

# A STEP BY STEP GUIDE TO LASTING POWERS OF ATTORNEY

1

Complete an LPA questionnaire or attend the office for a meeting

3

Consider appointing a replacement Attorney in the event that your first choice can no longer act

2

Decide who will act as your Attorney

4

Choose a 'Certificate Provider'. This is someone who can confirm you understand the consequences of making an LPA and that nobody is forcing you to make it against your wishes. Jackson Barrett and Gass may be able to act as Certificate Provider but if not, you will need to choose someone who has known you for at least 2 years or another professional such as a Doctor



5

Choose someone to notify that you are registering an LPA. This can be anybody that knows you provided they are not already named in the LPA

6

Once you have made your notification decision above, we will send you a client care letter

7

Return client care letter and ID



10

Our fees and Office of the Public Guardian fees are paid

8

LPA documents prepared

11

You will sign the LPA, registration forms and notice forms



9

We meet with you to review the LPA forms. If you prefer, we can send them to you by post



12

The person acting as Certificate Provider will sign the LPA

15

The people you chose to tell about the LPA are notified that you are registering the LPA and they have four weeks to raise an objection

18

Process complete

13

The Attorneys and replacement Attorneys will sign the LPA to confirm their agreement to act

16

If no one objects to the LPA being registered, the Office of the Public Guardian will register the LPA. This process takes around 10 weeks in total

14

The LPA is submitted to the Office of the Public Guardian to be registered

17

The registered LPA is sent to us and we write to you to let you know we have received it

