

# **GUARDIANSHIP (GS) CASE FILE CHECKLIST**

Case Initiation

Docket # \_\_\_\_\_

- \_\_\_\_\_ **FILING FEE** \$50 or CV-067/191 Application to Proceed Without Fee and Indigency Affidavit
- \_\_\_\_\_ **PB-005** AD/GS/NC Summary Sheet
- \_\_\_\_\_ **CV/CR/FM/PC-200** Social Security Disclosure Form
- \_\_\_\_\_ **PB-003** Jurisdictional Affidavit
- \_\_\_\_\_ **Petition** (check one)
  - \_\_\_\_\_ **GS-001** Petition for Temporary Appointment Guardian of Minor
  - \_\_\_\_\_ **GS-003** Petition for Permanent Appointment Guardian of Minor
  - \_\_\_\_\_ **GS-007** Petition for Termination/Removal/Resignation Guardian of Minor
- \_\_\_\_\_ **GS-010** Child Custody Affidavit in Support of Appointment of Guardian of a Minor

Required **BEFORE** Final Hearing

- \_\_\_\_\_ **Proof of Service and Summons** (acknowledgement, green mail card, or sheriff service)
- \_\_\_\_\_ **Proof of Notice or Waiver of Notice** (check all that apply)
  - \_\_\_\_\_ Minor aged 14 or over
  - \_\_\_\_\_ Principal caretaker during previous 60 days
  - \_\_\_\_\_ Any living parent
  - \_\_\_\_\_ Any interested parties
- \_\_\_\_\_ **CONSENT (if applicable)**
  - \_\_\_\_\_ Parental Consent (all living parents) (if applicable)
    - \_\_\_\_\_ Mother
    - \_\_\_\_\_ Father
  - \_\_\_\_\_ TPR Order(s) (if applicable)
    - \_\_\_\_\_ Mother
    - \_\_\_\_\_ Father
  - \_\_\_\_\_ Death Certificate(s) (if applicable)
    - \_\_\_\_\_ Mother
    - \_\_\_\_\_ Father
  - \_\_\_\_\_ Documentation of Incapacitation (if applicable)
    - \_\_\_\_\_ Mother
    - \_\_\_\_\_ Father
- \_\_\_\_\_ **GS-006** Acceptance of Appointment of Guardian of a Minor

**Final Hearing**

- \_\_\_\_\_ Give petitioner(s)/guardians one **certified** copy and all other parties one **plain** copy of (check all that apply):
  - \_\_\_\_\_ **GS-011** Letters of Guardianship
  - \_\_\_\_\_ **GS-002** Appointment of Temporary Guardian of a Minor
  - \_\_\_\_\_ **GS-004** Appointment of Permanent Guardian of a Minor
  - \_\_\_\_\_ **GS-005** Findings/Conclusions Regarding Appointment of Guardian of a Minor
  - \_\_\_\_\_ **GS-008** Termination Order of Guardianship
  - \_\_\_\_\_ **Child Support Order(s)**