



## **INSTRUCTIONS TO NEWLY APPOINTED GUARDIANS**

- Court-appointed guardians are required under § 37.1-137.2 of the Code of Virginia to file an annual report with the local department of social services for the jurisdiction in which he/she was appointed. The report must contain all of the information required by § 37.1-137.2.
- The first report to be filed by the guardian is due at the local department of social services within six months from the date of the guardian's qualification.
- After the first report has been filed, the second and subsequent reports for each succeeding twelve-month period will be due within four months from the last day of the twelve-month period, beginning the last day of the preceding reporting period (*the Code of Virginia* §26-17.4).  
(Example: If the reporting period covered in annual report begins March 1, 2011, and ends February 28, 2012, the annual report must be filed with the local department of social services no later than June 28, 2012. The annual reporting period for the next twelve-month Period would begin February 28, 2012).
- The annual report shall be on a form prepared by the Office of the Executive Secretary of the Supreme Court. The first annual reporting form will be provided by the Clerk of the Court at the time of qualification. Subsequent annual reporting forms will be provided by the local department of social services upon request to the person named below. The guardian has four months in which to complete the annual report and submit it to the local department of social services. All questions on the form must be addressed.
- Annual report forms, which are submitted and are considered incomplete, may be returned to the guardian for completion.

The annual report form shall be accompanied by a \$5.00 filing fee. The fee should be submitted in check form only and the check should be made payable to the Albemarle County Department of Social Services.

Mail the annual report form and check as follows:

Albemarle County Department of Social Services  
P.O. Box 297  
Charlottesville, VA 22902  
Attn: Pamela Dumas

The Albemarle County Department of Social Services contact person regarding annual guardian reports is Pamela Dumas, Senior Social Worker. Telephone (434)972-4010