

GUARDIANSHIP CASE FILE CHECKLIST

***As of September 1, 2019, the courts will accept *only* 18-C forms (Rev. 9/19 or after)**

Required at the time of filing:

- FILING FEE** \$50 or **CV-067/191** Application to Proceed Without Payment of Fees and Financial Affidavit
- FM-002** Family and Probate Matter Summary Sheet
- PB-004** Social Security Number Confidential Disclosure Form(s)
- PB-003** Jurisdictional Affidavit
- Petition** (*check one*)
- GS-001** Petition for Appointment of Guardian of Minor
- IF APPLICABLE:** **GS-003** Motion for Appointment of Guardian of Minor on an Emergency Basis
(**note:** GS-003 can be filed only if GS-001 is filed at the same time or beforehand.)
- GS-009** Petition for Modification/Termination/Removal/Resignation of Guardian(ship)
- GS-008** Acceptance of Appointment by Guardian of Minor

Please note: *At the time of filing, the petitioner(s) will receive a date for the initial court appearance on the Petition and, if applicable, a date for the hearing on the Motion for Appointment of Guardian on an Emergency Basis. Thereafter, the petitioner(s) must serve the petition, hearing date(s), and other accompanying forms on the respondent(s).*

If GS-003 Motion for Appointment of Guardian of a Minor on an Emergency Basis is filed with GS-001 at case filing or any time thereafter:

Required after the Judge reviews the motion:

- If the Court makes an *ex-parte* appointment, the petitioner(s) must provide notice of the following to all respondents:
- GS-004** Order Appointing Guardian of Minor on an Emergency Basis
- GS-013** Letters of Guardianship
- GS-005** Notice of Appointment and Order Setting Hearing on Petition for Appointment of Guardian of Minor on Emergency Basis
- If the Court does not make an *ex-parte* appointment, the petitioner(s) must provide notice of the **GS-019** Order Setting Hearing to all respondents.

Required BEFORE the hearing on the motion for emergency appointment:

- GS-006** Affidavit of Notice (to be reviewed by the Judge).

ADA Notice: The Maine Judicial Branch complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation, contact the Court Access Coordinator, accessibility@courts.maine.gov, or a court clerk.

Language Services: For language assistance and interpreters, contact a court clerk or interpreters@courts.maine.gov

MAINE JUDICIAL BRANCH

Required to be filed BEFORE the final hearing on the petition may be held:

PB-008 Summons Adoption, Guardianship, and Name Change with Proof of Service (acknowledgement, green mail card, or sheriff return of service)

Proof of Service (check all that apply)

Minor aged 14 or over

Primary caretaker during previous 60 days

Any living parent, or if none, the nearest kinship adult that can be found

Any person nominated to be guardian by the minor

Any appointee of a parent whose appointment has not been prevented or terminated

Any guardian or conservator currently acting for the minor in this state or anywhere else

GS-016 Child Support Affidavit

GS-017 Child Support Worksheet

Required AT OR BEFORE final hearing:

FM-052 Federal Affidavit (if the responding party does not appear at the final hearing)

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