

ALL PETITIONS MUST BE SCHEDULED FOR HEARING.
PLEASE HAVE ALL FORMS COMPLETED IN BLUE OR BLACK INK AND
ALL NECESSARY REQUIREMENTS BEFORE SIGNING IN

**IF YOU ARE FILING A PETITION FOR FULL GUARDIANSHIP OF A
MINOR, YOU NEED ALL OF THE FOLLOWING:**

1. The minor's birth certificate (not hospital record).
2. A completed Petition signed by the petitioner(s) and the minor, if 14 years of age or older.
3. The order Regarding Appointment and Acceptance of Appointment must be completed by the proposed guardian(s);
4. The Minor Guardianship Clearance Request must be completed in full by the proposed guardian(s). There will be a home investigation and LEIN check of the proposed guardian(s);
5. A Judgment of Divorce and other custody Order(s), if any. (i.e. Judgment of Filiation, Affidavit of Parentage, etc.);
6. A Death Certificate of any deceased parent of the minor;
7. A letter from Juvenile Court or Department of Human Services if either agency is involved with minor.
8. A filing fee of **\$175.00** for each Petition, and an additional **\$12.00** for each certified Letter of Guardianship.
- 9. If petitioner qualifies under current poverty eligibility guidelines and files form titled: "WAIVER/SUSPENSION OF FEES AND COSTS (AFFIDAVIT AND ORDER)", Court may approve and waive filing fee.**

Court personnel are prohibited from completing forms of giving legal advice.
