCM Plan is established in accordance with MD Rule 16-302(a), (b) and (c) which requires the County Administrative Judge to develop and, upon approval by the Chief Judge of the Maryland Court of Appeals, implement and monitor a case management plan for the prompt review, scheduling, disposition, and ongoing oversight of guardianship actions in the Circuit Court.

Statement of Purpose

From the commencement of a guardianship action to its resolution, whether contested or not, any elapsed time other than reasonably required for pleadings, discovery, and court events, is unacceptable and should be eliminated. To enable just and efficient resolution of cases, the court, not the lawyers or parties, should control the pace of a guardianship proceeding. A strong judicial commitment is essential to reducing delay and once achieved, maintaining a current docket. (Standard 250, ABA Standards Relating to Court Delay Reduction)

It is the purpose of this DCM Plan to provide an effective case management system which will assure:

1. Equal treatment of all parties before the court;
2. Timely disposition consistent with the circumstances of the individual case;
3. Enhancement of the quality of the guardianship process;
4. Public confidence in the court as an institution;
5. That the dignity and rights of the alleged disabled are preserved.

Case Management

The policies and procedures outlined in this plan shall be implemented by the County Administrative Judge, Guardianship Lead Judge and the Guardianship Bench, the respective staffs of the Guardianship Bench, the Trust Clerk, and the Guardianship Case Manager.

The County Administrative Judge supervises all aspects of guardianship case management and is ultimately responsible for the implementation and monitoring of this Guardianship Case Management Plan. The County Administrative Judge designates certain judges to hear the various guardianship matters and within that designated group appoints a Lead Guardianship Judge. This group is referred to as the Guardianship Bench. The Lead Guardianship Judge reports to the County Administrative Judge.

All judges are responsible to comply with and implement in their rulings the provisions of this Plan. Individual judges on the Guardianship Bench are responsible for the effective management of cases assigned to them. Guardianship matters are assigned to an individual guardianship judge so there is consistent management of the case. Final decisions about whether and to whom a case should be assigned are made by the County Administrative Judge. The individual guardianship judge should always coordinate scheduling within assigned cases with the Guardianship Case Manager, Trust Clerk, or Assignment Office, as appropriate.

Case Processing

The following processes apply when seeking:

- Guardianship of Property – Adult
- Guardianship of Person – Adult
- Guardianship of Person and Property – Adult
- Guardianship of Property – Minor
- Guardianship of Person-Minor Guardianship of Person and Property – Minor

Guardian of Person-Minor Petitions are processed by the Family Division of the Circuit Court for Baltimore County, and pro se petitioners are directed to send pleadings to “To the Attn: Family Division”.

All Adult Guardianships and Guardianship of Person and Property – Minor are processed by the Trust Clerk, and pro se petitioners are directed to send pleadings to Trust and Adoptions Department, Circuit Court for Baltimore County, 401 Bosley Ave., P.O. Box 6754, Towson MD 21204

Filing a Case

A guardianship is initiated by a petition to appoint a guardian. The following steps are required to file a guardianship case:

- (a) **File a petition.** Petitions must comply with the provisions of MD Rule 10-111, MD Rule 10-112, Code, Estates and Trusts Article §13-101(f) and Rule 10-103(b) and be filed with the

Court at the Circuit Court Clerk's office, to the attention of the Trust Clerk. Most guardianship petitions require the filing of the below documents at the time of the filing of the petition:

- Notice to Interested Persons Form (MD Rule 10-302(c))
- Advice of Rights Form (MD Rule 10-204 & MD Rule 10-303).
- Certificates and Consents (MD Rule 10-202(a); Estates and Trusts §§13-705 and 10-301). Specifically, petitions for guardianship of an alleged disabled person must be accompanied by two certificates, one of which must be based on an examination or evaluation performed within twenty-one days of the filing of the petition. These certificates may generally be referred to as "certificates of competency" or "certificates of incapacity".
- Birth Certificate of Minor, if petition filed pursuant to MD Rule 10-111
- To the extent they exist, an instrument nominating a guardian and a copy of any power of attorney

Petitions for guardianship that do not comply with the Maryland Rules will be held in abeyance until such time as all deficiencies are cured. Pro Se petitioners may file either in person, by mail or by MDEC. Pro Se petitioners are directed to mail pleadings to: Trust and Adoptions Department, Circuit Court for Baltimore County, 401 Bosley Ave., P.O. Box 6754, Towson MD 21204. Attorneys are required to file via MDEC.

(b) **Pay filing fee.** The filing fee for new Guardianship cases is currently \$165.00. There is an additional \$20.00 fee for entry of appearance of counsel. Prepayment of filing and other costs and fees may be waived by the court, based on the following conditions:

- Filing by the petitioner of the Request for Waiver of Prepaid Costs (MD Rule 1-325); and/or
- Other determination by the court.

(c) **Appointment of Counsel.** An alleged disabled person is entitled to representation (MD Rule 10-106; Estates & Trusts Art. §§13-211(b) and 13-705(d)(1)). The Guardianship Case Manager maintains a list of attorneys approved by the Court who are willing to accept appointment as counsel for the alleged disabled at a standard rate in the event the alleged disabled person does not have counsel of his or her own choosing. The rate of attorney compensation is established by the County Administrative Judge and memorialized in

Administrative Order No. 2019-12. The Trust Clerk is responsible for selecting counsel and preparing the Order Appointing Counsel for the judge's signature. Appointed counsel will be determined by sufficiency of assets:

- If the alleged disabled person has assets sufficient to afford counsel, counsel will be assigned from the Court's list of counsel willing to accept appointments.
- If the alleged disabled person does not have sufficient assets to afford counsel, counsel designated under contract through the Maryland Department of Human Services shall be assigned.

(d) **Show Cause Order.** The Trust Clerk shall prepare a Show Cause Order for the appropriate judge's signature.

(e) **Writ of Summons.** The clerk will issue a writ of summons to officially notify the alleged disabled person/minor that a guardianship has been filed (MD Rule 2-112).

(f) **Notify the alleged disabled person and all interested persons.** The petitioner is required to notify the alleged disabled person/minor and all interested persons identified within the petition for guardianship and designated by the Show Cause Order that a petition for guardianship has been filed (Md Rules 2-121(a), 10-104 & 10-203(b)(2)). The following documents must be delivered to the alleged disabled person/minor and interested persons:

- Petition for Guardianship (and all exhibits)
- Certificates and Consents
- Order Appointing Counsel
- Show Cause Order
- Notice to Interested Persons
- Advice of Rights Form

The above documents must be served by hand delivery upon the alleged disabled person/minor (Md Rule 10-203(b)(2)) and the interested persons in the manner directed by the statutes and as stated within the Show Cause Order. As a courtesy, at the time the Show Cause Order is issued, the Court issues a Letter of Instruction Regarding Service. The letter of instruction explains the steps petitioners must take to serve all parties as well as provides additional resources for assistance.

(g) **Proof of Service.** The Court requires that the petitioner file proof of service to prove the alleged disabled person/minor and interested persons have been notified and served. Petitioners may fill out an Affidavit of Service of Process (CC-DR-55) form to prove that a party has been notified, or served, by hand delivery. Petitioners shall file the domestic return receipt (“green card”) along with the Affidavit of Service for all interested persons. If the court does not receive proof of service within the time allotted for the alleged disabled person/minor and interested persons to file an Answer, the petitioner will not be able to schedule their case for a show cause hearing.

Responding to a Petition for Guardianship

All parties, Interested Persons or their counsel, and Court Appointed Counsel for the Alleged Disabled Person shall have an opportunity to respond to the Petition for Guardianship. The Show Cause Order shall include the date by which written objections must be filed.

Interested persons shall file objections in writing as directed within the Show Cause Order. Interested persons may utilize the Pre-Hearing Statement form CC-GN-049 when submitting a written response to the Petition. If not utilizing the form, the response shall be in substantially similar format. If the Pre-Hearing Statement is not accompanied by a Certificate of Service, it will be held in abeyance. Form CC-GN-049 can be obtained from the Court’s website or upon request to the Guardianship Case Manager. (MD Rule 10-106.1)

If a written objection is not accompanied by a Certificate of Service, it will be held in abeyance. Pro Se (unrepresented) Interested Persons may file by mail, in person or MDEC. Attorneys must file via MDEC

Initial Hearing on New Petition: The Show Cause Hearing

After proof of service is received by and approved by the Court, Petitioner and Court Appointed Counsel are directed by the Guardianship Case Manager to contact the Trust Clerk to schedule a Show Cause Hearing; this hearing is always set in for fifteen minutes. If the petition for guardianship requests the Court appoint an attorney from its list as guardian of property, the Guardianship Case Manager shall confirm the availability of an

attorney prior to the date of the Show Cause Hearing. Parties and counsel shall inform the Court at this hearing if the guardianship is contested or proceeding by way of stipulation or agreement. Prior to the Show Cause Hearing, all prospective guardians must submit to the Court a Certificate of Completion – Guardian Orientation and Training. The Orientation Program and Certificate are available to the guardian online. (MD Rules 10-108, 10-205.1, 10-304.1)

- **Matters in a Contested Posture.** If parties and counsel appear for the initial hearing and the guardianship is in a contested posture, the initial hearing will be used as a scheduling conference. The judge will confer with counsel and parties to determine the length of time needed for discovery and the estimated length of trial. For trials estimated to exceed two hours, Central Assignment shall be present to schedule. For trials estimated to be two hours or less, counsel and parties shall communicate with the Guardianship Case Manager immediately following the hearing to schedule. If referral to mediation is appropriate, the court will issue an order at this time.
- **Matters by way of Stipulation or Agreement.** If parties and counsel appear for the initial hearing and the guardianship is not in a contested posture, upon consideration of the verified Petition and certificates, and having found that the alleged disabled person requires a guardian, the Court shall enter the following orders:
 - Order Appointing Guardian(s)
 - Orientation & Instruction Order

The standard for appointment of guardian of person of an adult is clear and convincing evidence that “no less restrictive form of intervention is available that is consistent with the person’s welfare and safety” (Estates and Trusts §13-705(b)(2)).

Disposition of New Petitions for Guardianship & Case Status

Following the disposition of a new petition for guardianship, i.e., the appointment of a guardian, the case status designation in MDEC converts from “Open” to “Closed/Active”. The term “Closed” refers to the final ruling on the new petition. The term “Active” refers to the Court’s continued oversight of the guardianship matter pursuant to its role as ultimate guardian of the alleged disabled person/minor.

Post-Appointment Case Processing – “Closed/Active” Matters

The Court is the ultimate guardian of the disabled person or minor. The person or agency appointed by the Court is its agent. The Court and its agent owe fiduciary duties to the disabled person and minor. As such, following appointment, guardians are obligated to meet immediate and ongoing requirements. The Court, in turn, is obligated to ensure its agents meet these requirements to safeguard the ongoing personal and financial well-being of the disabled person or minor.

Post-Appointment Guardian Duties & Responsibilities

The Office of the Clerk of Court shall issue an Appointment Letter immediately following a guardian’s appointment; the Appointment Letter and Orders will be mailed to the guardian. Annual Reports are distributed to the guardian by the Trust Clerk each year and inform the guardian of the reporting period covered and date report is due. Attorney guardians are required to submit all annual reports via MDEC and non-attorney guardians may submit their reports in person or by mail. Late Notices for outstanding reports are issued by the Trust Clerk.

- **Guardian Orientation Program.** Guardians who are attorneys on the court’s roster and public agencies are not required to complete the Guardian Orientation Program. Guardians for whom completion is required will receive an Order directing them to the Orientation Program. Certificates of Completion must be submitted within sixty days of appointment. The Orientation Program and Certificate are available to the guardian online. (MD Rules 10-108, 10-205.1, 10-304.1)
- **Inventory & Information Report.** In cases involving appointment of a guardian of property, the guardian is required to complete an Inventory & Information Report and submit it to the Court within sixty days of appointment. (MD Rule 10-707)
- **Annual Report of Guardian of Disabled Person & Annual Report of Guardian of Minor.** Guardians of the person are required to file annual reports (MD Rule 10-

206) utilizing the report form approved by the State Court Administrator and available on the Maryland Judiciary website. Reports may also be submitted in a form substantially similar to the form approved by the State Court Administrator; determination as to whether the reported submitted is in a substantially similar form shall be made by the Guardianship Case Manager. The Trust Clerk will annually provide the report form to the guardians for completion and submission. Guardians who fail to meet the submission deadline receive a late notice from the Trust Clerk. If a guardian fails to file a report after a late notice has been issued, the Trust Clerk will forward to the appropriate judge a subpoena. If a guardian requires an extension of time to complete the report, the request must be made in writing to the Court.

Reports are reviewed and approved by the appropriate judge. If, upon review, the judge has questions or concerns, the matter is forwarded to the Guardianship Case Manager for follow-up as directed by the judge.

- **Fiduciary's Account.** Guardians of the property are required to file fiduciary reports (MD Rule 10-708) utilizing the report form approved by the State Court Administrator and available on the Maryland Judiciary website. Reports may also be submitted in a form substantially similar to the form approved by the State Court Administrator; determination as to whether the report submitted is in a substantially similar form shall be made by the Guardianship Case Manager. The Trust Clerk will annually provide the report form to the guardians for completion and submission. Guardians who fail to meet the submission deadline receive a late notice from the Trust Clerk. If a guardian fails to file a report after the deadline set in any late notice that has been issued, the Trust Clerk will forward to the appropriate judge a request for a subpoena to be issued. If a guardian requires extension of time to complete the report, the request must be made in writing to the Court.

Reports are initially reviewed by the Trust Clerk. The Trust Clerk audits the report to determine account balances are verified and reconcile each year, and that income and disbursements are identified and properly documented. A Notice of Incomplete Fiduciary Report is issued by the Trust Clerk if there are any irregularities within the report or missing documentation, to provide the guardian an opportunity to resolve noted discrepancies within 15 days. If an annual report is deemed sufficient by the Trust Clerk, the Report of Trust Clerk and Order is forwarded to the judge. If a Notice of Incomplete Fiduciary Report has been issued, the Trust Clerk shall defer forwarding the Report of Trust Clerk until the 15 day response period has passed. The judge reviews this report and either accepts the fiduciary report or the matter is set in for hearing. If a hearing is warranted, the matter is forwarded to the Guardianship Case Manager for scheduling.

Post-Appointment Court Oversight

The guardianship judge reviews all annual reports submitted by guardians to evaluate whether guardians are fulfilling their fiduciary obligations to the alleged disabled person/minor; i.e., the judge determines whether the guardian is acting in best interest of the alleged disabled person/minor, not the guardian's own best interest. The judge may appoint an investigator to review a matter and submit a report to the Court (MD Rule 10-106.2). Upon review of the report of investigator, the Court may request a hearing, initiate a show cause for removal of the guardian, and/or refer the matter to the Office of the State's Attorney for further investigation of financial exploitation by a guardian of property.

Questions or discrepancies that arise throughout the management of guardianship cases are referred to the Guardianship Case Manager for review to resolve or refer with recommendations to either the appropriate judge or Trust Clerk, as warranted.

Paths for Actions Filed in Guardianship Matters

A guardianship pleading typically follows three potential paths to resolution. Most paths are determined at the time of filing of the action and in accordance with the governing statutes. Paths

define expected case processing events, scheduling, the timing of events, and assignment. Actions will follow one of the below Paths regardless of whether the guardianship status is “Open” or “Closed/Active”.

Table 1.1 – Guardianship Paths for Actions

<i>Path</i>	<i>Action Type Filed</i>
Path 1 Guardianship Expedited/Emergency	<ol style="list-style-type: none"> 1. Request for Expedited Hearing in Connection with Medical Treatment 2. Request for Emergency Proceedings 3. Motion to Shorten Time
Path 2 Guardianship Standard	<ol style="list-style-type: none"> 1. Petition for Guardianship of Minor – Property 2. Petition for Guardianship of Minor – Person & Property 3. Petition for Guardianship of Alleged Disabled Person – Person 4. Petition for Guardianship of Alleged Disabled Person – Property 5. Petition for Guardianship of Alleged Disabled Person – Person & Property 6. Motion for Appropriate Relief 7. Petitions to Terminate Guardianship 8. Petitions to Remove and Substitute Guardian 9. Motion for Resignation of Guardian 10. Petition to Transfer Guardianship To/From Maryland 11. Petition to Transfer Guardianship To/From Baltimore County 12. Motion to Review Guardianship 13. Requests for Attorney Compensation
Path 3 Less Restrictive Alternative Without Appointment of Guardian	<ol style="list-style-type: none"> 1. Petition for Specific Transaction without Appointment of Guardian

Path 1 – Guardianship Expedited/Emergency Cases

Parties may seek expedited or emergency rulings or hearings if they believe the circumstances warrant immediate Court intervention. Such requests should be filed separately from the underlying pleading. The requests must show that immediate, substantial and irreparable harm will result without an emergency or expedited hearing.

Requests for expedited or emergency rulings filed in matters that are “Closed/Active” shall be reviewed by the judge assigned to the matter. Requests for Expedited Hearings in Connection with Medical Treatment or requests for emergency rulings filed in connection to new petitions that are “Open” shall be reviewed by the Lead Guardianship Judge.

Request for Expedited Hearing in Connection with Medical Treatment. MD Rule 10-201(f) & Code, Estates & Trusts §13-705(f)

The Court shall hear petitions for appointment of guardian of person of an alleged disabled person on an expedited basis if the petition for guardianship is in connection with medical treatment (Code, Estates and Trusts §13-705(f)). The request for an expedited hearing must be filed as a separate pleading with the Petition for Guardianship of an alleged disabled person. The petition for guardianship of alleged disabled person filed at the time of the Request for Expedited Hearing in Connection with Medical Treatment may request appointment of guardian of both person and property, but it shall be at the discretion of the Lead Guardianship Judge whether the appointment of guardian of property is heard on an expedited basis or follows the guidelines for Case Processing outlined on page 2 of the Guardianship DCM Plan.

If the request for expedited hearing in connection with medical treatment is denied, the petition for guardianship shall proceed following the guidelines for Case Processing outlined on page 2 of the Guardianship DCM Plan.

If granted, the Request for Expedited Hearing in Connection with Medical Treatment is scheduled by the Guardianship Case Manager within ten days of the date the pleading was filed. The hearing may be assigned to any judge on the guardianship bench. Petitioner must follow the guidelines for Case Processing outlined on page 2 of the Guardianship DCM Plan to bring the matter to hearing.

If the matter is in a contested posture at the time of hearing, the Court shall hear the merits of the petition at that time.

Requests for Emergency Proceedings

If a pleading needs to be handled on an expedited or emergency basis, movant shall (1) identify the matter as urgent at the time of filing and (2) give notice to opposing counsel or party of the request for emergency review in a manner consistent with the requirements under the Maryland Rules. If the request is made *ex parte*, the movant must comply with Md Rule 1-351(b) and certify in writing

that all parties who will be affected have been given notice of the time and place of presentation of the application to the Court or that specific efforts commensurate with circumstances have been made to give notice.

Once filed, the Request is forwarded by the Trust Clerk to the Guardianship Case Manager for screening to ensure compliance with the content and notice requirements of the Maryland Rules. The Request together with the Case Manager's screening notes are presented to the appropriate judge.

Requests are presented to the appropriate judge upon the first to occur – the filing of a response or 18 days. Immediate presentation of the Request to the judge shall occur if:

1. The request is filed together with a Motion to Shorten Time.
2. The Request is for Emergency Protective Services and complies with the provisions of Md Rule 10-210(c) and notice pursuant to MD Rule 10-211.

Requests for Emergency Health Decisions from Baltimore County Department of Aging and Baltimore County Department of Social Services

Requests for Emergency Health Decisions from Baltimore County Department of Aging and Baltimore County Department of Social Services shall be submitted via MDEC. In addition to submitting the request via MDEC, Department of Aging and Department of Social Services shall provide a courtesy notification to the Trust Clerk and Guardianship Case Manager of the filing. The Trust Clerk shall forward the Request directly to the Lead Guardianship Judge without first sending to Guardianship Case Manager for screening.

Path 2 – Guardianship Standard

Petitions and Motions for Court Intervention, Relief, or Authorization.

Court Appointed Guardians and Interested Persons may notify the Court of any concerns or requests for action by filing one of the pleadings listed in Table 1.1; movants are encouraged to utilize the Forms approved by the State Court Administrator and available on the Maryland Judiciary website (<https://mdcourts.gov/family/guardianship-forms>). The individual Forms reference the governing statute(s) and rule(s) as well as note any accompanying documentation required. Pleadings that do not comply with the Maryland

Rules will be held in abeyance until such time as all deficiencies are cured. Pro Se petitioners may file either in person, by mail or by MDEC. Attorneys are required to file via MDEC.

Requests for Attorney Compensation.

The guardianship bench reviews requests for attorney compensation pursuant to the governing statutes and policies of the Baltimore County Circuit Court. Requests for attorney compensation may be submitted by either counsel or the court appointed guardian. Requests for attorney compensation are initially reviewed by the Guardianship Case Manager then forwarded to the appropriate judge with review notes. The following policies shall guide determination of the appropriateness of awarding fees:

1. **Administrative Order No. 2019-12.** The billing rate for compensation for court appointed attorneys in adult guardianship matters shall be \$200.00 per hour. However, upon a showing of substantial justification by court-appointed counsel, the supervising judge may determine that circumstances warrant deviation from the court set rate and the application of the attorney's standard rate.
2. **Guardianship fees filed by attorney-guardians under MD Code Estates & Trusts §13-218(b).** Attorney-guardians requesting compensation in addition to the \$50.00 per month allowed by statute shall set forth within their fee petition or commission worksheet the work performed and a description of the "unusual circumstances" required by the statute to justify payment beyond the statutory amount. The reviewing judge will determine if payment beyond the statutory amount is warranted.
3. **Attorney's requests for fees and commissions.** Unless warranted by circumstances clearly stated within the petition, the Court does not grant requests for both fees and commissions. If requesting both fees and commissions, petitioner shall state specifically the legal work rendered that was beyond the scope of that typically rendered in the administration of a guardianship. The Court does not require separate petitions for attorney's fees and commissions. Within the one petition for fees and/or commissions, the petitioner shall set forth what work was administrative and what work was legal.
4. **Fee petitions for administrative costs and out-of-pocket expenses** incurred by counsel shall be reimbursed at the discretion of the supervising judge. Items considered by this Court to be "standard overhead", including but not limited to

mileage, parking fees, ordinary postage, copy fees for Xerox copies made at counsel's office and courier fees, shall not be reimbursable.

5. **Timing.** Petitions for fees incurred in bringing a petition for appointment shall be filed at or near the date of appointment of the guardian. Petitions for fees incurred by court appointed counsel and/or investigators shall be filed at or near the date of completion of services rendered. Petitions for ongoing fees incurred over the course of guardianship shall be filed quarterly unless the fees requested are modest enough to warrant yearly petitioning.

Path 3 – Less Restrictive Alternatives

Authorization for Specific Transaction Without Appointment of Guardian. Petitioners may file a request with the Court seeking authorization to direct a transaction with respect to the property, service, or care management of a minor or alleged disabled person without the necessity of being appointed guardian (MD Estates and Trusts §13-204). Requests for Authorization for Specific Transaction are screened by the Guardianship Case Manager and forwarded to the appropriate judge for final determination. If granted, whether the Court retains jurisdiction is at the discretion of the assigned judge and will be reflected in the Order.

Trust Assignment – Scheduling & Hearings

The following processes apply for all guardianship cases, whether “Open” or “Closed/Active”.

- The Court hears guardianship matters each Thursday, referred to as the “Trust Docket”. Central Assignment prepares and distributes a Trust Assignment Calendar each year, wherein the weekly assignment is rotated amongst the judges designated to the guardianship bench. Each Thursday, the designated guardianship judge presides over Show Cause Hearings on new petitions as well as status conferences and hearing on matters assigned to them.
- Show Cause Hearings on new Petitions for Guardianship are scheduled by the Trust Clerk. Subsequent guardianship matters are scheduled for hearing by either the Guardianship Case Manager or Central Assignment, in consultation with the judge.

The Trust Clerk issues hearing notices for matters scheduled by the Guardianship Case Manager. Central Assignment or the guardianship case manager will issue hearing notices for matters they schedule.

- Guardianship matters are scheduled to be held either in person at the Courthouse or via Zoom for Government. All hearings, whether in person or remote, shall be in accordance to the policies and procedures established by the County Administrative Judge and Maryland Judiciary.

Interpreters

If there is a need for an interpreter for a party or witness in a Guardianship case, the party or his/her attorney shall promptly notify the court by using the Request for Spoken Language Interpreter Form found on the Maryland Judiciary website here:

<http://www.courts.state.md.us/courtforms/joint/ccdc041.pdf>

If a sign language interpreter is needed, the Request for Accommodation for Person with Disability Form found here: <http://www.courts.state.md.us/courtforms/joint/ccdc049.pdf>. Requests should be made no less than ten (10) days prior to a scheduled Court event, absent extraordinary circumstances. A delay in notifying the court of the need for an interpreter may result in the inability to handle a case on the scheduled date. Requests for interpreters must be specific as to the language and, if appropriate, the particular dialect or signing system that may be needed. The request must also specify for whom the interpreter is needed.

The Court events that are covered by this policy are listed here <http://www.courts.state.md.us/courts/pdfs/interpretersforrelatedevents.pdf>. Once an Interpreter has been appointed in a case, there is no need for the party or his/her attorney to submit a new Request for each Court event. The Guardianship Case Manager shall be responsible for coordinating the attendance of an Interpreter for all subsequent hearings at which the person needing the interpreter will be present.

Forms & Resources

Forms are available for use by parties and counsel involved in a guardianship matter on the Maryland Judiciary website: <https://mdcourts.gov/family/guardianship-forms>

The following form is used to request an interpreter for a Court scheduled event:

CC-DC-041	Request for Spoken Language Interpreter
CC-DC-049	Request for Accommodation for Person with Disability

Resources for guardians and interested persons to a guardianship are available on the Maryland Judiciary website:

- **Guardian Video Series.** For prospective and appointed guardians.
<https://mdcourts.gov/family/guardianship/guardianvideoserries>
- **Guardians of Disabled Persons Training Program.**
<https://mdcourts.gov/family/guardianship/guardianofdisabledpersontrainingprogram>
- **Guides, Community Resources, State Agencies/Programs & Federal Agencies/Programs.** <https://mdcourts.gov/family/guardianship/resourcesforguardians>

The following Orders are available in Odyssey for use by the Guardianship Bench, Trust Clerk and Guardianship Case Manager:

- Order Appointing Guardian of Person BACC-P-002
- Order Appointing Guardian of the Person and Property BACC-P-003
- Order Appointing Counsel BACC-P-004
- Order Appointing Guardian of Property – Minor BACC-P-005
- Order Appointing Guardian Property BACC-P-006
- Order Terminating Guardianship BACC-P-007
- Orientation & Instruction Order BACC-P-008
- Subpoena of Guardian BACC-P-009
- Order Denying Request to Expedite for Medical Treatment BACC-P-011
- Order to Hold In Abeyance BACC-P-012

This is a non-exclusive list of available orders and forms.