

Guardianship of the Person Copying and Filing Checklist

For your convenience, check off each step as you have made each copy. This list is in the order that the court is expecting to see your documents. This will allow you to make sure your documents are ready for filing prior to your arrival at court to file them.

	Document(s)	Copies	Notes
<input type="checkbox"/>	Request to Waive Court Fees (FW-001)	<input type="checkbox"/> Original (no staple) <input type="checkbox"/> First Copy (stapled) <input type="checkbox"/> Second Copy (stapled)	Only included if you are requesting filing fees to be waived by the court.
<input type="checkbox"/>	Order on Court Fee Waiver (FW-003)	<input type="checkbox"/> Original (no staple) <input type="checkbox"/> First Copy (stapled) <input type="checkbox"/> Second Copy (stapled)	Only included if you are requesting filing fees to be waived by the court.
<input type="checkbox"/>	Petition Packet. Consists of: <ul style="list-style-type: none"> <input type="checkbox"/> Petition for Appointment of Guardian of the Person (GC-210(P)) <input type="checkbox"/> Guardianship Petition Child Information Attachment (GC-210(CA)) (one for each minor) <input type="checkbox"/> Other attachments to either GC-210(P) or GC-210(CA), if any, are placed behind the document that they are attachments to. 	<input type="checkbox"/> Original (no staple) <input type="checkbox"/> First Copy (stapled) <input type="checkbox"/> Second Copy (stapled)	This packet will consist of at least the petition (GC-210(P)), and one attachment (GC-210(CA)). The petition and all attachments are considered one document. Your hearing date and time will be written on this form.
<input type="checkbox"/>	Duties of Guardian (GC-248)	<input type="checkbox"/> Original (no staple) <input type="checkbox"/> First Copy (stapled) <input type="checkbox"/> Second Copy (stapled)	
<input type="checkbox"/>	Confidential Screening Form (First proposed guardian). Consists of: <ul style="list-style-type: none"> <input type="checkbox"/> Confidential Guardian Screening Form(GC-212) <input type="checkbox"/> Confidential Guardian Screening Form Additional Page (Local form PR/E-LP-008) <input type="checkbox"/> Any attachments to these forms 	<input type="checkbox"/> Original (no staple) <input type="checkbox"/> First Copy (stapled) <input type="checkbox"/> Second Copy (stapled)	Each proposed guardian completes their own Confidential Screening Form. The combined forms complete a single document.
<input type="checkbox"/>	Confidential Screening Form (Second proposed guardian). Consists of: <ul style="list-style-type: none"> <input type="checkbox"/> Confidential Guardian Screening Form(GC-212) <input type="checkbox"/> Confidential Guardian Screening Form Additional Page (Local form PR/E-LP-008) <input type="checkbox"/> Any attachments to these forms 	<input type="checkbox"/> Original (no staple) <input type="checkbox"/> First Copy (stapled) <input type="checkbox"/> Second Copy (stapled) <input type="checkbox"/> NOT APPLICABLE, there is only one proposed guardian.	Only if there are two proposed guardians. If there are three or more proposed guardians, repeat for each guardian.

<input type="checkbox"/>	Declaration under UCCJEA. Consists of: <ul style="list-style-type: none"> <input type="checkbox"/> Declaration under Uniform Custody and Jurisdiction and Enforcement Act (UCCJEA) (FL-105/GC-120) <input type="checkbox"/> Indian Child Inquiry Attachment (ICWA-010(A)) <input type="checkbox"/> Attachment to Declaration Under UCCJEA (FL-105(A)/GC-120(A)) (used only for guardianship of more than two children) <input type="checkbox"/> Any other attachments 	<input type="checkbox"/> Original (no staple) <input type="checkbox"/> First Copy (stapled) <input type="checkbox"/> Second Copy (stapled)	
<input type="checkbox"/>	Order Appointing Guardian of Minor (GC-240)	<input type="checkbox"/> Original (no staple) <input type="checkbox"/> First Copy (stapled) <input type="checkbox"/> Second Copy (stapled)	The court will keep all copies of this, and will return a signed order when your guardianship is granted.
<input type="checkbox"/>	Letters of Guardianship (GC-250)	<input type="checkbox"/> Original (no staple) <input type="checkbox"/> First Copy (stapled) <input type="checkbox"/> Second Copy (stapled)	The court will keep all copies of this, and will return it with the Order Appointing Guardian of Minor. Once the guardianship is ordered, you must sign these letters in front of the filing clerk in Room 214.

Filing: File your documents with copies at 3341 Power Inn Rd., Rm. 214, on the second floor. If you are not requesting a fee waiver, be prepared to pay your filing fee of \$225. Checks are accepted. When you file, your case will be assigned a case number and hearing date. With the exception of the Order Appointing Guardian of Minor (GC-240) and Letters of Guardianship (GC-250), the court will return copies to you.

THIS IS JUST THE FIRST STEP. Be sure to complete the subsequent steps of serving notice, and responding to probate notes, or else the court will not be able to grant your request at your hearing.