

Protective Services Proceeding Instructions

Requirements

Portage County Department of Job and Family Services Adult Protective Services Department has identified an incapacitated Adult who has been reported to have been subjected to abuse, neglect, or exploitation. After investigation, the Department, through its counsel, the Portage County Prosecutor' Office, has determined that this person needs court ordered protective services and there is no other person who has the authority to consent to protective services on the Adult's behalf.

**Note: All paperwork must be typed. We will not accept handwritten documents.
All filings must be single-sided. We will not accept double-sided originals.
Please do not staple original paperwork. We cannot accept filings with staples.**

Initial filing

- Petition for Protective Services
 - Affidavit of Caseworker or APS Supervisor (Exhibit A)
 - Protective Services Plan (Exhibit B)
- Entry Setting Hearing on Petition for Protective Services
- Next of Kin of Adult & Interested Parties Entitled to Notice
- Notice of Petition for Protective Services to Adult
 - Local Rule 78.11 mandates service by Probate Court Investigator(s) to the Adult
- Notice of Petition for Protective Services to others
 - This will be served by the Petitioner's counsel by certified mail
 - If Petitioner wants personal service, they may file a
 - Motion to Appoint Process Server
 - Order Regarding Process Server

Note: The Probate Court Investigator(s) will be process servers to the Adult under the Local Rules. It will not be a common practice that the Court Investigator(s) will go out to serve the family members personally. If personal service is necessary, the Petitioner may nominate someone to be appointed to do service or request the Sheriff's Office do personal service.

OR

- Waiver of Notice and Consent to Petition for Protective Services
- Proposed* Entry Appointing Legal Counsel for Adult
- Proposed* Order Authorizing the Provision of Protective Services

Later Filings

- Application for Renewal of Protective Services
- Entry Authorizing Renewal of Protective Services