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How to Complete Your Illinois Appointment of Short-Term Guardian

Appointment of Short-Term Guardian for a Minor (Probate Act, 755 ILCS 5/11-5.4)

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.

About this form. This Illinois statutory form lets a parent appoint someone to care for a child for **up to one year** without going to court, for example during a hospital stay, military deployment, or travel.

1. **Fill in the parent, child, and guardian (Page 2)**
   Complete one form for each child. Enter your name and address, the child's name and birth date (or "not yet born"), and the guardian's name and address.
2. **Choose start and end (Pages 2–3)**
   Optionally check when the appointment starts and ends. If you leave them blank, it starts when signed and lasts 365 days. Military parents may cover active duty plus 30 days.
3. **Sign with two witnesses (Page 4)**
   Illinois requires your signature in front of **two adult witnesses**, neither of whom is the guardian. We can provide witnesses for an additional fee, and we recommend adding the notary acknowledgment, which schools, doctors, and other states readily accept.
4. **Guardian and other parent sign (Pages 4–5)**
   The short-term guardian must sign the acceptance. The child's other living parent must sign the consent unless one of the listed exceptions applies.

After It's Signed

- Give the original to the short-term guardian, and copies to the child's school and doctors.
- Only one short-term guardian appointment may be in effect at a time. You may revoke or change it at any time; tell the guardian promptly.
- For a longer-term plan, ask about a Designation of Standby Guardian, which a court later confirms.

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Have questions about this document? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**.

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APPOINTMENT OF SHORT-TERM GUARDIAN

(755 ILCS 5/11-5.4)

IT IS IMPORTANT TO READ THE FOLLOWING INSTRUCTIONS:

By properly completing this form, a parent or the guardian of the person of the child is appointing a guardian of a child of the parent (or a minor ward of the guardian, as the case may be) for a period of up to 365 days. A separate form should be completed for each child. The person appointed as the guardian must sign the form, but need not do so at the same time as the parent or parents or guardian.

If you are a parent or guardian who is a member of the Armed Forces of the United States, including any reserve component thereof, or the commissioned corps of the National Oceanic and Atmospheric Administration or the Public Health Service of the United States Department of Health and Human Services detailed by proper authority for duty with the Armed Forces of the United States, or who is required to enter or serve in the active military service of the United States under a call or order of the President of the United States or to serve on State active duty, you may appoint a short-term guardian for your child for the period of your active duty service plus 30 days. When executing this form, include the date your active duty service is scheduled to begin in part 3 and the date your active duty service is scheduled to end in part 4.

This form may not be used to appoint a guardian if there is a guardian already appointed for the child, except that if a guardian of the person of the child has been appointed, that guardian may use this form to appoint a short-term guardian. Both living parents of a child may together appoint a guardian of the child, or the guardian of the person of the child may appoint a guardian of the child, for a period of up to 365 days through the use of this form. If the short-term guardian is appointed by both living parents of the child, the parents need not sign the form at the same time.

Parent's initials: _____

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1. Parent (or guardian) and Child. I,

Name of appointing parent or guardian

currently residing at

Address of appointing parent or guardian

am a parent (or the guardian of the person) of the following child (or of a child likely to be born). (Insert name and date of birth of child, or insert the words "not yet born" to appoint a short-term guardian for a child likely to be born and the child's expected date of birth.)

Name of child (or "not yet born")

Date of birth (or expected date)

2. Guardian. I hereby appoint the following person as the short-term guardian for the child:

Name of short-term guardian

Address

3. Effective date. This appointment becomes effective: (check one if you wish it to be applicable)

☐ On the date that I state in writing that I am no longer either willing or able to make and carry out day-to-day child care decisions concerning the child.

☐ On the date that a physician familiar with my condition certifies in writing that I am no longer willing or able to make and carry out day-to-day child care decisions concerning the child.

☐ On the date that I am admitted as an in-patient to a hospital or other health care institution.

☐ On the following date:

Date

☐ On the date my active duty service begins:

Date active duty begins

☐ Upon an administrative separation, as defined in Section 11-1.

☐ Other:

Describe

[NOTE: If this item is not completed, the appointment is effective immediately upon the date the form is signed and dated below.]

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4. Termination. This appointment shall terminate 365 days after the effective date, unless it terminates as determined by the event or date I have indicated below: (check one if you wish it to be applicable)

☐ On the date that I state in writing that I am willing and able to make and carry out day-to-day child care decisions concerning the child, but not more than 365 days after the effective date.

☐ On the date that a physician familiar with my condition certifies in writing that I am willing and able to make and carry out day-to-day child care decisions concerning the child, but not more than 365 days after the effective date.

☐ On the date that I am discharged from the hospital or other health care institution where I was admitted as an in-patient, which established the effective date, but not more than 365 days after the effective date.

☐ On the date which is the following number of days (no more than 365) after the effective date:

Number of days

☐ On the date no more than 30 days after my active duty service is scheduled to end (insert date active duty service is scheduled to end):

Date active duty is scheduled to end

☐ In the event the administrative separation, as defined in Section 11-1, has been resolved.

☐ Other:

Describe

[NOTE: If this item is not completed, the appointment will be effective for a period of 365 days, beginning on the effective date.]

Parent's initials: _____

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5. Date and signature of appointing parent or guardian. This appointment is made this

day | of (month and year)

X _____ | Printed name

Signed (appointing parent or guardian)

6. Witnesses. I saw the parent (or the guardian of the person of the child) sign this instrument or I saw the parent (or the guardian of the person of the child) direct someone to sign this instrument for the parent (or the guardian). Then I signed this instrument as a witness in the presence of the parent (or the guardian). I am not appointed in this instrument to act as the short-term guardian for the child.

X _____ | Printed name | Date

Signature of witness

Address of witness

X _____ | Printed name | Date

Signature of witness

Address of witness

7. Acceptance of short-term guardian. I accept this appointment as short-term guardian on this

day | of (month and year)

X _____ | Printed name

Signed (short-term guardian)

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8. Consent of child's other parent. I,

Name of child's other living parent

currently residing at (address)

hereby consent to this appointment on this

day

of (month and year)

X

Signed (consenting parent)

Printed name

[NOTE: The signature of a consenting parent is not necessary if one of the following applies: (i) the child's other parent has died; or (ii) the whereabouts of the child's other parent are not known; or (iii) the child's other parent is not willing or able to make and carry out day-to-day child care decisions concerning the child; or (iv) the child's parents were never married and no court has issued an order establishing parentage.]

OPTIONAL NOTARY ACKNOWLEDGMENT (recommended)

STATE OF ILLINOIS)
COUNTY OF) SS.

This instrument was acknowledged before me on

(date)

by (name of appointing parent or guardian)

X

Notary Public

(Notary seal)

Notary's printed name

My commission expires

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