

**IN THE CIRCUIT COURT, SIXTH JUDICIAL CIRCUIT,
IN AND FOR PINELLAS COUNTY, FLORIDA
PROBATE DIVISION**

IN RE: The Guardianship of

Minor

**UCN: 52 GA XXGDXX
REF #: -GD-003**

**ORDER TO FILE ON
PETITION FOR APPOINTMENT OF MINOR GUARDIAN**

THIS CAUSE coming before the Court upon its own motion and the Court finding from an examination of the file and records of the above-referenced case that the following required documents **are not filed**:

GUARDIANSHIP OF MINORS

**PETITION FOR APPOINTMENT OF GUARDIAN OR PROFESSIONAL GUARDIAN
F.S. 744.334 AND GUARDIANSHIP OF MINORS PROBATE RULE 5.555**

- Petition includes a Verified Statement by the petitioner.
- Facts to establish venue.
- Residence and post office address of petitioner(s).
- Name/Age/Social Security Number/Residence and post office address of minor.
- Names/Addresses of the parents of the minor and if none, the next of kin.
- Name/Social Security Number/Residence and post office address of the proposed guardian.
- Relationship of proposed guardian to minor.
- Reasons why proposed guardian should be appointed.
- Statement that proposed guardian is a professional, if applicable.
- Nature and value of property subject to the guardianship.
- Petition and proposed Order to Appoint Guardian Ad Litem if gross settlement amount equals or exceeds \$50,000.
- Signature of petitioner(s).
- Signature of attorney.
- Attorney's address, telephone number including area code and Florida Bar number, **Judicial Rule 2.060(d)**.
- Application for Appointment of Guardian(s).
- Oath of Guardian Designation of Resident Agent and Acceptance.

- Checklist for Guardianship Applications.
- Professional Guardian - File Proof of registration with the Statewide Public Guardianship Office as required by Florida Statute 744.1083(1).
- The proposed guardian(s) shall file a fingerprint card (white with blue lettering) with the Clerk of the Court per Florida Statute 744.3135 with a check payable to FDLE for \$54.25. The proposed guardian(s) shall complete all required information on the fingerprint card.
- The proposed Guardian(s) shall pay to the Clerk of the Court an investigation fee of \$27.50, per Administrative Order PA/PI-Cir-0079.
- The proposed Guardian(s) shall file a signed Department of Children and Family Services release form and mail to Probate Division of the Sixth Judicial Circuit, 501 1st Avenue North, Room 639, St. Petersburg, FL 33701. The form is available on the Court's website at www.jud6.org.
- Consents or Formal Notice and Proof of service of formal notice to natural parents, if applicable.
- A Petition and Proposed Order Designating Depository Account.

VOLUNTARY GUARDIANSHIP

VOLUNTARY GUARDIANSHIP F. S. 744.341

- Physician's statement.
- Statement that proposed guardian is a professional, if applicable.
- Signature of petitioner/ward.
- Signature of attorney.
- Attorney's address, telephone number including area code and Florida Bar number, **Judicial Rule 2.060(d)**.
- Application for Appointment of Guardian(s).
- Oath of Guardian Designation of Resident Agent and Acceptance.

FOREIGN GUARDIANSHIP

FOREIGN GUARDIAN MAY MANAGE THE PROPERTY OF NONRESIDENT WARD F.S. 744.307

- Authenticated copies of letters or other authority and bond or other security.
- Facts to establish venue.
- Description of property/Estimated value/Indebtedness.
- Designation of resident agent.
- Signature of petitioner(s).

- Signature of attorney.
- Attorney's address, telephone number including area code and Florida Bar number, **Judicial Rule 2.060(d)**.

APPLICATION F.S. 744.3125 AND PROBATE RULE 5.590

Individual Applicants

- Qualifications to serve.
- Name/Court File Number/Circuit Court/Type of guardianship of all wards.
- Signature of applicant.

Nonprofit Corporate Guardians

- Quarterly Disclosure Statement with qualifications to serve.
- Name/Court File Number/Circuit Court/Type of guardianship of all wards.

OATH OF GUARDIAN DESIGNATION OF RESIDENT AGENT ACCEPTANCE F.S. 744.347 AND PROBATE RULE 5.600 AND RESIDENT AGENT PROBATE RULE 5.110

- Guardian's residence and post office address.
- Name/Residence and post office address of resident agent.
- Oath is notarized.
- Seal is affixed.
- Expiration date of commission is valid.
- Signature of guardian.
- Signature of notary.
- Signature of resident agent.
- Resident agent resides in the county where proceedings are pending, or is a member of the Florida Bar residing in the State of Florida.
- The Guardian is not the same person as the resident agent.

BOND F.S. 744.351

- Bond has not been waived by the Court. Bond required is \$ _____.
- Signature of Guardian and date.
- Signature of Attorney-In-Fact and date.
- Seal is affixed.
- Correct amount of bond is reflected.
- Bond amount is in conformity with the limitations of the Power of Attorney.
- Attorney-In-Fact is a resident of Florida.
- The bond binds the Principal and Surety to the Governor of the State of Florida, jointly and severally.

Court Requirement: The name, address and phone number of the local insurance agent is on the face of the bond.

OTHER

Proposed Order Appointing Guardian(s)

Proposed Letters of Guardianship

DONE AND ORDERED in Clearwater, Pinellas County, Florida, this _____ day of January, 2007.

CIRCUIT JUDGE

Copy to Attorney: