

## **Appointment of Guardian of a Minor(s)**

- 1) Fill out the Petition for Appointment of Plenary or Limited Guardian of the Person and/or Estate of A Minor or Minors completely and neatly. If you are unable to fill out the petition or have any legal questions, you should consult an attorney.
- 2) Take completed Petition to Motion Court, which is held any Monday through Thursday *promptly* at 9:00 a.m. Check the directory on the second floor to see who is Family Motions Judge for that day.
- 3) The Motion Court judge will either sign the Order granting the Petition or sign the Rule to Show Cause, which permits the scheduling of a hearing.

### **IN WHICH CASE, ONE OF TWO THINGS WILL HAPPEN:**

- a) If the Judge signs the order granting the Petition for Guardianship, return with the Petition and Order to the Register of Wills office and pay the filing fee which is: \$50.00 for the Petition (\$10.00 per additional child), \$10.00 JCP fee and \$5.00 Automation fee. You will need to either get a certified copy of that order (\$4.00 each) or a Guardianship certificate (\$5.00 each) confirms that you are the guardian of that child(ren).
- b) If the Judge signs the Rule to Show Cause, you must take the Petition to Court Administration, Room 205, Second Floor (between the hours of 9:00 – 11:00 a.m. and 1:30 – 3:00 p.m.) and get a hearing date. Then you must return to the Register of Wills office and pay the filing fee. We will take all the necessary paperwork to the Judge prior to the hearing. The minor(s) must be present at the hearing.

***Remember: You must return the original Petition to the Register of Wills office, Room 122.***