

Loudoun County, Virginia

Important Deadlines to Remember for Guardian Filings

- **Initial:** Mail or hand deliver the first Initial Report (four months) of Guardian for an Incapacitated Adult to the Loudoun County Department of Family Services within its 60 day grace period and the appropriate fee. *The initial report covers the first four months from the qualification date e.g. 06/03/2019-10/03/2019*
- **Annually:** Mail or hand deliver your Annual Report of Guardian for an Incapacitated Adult to the Loudoun County Department of Family Services within its 90 day grace period and the appropriate fee. *The annual report covers a twelve-month period, beginning on the last day of the preceding reporting period, e.g. 10/03/2019-10/03/2020 and so on*
- You may obtain the form for the Annual Report of Guardian for an Incapacitated Adult on-line at: www.loudoun.gov/probate

Failure to file the above mentioned documents on or before the appropriate due dates may result in one or all of the following:

1. Fines from your personal funds and/or imprisonment
2. Removal as Guardian

Mail or deliver the completed Annual Report of Guardian for an Incapacitated Adult to:

Loudoun County Department of Family Services
102 Heritage Way, Suite 103
PO Box 7400
Leesburg, VA. 20177-7400
Attn: Laura Stienstra

If have questions for or need assistance from the Department of Family Services, your contact person at Family Services is:

Laura Stienstra, Adult & Aging Program Assistant
Phone: (703) 737-8091
Email: laura.stienstra@loudoun.gov
Office Address: 102 Heritage Way, Suite 103 PO Box 7400 Leesburg, VA. 20177-7400