

OBTAINING GUARDIANSHIP WITHOUT AN ATTORNEY

(this information was shared by other families who have been through the process and is updated as we get additional information)

To receive a Petition for Appointment of Guardian for Disabled Person:
Lake County Clerk of the Circuit Court/Probate Division
18 North County St.
Waukegan, IL 60085
(847) 377-3260

Online application for legal guardianship -

<https://www.lakecountycircuitclerk.org/docs/default-source/e-filing/odyssey-file-amp-serve-complete-user-manual.pdf>.

- a. The guardianship process is online, one of the free online application sites is called: Odysee eFileILForms & can be found at: <http://www.lakecountycircuitclerk.org> or at Odysee eFileILForms. Check both sites to ensure you are using the most current form. The dates are on bottom right.
- b. Download the forms and complete. These will need to be scanned and uploaded to efile.
- c. Have adult siblings, complete a letter stating that they agree that _____ should be guardian for their sibling and have signature notarized if the adult child will not be attending the court hearing. Your disabled child is required to attend the court hearing.
- d. Have doctor to fill out Report form 171P-73 12/81. The more detailed the information in this report, the easier it is for the judge to get a clear picture of the student's needs and make a decision regarding need for guardian. This form is helpful for the Social Security Income (SSI) application, too.
- e. Parents who have gone through this process as of April 2019 strongly encourage one to go to the courthouse to get assistance with the next steps and ensure that it is correct.
- f. Upload all of the documents. Make sure that the **Report** that is completed by the doctor is uploaded and flagged in the confidential tab as confidential due to HIPPA laws.
- g. You will be given an option of court dates. Pay \$144 (or current fee).
<https://www.lakecountycircuitclerk.org/docs/default-source/name-change/fee-schedule.pdf>
- h. Go to sheriff's department with paperwork and pay fee to have student served court papers at home or, to expedite take student with you to be served. With the efile, not sure if you need to go to the courthouse first to get the paperwork to bring to the sheriff or if there are papers to print. Parents suggest going to the clerk for this step. Sheriff's fees: <https://www.lakecountyil.gov/DocumentCenter/View/2370> (12/2017) to have your child served-25 S. Martin Luther King Jr Av, Waukegan, IL 60085. (Street parking only).
- i. The sheriff keeps some of the papers.
- j. The day of the hearing, park in the parking garage if possible as this is closest you arrive and have a Judge and Room assigned - Probate Division 18 North County St. Waukegan, IL 60085
(847) 377-3260.
- k. Both Parents and Child appear before Judge.
- l. Guardianship papers are mailed to family after the hearing.
- m. An annual report is to be made to the Court -this can be done via online system before 14 months of the court date.

[See reverse side for list of Attorneys specializing in Guardianship / Special Needs Trusts.](#)

ATTORNEYS SPECIALIZING IN GUARDIANSHIP / SPECIAL NEEDS TRUST

- Theresa Varnet, Chicago (312) 220-9112
- L. Mark Russell, Evanston (847) 991-7451
- Robert H. Farley, Jr. (630) 369-0103
- Brian Rubin, Buffalo Grove (847) 279-7999
- The Dignity Group, Thomas Reilly, Naperville (630) 681-1119
- Amy Handler Kasallis, Deerfield (847) 940-0044

These attorneys were recommended by other parents. Anyone who chooses to use any of these resources takes all responsibility for the choice. SEDOL does not specifically recommend or endorse any of these resources.

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