TARA S. GREEN, CLAY COUNTY CLERK OF COURT AND COMPTROLLER
825 N Orange Ave, PO Box 698, Green Cove Springs, FL 32043 / (904) 269-6302 / info@clayclerk.com / clayclerk.com

Instructions for Filing Guardianship Cases in Clay County, Florida

Please see below the list of guardianship case types with the specific items required at the time of filing. The items in the lists below are to be received by the Guardianship Compliance Auditors seven (7) days prior to the scheduled hearing date or the hearing may be cancelled.

The Guardianship Compliance Auditors will complete the below compliance review checklist for each proposed guardian six (6) days before the scheduled hearing and notify the judicial assistant of its completion for further steps.

Document list for Proposed Guardian Advocate(s)

INITIAL REQUIREMENTS TO COMPLETE WHEN FILING A GUARDIAN ADVOCACY CASE

Note: all items must be completed prior to scheduling a hearing.

1. Petition for Appointment of Guardian Advocate
    a. Includes a verified statement of the legal disability to which the proposed ward is subject to.
2. Guardian Advocate's Application for Appointment
3. Guardian Advocate's Oath
4. Designation of Residential Agent
5. Fingerprints and Background Check Completed
6. FDLE CAPS Fingerprints Background Receipt Filed
7. Credit History Reports Filed

See instructions on how to complete items 5, 6 and 7 linked on our website at https://clayclerk.com/departments/civil-court-services/guardianship/. Read all instructions carefully as some procedures have recently changed.

NOTE - If there is a co-guardian, a separate checklist will be completed to ensure the documents listed above were filed in the case for the co-guardian.

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Document list for Proposed Public/Professional Guardian(s)

INITIAL REQUIREMENTS TO COMPLETE WHEN FILING A PUBLIC/PROFESSIONAL GUARDIANSHIP CASE
Note: all items must be completed prior to scheduling a hearing.

1. Petition for Appointment of Guardian
2. Guardian's Application for Appointment
3. Guardian's Oath
4. Designation of Residential Agent
5. OPPG Registration is Valid

NOTE - If there is a co-guardian, a separate checklist will be completed to ensure the documents listed above were filed in the case for the co-guardian.

Document list for Proposed Guardian(s)

INITIAL REQUIREMENTS TO COMPLETE WHEN FILING A GUARDIANSHIP CASE
Note: all items must be completed prior to scheduling a hearing.

1. Petition for Appointment of Guardian
2. Guardian's Application for Appointment
3. Guardian's Oath
4. Designation of Residential Agent
5. Fingerprint Background Check Completed
6. FDLE CAPS Fingerprint Background Receipt Filed
7. Credit History Reports Filed

See instructions on how to complete items 5, 6 and 7 linked on our website at https://clayclerk.com/departments/civil-court-services/guardianship/. Read all instructions carefully as some procedures have recently changed.

NOTE - If there is a co-guardian, a separate checklist will be completed to ensure the documents listed above were filed in the case for the co-guardian.

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Document list for Proposed Guardian(s) Minor Due to Consent/Waiver

INITIAL REQUIREMENTS TO COMPLETE WHEN FILING A GUARDIANSHIP MINOR CONSENT/WAIVER CASE

Note: all items must be completed prior to scheduling a hearing.

1. Petition for Appointment of a Guardian
2. Guardian's Application for Appointment
3. Guardian's Oath
4. Designation of Residential Agent
5. Waiver and Consent to Appointment of Guardian
6. Fingerprint Background Check Completed
7. FDLE CAPS Fingerprint Background Check Receipt Filed
8. Credit History Report Filed

See instructions on how to complete items 6, 7 and 8 linked on our website at https://clayclerk.com/departments/civil-court-services/guardianship/. Read all instructions carefully as some procedures have recently changed.

NOTE - If there is a co-guardian, a separate checklist will be completed to ensure the documents listed above were filed in the case for the co-guardian.