

**IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT,
IN AND FOR PALM BEACH COUNTY, FLORIDA
PROBATE DIVISION**

**CHECKLIST FOR PETITION FOR APPOINTMENT OF GUARDIAN-
MINOR**

This checklist shall be completed and e-filed with your Petition. **Please review and sign the applicable certification clause at the end of the checklist prior to submitting it with your Petition and Proposed Order(s). If any of the items below are not checked, please complete “Certification B.”** Completing and e-filing this Checklist does not remove any additional obligations imposed by rule or statute.

CASE NUMBER: _____

	Reason for guardianship. Florida Statute 744.334
	Petition states the relationship of the applicant to the minor. Florida Statute 744.3021(1)
	Petition is verified by the petitioner. Florida Statute 744.334
	Petition contains the name, age, residence, and post office address of the minor. Florida Statute 744.334(1)
	Petition states the extent of the guardianship desired (Person/Property). Florida Statute 744.334(1), 744.3021.
	Petition contains the name and address of the next of kin of the minor. Florida Statute 744.334(1)
	If one parent is applying to be Guardian, notarized consent from the other parent is filed.
	If consent from the other parent cannot be obtained, formal notice is required.
	If there are no parents to consent to the minor guardianship, formal notice on the person with whom the minor resides and other parties as the Court may direct.
	If guardianship of the property, the petition states the nature and value of the guardianship property. Florida Statute 744.334(1)
	Petition states the reasons why the applicant should be appointed guardian. Florida Statute 744.334(1)
	Venue is in Palm Beach County and/or the minor has property in the county. Florida Statute 744.202(2), Rule 5.555(c)(1)
	Non-resident petitioner is a relative of the minor as defined by Florida Statute 744.309
	Signature page of proposed Order contains at least four (4) lines of text.
	Oath of Guardian is filed. Florida Statute 744.347 and Rule 5.600
	Credit check with FICO score has been filed with notice of confidential filing.
	Date of birth form for Unified Family Court has been filed. Fifteenth Judicial Circuit A.O. 5.109
	Proof of compliance with criminal investigation. Florida Statutes 744.3135
	Petition and order designating a restricted depository. Fla. Stat. §69.031 & Fla. Stat. §744.351(6).

Please complete the Certification that applies to your filing (either Certification A or Certification B). If the Petitioner is represented by counsel, only counsel must complete the applicable Certification Clause. If the Petitioners is pro se then the applicable Certification must be completed by the Petitioner.

CERTIFICATION A:

The undersigned Petitioner (print name) _____ /Attorney (print name) _____ certifies that he/she has reviewed the information necessary to support the Petition for Appointment of Guardian-Minor. The Petitioner /Attorney further certifies that all the required information was previously filed or filed concurrently with the Petition. The Petitioner /Attorney acknowledges that the Petition will not be reviewed by Court staff until the necessary information has been accepted into the OLS and/or e-filing system. The Petitioner /Attorney further acknowledges that a hearing may be required to process the Petition.

Petitioner's signature: _____

Signed on _____, 20____

OR

Attorney's signature: _____

Signed on _____, 20____

CERTIFICATION B:

The undersigned Petitioner (print name) _____ /Attorney (print name) _____ certifies that he/she has reviewed the information necessary to support the Petition for Appointment of Guardian-Minor. The Petitioner /Attorney certifies that, after a diligent search and reasonable effort, the Petitioner /Attorney was unable to submit the following information for the following reasons:

The Petitioner /Attorney acknowledges that a hearing may be required concerning the deficiency.

Petitioner's signature: _____

Signed on _____, 20__

OR

Attorney's signature: _____

Signed on _____, 20__