

INSTRUCTIONS GUARDIAN OF MINOR INFORMATION FORM

GENERAL: This form provides the Clerk of Court with the information necessary to appoint and qualify guardians for minors. This sheet contains special instructions to help you fill out this form. If you have any questions, you should telephone the Clerk. If you are unable to complete this form, the Clerk will help you. You should telephone the Clerk's office for an appointment before you go to the courthouse. Please complete as much of this form as possible before you see the Clerk.

Line 1. State the minor's full name.

Line 4. If you are unsure of the correct answer to this question, leave it blank until you talk to the Clerk of Court.

Line 7. Please provide the Clerk with a copy of the will or the Court's Order of Appointment, if any.

Line 8. This can be the same as the person making the request.

Lines 12-15. These lines are used to identify a co-guardian, if there is one.

Lines 18-20. These questions must be answered by the person(s) who wishes to be qualified as guardian by the Clerk. A "yes" answer to any of these questions does not automatically disqualify a person from serving. Each case must be decided by the court based on its specific facts.

Line 21. Because of the difficulty in determining exact values at the time of qualification, the Clerk will accept a reasonable estimate of the fair market value of the minor's personal property. If you do not know the actual value of the minor's real property, you may use its assessed value for local real estate tax purposes. In addition to including all property in the traditional sense, you must also include the value of (i) any periodic payments of money to which the minor is entitled (such as Social Security, SSI, veteran's benefits, etc.), and (ii) the minor's legal or equitable ownership interest in any real or personal property that will pass to another at the minor's death by a means other than testate or intestate succession (such as property owned in any survivorship form with another person or an interest in a trust fund).