

# **Petition for Appointment of Guardian of a Minor Checklist**

## *Pursuant to State and Local rule of the Orphans' Court*

- Petition for Appotiment of Guardian of a Minor
  - If over 14 years old, the Minor MUST be the Petitioner.
  - Averment Minor's Parents' consent to Petition (if they are not Petitioners)
- Consents
  - Consent of Proposed Guardian(s)
  - Consent of Minor's Parent(s)
  - Consent of Corporate Fiduciary (if applicable)
  - Consent of Minor (if 14 years old or older)
- Original Birth Certificate of Minor
- Original Death Certificate of Parent(s) (if applicable)
- Copy of Parent(s) Will (if parent(s) is deceased) (if applicable)
- Original Child Abuse Clearances (for Proposed Guardian(s) and person residing in residence who are 18 or older)
- Original FBI Clearances (for Proposed Guardian(s) and persons residing in residence who are 18 or older)
- Original Criminal History Report (for Proposed Guardian(s) and persons residing in residence who are 18 or older)
- Final Decree
- Order for Hearing
- Verification
- Preliminary Decree and Citation directed to Parent(s) (if applicable)
- Certificate of Compliance or Confidential Document Form

### **\*Disclaimer\***

These checklists are for the review of the Clerk of the Orphans' Court only and do not constitute a full legal review of the filing. The Clerk of Orphans' Court will not review filings for substantive compliance with statutes, court rules court mandated forms, and other procedures. A full legal review will be conducted by the Court Administration's Senior Legal Review Officer.

The Bucks County Local Rules and sample forms are available at [www.buckscounty.org](http://www.buckscounty.org). Legal questions can be directed to Susan Tocci, Esq., Senior Legal Review Officer at 215-348-6700

To ensure compliance with substantive law is adequate, the Clerk of the Orphans Court recommends consulting with an attorney.