

## GUARDIANSHIP TIME TABLE

The following is a summary of due dates for documents required to be filed in guardianship cases

Date Guardian Appointed: \_\_\_\_\_

List of Important Documents due: \_\_\_\_\_  
(To be filed within three months from date of appointment)

### Guardian of the Estate

Guardian's Inventory due: \_\_\_\_\_  
(Due 3 months from date of appointment)

1<sup>st</sup> Guardian's Account due: \_\_\_\_\_  
(Due two years from date of appointment)

Proceeding Guardian's Account due:  
(Due two years from the date of the filing of the last Account)

2 <sup>nd</sup> Account due: _____	5 <sup>th</sup> Account due: _____
3 <sup>rd</sup> Account due: _____	6 <sup>th</sup> Account due: _____
4 <sup>th</sup> Account due: _____	7 <sup>th</sup> Account due: _____

### Guardian of the Person

1<sup>st</sup> Guardian's Report due: \_\_\_\_\_  
(Due two years from date of appointment)

Proceeding Guardian's Report due:  
(Due two years from the date of the filing of the last Guardian's Report)

2 <sup>nd</sup> Report due: _____	5 <sup>th</sup> Report due: _____
3 <sup>rd</sup> Report due: _____	6 <sup>th</sup> Report due: _____
4 <sup>th</sup> Report due: _____	7 <sup>th</sup> Report due: _____

### Annual Guardianship Plan

1<sup>st</sup> Guardian's Plan due: \_\_\_\_\_  
(Due by January 1st of each year)

Proceeding Guardianship Plan due:  
(Due by January 1st of each year)

2 <sup>nd</sup> Plan due: _____	5 <sup>th</sup> Plan due: _____
3 <sup>rd</sup> Plan due: _____	6 <sup>th</sup> Plan due: _____
4 <sup>th</sup> Plan due: _____	7 <sup>th</sup> Plan due: _____

### Educational Requirements

Initial Six Hour Fundamental Course Certification due: \_\_\_\_\_  
(Due within six months from date of appointment)

Continuing Education Course Certification due: \_\_\_\_\_  
(Due by January 1<sup>st</sup> of each year)

Proceeding Continuing Education Course Certifications due:  
(Due by January 1<sup>st</sup> of each year)

2 <sup>nd</sup> Certification due: _____	5 <sup>th</sup> Certification due: _____
3 <sup>rd</sup> Certification due: _____	6 <sup>th</sup> Certification due: _____
4 <sup>th</sup> Certification due: _____	7 <sup>th</sup> Certification due: _____

### Multi-Guardian Annual Registration

(Due by January 31<sup>st</sup> of each year - if guardian has 10 or more wards)

## CHANGE OF CIRCUMSTANCES

The following forms for required to be filed in guardianship cases for change of circumstances

- Guardianship - Change of Address form (To be filed whenever a guardian or ward has a change of address)
- Petition to Change Ward's Residence (To a more restrictive setting or out of county)
- Suggestion of Death form - guardianship of person only (To be filed upon death of the ward)
- Motion/Entry to Terminate - guardianship of person and estate or estate only (To be filed upon death of ward)