**REQUEST FOR SERVICES**

**COURT APPOINTED PROBATE COURT VISITOR**

Wright County Court Administration has immediate need for Court Visitors as follows:

DESCRIPTION:

Act as a Court Visitor to the proposed ward/protected person in general Guardianship and/or Conservatorship cases pursuant to Minnesota Statutes 524.5-304. The Court Visitor shall be an officer of the court and shall be disinterested in the guardianship or conservatorship proceedings. Every Court Visitor shall have training and background in psychology, social work, health care or law, depending upon the circumstances of the proposed ward or conservatee. General duties as outlined below follow the Minnesota General Rules of Practice, Title V, Probate Rule 416.

SUMMARY OF DUTIES PER CASE:

1. Meet privately with the proposed ward or conservatee to observe, serve (read aloud if requested) and explain the petition and notice of hearing, and assist, if requested, in obtaining a private or court appointed lawyer;
2. Prepare and file written reports to the court and also serve a copy upon the petitioner or petitioner’s lawyer at least five days prior to the hearing;
3. Appear, testify and submit to cross examination at the hearing concerning his or her observations and recommendations, unless such appearance is excused by the court;
4. Other tasks as assigned.

The fees for Court Visitor services are as follows:

* $75.00, all-inclusive, per filed report.
* $75.00, all inclusive if the Court Visitor needs to appear at a hearing

Court Visitor fees will be paid by Wright County if the Judge has determined that the proposed ward or conservatee is indigent. Otherwise fees will be paid from the estate of the proposed ward or conservatee.

Wright County averages 3 to 4 reports per month. The work may be shared with other Court Visitors. A contract may be entered into and further terms will be mutually agreed upon. Court Visitors will be required to complete a standardized billing statement for each visit as directed by the Court.

Resume and a letter of interest should be received by September 7, 2012, and sent to the attention of Peggy Gentles, Court Administrator, Wright County District Court, 10 2nd St. NW, Buffalo, MN 55328. A screening process will include review of resumes and consideration of relevant experience. Interviews may be conducted. Please direct any questions to Peggy Gentles, at 763-684-2355.