

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PINELLAS COUNTY, FLORIDA PROBATE DIVISION**

**REF #:                    - Section**

IN RE: The GUARDIANSHIP of

**NOTICE OF FILING**  
**GUARDIAN FEE REVIEW CHECKLIST**

*Complete, e-file and sign this checklist to assist in the review of fee petitions by the court. This document does not replace or amend the requirements for requesting compensation of guardian services rendered. Please note that all fee petitions are pending for reasonable notice to all parties and objection period.*

- A. Documents e-filed with the Court:
- Petition for Guardian Fees and Expenses
  - Proposed Order for Guardian Fees and Expenses
  - Itemized Description of Services and Costs
- B. Guardian Appointed as
- Plenary Guardian
  - Limited Guardian
  - Guardian, minor-property only
  - Guardian Advocate
- C. Summary of Fees requested in this Petition:
- Billing period is from \_\_\_\_\_ to \_\_\_\_\_
  - Guardian hourly rate \$ \_\_\_\_\_ (total hours billed \_\_\_\_\_)
  - Guardian staff hourly rate \$ \_\_\_\_\_ (total hours billed \_\_\_\_\_)
- D. A Certificate of Service is attached to the Petition and indicates copies were sent to the:
- Ward, if limited guardianship
  - Minor Ward, over the age of 14
  - Ward if voluntary guardianship
  - Guardian(s) not seeking fees
  - Next of kin: \_\_\_\_\_
  - Interested persons/entities: \_\_\_\_\_
  - Court- appointed counsel for ward (for initial fee petition, including ETGs)
  - Written filed Consent by: \_\_\_\_\_
  - Petition contains a written explanation for the omission of any interested persons        or next of kin in the best interest of the ward.
- E. Summary of Prior Fees:
- No prior Guardian fees or costs awarded
  - The most recent order approved:
    - (1) Fees and costs in the amount of \$ \_\_\_\_\_
    - (2) For the following time period: from \_\_\_\_\_ to \_\_\_\_\_
  - Total amount of prior fees and costs previously approved \$ \_\_\_\_\_
- F. Pending Orders:
- There are no **unresolved** orders disapproving, orders to show cause or orders to file documents entered.
  - See attached Petition for written explanation for any outstanding orders.

G. Assets of Ward:

- Ward's Assets are sufficient to pay the fees and costs
- Ward is indigent and an order sought in the event funds become available.

I hereby certify the above information is an accurate summation of the fees and costs submitted to the court for determination.

Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_