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Latest update
January 2019

## Flow chart for URGENT guardianship hearing (e.g. medical treatment postponed pending order)

Form 1 & medical reports received by Board. Reasons for urgency stated in Form 1 or applicant tells the Board that urgent hearing date required\*<sup>1</sup>

Copy of Form 1 sent immediately to person concerned, DSW<sup>#1</sup> & his/her relative (if Board so decides) with request for urgent hearing.

The Secretariat enquires the urgency with parties\*<sup>2</sup>

DSW opposes application to abridge time for SER Applicant responds to DSW's views

Board makes a decision based on

written submissions & response Board decides to abridge the time for SER<sup>#2</sup> to days/- weeks

All parties agree to reduce 2-week hearing notice to a shorter period

Urgent Notice of Hearing sent to parties

A party disagrees to a shorten notice period for hearing

or

Board must give 14 days' notice of hearting because of the Rules

SER received

Urgent hearing conducted

<sup>#1</sup> **DSW**: Director of Social Welfare

Notes:

Board decides to refuse to abridge

time and inform parties

DSW sends a SER

within 4 weeks

Notice of hearing

sent to parties at

least 14 days before

the hearing unless they agree to shorter

notice.

Hearing conducted

\*2 SER: social enquiry report

## **Remarks:**

- \*1 To give an urgent hearing date, the Board can only abridge the 4-week period that DSW has to prepare the SER. It can only shorten the 2-week notice period of the hearing date, if all parties agree.
- \*2 The parties are the applicant, the person concerned and the DSW.application.

## For more information, contact the Guardianship Board:

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**Important notes :** The information in this leaflet is for general guidance only and does not purport to be legal advice given by the Guardianship Board.

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