

GUARDIANSHIP INSTRUCTIONS

**** Do Not Sign Any Document Unless In Front
Of A Notary Public Or The Circuit Clerk ****

1

PRINT



Print two (2) copies of this packet. One copy you will keep for yourself, the other will be filed with the court at the address below.

You can often find low-cost printing at your local library. The closest to you is:

2

FILE



- Bring a copy to your local courthouse to file at the Circuit Clerk:
- There is a \$200 fee associated with filing. If you cannot afford the fee, you can file a Financial Affidavit to see if you are eligible to have your filing fee waived.

[Financial Affidavit](#)

OTHER INFORMATION

- Include a copy of each child's birth certificate.
- Remember your manners:
It is important to present yourself well. Dress nicely. Say "Yes, Your Honor" and "No, Your Honor." Do not speak while others are speaking.
- Bring your paperwork:
Even though the judge will have the paperwork you filed, you should have a copy of your paperwork as well. Bring any other materials you think will be relevant.

