



# MONMOUTH COUNTY SURROGATE'S COURT

## CHECKLIST REMINDER

### GUARDIANSHIP

*Please follow the steps provided on the New Jersey courts Guardianship Self-Help Website when applying for Guardianship of a Person and Estate or Person Only.*

	<p>New Jersey Courts, Guardianship Self-Help Website <a href="#">Guardianship Self-Help   NJ Courts</a></p> <p><b>Complete the appropriate Guardianship Packet</b></p> <ul style="list-style-type: none"><li>• <b>Guardianship of the Person and Estate <u>OR</u></b></li><li>• <b>Guardianship of the Person Only</b></li></ul>
<input type="checkbox"/>	<p><b>Step 1:</b> Complete the Adult Guardianship <b>Case Information Statement (CIS) (Form A)</b>. Failure to file this required document will result in the return of your Verified Complaint.</p>
<input type="checkbox"/>	<p><b>STEP 2:</b> Complete the <b>Verified Complaint</b> to Appoint Guardian(s) of the Person and Estate (Property) <b>OR</b> Person Only <b>(Form B)</b>.</p>
<input type="checkbox"/>	<p><b>STEP 3:</b> Complete the <b>Certification of Assets (Form C)</b>.</p>
<input type="checkbox"/>	<p><b>STEP 4: Certifications of Doctor or Physician or Psychologist (Form D)</b> To determine requirements, see Title 3B or Title 30 based on your case type.</p>
<input type="checkbox"/>	<p><b>STEP 5:</b> If Title 30 and submitted IEP <b>Complete the Cover Page, Individualized Education Program (IEP) (Form E-1)</b>. If 3B skip to <b>STEP 6</b>.</p>
<input type="checkbox"/>	<p><b>STEP 6:</b> Complete the <b>Order Fixing Hearing Date and Appointing Attorney for Alleged Incapacitated Person (Form F)</b>. <b>Attention: FORM F HAS BEEN UPDATED. The old version of the form is no longer accepted. You must submit the updated form which can be found on the Monmouth County Surrogate's Website.</b></p>
<input type="checkbox"/>	<p><b>STEP 7:</b> Complete the <b>Judgment of Incapacity and Appointment of Guardian(s) of the Person and Estate (Form G)</b> <b>Attention: FORM G HAS BEEN UPDATED. The old version of the form is no longer accepted. You must submit the updated form which can be found on the Monmouth County Surrogate's Website.</b></p>

<p>PDF_on website</p>	<p><b>Step 8: Background Policy Acknowledgement and Notice of Rights.</b> PDF documents can be found on the Monmouth County Surrogate’s website. <b>Submit the signed page only.</b> This form is not needed if you are the spouse or parent of the alleged incapacitated person.</p>
<p><input type="checkbox"/></p>	<p><b>STEP 9: Include the Filing Fee of \$200.</b> Make a check or money order payable to the <b><u>Monmouth County Surrogate</u></b></p>
<p><input type="checkbox"/></p>	<p><b>STEP 10: Check your completed forms and retain copies.</b> Remove all instruction sheets. Make sure you have signed all the forms wherever necessary. All forms must have an original, ink signature.</p>
<p><input type="checkbox"/></p>	<p><b>Step 11:</b> Once all the forms are completed, make copies. Additional copies will need to be provided to everyone who requires notice of the action. Please keep a copy for your records.</p> <p>Hand-deliver or mail</p> <ul style="list-style-type: none"> <li>• 1 set of original documents (Form A, B, C, D, e-1 or E-2, and updated Form F and G)</li> <li>• 2 sets of copies</li> <li>• \$200 filing fee – by check or money order made out to <b>Monmouth County Surrogate</b></li> <li>• A self-addressed stamped envelope for the court to use to return the filed forms back to you. Be sure you included the proper postage.</li> </ul> <p>To: <b>Monmouth County Surrogate’s Office</b> <b>Hall of Records</b> <b>One East Main Street, Room 114</b> <b>Freehold NJ 07728</b></p> <p><b>Please note:</b> If you choose to mail the documents, we strongly recommend that you send them using a secure method, such as FedEx, UPS, or USPS certified mail. We are only responsible for the documents once they have been successfully delivered.</p>
<p><input type="checkbox"/></p>	<p>Keep copies of all documents you provide to the court and/or any other party. Retain copies of all completed forms and any canceled checks, money orders, receipts, bills, contract estimates, letters, leases, photographs, and other important papers that relate to your case.</p>