



# **INSTRUCTIONS FOR ADMINISTRATION OF GUARDIANSHIPS**





CIRCUIT  ORPHANS' COURT FOR \_\_\_\_\_, MARYLAND

City/County

Located at \_\_\_\_\_ Case No. \_\_\_\_\_  
Court Address

In the Matter of

\_\_\_\_\_  
Name of Minor or Disabled Person

\_\_\_\_\_  
Docket Reference

**CERTIFICATE OF COMPLETION - GUARDIAN ORIENTATION AND TRAINING**  
**(Md. Rules 10-108, 10-205.1, 10-304.1)**

**NOTE:** File this form as proof that you completed the orientation and/or the training program for guardians of the person and property. File this certificate in the court where you are seeking appointment as guardian (as a prospective guardian) or that appointed you guardian. If you received a certificate of completion from a court or an online course, attach that certificate to this form. You only need to complete the orientation and training requirement once. If you are later appointed as the guardian for another person, file another certificate for that case.

I, \_\_\_\_\_, the  prospective  appointed guardian  of the person  
Name  
 of the property  of the person and property of \_\_\_\_\_,  
Name of Minor or Disabled Person

state to the court that I (select all that apply):

completed the orientation program for court-appointed guardians on \_\_\_\_\_  
Date of Orientation Program Completion

completed the training program for court-appointed guardians of the person  online  in-person at  
the  Circuit Court  Orphans' Court for \_\_\_\_\_ on \_\_\_\_\_  
City/County Date of Training Program Completion

completed the training program for court-appointed guardians of the property  online  in-person at  
the  Circuit Court  Orphans' Court for \_\_\_\_\_ on \_\_\_\_\_  
City/County Date of Training Program Completion

am an attorney with no prior relationship to the minor or disabled person under guardianship and I  
completed the attorney-guardian ethics training on \_\_\_\_\_  
Date of Ethics Program Completion

I solemnly affirm under the penalties of perjury that the contents of this document are true to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

[SITE INDEX](#)[LANGUAGES](#)

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[Site Search](#)[Advanced Search](#)[Search Tips](#)[COURTS](#)[SELF-HELP](#)[E-SERVICES](#)[LAWYERS](#)[MEDIA](#)[COMMUNITY](#)

# Maryland Guardianship

## Court-Appointed Guardians

When a person is unable to take care of their personal or financial needs because of age, disease, or disability, the court may appoint a guardian to manage his or her affairs. Court-appointed guardians play an important role in protecting Maryland most vulnerable individuals. The Maryland Judiciary is committed to supporting guardians and has developed an orientation program, training programs, and other resources to help guardians.

Note: The orientation and training requirements **do not** apply to public guardians or guardianships that terminate parental rights.

## Guardian Orientation Program

**Starting January 1, 2018**, prospective guardians must watch a video Orientation Program before they are appointed the guardian of a minor or disabled person. The program covers the roles, duties, and responsibilities of a guardian and what to expect if appointed.

Watch the orientation program [here](#).

## Guardian Checklists

Once you are appointed as a guardian, there are certain steps you should take.

These checklists will help you.

### Guardians of the Person

- Guardian of the Person of a Disabled Person Checklist
- Guardian of the Person of a Minor Checklist

### Guardians of the Property

- Guardian of the Property of a Disabled Person Checklist
- Guardian of the Property of a Minor Checklist

## Guardian Training Programs

**Starting January 1, 2018**, guardians of the person and property must complete a training program.

Some courts offer the training as a class you can attend. You can also complete the training programs online. Others will allow you to complete the training program online. Ask the court that appointed you as guardian how you can meet the training requirement.

Access the online programs for guardians of disabled persons.  
Access the online programs for guardians of minors.

YOU ARE IN:

### Court-Appointed Guardians

Orientation Program

Guardians of Disabled Persons Training Program

Guardians of Minors Training Program

**Attorney-Guardians**

**Guardianship Forms**

**Resources for Guardians**

**Court-Appointed Attorneys**

## COURTS

About  
Administrative Orders  
Appellate Opinions  
Appointed Attorneys Program  
Circuit Courts  
Closings/Delays  
Commission on Judicial Disabilities  
Court Forms  
Court Language Services  
Court Offices  
Court Records  
Court of Appeals  
Court of Special Appeals  
Court-Appointed Guardians  
Data Dashboard  
Directory of Courts  
District Court  
Fee Schedules  
Governance  
Government Relations & Public Affairs  
Holidays  
Judicial Council  
Judicial Selection  
Jury Service  
Orphans' Court  
Publications

## SELF-HELP

Access to Court Records  
Assistance with Special Needs  
Child Abuse and Neglect  
Court Forms  
Criminal Cases  
Domestic Violence  
Employment  
Expungement  
Family  
Filing Fee Waivers  
Finding Legal Help  
Housing  
Juvenile Delinquency  
Mediation & ADR  
Money Issues  
People's Law Library  
Self-Help Centers  
Self-Help Videos  
State Law Library  
Traffic  
Wills & Estates

## E-SERVICES

Appellate Opinions  
Ask a Law Librarian  
Business & Technology Opinions  
Business Licenses - Search  
CONNECT (Internal)  
Careers  
Case Search  
Court Forms  
Data Dashboard  
Domestic Violence Monthly Reports  
E-Recording  
E-filing  
E-filing - Prince George's County  
Estate Search  
Juror Qualification Form  
Marriage Licenses - Search  
Maryland Electronic Courts  
Pay a Traffic Ticket  
People's Law Library  
Request State Law Library Materials  
Self-Help Centers  
State Law Library Catalog

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