

IN THE TRIAL COURTS FOR THE STATE OF ALASKA

In the Matter of:

Alaska Court System Guardianship
Mentoring & Monitoring Program

To improve the administration and oversight of guardianship and conservatorship matters, the Alaska Court System initiated a multi-year, grant-funded pilot project in Anchorage, Bethel, Homer, and Kenai designed to provide mentoring and monitoring of court-appointed guardians and conservators. Based on the pilot's success, the court system decided to expand the program statewide after the grant's conclusion using centralized monitor positions who provide assistance and oversight to newly-appointed and existing guardians and conservators. On August 20, 2024, the presiding judges adopted a statewide order authorizing the Guardianship Compliance Officer and the monitors to take specified actions using the protocols identified in the order, and identifying the work that would shift from individual court locations to these new statewide positions.¹

The purpose of this revised order is to identify the duties of the newly added Special Project Monitor position and to identify a small expansion in the duties of the monitors in general. No other changes have been made to the program.

Statewide Guardianship Compliance Officer Authorizations

The Statewide Guardianship Compliance Officer is authorized to:

¹ Until a new court is added to the program, all current protocols to review reports filed by guardians and conservators remain in place.

1. Oversee the monitors with regards to the program;²
2. Hold monthly telephonic or video compliance conferences for guardians and conservators who have not filed required reports;
3. Appoint a monitor position for compliance reviews using form PG-132, Order of Appointment for Compliance Review, which authorizes the Guardianship Compliance Officer or monitor to;
 - a. Contact individuals noted in the file if the guardian, conservator or protected person could not be reached;
 - b. Obtain additional records from medical, financial or benefit entities, including the Alaska Bureau of Vital Records, to review; and
 - c. Contact guardians and conservators to assist with completion of required reports.

Monitors should report to the Guardianship Compliance Officer if issues addressed during the compliance review have been resolved or if further investigation or intervention is needed.

4. Schedule a compliance review using form PG-132 to appoint a court visitor, or schedule status hearing or review hearing with the appropriate judicial appointments, including a court visitor appointment if warranted;
5. Adjust reporting periods and due dates within 90 days from the original dates if warranted when requested by a guardian or conservator. If more than 90 days are requested, the Compliance Officer will obtain the information necessary to allow for efficient judicial officer review;
6. Review requests to change venue, or to authorize or modify the room and board amount, authorize paid caregiver status or other financial requests made by the guardian or conservator using form PG-179, Request to Change Room and Board or Authorize Other Payments to Guardian or Conservator, by reviewing the file and contacting the guardian or conservator to confirm the location of the protected person and get information about the request.
7. Draft appropriate orders, such as to change venue, or to authorize or modify the room and board amount, authorize paid caregiver status or other financial requests from PG-179, using the presiding judge's judicial stamp.
 - a. If further investigation is necessary, the Compliance Officer is authorized to appoint a court visitor to file a short update.

² Including having discussions with monitors when questions arise.

- b. If the request made by the guardian or conservator is significant, the filing must be forwarded to the assigned judicial officer for advisement.
- 8. Review the filing of a petition to transfer guardianship or conservatorship into Alaska for completeness, and
 - a. Draft a provisional order to accept the guardianship into Alaska for judicial signature;
 - b. Appoint a court visitor to complete a baseline court visitor report for long term appointment in Alaska and address any conflicts of interest;
 - c. Schedule a hearing if necessary.
- 9. Order a Three-Year Review using the presiding judge's judicial stamp and monitor compliance of filing the three-year review report;
- 10. Review three-year review reports filed by Anchorage Court Visitors and determine the response using form PG-245, Three Year Review Response:
 - a. If the report is sufficient and can be approved. If approved, the Compliance Officer can terminate the court visitor appointment;
 - b. If there is information lacking in the report, work with the court visitor to address prior to final review;
 - c. If judicial review is recommended by the court visitor and the requests fall within the parameters of duties outlined in this administrative order, the Compliance Officer may either take the action authorized in this order or set a full review hearing with a judicial officer and continue the appointment a court visitor if warranted;
 - d. If judicial review is recommended with respect to an issue or requesting action that is not authorized by this administrative order, or if the visitor's report should be denied for any reason, the Compliance Officer will draft appropriate paperwork and provide to the judicial officer;
 - e. If the Compliance Officer believes anything in the court visitor's report rises to need judicial review, the Compliance Officer will inform the judicial officer;
 - f. The Compliance Officer may approve or deny a request by the court visitor to waive the three-year review due to the recency of a full or sufficient

review, the Compliance Officer may schedule the three-year review to a later time frame.

11. The Compliance Officer, with assistance from the monitors, will review and process any filed complaints about guardians or conservators and will recommend next steps to the assigned judicial officer, including whether to make the complaint confidential, refer to the appropriate investigative entity, appoint a court visitor, or schedule a hearing.

Guardianship Monitor Authorizations

Monitors in guardianship and conservatorship cases, under the direction of the Statewide Guardianship Compliance Officer, are authorized to:

1. Track new appointments for monitoring and mentoring. The monitor is authorized to review new appointments in adult guardianship and conservatorship matters to ensure timely filing of required documents such as the Affirmation of Education, Guardianship Plan, and Implementation and Inventory. The monitor shall conduct outreach to new guardians and conservators to notify them about the guardianship support resources available in Alaska.
2. With respect to ensuring compliance with reporting requirements, the monitor is authorized to:
 - a. Draft and send reminder notices about required filings, including second reminders;
 - b. Draft and send scheduling notices for compliance conferences with the Compliance Officer regarding annual reports, implementation reports, affirmations of education requirement, and other appropriate hearings to address deficiencies identified in the report review;
 - c. Draft and send correspondence with guardians and conservators to provide information about complying with requirements for annual reports, implementation reports, affirmations of education, and curing deficiencies.
 - d. Extend due dates for the filing of required documents or reports, within 120 days of a required filing deadline but no more than 150 days. After 150 days, the Compliance Officer must try and identify the protected person's or guardian's location, appoint a visitor for a review, or refer to the assigned judge for a status hearing or a full review hearing.

3. In monitoring the cases, a monitor is authorized to:

- a. Review filed documents such as the implementation report and annual reports to determine if approved or deficient using the ACS Monitoring Tool and forms;
- b. Contact guardians or conservators to clarify reported information, or to offer guidance as to how to remedy identified deficiencies in the report;
- c. Review and process filed complaints about a guardian or conservator under the direction and supervision of the Compliance Officer, by conducting a file review and referral to the Compliance Officer for next steps;
- d. Upon receipt of form PG-190, Petition for Review, from the Office of Public Advocacy (OPA) Public Guardian, the Special Project Monitor³ shall file a report within 90 days that includes:
 - i. A summary of the protected person's current situation regarding medical, housing, school/work and finances;
 - ii. Any existing supportive services, and or changes in their condition; and
 - iii. Recommendations for next steps such as:
 - dismissal of the guardianship case;
 - reduction in the scope of the guardianship order;
 - mediation on a specified issue;
 - need for new capacity assessment; or
 - a finding that no change is warranted and that the order should remain in effect unchanged.

The Compliance Officer will review report. If a change is recommended, the Compliance Officer will forward to the appropriate staff to set a full review hearing. If a change is not recommended, the report will be submitted to the judicial officer for review and provided to the Office of Public Advocacy. If OPA disagrees, they can file form PG-190.

³ The Special Project Monitor's primary duties are to review matters involving the OPA Public Guardian. However, the Special Project Monitor also may assist non-professional guardians and conservators to understand how to meet their statutory responsibilities.

- e. The Special Project Monitor may also be assigned to follow up on a referral if a non-professional guardian or conservator needs additional support to perform their duties. The Special Project Monitor will be involved with no more than 20 non-professional guardian or conservator matters at one time, and the involvement with an individual guardian or conservator will not exceed three months. The protocol is as follows:
 - If the court visitor's review recommends a referral would be beneficial, the judicial officer can order the visitor to make a referral to the Special Project Monitor at guardianshiphelpline@akcourts.gov with the subject line "Special Project Referral."
 - The court visitor can provide relevant documents and information such as the visitor report.
 - The Special Project Monitor will assist the guardian or conservator to understand how to perform their required duties and report back to the visitor to include in a follow up report.
 - This addition to the Special Project Monitor duties are in hopes of retaining family appointments rather than substituting the public guardian.
4. Upon receiving a request for a change in venue or transfer of a case out of Alaska, the monitor is authorized to:
 - a. Review the file when a request to transfer from out-of-state to Alaska is filed, to determine if the petition is complete;
 - b. Draft the Provisional Order to Transfer Protective Appointment using form [PG-754](#) under the direction of the Compliance Officer and send to the assigned judicial officer for review and signature;
 - c. Distribute the signed Provisional Order to Transfer and ensure that the transfer moves forward and required filings are completed as necessary;
 - d. Call or send any necessary deficiency memos to the guardian or conservator to remedy; and
 - e. Route the case to the assigned judicial officer if there are any concerns.
5. Upon receiving a request to change venue from one court location to another within Alaska, or if the monitor determines that a change of venue may be warranted after reviewing the implementation report or annual report, the monitor is authorized to contact the guardian or conservator to determine if a change of venue is needed based on the protected person's relocation from the original filing location. Upon

confirmation that the protected person has moved, the monitor shall discuss whether the guardian or conservator agrees to a change of venue to a different court location (if the request was not initiated by the guardian or conservator) and will provide the response to the Compliance Officer.

6. The monitor shall route requests to the Compliance Officer for room and board payment or to authorize other payments to the guardian or conservator.

This administrative order will be revised as needed.

Dated June 30, 2026.

/s/ Amy Mead
Amy Mead
Presiding Judge First Judicial District

/s/ Paul Roetman
Paul A. Roetman
Presiding Judge Second Judicial District

/s/ Thomas Matthews
Thomas Matthews
Presiding Judge Third Judicial District

/s/Brent Bennett
Brent Bennett
Presiding Judge Fourth Judicial District

Distribution: Chief Justice Susan Carney; Stacey Marz, Administrative Director; Lesa Robertson, Executive Administrative Assistant; Lisa Wawrzonek, Guardianship Compliance Officer; Presiding Judges; Area Court Administrators; Rural Court Administrators; Clerks of Court, All Judges and Magistrates; Court Rules Attorney Stacy Steinberg; Court Forms Attorney: form@akcourts.gov