

## **Important Deadlines to Remember for Guardian Filings**

- **Six (6) months from date of qualification:** Mail or hand deliver the first **Annual Report of Guardian for an Incapacitated Adult** covering the first four months to the Loudoun County Department of Family Services with the appropriate fee.
- **Annually:** Mail or hand deliver your second and subsequent **Annual Report of Guardian for an Incapacitated Adult** to the Loudoun County Department of Family Services.
- You may obtain the form for the Annual Report of Guardian for an Incapacitated Adult on-line at: [www.loudoun.gov/probate](http://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:**

**DELIVER TO:**

Loudoun County Dept of Family Services  
102 Heritage Way, Suite 103  
Leesburg, VA. 20176  
Attn: Adult & Aging Department

**MAIL TO:**

Loudoun County Dept of Family Services  
P.O. Box 7400  
Leesburg, VA 20177  
Attn: Adult & Aging Department

**If you have questions or need assistance from the Department of Family Services, please contact the following:**

**Adult and Aging Department**

**Phone: 703-771-5742**

**Office Address: 102 Heritage Way, Suite 103 Leesburg, VA. 20176**