



Claudia L. Laird
Judge, Presiding
County Court at Law Number 2
Montgomery County, Texas

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The Application Process

- Interested students / community volunteers must complete an application.
- A criminal background check will be performed after receiving the completed application, as I am sure you can respect - considering that we are sending individuals who are essentially strangers into the residences of most vulnerable citizens.
- We then will schedule each student / community volunteer for a training session once they have successfully cleared the background check. Our live classroom training session is 3 hours, however, we can offer students an opportunity to self-study our Court Visitor Handbook and then attend a streamlined live 1 hour classroom session.
- The live training sessions will cover the basics regarding the guardianship process, safety concerns and liability issues for the visitors, tips on conducting a visit, and instructions on completing the court visitor report that will be filed in the Court records.
- Students / community volunteers will be assigned their first case during the live training session.

Each visit generally requires 3-4 hours of time total – this includes: (1) receiving and reviewing the file to become familiar with the Ward; (2) contacting the guardian and conducting a telephone interview; (3) scheduling an appointment and actually visiting with the Ward in their place of residence – whether that be a private home, an assisted living facility, a nursing home, a foster home or a group home; (4) completing the court visitor report; (5) returning the file with a short discussion with the Court Investigator regarding the visit. The good news is that visits may be scheduled at any time mutually convenient for the visitor and the ward – so there is a great deal of flexibility there as well.

Finally, below is a link to the Court Visitor page on our website where you will find more details regarding guardianships in general and then, qualifications, duties and responsibilities of court visitors:

http://www.mctx.org/courts/county_courts/county_court_at_law_2/court_investigator_program.html

Employment History (most recent first)

Name of Employer(s)	Position Held	Dates of Employment

Please check the highest educational level completed:

- High School College Graduate School

List any education or course work which is specifically related to this volunteer position: _____

Do you have any physical or medical limitations which may affect your volunteer work?

- No
 Yes, but they will not affect this volunteer work.
 Yes, and they will affect my volunteer work in this way: _____

For transportation, you:

- Use your own car. If yes, please list name of insurance carrier and provide the policy number:
Insurance Carrier _____ Policy Number _____
 Rely on others.
 Use public transportation.

Any other information you would like to include in this application: _____

Please list any arrests/convictions/deferred adjudications that may appear on your record: _____

Due to the sensitive nature of these positions, the Court may do a background check on qualified applicants.

Do you agree to a background check? Yes No

Applicant's Signature

Date