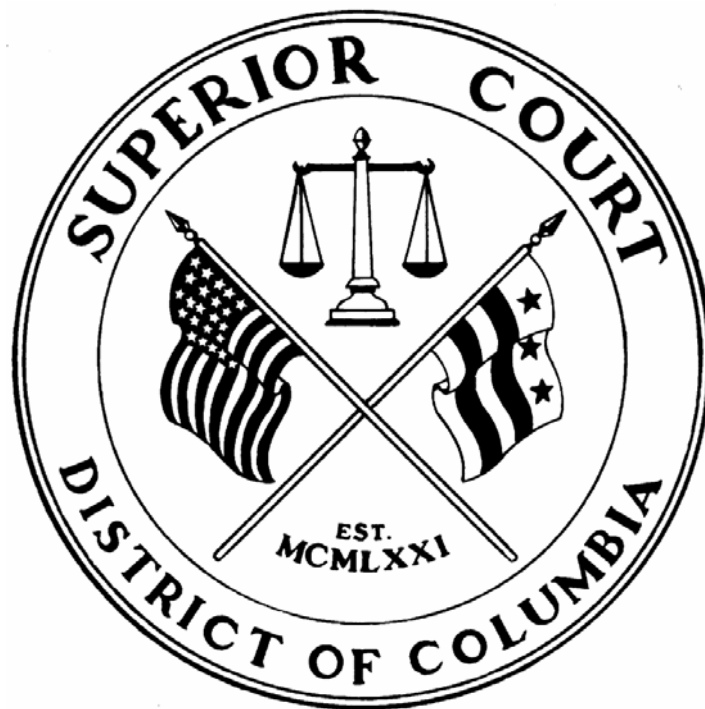


**NOW THAT YOU ARE GUARDIAN OF
THE ESTATE OF A MINOR (GDN)
IN THE DISTRICT OF COLUMBIA**



**Office of the Register of Wills, Probate Division
515 5th Street, NW, Third Floor
Washington, DC 20001**

All attached forms and documents are available through the division's website:
http://www.dccourts.gov/internet/public/aud_probate/minor.jsf

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General Information

This booklet is designed to provide persons who have been appointed by the Court to handle the estate of a minor with general information and forms that may be of assistance in performing this important responsibility.

Please be advised that neither the Register of Wills nor any member of her staff is permitted to give legal advice with respect to any guardianship proceeding. Should help be needed to prepare or complete petitions for letters of guardianship or any other pleadings or papers to be filed in the Probate Division, consult an attorney.

A proceeding to establish a guardianship for the assets of a minor is begun by the filing of a package of five documents with the Office of the Register of Wills: (1) a petition for appointment as guardian of the estate of the minor, (2) a bond, (3) consents from the minor's parents (if they do not both sign the petition for appointment), (4) a proposed order, and (5) a consent to the appointment of the guardian signed by the minor if the minor is age 14 or older. When the documents are ready to be filed, the petitioner (ordinarily, the person asking to be appointed as guardian), the minor, and counsel of record, if any, must appear before an Assistant Deputy Register of Wills for a brief interview. See the booklet *Filing for Guardianship of the Estate of a Minor in the District of Columbia* for more information

Guardianship proceedings are governed by Chapter I of Title 21 of the 2001 edition of the District of Columbia Code. Superior Court Probate Division Rules 108, 221-223, and 225 also apply to guardianships. The District of Columbia Code may be found [here](#). The Probate Division Rules may be found [here](#).

Auditing Branch Filing Checklist

(Excerpt on Estates of Minors)

Inventory: D.C. Code, sec. 21-142; SCR-PD 2, 3, and 204

- Prescribed inventory form is used
- Prescribed Financial Account Information form (Form 27) is used
- Inventory bears the original signature of guardian/fiduciary
- Inventory is signed under oath (notarized)

Account: D.C. Code, sec. 21-143; SCR-PD 3, 204, and 206

- Prescribed accounting form is used
- Prescribed Financial Account Information form (Form 27) is used
- Account is typed or machine printed
- Account is balanced
- Account indicates proper reporting period
- The beginning balance is consistent with the inventory in an initial account or with the ending balance of the previous account
- Account bears original signature of guardian/fiduciary
- Account is signed under oath (notarized)
- Certificate reflects proper service on all parties and affected persons (or their counsel) and the notice requirement has been met
- Audit documentation for each line item is submitted or exhibited logically and in an orderly manner (including financial statements to support the beginning balance in the initial account from date of appointment)
- Court costs are paid

Petition for Compensation: SCR-PD 2, 3, and 225; Administrative Orders of the Chief Judge 04-06 & 04-07

- Petition bears original signature of petitioner
- Petition is signed under oath
- Petition is served upon all parties and affected persons
- Certificate of service date is completed
- A proposed order is presented with a complete "cc" list of persons to receive notice
- Compliance with Administrative Order 04-06 or 04-07

Frequently Asked Questions

Definitions

What is a guardian of a minor's estate?

A guardian of a minor's estate is a person appointed by the Court to handle the assets of a minor and to safeguard them until the minor becomes 18.

What is a minor?

A minor is a person under the age of 18.

What is a bond?

Bond is a type of insurance. A guardian appointed by the Court must purchase a bond in the amount of the assets that the guardian will be holding plus one year's income. If the guardian misappropriates the money, the bonding company will pay the money back in the amount that was mishandled up to the value of the bond.

Getting Started

A child is an heir in an estate or is entitled to receive insurance proceeds or the proceeds of a lawsuit. What do I do?

If the child lives in the District of Columbia, file a petition for appointment of a guardian of the estate of the minor, so that there is a guardian to whom the money can be paid. The guardian will hold the funds until the minor becomes age 18 and will then distribute them to the emancipated minor.

Are forms available for filing?

The forms are available online. Print them out to file. The forms must be filed in person because the proposed guardian and minor must meet with an Assistant Deputy Register of Wills.

Are there any fees associated with filing a petition for appointment of the guardian of the estate of a minor?

There is no Court cost to file a petition to become a guardian of the estate of a minor.

Can I file a petition for appointment as guardian of the person of the minor with the Probate Division?

No. The Probate Division handles guardianships of the property or assets of a minor. The Family Division handles petitions for appointment of a custodian of a child when one is needed to make care or custody decisions. A petition for appointment as custodian should be filed in the Family Division.

Does a guardian need an attorney?

Anyone can file a petition for the appointment of a guardian of the estate of a minor. However, it is advisable to seek legal assistance if the petition is difficult to understand or the situation is complicated or unusual.

How does one become a guardian?

File a petition for appointment of a guardian of the estate of a minor, a bond, consents from the minor's parents (if they do not both sign the petition for appointment), an order, and a nomination of guardian signed by the minor if the minor is age 14 or older. The Court will review the documents filed and decide whether appointment of a guardian is appropriate and, if so, who to appoint. Both the minor and the proposed guardian must appear at the Probate Division and meet with an Assistant Deputy Register of Wills at the time of the filing of the petition.

If I cannot find a parent, what do I do? How do I provide the required notice?

A parent who cannot be located and therefore has not consented to a petition for appointment of a guardian of the estate of a minor can be served by publication or some other method for good cause shown if the Court so orders.

If the minor lives outside D.C. and a civil lawsuit is pending in the District, can a guardianship case be opened and administered in the District?

No. A petition for the appointment of a guardian of the estate of a minor should be filed in the state where the minor lives.

Is it possible to wait until the minor has reached the age of majority so that the emancipated minor can collect the assets directly and not open a guardianship of the estate?

Sometimes, waiting is possible. For example, if the asset consists of the proceeds of an insurance policy and the company has a procedure for holding the assets, waiting may be an option. If the minor is seventeen and will emancipate soon, waiting may be an option. Each situation is different. Consult an attorney for options.

What are the rights of the minor?

A minor who is 14 or older has the right to nominate a guardian.

What happens if I am not the custodial parent of the minor?

The parents of the minor have priority under the law in the District of Columbia to serve as the guardian of a minor, and a custodial parent is more likely to be appointed as a guardian than a noncustodial parent. If custody of the child has been granted to a nonparent by the Court, that custodian is more likely to be appointed than the parents.

What options other than opening a guardianship are available?

Other possibilities depend on the facts of the situation. Consult an attorney for advice.

Where can I find a copy of the rules or laws governing guardianship of minors?

1. Rules 108, 221, 222, 223, and 225 can be found on the court's website under "Featured Topics -> Probate Rules."

2. The law is contained in D.C. Code, Title 21 and is available online on the Council of the District of Columbia's website. Click on "View DC Official Code: click here."

Where can I obtain legal assistance?

The Probate Division can provide information but not legal advice. For legal advice, consult an attorney. Assistance is available to specialized communities from (1) Legal Counsel for the Elderly - 202-434-2120, (2) Legal Aid Society of the District of Columbia - 202-628-1161, (3) Neighborhood Legal Services – 202-832-6577, and (4) University Legal Services - 202-547-0198.

Why is bond necessary? What happens if a potential guardian is unable to obtain bond?

Bond protects the assets of the minor. A guardian of a minor must be bonded in the amount of the assets that the guardian will be holding plus one year's worth of income from those assets. If the guardian misappropriates the assets, the bonding company will reimburse the estate of the minor in the amount that was mishandled up to the value of the bond. The Court is not likely to appoint anyone who cannot obtain bond as a guardian.

Serving as a Guardian of a Minor

Is court approval required prior to investing the minor's funds?

Yes. A Petition for Authority To Invest or for Approval of Investment Plan or Program and documentation in support of that request can be filed for the Court's consideration. A sample form is included in this booklet.

What are the rights of parents or custodians of minors with respect to notices?

Notices do not have to be sent to parents or custodians unless the Court orders that they be given notice. However, a parent or custodian can ask the Court to be allowed to participate as a party by filing a Petition for Permission To Participate. If the Court grants the request, the parent or custodian then has the right to receive copies of all documents that are filed.

Can bond premiums be paid from the minor's funds?

Yes, without prior Court approval. The invoice and proof of payment must be attached to the account.

How can money from the guardianship be spent? Can guardianship funds be used to pay for gifts, equipment, and other things that the guardian (or parent) wants for the minor?

The funds of a minor can only be spent on three types of expenditures without prior Court order: (1) the bond premium, (2) Court costs, and (3)

income tax on the money of the minor that is being held by the guardian. All other expenditures must be preapproved by the Court. To obtain approval, the guardian files a Petition for Authority To Expend Funds, asking the Court to approve a particular expenditure and attaches any backup documentation, such as the quote for a computer or the brochure for a summer camp. A Financial Statement from the parent(s) should also be attached. Parents are responsible for food, clothing, shelter, and medical care for minors, and the Court will wish to know why the parent is not paying if the expenditure that is being requested is for one of those expenses. A sample form is included in this booklet.

In an emergency, can money be spent without the permission of the Court and the expenditures later be presented to the Court for ratification?

Ordinarily, the funds of a minor are not to be used for the support of the minor because parents are responsible for support of the minor. Therefore there should be no emergencies. If an emergency does occur and the guardian spends money without prior Court approval, the guardian can file a petition for ratification (approval) of the expenditure but will be personally responsible for repaying the money if the Court does not ratify (approve) the expenditure.

The guardian will not respond. What do I do?

It depends upon your relationship to the case and what you are asking the guardian to do. If the minor's money is needed for care of the minor and you are the caretaker of the child, petition the Court to approve the expenditure. However, be advised that the Court will wish to know that the expenditure is in the best interests of the child in the view of the guardian.

Accounting Questions

How are accounts prepared?

Accounts are prepared using the Court-prescribed form Statement of Account. The form is available on the Probate Division website at http://www.dccourts.gov/internet/public/aud_probate/minor.jsf under the Forms link and can be completed online and printed out for filing. A copy is also included in this booklet. The form must be machine printed or typewritten.

What is the Financial Account Information (Form 27)?

It is the Financial Account Information form that a guardian is required to file with the account and includes such information as the name on an account, the name and address of the bank or financial institution, and the account number. The form is maintained under seal and is available only to authorized Court personnel unless otherwise included in the public record. A copy of the form is included in this booklet.

How can I find out which auditor is assigned to my case?
Telephone the Duty Auditor at 202-870-9447.

How is an inventory prepared?
An inventory is prepared using the Court-prescribed form Inventory Report. The form is available on the Probate Division website at http://www.dccourts.gov/internet/public/aud_probate/minor.jsf under the Forms link and can be completed online and printed out for filing. A copy is also included in this booklet. The form must be machine printed or typewritten.

How often must I file my account?
Probate Division Rules 204(a)(4) and (5) require that accounts be filed annually within 30 days after the anniversary date of appointment. Final accounts must be filed within 60 days after the minor's eighteenth birthday or the guardian's death or incapacity. A schedule of mandatory filing dates is provided to the guardian upon appointment.

Is there a checklist of the items that must be included with an account to ensure that the account will be accepted for filing?
Yes. A copy of the checklist is included in this booklet. The checklist is also available on pages 6 to 11 of the Inventory and Accounting Guide and on the Probate Division website.

What are the rights of parents or custodians of minors with respect to accountings?
Accountings do not have to be sent to parents or custodians unless the Court orders that they be given notice. However, a parent or custodian can ask the Court to be allowed to participate as a party by filing a Petition for Permission To Participate. If the Court grants the request, the parent or custodian then has the right to receive copies of all documents that are filed.

What is the audit timeframe once an account has been filed?
Generally, an account is audited within 30 to 45 days. However, if after 45 days, no initial audit notice is received, please contact the Auditing Branch Manager at 202-879-9429.

When are court costs paid?
Court costs are paid when the first account is filed. A list of costs is contained in Superior Court, Probate Division Rule 206. If more assets are acquired later that increase the value of the estate, additional costs are paid with subsequent accounts. Contact the Duty Auditor at 202-879-9447 for other questions related to computation of Court costs.

When is the inventory of assets due?
Superior Court, Probate Division Rule 204(a)(2) requires that an inventory be filed by the guardian within 90 days after qualification or 90 days after the order bringing the guardian under the Court's authority, supervision, or

direction. If there are no assets to collect, an affidavit to that effect must be filed in lieu of the inventory.

What documentation is needed when the bank will not provide copies of cancelled checks?

When a guardian is appointed by the Court, letters of guardianship will be issued. After appointment, the guardian should take the letters and the order of appointment to a bank and open an account that contains only the funds of the minor and is titled something like "Estate of Minor Child, Name of Guardian." If possible, that account should be an account that returns cancelled checks or images of cancelled checks. Many banks no longer issue or return cancelled checks. If replacement records are needed later, the letters of guardianship should be sufficient to support the guardian's authority to order them.

Closing the Guardianship of a Minor

What options do I have if I do not want to turn over a large sum of money to a minor who has recently reached the age of majority?

A guardian should discuss wise choices for investment and use of the money but cannot withhold the funds from the emancipated minor.

How can I resign?

File a Petition to Resign with the Court, stating the reasons for the resignation. A copy of the form is included in this booklet.

How is a case transferred to another state once a minor has moved?

There is no mechanism to transfer a guardianship of a minor's estate to another state. A petition to appoint a guardian of the estate of the minor would have to be filed and approved in the new state. Then a petition to terminate the guardianship in the District of Columbia would need to be filed and approved by this Court. Authenticated or "triple-sealed" copies of the documents from the other state should be attached to the petition to terminate in the District of Columbia.

How long does the appointment as guardian of the estate of the minor last?

The appointment ends when the minor emancipates, i.e., becomes 18, or when the guardianship is terminated by Court order for some other reason.

If the minor has reached the age of majority (18) and cannot be located, to whom should distribution be made?

The guardian may file a Petition to Deposit Funds into the Estate Deposit Account with the Probate Division. The funds will be held until the emancipated minor files a Petition for Release of Funds Held in the Estate Deposit Account, the Court approves the petition, and the emancipated minor brings the order allowing release of the funds to the Probate Division cashier with identification to begin the process of releasing the funds. These forms

can be found at

http://www.dccourts.gov/internet/legal/aud_probate/gdnlegal.jsf

When can funds be turned over to a minor who has become 18? Can distribution be made to the minor prior to the approval of the final account?
No. Ordinarily, the Final Account is approved, and then distribution is made to the minor. This process takes 60-90 days after the minor has become 18 because a final account must be prepared and filed, reviewed by the auditing staff, and approved by the Court. When the assets are paid to the emancipated minor, the guardian must get a signed receipt and file it in the Probate Division with the auditor who audited the final account. This receipt is due 21 days from the date that the Final Account is approved if it has not already been filed with the Final Account.

Fees

Can I file a petition for fees even when I am entitled to commissions?
Yes. A guardian who is an attorney may file a petition for reasonable attorney's fees for preparing pleadings filed with the Court and for other necessary legal services rendered.

Do I file a petition for turnover commission?
No. A petition for turnover commission is not ordinarily required. Note the following exceptions: (1) If the guardianship terminates because of the guardian's death, resignation, or incapacity, a statement of services shall be filed in support of the turnover commission claimed. (2) If within three years of the guardian's appointment, a guardianship terminates because of the minor's death or attainment of the age of majority and if the assets to be turned over exceed \$100,000.00, the guardian shall file a statement of service in support of the turnover commission claimed or apply for a waiver of the statement of services by filing a written request with the Court. Note that pursuant to Superior Court, Probate Division Rule 225(h), the Court may, at any time, require a statement of services to determine an appropriate commission in any particular case.

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____ GDN _____

In re Estate of

Minor

PETITION FOR AUTHORITY TO EXPEND FUNDS

1. Guardian of the estate of the minor hereby requests permission to make the following proposed expenditures from the funds of the minor for the maintenance of the minor in accordance with Superior Court, Probate Division Rule 222:

- Monthly expenditure of \$_____ per month;
- Annual expenditure of \$_____ per year; or
- One-time only expenditure of \$_____.

(For example, a monthly expenditure for clothing of \$100.00 per month; a \$1,500.00 per year expenditure for clothing, birthday, and holiday gifts; or a \$1,000.00 one-time only expenditure for purchase of a computer for the minor.)

2. The type of expenditure requested is as follows:

3. The reason for the request is as follows:

4. Petitioner provides the following information:

- a. Age of minor:

b. Residence of minor:

c. Total current assets of minor:

d. Annual income of minor:

e. Ending balance of last approved account:

f. Past expenditures authorized:

5. If the petitioner is a parent of the minor, explain why the parent is not paying, and attach a financial statement for the parent.

6. State whether the expenditure

will or

will not

require a sale of all or part of the principal of the minor's estate and why. (If a sale is required, D.C. Code, sec. 21-147 must be complied with.):

Signature of filer

Typed name of filer

Address (actual address/not Post Office Box)

Telephone number

Email address

Unified Bar number (if filer is an attorney)

VERIFICATION

I _____, being first duly sworn, on oath, depose and say that I have read the foregoing pleading by me subscribed and that the facts therein stated are true to the best of my knowledge, information, and belief.

Signature of petitioner

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public/Deputy

CERTIFICATE OF SERVICE

I certify that on the ____ day of _____, 20____, a copy of this filing was either eServed in accordance with the provisions of Administrative Order 13-15 or served by first class mail, postage prepaid, on the following persons (list names and complete mailing addresses):

Signature

CC:

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

PROBATE DIVISION

FINANCIAL STATEMENT

In re Estate of _____, minor _____ GDN _____

NAME:		OCCUPATION:
-------	--	-------------

NAME AND ADDRESS OF CURRENT EMPLOYER:	I claim _____ exemptions for withholding tax purposes.
---------------------------------------	--

INCOME INFORMATION*		AVERAGE MONTHLY EXPENSES		
		Wife/Husband	Children	
1. Monthly gross wages	\$ _____	Housing, etc.		
2. Less Mandatory Monthly Deductions:		Rent/Mortgages	\$ _____	\$ _____
Federal Income Tax	\$ _____	Utilities	_____	_____
State Income Tax	\$ _____	Taxes	_____	_____
Retirement:		Food		
FICA	\$ _____	Groceries/Household		
Social Security	\$ _____	Supplies		
Medical Insurance	\$ _____	Meals Out		
Other	\$ _____	Automobile		
TOTAL	\$ _____	Payment		
3. Monthly Net Wages	\$ _____	Gas/Oil		
(Subtract Line 2 from Line 1)		Repairs		
4. Monthly income from all other sources		Insurance		
(e.g., part-time or overtime		Tags		
wages, fees, rents, dividends,		Life Insurance		
commissions, unemployment		(List Beneficiaries)		
compensation, disability,		_____		
social security, retirement,		_____		
interest,	\$ _____	Health Insurance (not listed		
bonuses, etc.)		as income deduction)		
5. Less Other Mandatory Monthly Deductions:		_____		
Federal Income Tax	\$ _____	School		
State Income Tax	\$ _____	Tuition		
Retirement:		Supplies/Fees		
FICA	\$ _____	Child Care Expenses		
Social Security	\$ _____	To allow for		
Medical Insurance	\$ _____	employment/education		
Other	\$ _____	To allow for recreation		
TOTAL	\$ _____	Lesson (e.g. music, dance,		
6. Monthly Net Income from		art)		
All other sources	\$ _____	Allowance		
(Subtract Line 5 from Line 4)		Clothing/Uniforms		
7. Total Monthly Net		Dry Cleaning/Laundry		
Disposable Income	\$ _____	Medical Expenses		
8. Total Monthly Gross Income		(Unpaid by Insurance)		
(Add Lines 1 and 4)	\$ _____	Charitable Contributions		
SUMMARY		Recreation		
9. Total Monthly Net		Vacations		
Disposable Income (line 7)	\$ _____	Miscellaneous:		
10. Less Total Monthly Expenses	\$ _____	_____		
11. Difference	\$ _____	_____		
		Period Payments Required		
		on Bills:		

		Total Monthly Expenses		

* NOTE: If you are paid weekly, multiply your weekly gross wages by 4.3 to arrive at your monthly gross wages. If you are paid every two weeks, multiply your bi-weekly gross wages by 2.15 to arrive at your monthly gross wage.
May 2015

LIABILITIES

Type of Debt	To Whom Owed	Date Incurred	Total Amount of Debt	Amount Paid to Date	Balance Due

Total Liabilities:

ASSETS (List as separately or jointly owned)			SUMMARY		
	Separate	Joint		Separate	Joint
Cash			Total Assets		
Automobiles			Less Total Liabilities		
Bank Accounts			Net Worth		
Bonds					
Notes					
Real Estate					
Stocks					
Personal Property					
Total Assets					

I, _____, being first duly sworn, on oath, depose and say that I have read the foregoing financial statement and that the facts therein stated indicate my current financial situation to the best of my knowledge, information, and belief.

(Signature)

Subscribed and sworn before me this _____ day of _____, 20____

(Deputy Clerk or Notary Public)

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____ GDN _____

In re Estate of

Minor

**PETITION FOR AUTHORITY TO INVEST OR FOR APPROVAL OF INVESTMENT
PLAN OR PROGRAM**

1. Guardian of the estate of the minor hereby requests, in accordance with Superior Court, Probate Division Rule 222:

Permission to invest \$_____ as detailed below, or

Permission for approval of an investment plan as detailed below.

2. In support of this request, petitioner provides the following information:

a. Age of minor:

b. Residence of minor:

c. Total current assets of minor:

d. Annual income of minor:

e. Ending balance of last approved account:

3. Details concerning the type of investment requested or the investment plan proposal are as follows:

4. If approved by the Court, this investment or investment plan is expected to benefit the minor as follows:

5. Attached are the following documents in support of this petition: _____

Signature of Attorney

Signature

Typed Name of Attorney

Typed Name

Address (Actual address/not Post Office Box)

Address (Actual address/not Post Office Box)

Telephone number

Telephone number

Unified Bar number

E-mail address (optional)

E-mail address (optional)

VERIFICATION

I _____, being first duly sworn, on oath, depose and say that I have read the foregoing pleading by me subscribed and that the facts therein stated are true to the best of my knowledge, information, and belief.

Signature of petitioner

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public/Deputy

CERTIFICATE OF SERVICE

I hereby certify that on the ____ day of _____, 20__, a copy of the foregoing petition was served by first class mail, postage prepaid, on the following parties (list names and addresses of all parties):

Signature

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____ GDN _____

In re Estate of

Minor

ORDER REGARDING PETITION FOR AUTHORITY TO INVEST OR FOR
APPROVAL OF INVESTMENT PLAN OR PROGRAM

Upon consideration of the Petition for Authority to Invest or for Approval of Investment Plan or Program filed on _____, 20__, by _____, it is hereby this ____ day of _____, 20__,

[] ORDERED that the petition is granted and that _____

Provided that this order authorizing investments under Superior Court, Probate Division Rule 5 shall not constitute Court approval of the particular investments nor shall the fiduciary be relieved from any fiduciary responsibility for having made the investments.

[] ORDERED that the petition is denied.

JUDGE

cc:

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____ GDN _____

In re Estate of

Minor

PETITION FOR PERMISSION TO PARTICIPATE

I, _____, hereby seek permission to participate in this proceeding and to receive copies of all filings and notices.

My relationship to the minor is as follows: _____

My participation in this proceeding will serve the best interest of the minor because:

I therefore ask the Court to permit me to participate in this proceeding and order such other relief as the Court may deem proper.

Signature of attorney

Signature

Typed name of attorney

Typed name

Address (actual address/not Post Office Box)

Address (actual address/not Post Office Box)

Telephone number

Telephone number

E-mail address

E-mail address (optional)

Unified Bar number

Bar number (if filer is an attorney)

VERIFICATION

I _____, being first duly sworn, on oath, depose and say that I have read the foregoing pleadings by me subscribed and that the facts therein stated are true to the best of my knowledge, information, and belief.

Signature of petitioner

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public/Clerk

CERTIFICATE OF SERVICE

I certify that on the ____ day of _____, 20____, a copy of this filing was either eServed in accordance with the provisions of Administrative Order 13-15 or served by first class mail, postage prepaid, on the following persons (list names and complete mailing addresses):

Signature

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____ GDN _____

In re Estate of

Minor

ORDER FOR PERMISSION TO PARTICIPATE

Upon consideration of the petition filed herein by _____ on the _____ day of _____, 20____, for permission to participate, it appearing to the Court that the best interest of the minor will be served if petitioner participates, it is this _____ day of _____, 20____,

ORDERED that _____ is granted permission to participate in said proceeding upon the following terms and conditions:

and it is further

ORDERED that a copy of any pleading or account filed herein henceforward must be served upon _____, and it is further

ORDERED that the petitioner shall file a change of address praecipe if his or her address changes before the termination of this proceeding.

JUDGE

See attached list.

CC:

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____ GDN _____

In re Estate of

Minor

PETITION TO RESIGN

1. This is the petition of _____, the guardian of this estate.
2. I ask the Court to allow me to resign for the following reasons:

_____.

3. The minor will become eighteen on _____.

4. Appointment of a successor guardian is required.

[] I recommend _____, who is willing to serve.

[] I make no recommendation as to who should be appointed.

5. I am serving with bond of \$_____.

6. I am holding assets of \$_____ plus _____

_____.

Signature of filer

Typed name of filer

Address (actual address/not Post Office Box)

Telephone number

E-mail address (optional)

Unified Bar number (if filer is an attorney)

VERIFICATION

I _____, being first duly sworn, on oath, depose and say that I have read the foregoing pleading by me subscribed and that the facts therein stated are true to the best of my knowledge, information, and belief.

Signature of petitioner

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public/Deputy

CERTIFICATE OF SERVICE

I certify that on the ____ day of _____, 20____, a copy of this filing was either eServed in accordance with the provisions of Administrative Order 13-15 or served by first class mail, postage prepaid, on the following persons (list names and complete mailing addresses):

Signature

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____ GDN _____

In re Estate of

Minor

ORDER GRANTING PERMISSION TO RESIGN

Upon consideration of the Petition to Resign filed by the guardian on _____, good cause having been shown, it is by the Court this _____ day of _____, 20____, hereby

ORDERED that the petition is GRANTED, and it is further

ORDERED that the former guardian shall file a final account within sixty days of the date hereof, and is further

ORDERED that _____ whose address and telephone number are _____

_____ is appointed successor guardian of the estate of this minor, and it is further

ORDERED that bond is set at \$_____ and shall be filed within 14 days of the date hereof, and it is further

ORDERED that prior to receipt of assets in excess of \$_____, said guardian shall apply to the Court for an additional undertaking in an amount to be fixed by the Court, and it is further

ORDERED that within 14 days of the date hereof, said guardian shall appear in the Probate Division to be admonished and to file an acceptance and consent and a nonresident power of attorney, if applicable, if not filed previously.

JUDGE

See attached list.

Superior Court of the District of Columbia

Probate Division

In re: _____

_____ INT/IDD _____
 _____ GDN _____
 _____ TRP _____
 _____ CON _____

INVENTORY

The report of _____, Guardian, Conservator, Committee, Trustee, Receiver (strike all except one) who qualified as such on the _____ day of _____, _____, respectfully shows that the estate consists of the following:

REAL ESTATE

Location and Description	Assessed Value	Encumbrances (Mortgages)	Market Value
COLUMN TOTALS	\$	\$	\$

BANK DEPOSITS AND OTHER MONEY

Account No. (last 4 digits only)	Amount	Deposited In (Name of Depository)	In the Name of (Registration on Account)
	\$		
TOTAL	\$		

NOTES SECURED BY MORTGAGE OR DEED OF TRUST ON REAL ESTATE

(Do not Include Encumbrances Listed Under Real Estate Above)

Location and Description of Property	Amount (Balance Due)	Interest Rate	Maker's Name and of Present Payor	Maturity (Month, Day, and Year)	Terms of Repayment
TOTAL	\$				

STOCKS

(List each certificate separately)

Class (common, preferred)	Shares	Name of Company	Certificate Nos.	Issue Date	Carrying Value	Fair Market Value
TOTALS					\$	\$

BONDS

Issued by (Name of Company or Agency)	Certificate Nos. (last 4 digits only)	Purchase or Maturity Date	Interest Rate	Face Value	Carrying Value	Fair Market Value
				\$	\$	\$
TOTALS				\$	\$	\$

OTHER SECURITIES

(List each separately and in detail)

The foregoing securities are kept or deposited at _____
(Explain fully)

_____ in the name
of _____

AUTOMOBILES, JEWELRY, HOUSEHOLD EFFECTS AND ALL OTHER PERSONAL ASSETS

Attached additional page(s) if necessary

The penalty of my undertaking is \$ _____
It was filed on the _____ day of _____, 20____.
The surety is _____
When the undertaking was filed, the value of the estate was \$ _____

VERIFICATION

I _____, being first duly sworn, on oath, depose and say that I have read the foregoing inventory report by me subscribed and that the facts therein stated are true to the best of my knowledge, information and belief.

Signature _____

Typed Name _____

Address (Actual address/not Post Office) _____

Telephone Number _____

E-mail address (Optional) _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public/Deputy

Superior Court of the District of Columbia

PROBATE DIVISION

Estate of _____ Case Year _____ Case Type _____ Case No. _____
 Accounting of _____
(First, Second, etc.) (Name of Fiduciary) (Fiduciary Capacity)
 For period beginning _____ 20_____, and ending _____ 20_____

SUMMARY OF TRANSACTIONS	Debit(s) (Receipts)	Credit(s) (Disbursements)
Receipts:		
Total from Schedule "A" Beginning Balance.....	\$	
Total from Schedule "B" Dividend Balance.....		
Total from Schedule "C" Interest Income.....		
Total from Schedule "D" Annuity Income.....		
Total from Schedule "E" Rental Income.....		
Total from Schedule "F" Other Collections.....		
Total from Schedule "G" Gain.....		
Disbursements:		
Total from Schedule "G" Losses.....		\$
Total from Schedule "H" Administrative Expenses.....		
Total from Schedule "I" Rental Property Expenses.....		
Total from Schedule "J" Other Disbursements.....		
Total from Schedule "K" Maintenance and Care Expenses – Distributions		
Total from Schedule "L" Ending Balance.....		
Totals (Columns must agree)	\$	\$

SCHEDULE "A"
BEGINNING BALANCE

List below the assets held at the beginning of the accounting. In the First Accounting, these would be the assets held or in existence on the date of Appointment or Qualification. Each asset must be listed separately and described fully. In Guardianship, Conservatorship and Trust cases, include all personal property.

Example:

600 shares XYZ Co., common stock

Carrying value
\$8,000.00

	Carrying Value
	\$
If continuation sheet(s) are used, enter total here.....	\$
Total (carry forward to summary)	\$

SCHEDULE "B"
DIVIDEND INCOME

List below the source of each dividend received, the amount, and the date of payment.

Example:

100 shares common stock of XYZ Co.

March 30, 19____	\$30.00	
June 30, 19____	30.00	
Sept. 30, 19____	35.00	
Dec. 31, 19____	35.00	130.00

	Receipts
	\$
If continuation sheet(s) are used, enter total here.....	\$
Total (carry forward to summary)	\$

SCHEDULE "C"
INTEREST INCOME

List below the source of each interest payment received, the amount, and the date of payment.

Example:

ABC Bank:

March 30, 19____	\$30.00	
June 30, 19____	30.00	
Sept. 30, 19____	30.00	
Dec. 31, 19____	40.00	130.00

	Receipts
	\$
If continuation sheet(s) are used, enter total here.....	\$
Total (carry forward to summary)	\$

SCHEDULE "D"
ANNUITY INCOME

List below each annuity, pension, etc., identifying each as to source, period or months covered and the rate.

Example:

Social Security benefits for the
calendar months of June 19____ through May 19____
12 months as follows:

5 at	\$130.00 (136.70 Less 6.70 Insurance Premium)	\$650.00	
7 at	140.00 (146.70 Less 6.70 Insurance Premium)	980.00	\$1630.00

	Receipts
	\$
If continuation sheet(s) are used, enter total here.....	\$
Total (carry forward to summary)	\$

SCHEDULE "E"
RENTAL INCOME

List below each parcel of real estate or rental unit, the period covered, the gross rent collection and the amount. If the property is not rented or was only partially rented, please indicate and explain the reason(s) therefore:

Example:

ABC Bank: 1111 – 99 th Street, for the months of June 19____ through May 19____, at \$300.00	\$3,600.00
---	------------

	Receipts
	\$
If continuation sheet(s) are used, enter total here.....	\$
Total (carry forward to summary)	\$

SCHEDULE "F"
OTHER COLLECTIONS

List in detail below, the source(s) and amount(s) of all other collections not appropriate for inclusion in Schedules "B", "C", "D", "E", or "G". This would include insurance, reimbursements, refunds, additional assets, proceeds from sale of real estate, etc.

	Receipts
	\$
If continuation sheet(s) are used, enter total here.....	\$
Total (carry forward to summary)	\$

SCHEDULE "G"
GAINS AND LOSSES

List in detail below, all security or other transaction(s). If the transaction resulted in a gain or loss, the amount of such gain or loss should be extended to the appropriate column.

Example:

	19_____			
9/30		100 shares XYZ Co., common sold for	\$3,000.00	
		100 shares XYZ Co., common carried at	\$2,500.00	
		Net Gain		\$500.00

	Gains	Losses
	\$	\$
If continuation sheet(s) are used, enter total here.....	\$	\$
Total (carry forward to summary)	\$	\$

SCHEDULE "H"

ADMINISTRATIVE EXPENSES

List in detail below each expenditure of an administrative nature. This would include attorney's fees, audit fees, bond premiums, bank charges, court costs, etc.

	Disbursements
	\$
If continuation sheet(s) are used, enter total here.....	\$
Total (carry forward to summary)	\$

SCHEDULE "I"

RENTAL PROPERTY EXPENSES

List in detail below, all expenditures related to rental property(ies). If the expenses relate to more than one property, the expenses should be grouped as to each property.

	Disbursements
	\$
If continuation sheet(s) are used, enter total here.....	\$
Total (carry forward to summary)	\$

SCHEDULE "J"
OTHER DISBURSEMENTS

List in detail below all other disbursements or credits which cannot properly be included in Schedules "G", "H", "I", or "K".

	Disbursements
	\$
If continuation sheet(s) are used, enter total here.....	\$
Total (carry forward to summary)	\$

SCHEDULE "K"
MAINTENANCE AND CARE EXPENSES

List in detail below, all expenditures for the maintenance and care of Ward in Guardianship and Conservatorship cases. In Trust cases, list all distributions to beneficiaries.

	Disbursements
	\$
If continuation sheet(s) are used, enter total here.....	\$
Total (carry forward to summary)	\$

SCHEDULE "L"

List below the assets held at the end of the accounting period. Each asset must be listed separately and described fully. In Guardianship, Conservatorship and Trust cases, include all personal property. In Trusteeship cases, include all personal and real property. The Fair Market Value should be as of the closing date of the accounting.

	Carrying Value	Fair Market Value
Example		
500 shs., XYZ Co., common stock	\$5,000.00	\$10,000.00
Cert No. 177253 100 shs. Dated 11-1-66		
187644 200 shs. Dated 9-5-69		
197223 200 shs. Dated 12-2-70	_____	_____

	Carrying Value	Fair Market Value
	\$	\$
If continuation sheet(s) are used, enter total here	\$	\$
Total (carry forward to summary)	\$	\$

Lot 4008, Square 42, improved
 by premises 722 Easy Lane,
 Washington, DC Rented
 for \$250.00 per month

REAL ESTATE
 (IF NOT INCLUDED IN SCHEDULE "L")

\$10,000 None Unknown

COMPLETE LOCATION AND DESCRIPTION	Assessed Value	Encumbrance (Mortgage Lien, Etc.)	Market Value if Known
	\$	\$	\$
COLUMN TOTALS	\$	\$	\$

The foregoing securities are kept or deposited at _____

in the name of _____

The penalty of my undertaking is \$ _____

The original undertaking was filed on the _____ day of _____, 20____

The surety is _____

District of Columbia. to wit:

I _____, being first duly
(Type or Print Plainly)

sworn, on oath, depose and say that I have read the foregoing account by me
 subscribed and that the facts therein stated are true to the best of my knowledge,
 information, and belief.

 Signature

 Address (Actual address/ not Post Office Box)

 Typed Name

 Telephone Number

 E-mail address (optional)

Subscribed and sworn to before me this _____ day of _____, A.D. 20____

 Notary Public/Deputy

Superior Court of the District of Columbia
PROBATE DIVISION

On this _____ day of _____, A.D. 20____
 the foregoing account, being presented for approval, the account is, after examination
 by the Court, approved and passed.

Judge

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

Estate of _____

_____ Deceased

_____ ADM _____
_____ INT _____
_____ GDN _____
_____ TRP _____
_____ CON _____
_____ IDD _____

OBJECTION (EXCEPTION) TO ACCOUNT OR INVENTORY

The undersigned interested person hereby objects as follows:

1. Name of interested person: _____
2. Nature of the interested person's legal interest (for example, heir, legatee, creditor): _____
3. Inventory or Account number (i.e., First, Second, etc.): _____
4. Reason for objection: _____

5. Relief requested. (What do you want the Court to do?): _____

WHEREFORE the undersigned asks that the Court grant the relief requested.

Signature

Address

Telephone number

E-mail address (optional)

The filing fee is enclosed made payable to "Register of Wills" in the amount of \$20.00 for an estate of a decedent and \$25.00 for an intervention or trust proceeding.

CERTIFICATE OF SERVICE

I hereby certify that on the ____ day of _____, 20____, I have mailed copies of the foregoing objection, postage prepaid, by first class mail, to the following interested persons: (list name and address of all interested persons)

_____	_____
_____	_____
_____	_____

Signature

**Probate Division
Form 27: Financial Account Information**

_____ ADM _____
_____ SEB _____
_____ INT _____
_____ TRP _____
_____ CON _____
_____ GDN _____
_____ NRT _____

Estate of _____
decedent/minor/adult ward/custodian/settlor

Name on Account	Name and Address of Bank/Financial Institution	Account Number

This report will be maintained under seal pursuant to SCR-PD 5.1, recorded in a secure Court database, and available only to authorized Court personnel, unless otherwise included in the public record.

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
PROBATE DIVISION

_____	ADM	_____
_____	INT	_____
_____	IDD	_____
_____	GDN	_____
_____	TRP	_____

Estate of

Minor/Ward/Deceased

RECEIPT

I, the undersigned, _____ hereby
(insert name)
acknowledge to have received from _____,
(insert name)
(personal representative/conservator/guardian/trustee), of the estate
of _____ assets consisting
of _____
as shown by the approved _____ account in said cause on
_____, 20_____.

Signature of filer

Typed name of filer

Address (actual address/not Post Office Box)

Telephone number

E-mail address (optional)

Unified Bar number (if filer is an attorney)