

**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 LIMITED GUARDIANSHIP OF A MINOR, YOU NEED ALL OF THE FOLLOWING:**

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1. The minor's birth certificate (not hospital record);
2. A completed Petition signed by the custodial parent(s) and the minor, if 14 years of age or older;
3. All four (4) sections of the Limited Guardian Placement Plan must be completed and signed by the custodial parent(s) and the proposed guardian(s);
4. The Order Regarding Appointment and Acceptance of Appointment must be completed by the proposed guardian(s);
5. 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);
6. A Judgment of Divorce and other custody order(s), if any. (i.e. Judgment of Filiation, Affidavit of Parentage, etc.);
7. A Death Certificate of any deceased parent of the minor;
8. A letter from Juvenile Court or Protective Services if either agency is involved with minor.
9. A filing fee of **\$175.00** for each Petition, and an additional **\$12.00** for each certified Letter of Guardianship.
- 10. 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.**

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

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