

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PASCO COUNTY, FLORIDA**

**CASE MAINTENANCE REFERENCE GUIDE
FOR DOCUMENTS FOR A VOLUNTARY GUARDIANSHIP**

I. PETITION FOR VOLUNTARY GUARDIANSHIP F. S. 744.341 AND PROBATE RULE 5.552

- Petition includes a Verified Statement.
- Facts to establish venue.
- Residence and post office address of petitioner.
- Statement that the petitioner although mentally competent is incapable of the care, custody, and management of the estate by reason of age or physical infirmity, and is voluntarily petitioning to have a guardian of the property appointed.
- Statement that the guardianship shall apply to all of the property; if less than all, the specific property to which the guardianship is to apply.
- Name/Residence and post office address of the proposed guardian.
- Statement that proposed guardian is a professional, if applicable.
- Names and post office addresses of persons to whom the petitioner requests that notice of hearing for the appointment of guardian, and any petition for authority to act, be given.
- Physician's statement.
- 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.
- Professional Guardian - Blanket Bond/Credit History/Criminal Investigation/Education Requirements.

II. 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.

III. 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.

IV. BOND F.S. 744.351

- 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.
- Bond must be signed by the Florida Resident Agent.
- 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
