

IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT,
IN AND FOR MIAMI-DADE COUNTY, FLORIDA

PROBATE DIVISION

IN RE: GUARDIANSHIP OF _____

Ward.

Case no.: _____

Section: _____

CC-101

Checklist and Certification – Appointment of Guardian (incapacity)

I, _____, as the attorney of record, have reviewed the applicable checklist(s) on the 11th Judicial Circuit Court’s website, and filed the following pleadings to the Clerk of Court’s docket, for which I have written the docket entry number next to each of the corresponding requirements below:

Qualification:

- Ward has been found incapacitated and the Order of Incapacity was entered on _____.
- Petitioner is unaware of any less restrictive alternative to guardianship that would sufficiently address the needs of the Ward.

Petition for Appointment of Guardian:

- _____ Petition for Appointment of Guardian – Fla. Stat. §744.334; Fla. Prob. R. 5.560
- _____ Waiver and Consent or Proof of Formal Notice to Ward’s Next of Kin – Fla. Stat. §744.3371; Fla. Prob. R. 5.180

Depository:

- _____ Petition for Restricted Depository **OR**
- _____ Petition to Waive Restricted Depository for Social Security Benefits only* **OR**
- _____ Depository is not necessary if only a Guardian of the Person is being appointed

Supporting Documents (ALL must be filed):

- _____ Guardianship Application (11th Judicial Circuit Form) – Fla. Stat. §744.3125; Fla. Prob. R. 5.590
- _____ Submission of fingerprints via Livescan and FDLE Report is filed to the docket – Fla. Stat. §744.3135
- _____ Oath of Guardian and Designation and Acceptance of Resident Agent – Fla. Stat. §744.347; Fla. Prob. R. 5.110 and 5.600
- _____ Affidavit of Kin (Form G-8). A Supplemental Affidavit (Form G-XSD) must only be filed when additional space needed.
- _____ Notice of Related Cases (smart form) – Administrative Order 14-09

Proposed Orders submitted to courtMAP:

- Order Appointing Guardian: of the Person and Property Limited Of the Property or Person only (Form G-7 or G-13)
(Form G-1) (Form G-13)
- Letters of Guardianship: of the Person and Property Limited Of the Property or Person only (Form G-12)
(Form G-2) (Form G-12)
- Order Designating Depository for Assets (Form G-5) **OR**
- Order Waiving Depository Requirements for Social Security Benefits (Form A-10)

I HEREBY CERTIFY that I have complied with the above checklist and filed the required pleadings and supporting documentation on the date indicated above in accordance with applicable Florida Statutes, Florida Probate Rules, local rules, administrative orders, and administrative memoranda. I understand that submission of this checklist is considered an official statement subject to Fla. Stat. §837.06.

Dated: _____

Attorney's Signature
Printed Name: _____
Bar Number: _____
Email Address(es): _____