MINOR
Guardianship –Supplement

This supplement includes a forms guide as well as forms. The forms guide is for use only in filling out the forms. For more information about what these forms mean or are used for, consult the appropriate Self Help packet.

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Forms included in this supplement:

Motion to File Guardianship Petition Without Payment of Fees

(Verification by Certification)

Petition for Appointment of a Guardian

(Verification by Certificate)

Consent and Appearance to Guardianship

Summons for Appointment of Guardian/Notice of Rights of Respondent

Motion for Guardian Ad Litem

Order for Guardian Ad Litem

Notice

Certificate of Mailing

Notice of Filing

Certificate of Service

Findings of Fact, Conclusions of Law and Order Appointing Guardian

Oath of Guardian

Letters of Office–Guardian of the ...

Bond of Legal Representative-No Surety

Bond of Legal Representative- Surety

ALL FORMS:

At the top of each form is the "caption". It is completed as follows:

STATE OF ILLINOIS

IN THE CIRCUIT COURT OF THE **(number of circuit)** JUDICIAL CIRCUIT

(Name of county) COUNTY

IN THE MATTER OF THE GUARDIANSHIP OF:	)	
	)	
	)	
(Name of the Minor)	)	
	)	No. (year)-P-(get from
	)	the clerk at
	)	time you file)
Minor.	)	

Determine the number of the "Circuit" according to the chart on the next page. If your county does not appear in the chart, call the Circuit Clerk in the county in which you will be filing your case and ask for the number of the Circuit.

Circuit Courts in Illinois

Cook County is its own judicial circuit and its own forms. Go to http://198.173.15.34/?section=HomePage for Cook County information.

The rest of the counties in Illinois fall into one of 21 circuits.

First Circuit -	The counties of Alexander, Pulaski, Massac, Pope, Johnson, Union, Jackson, Williamson and Saline.
Second Circuit -	The counties of Hardin, Gallatin, White, Hamilton, Franklin, Wabash, Edwards, Wayne, Jefferson, Richland, Lawrence and Crawford.
Third Circuit -	The counties of Madison and Bond.
Fourth Circuit -	The counties of Clinton, Marion, Clay, Fayette, Effingham, Jasper, Montgomery, Shelby and Christian.
Fifth Circuit -	The counties of Vermilion, Edgar, Clark, Cumberland and Coles.
Sixth Circuit -	The counties of Champaign, Douglas, Moultrie, Macon, DeWitt and Piatt.
Seventh Circuit -	The counties of Sangamon, Macoupin, Morgan, Scott, Greene and Jersey.
Eighth Circuit -	The counties of Adams, Schuyler, Mason, Cass, Brown, Pike, Calhoun and Menard.
Ninth Circuit -	The counties of Knox, Warren, Henderson, Hancock, McDonough and Fulton.
Tenth Circuit -	The counties of Peoria, Marshall, Putnam, Stark and Tazewell.
Eleventh Circuit -	The counties of McLean, Livingston, Logan, Ford and Woodford.
Twelfth Circuit -	The county of Will.
Thirteenth Circuit	The counties of Bureau, LaSalle and Grundy.
Fourteenth Circuit -	The counties of Rock Island, Mercer, Whiteside and Henry.
Fifteenth Circuit -	The counties of JoDaviess, Stephenson, Carroll, Ogle and Lee.
Sixteenth Circuit -	The counties of Kane, DeKalb and Kendall.
Seventeenth Circuit -	The counties of Winnebago and Boone.

Eighteenth Circuit - The county of DuPage.

Nineteenth Circuit - The counties of Lake and McHenry.

Twentieth Circuit - The counties of Randolph, Monroe, St. Clair, Washington and Perry.

Twenty-first Circuit - The counties of Iroquois and Kankakee.

GUARDIANSHIP IN ILLINOIS

TIME TABLE FOR EVENTS

1. Petition filed. Hearing usually scheduled within 30 days from the date the petition is filed.

2. Temporary Hearing. Can be scheduled any time the court will allow. The maximum period for a temporary guardianship is 60 days.

3. Notice of Hearing. The petitioner must give notice of the time and place of the hearing in person or by mail to those persons named in the petition including the minor (if the minor is 14 years old or older), not less than 3 days prior to the hearing. 755 ILCS 5/11-10.1.

4. Inventory. Within 60 days from being appointed guardian of the estate, the guardian must file an inventory of the real and personal property of the ward. 755 ILCS 5/14-1.

5. Reports. The guardian of the minor may be asked to file a report with the court stating the minor's status at regular intervals as indicated by the judge.

6. Accounts. A guardian of the estate may also be directed by the court to file an account of all financial transactions made on behalf of the minor.

FORM: MOTION TO FILE GUARDIANSHIP PETITION WITHOUT PAYMENT OF FEES*

(*Form to use if the petitioner can not afford to pay the court costs)

In the first blank write the Petitioner's name

1) In the first blank write the petitioner's name and in the second blank write the minor's name.

2) In the first blank write the minor's name. In the second blank write how much money the minor gets per month and in the third blank write the source(s) of that income. In the blanks that follow in 2) you should set out any property of value (e.g. homes, cars, real estate) and their estimated value.

3) In the blank write the minor's name.

The Petitioner should then write the date in the first blank, the month in the second blank, and the year in the last blank, and then sign their name where it says "Petitioner".

FORM: VERIFICATION BY CERTIFICATION

The Petitioner should print their name in the first blank, and then sign their name in the blank at the end of the form.

FORM: Petition for the Appointment of a Guardian

The first blank after the case caption should have the name of the Petitioner (party asking the court for guardianship of the minor).

Paragraph 1: Again write the petitioner's name in the first blank and in the second blank put the relationship of the petitioner to the minor.

Paragraph 2: In the first blank put the minor's name. In the second blank place the minor's birth date, and the third blank their address.

Paragraph 3: In the first blank type "plenary", "temporary", "stand by" or "limited" (see guardianship packet). In the second blank type person and or estate. In the following extended blank explain clearly why the guardianship is necessary.

Paragraph 4: Keep the fourth paragraph only if a limited guardianship is **not** sufficient, but remove and renumber the remaining paragraphs if a limited guardianship is being sought by the petitioner. If a limited guardianship is not sufficient, keep the paragraph and add the minor's name in the blank.

Paragraph 5: List the name of the minor

Paragraph 6: In the first blank list the name of the minor. In the remaining blanks list the minor's nearest relatives and addresses in the following order as set out in 755 ILCS 5/11-8 and in the SHLC Minor Guardianship packet:

Paragraph 7: The first blank is the minor's name, and the second blank is to list any personal or real property that person owns (e.g. cars, home, land, boat, checking or savings accounts) and the final blank is to estimate the total value of the items listed in the previous blank.

Paragraph 8: The first blank name the minor, and the second blank list that person's anticipated income if any and state how it is distributed (e.g. monthly social security or pension checks).

Paragraph 9: In the first blank list the name of person wanting to be named guardian, and in the second blank write whether the person is asking the court to be guardian of the minor's person or estate (see the guardianship packet for more detail about the differences of the two types of guardianships). In the third blank name the minor. In the fourth blank you will need to write either he or she depending on the gender of the person wanting to be named guardian. In the last blank the writer will need to list whether or not the proposed guardian has been convicted of a felony.

In the final paragraph list the person wanting to be guardian in the first and second blank. In the third blank write the type of guardianship sought and in the fourth the name of the minor. The petitioner should then date and sign

the petition.

FORM: Verification by Certification

(In this part of any document the petitioner is essentially swearing to the court that everything that has been written is true.)

In the first blank name the petitioner and in the second, third, and fourth blank the gender of the petitioner. In the blank above the word petitioner, the petitioner needs to sign their name.

FORM: Consent and Appearance to Guardianship

In the first blank the parent or guardian should print their name.

Paragraph 1: Write the name of the same parent or guardian in the previous blank.

Paragraph 2: In the first blank put the relationship of the person to the minor (e.g. mother, father, guardian). In the second blank put the name of the minor.

Paragraph 4: Write the name of the proposed guardian in the first blank. In second blank write person and or estate depending on the guardianship request. In the last blank in paragraph four write son, daughter or ward depending on the relationship of the person to the minor.

FORM: Motion for Appointment of Guardian Ad Litem

(Not mandatory in the guardianship of a minor. Submit at petitioner's discretion or order of the court)

In the first blank, name the petitioner, and in second blank name the minor. The petitioner should sign their name in the blank above the word Petitioner.

FORM: Order Appointing Guardian Ad Litem

(Submit if Motion for Guardian Ad Litem has been filed or upon order of the court.)

The petitioner should fill out the caption and leave the remaining blanks empty (i.e. to be filled in by the Judge if he or she grants the motion).

FORM: Notice

The first group of blanks are for the names and addresses of everyone named in paragraph 7 in the Petition for Appointment of Guardian. In addition, notice should be given to the Guardian Ad Litem, if appointed by the court and if their name and address is known.

After the group of lines, the first blank should contain the petitioner's name. The second blank should name the type of guardianship sought (e.g. temporary or plenary guardian see packet for descriptions of the different types) and the third blank is for property and or person (again for clarification, please see the packet material). The next two blanks should be the same information as in the caption (i.e. number of circuit and name of the county in which the case is filed). Blanks 6-8 should be the date, year, and time of the hearing (circling whether it is a.m. or p.m.). Blanks 9 & 10 should list (9) the county name and (10) the city .

The petitioner should sign his or her name above the blank with Petitioner written below it.

FORM: Certificate of Mailing

The group of blanks following "To:" should contain the names of persons that were sent notices and be identical to the list at the top of the notice. The first blank in the paragraph that follows should be the name of the city the notices were mailed from, and the next three blanks should contain the month, day and year. The last blank is for the signature of the person that mailed the notices.

FORM: Findings of Fact, Conclusions of Law, and order appointing guardian.*

***Some of the blanks may need to be filled out by the Judge.**

In the first three blanks place the date and time of the hearing. In the fourth blank write Petitioner's name, and in the fifth the minor's name. In the next blank write the name of the guardian ad Litem (if applicable).

1) a. Name of minor, b. their county, c. age, and birth date.
2) a. Person and or Estate, b. name of the minor, c. reason guardianship is necessary. **Strike this last line if you are asking for a limited guardianship or the court only grants a limited guardianship**.
3) Name of the minor.
4) a. Name of the guardian. The remaining blanks are for the specifics of the guardianship (e.g. the first blank would be the "person", and the second, the disabled person's name and the last blank "his or her property").
5) a. The first blank is the name of the minor, b. list minor's property c) the name of the minor, d) the amount of monthly income, and e) list the source of the income.

A) Name of minor.
B) Simply fill in the last blank with the minor's name and leave the remaining blanks empty for the judge to fill out
C) Name of guardian
D) In the first blank write the name of the minor, 2. his (or her) person and or estate*

In the first blank the name of the minor. In the second blank write the type of guardianship awarded (e.g. temporary, limited or plenary guardian see packet for descriptions of the different types) and in the third blank his (or her) person and or estate*

Let the judge fill in the blank after the dollar sign. Fill in the name of the guardian in the second blank. In the third blank write the type of guardianship (e.g. plenary or short term) and in the forth blank what

the guardianship is over (e.g. person and or estate*) and in the fifth blank the name of the minor.

The remainder of the form can be filled in by the Judge.

***Depending on whether the court finds a guardianship for both person and estate is necessary.**

FORM: Oath of Guardian

In the first blank write the name of the guardian. In the second blank write either estate and or person, and in third blank write the name of the minor.

The guardian should then sign and date the oath in front of a notary public.

FORM: Letter of Office-Guardian of the _____

In the title add estate and or person according to the Judge's ruling.

In the first blank write the name of the guardian. In the second blank write either estate and or person, and in third blank write the name of the minor.

Take the Letter of Office to the Circuit Clerk's office. A clerk will fill out the remainder of the information. The GAL and the disabled adult should also get a copy of the Letters of Office.

FORM: BOND OF LEGAL REPRESENTATIVE–NO SURETY*

*If the court finds that the guardian does not have to have surety, this form should be used. (For a description of surety people see the packet material.)

The guardian's name should be printed in the first blank. In the second blank should be the name of the minor. The Judge will fill in the amount blank or tell you what to write in that blank. (The amount of bond is usually one and a

half to two times the worth of the personal estate.) The guardian needs to sign the oath and bond in front of a notary public.

FORM: BOND OF LEGAL REPRESENTATIVE-SURETY*

*If the court finds that the guardian has to have surety use this form. (For a description of surety people see the packet material.)

The guardian's name should be printed in the first blank. In the second blank should be the name of the minor. The Judge will fill in the amount blank or tell you what to write in that blank. (The amount of bond is usually one and a half to two times the worth of the personal estate.) The guardian needs to sign the oath and bond in front of a notary public.

RESET FORM HIGHLIGHT FIELDS PRINT FORM

IN THE CIRCUIT COURT FOR THE _____ JUDICIAL CIRCUIT

_____ COUNTY, ILLINOIS

In the Matter of the Guardianship of:	)	Case No. 2017 - P - _____
	)	
_____,	)	_____ Application
	)	granted
Minor.	)	_____ Application
	)	denied

MOTION TO FILE GUARDIANSHIP PETITION
WITHOUT PAYMENT OF FEES

The Petitioner, _____, respectfully moves this court for orders allowing to file this action without payment of filing fees or other costs and offers in support of such motion the following statement of facts:

1.The Petitioner, _____, brings this action in good faith and on belief that such guardianship is in the best interest of the minor, _____.

2. _____ receives _____ per month from _____. _____currently owns

---

3. The minor, _____ has no other estate or other sources of income.

WHEREFORE, Petitioner respectfully asks that this court to proceed in this matter in forma pauperis.

Dated this _____ day of _____, 20___.

Respectfully submitted,

_____
Petitioner

VERIFICATION BY CERTIFICATION

I, _____ the undersigned, certify and state that:

1) I am the petitioner in the above-captioned guardianship matter;

2) I have read the foregoing Motion to File Guardianship Petition Without Payment of Fees and have knowledge of its contents; and

3) Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, I certify that the statements set forth in the Motion are true and Correct except as to matters therein stated to be on information and belief and as to such matters I certify that I believe the same to be true.

_____

Petitioner

IN THE CIRCUIT COURT
FOR THE _____JUDICIAL CIRCUIT,
_____ COUNTY, ILLINOIS

In the Matter of the Guardianship of:	)	
	)	
_____,	)	Case No. 2017 - P - _____
	)	
Minor.	)	

PETITION FOR THE APPOINTMENT OF A GUARDIAN

Petitioner, _____, alleges as follows:

1. Petitioner, _____ is _____.

2. The minor, _____, was born_____

and _____ current residence is _____

_____.

3. A _____ guardianship of the _____

of the minor is necessary because_____

_____

_____

4. A limited guardianship will not provide sufficient protection for

the minor _____.

5. _____ currently has no guardian and has no

agent under the Illinois Power of Attorney Act.

6. The names and addresses of the nearest relatives of

_____ are, in statutory order:

_____ _____

_____ _____

_____ _____

_____ _____

7._____ has_____

_____ in personal property, with

the estimated value of $_____.

8. The current and anticipated receipts of _____

consists of _____ _____.

9. The proposed guardian, _____, is qualified to be

appointed the guardian of the _____ of _____in

that _____ is not of unsound mind, is not an adjudged disabled person,

_____, and meets all other

requirements of the Probate Act.

WHEREFORE, Petitioner, _____, prays that an order be entered finding that the minor is in need of a guardian under the Probate Act, and appointing and naming _____ as _____ guardian of the estate and person of _____.

Dated this ___ day of _____, 20___.

_____

Petitioner

VERIFICATION BY CERTIFICATION

_____, respectfully states that ____ is the Petitioner herein, and that _____ has read the foregoing Petition for Appointment of Guardian and under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this petition are true and correct except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that _____ believes that same to be true.

_____
Petitioner

IN THE CIRCUIT COURT FOR THE _____ JUDICIAL CIRCUIT

_____ COUNTY, ILLINOIS

In the Matter of the Guardianship of:	)	
	)	
_____,	)	Case No. 2017____ - P - _____
	)	
Minor.	)	

CONSENT AND APPEARANCE TO GUARDIANSHIP

I, _____having been duly

sworn on oath state:

1. My name is _____.

2. I am the _____ of _____, a minor.

3. I hereby enter my appearance in this proceeding.

4. I fully, voluntarily consent to the appointment of _____

as Guardian of the _____ of my _____.

5. I waive all further notice of the proceedings for the appointment of

_____as Guardian of _____.

_____

Subscribed and Sworn to before me
this _____ say of _____, 20___.

_____

Seal Notary Public

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
_____ COUNTY, ILLINOIS

In the Matter of the Guardianship of:	)	
	)	
_____,	)	Case No. 2017 - P - _____
	)	
Minor.	)	

MOTION FOR APPOINTMENT OF GUARDIAN AD LITEM

Petitioner, _____, moves the Court to enter an order appointing a Guardian Ad Litem to protect the interests of _____, the minor in the above-captioned guardianship matter.

_____
Petitioner

IN THE CIRCUIT COURT
FOR THE _____JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS

In the Matter of the Guardianship of:	)	
	)	
_____,	)	Case No. 2017 - P - _____
	)	
Minor.	)	

ORDER APPOINTING GUARDIAN AD LITEM

Upon the filing of the Petition for Appointment of Guardian;

IT IS HEREBY ORDERED that _____ should be and is appointed to act as Guardian Ad Litem for _____, the minor herein, in the manner specified by the Probate Act.

Entered this _____ day of _____, 20_____.

_____

JUDGE

IN THE CIRCUIT COURT FOR THE _____ JUDICIAL CIRCUIT

_____ COUNTY, ILLINOIS

In the Matter of the Guardianship of:	)	
	)	
_____,	)	Case No. 2017 - P - _____
	)	
Minor.	)	

NOTICE

To: _____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

NOTICE IS HEREBY GIVEN that _____ has filed the attached Petition for the Appointment of a Guardian asking that a guardian of the _____ of _____ be appointed. This Petition will come on for hearing before the Circuit Court for the _____ Judicial Circuit, _____ County, on _____, 20____ at _____ a.m./p.m. at the _____ County Courthouse in _____, Illinois.

Although the law requires that you be given notice of this Petition you are neither required nor requested to appear at that time. You are informed, however, that you do have the right to be heard by the Court either with an attorney of your choice or without counsel.

_____

IN THE CIRCUIT COURT FOR THE _____ JUDICIAL CIRCUIT

_____ COUNTY, ILLINOIS

In the Matter of the Guardianship of:	)	
	)	
_____,	)	Case No. 2017 - P - _____
	)	
Minor.	)	

CERTIFICATE OF MAILING

I, the undersigned attorney, hereby certify that I served a copy of the Foregoing Petition for Appointment of a Guardian upon each of the following persons:

To: _____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

I further certify that service of said documents on said person was made by me by enclosing the same in sealed envelope plainly addressed to such person at his address as stated in this certificate of service and by depositing each of such

envelope in the United States mail in _____, Illinois, with postage fully prepaid thereon, on _____, 20___.

_____

IN THE CIRCUIT COURT FOR THE _____ JUDICIAL CIRCUIT

_____ COUNTY, ILLINOIS

In the Matter of the Guardianship of:	)	
	)	
_____,	)	Case No. 2017 - P - _____
	)	
Minor.	)	

FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER APPOINTING GUARDIAN

This matter came before the Court for hearing on _____, 20__at _____ a.m./p.m., the Petitioner, _____, appearing in person, and the minor, _____, appearing/not appearing by and through court assigned guardian ad litem, _____, and the Court having considered the evidence adduced at such hearing, the Petition on file herein, and all of the records and files herein, does make the following factual findings:

1._____ is a resident of _____ County, Illinois, is _____ years of age, and was born on _____.

2. A guardianship of the _____of

_____ is required because _____

_____

_____. A limited

guardianship will not provide sufficient protection for the minor.

2. _____ currently has no guardian and has no agent under the Illinois Power of Attorney Act.

3. _____ is capable of providing an active and suitable program of guardianship for the _____ of

_____ and handling _____

as required by law.

4. The estate of_____ consists of _____.

_____currently has monthly income of _____

from_____.

The Court further enters the following Conclusions of Law:

A. The Court has jurisdiction over the subject matter and over the person of the minor, _____.

B. Because of _____

_____

_____ it is necessary to appoint a guardian of the _____ of _____. A limited guardianship will not provide sufficient protection for _____.

C. _____ is qualified to act as a guardian within the meaning of Section 11a-5 of the Probate Act.

D. In order to protect the best interests of _____, a guardian of _____ should be appointed.

NOW, THEREFORE, IT IS HEREBY ORDERED AND ADJUDGED:

That _____ is a minor in need of the appointment of a _____ guardian of _____.

That upon the filing of an oath and bond without surety, in the amount of $ _____, _____ should be, and hereby is, appointed the _____ guardian of the _____of _____ in conformity with the Probate Act.

Upon filing of the oath and bond as required herein, the Clerk of this Court is authorized to issue Letters of Office to _____, guardian of the _____ of _____.

ENTERED this _____ day of _____, 20____.

_____
JUDGE

IN THE CIRCUIT COURT FOR THE _____ JUDICIAL CIRCUIT_____ COUNTY, ILLINOIS

In the Matter of the Guardianship of:	)	
	)	
_____,	)	Case No. 2017 - P - _____
	)	
Minor.	)	

OATH OF GUARDIAN

I solemnly swear that I, _____ will truly administer the _____ of _____, and that in administering these processes, I shall do and perform all acts required of it by law to the best of my ability; so help me God.

_____

Date Guardian

Sworn and subscribed to before me this _____ day of _____,20____

Notary Public
State of Illinois

My commission expires:

IN THE CIRCUIT COURT FOR THE _____ JUDICIAL CIRCUIT _____ COUNTY, ILLINOIS

In the Matter of the Guardianship of:	)	
	)	
_____,	)	Case No. 2017 - P - _____
	)	
Minor.	)	

LETTERS OF OFFICE - GUARDIAN OF THE _____

_____ has been appointed the plenary guardian of the _____ of _____, a minor and is authorized to have under the direction of the court the care, management, and custody of the ward, and to do all acts required by law.

Witness, _____ 20__

(SEAL OF COURT)

_____
(Clerk of Circuit Court)

CERTIFICATE

I certify that this is a copy of the letters of office now in force in the above entitled guardianship.

Witness,_____20___

(SEAL OF COURT)

_____
(Clerk of Circuit Court)

IN THE CIRCUIT COURT FOR THE _____ JUDICIAL CIRCUIT

_____ COUNTY, ILLINOIS

In the Matter of the Guardianship of:	)	
	)	
_____,	)	Case No. 2017____ - P - _____
	)	
Minor.	)	
	)	

BOND OF LEGAL REPRESENTATIVE-NO SURETY

I _____ , bind myself to the People of the State of Illinois that I will discharge faithfully the duties of the office of guardian of the estate and person of _____. The obligation of this bond is limited to $

_____
Guardian

APPROVED:_____, 20__

_____
JUDGE

I certify that the person whose name is signed above, is known to me and appeared before me and acknowledged that he signed it voluntarily.

Dated this _____ day of _____, 20__.

_____
Notary Public

IN THE CIRCUIT COURT FOR THE _____ JUDICIAL CIRCUIT

_____ COUNTY, ILLINOIS

In the Matter of the Guardianship of:	)	
	)	
_____,	)	Case No. 2017 - P - _____
	)	
Minor.	)	
	)	

BOND OF LEGAL REPRESENTATIVE- SURETY

I,_____ , bind myself to the People of the State of Illinois that I will discharge faithfully the duties of the office of guardian of the estate and person of _____.

The obligation of this bond is limited to $_____.

_____
Guardian

APPROVED:_____, 20__

_____
JUDGE

Address_____ Address_____

_____ _____

as surety date as surety date

I certify that the persons whose names are signed above, are known to me and appeared before me and acknowledged that they signed the Oath and Bond of Representative voluntarily.

Dated this _____ day of _____, 20__.

Notary Public

RESET FORM HIGHLIGHT FIELDS PRINT FORM