

CLIENT/PETITIONER INTAKE FORM INSTRUCTIONS

This form serves two purposes:

- 1) To assist you in the process of obtaining temporary guardianship of a minor
- 2) Information and participation in our Older Relative Caregiver Program

1. GUARDIANSHIP PAPERWORK ASSISTANCE PROGRAM:

If you would like our assistance in completing the State of Wyoming Guardianship Petition packet, you must first fill out our Client/Petitioner Intake Form as thoroughly as possible, please read it carefully. After completion, call Kinship Support Services at 635-9291 to schedule an appointment.

Bring the following items with you to your appointment:

- Birth certificate for each child
- Social Security card for each child and each petitioner
- Picture ID for each petitioner

During this appointment, our Access Care Coordinator will complete the State of Wyoming Guardianship Petition packet. Our fee to assist you with the packet will be \$25 - \$50, dependent upon the forms required for your situation, and is due at the time of your appointment. We are unable to accept checks, credit or debit cards; we accept only cash or a money order. You will leave your appointment with the necessary paperwork to file your petition with the Clerk of the District Court, including a didacted copy for the courts and a copy for your records.

You will be required to pay a filing fee of **\$85.00 to the court** at the time of filing. They accept cash, money orders or for a nominal fee, credit and debit cards.

Please be advised that we only schedule guardianship appointments on Tuesdays and will be unable to accommodate walk-ins. If you are concerned about obtaining guardianship prior to the start of school, please make an appointment at least 4 weeks in advance of the first day of school.

If you choose to complete the State of Wyoming Guardianship Petition on your own, our Client/Petitioner Intake Form may be helpful as it contains all information required to do so. You can find the free State forms here:

<http://www.legalhelpwy.org/index.php/get-legal-help/self-help-2/family-law/guardianships/>

2. OLDER RELATIVE CAREGIVER PROGRAM:

If you are over 55 and would like information about the Older Relative Caregiver Program, formerly known as "Grandparents Raising Grandchildren," a part of the National Family Caregiver Support Program, please give us a call. We understand and we are here to help with resource referrals and monthly support meetings. Complete our Client/Petitioner Intake Form and contact our office for your appointment. There is *no cost* to you to participate in this program.

Contact Information:

Debbie Walter

Kinship Support Services, Access Care Coordinator

307-635-9291 ext. 12

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