

Adult Guardian/Conservator Checklist for filing requirements:

Georgia Probate Court Standard Form 12 completed

Petition is signed by two individuals OR one individual and has an affidavit attached of a professional who has examined the proposed ward within 15 days of filing petition (page 1)

Full name, date of birth, social security number, address, and phone listed for proposed ward (page 2)

Sufficient facts are alleged as to why a guardian/conservator is necessary (page 3)

Interested persons who are not petitioners are listed (page 3)

Any documents listed on page 4-5 are attached to Petition

The reason why this Court has jurisdiction is listed (page 13)

Verification is signed before a Notary or Clerk of Probate Court

Consent to Serve signed by Guardian(s) and/or Conservator(s) on correct lines or additional Consent to Serve sheets are attached

Background form and information sheet completed by each Guardian/Conservator

Evaluation Date for Proposed Ward is scheduled

at least 4 weeks after filing petition if proposed ward lives within the county or at least 6 weeks after filing petition if proposed ward lives outside the county

Evaluator is a physician, psychologist, physician assistant, nurse practitioner or clinical nurse specialist in psychiatric/mental health, professional counselor, or licensed clinical social worker

Evaluator's name, address and phone number; credentials; address of evaluation; date and time of evaluation is written down to provide to Clerk of Court

Service of Petition on Proposed Ward

\$50 check made payable to Sheriff's Office of county where proposed ward is located for service of petition on Proposed ward is tendered with Petition or a motion and proposed order for special process server is tendered with Petition

Two copies of Petition are given to Clerk of Probate Court for service or \$1 per page copy cost is paid to Clerk of Probate Court for creating a service packet to be served on the proposed ward and appointed attorney, if necessary. (If special powers are requested in the Petition, then a Guardian ad Litem attorney is necessary and three copies of the Petition are needed.)

Filing fee of \$205.00 is tendered with Petition

Oath of Guardian/Conservator will need to be taken in case if appointed

A bond may be required in case if Conservator appointed