

ATTORNEY'S CHECKLIST FOR  
GUARDIANSHIP PROCEEDINGS

AIP: \_\_\_\_\_

CLIENT/PLAINTIFF: \_\_\_\_\_

FILE NO: \_\_\_\_\_ ATTORNEY \_\_\_\_\_

DATE COMPLETED	FILING REQUIREMENTS	RULE
_____	Verified Complaint	R. 4:86-1, R. 1:6-6
_____	Plaintiff's Affidavit (or Certification) of real and personal property	R. 4:86-2(a)
_____	Physicians' Affidavits	R. 4:86-2(b)
	Note 1: 2 physicians <b>OR</b> 1 physician & 1 psychologist	Effective 9/1/04
	OR Affidavit of physician endeavored to examine	R. 4:86-2 (c)
	Note 2: exams must be within 30 days of filing date	R. 4:86-2(b)
_____	If seeking approval for sale of real property - must file Real Estate Appraisers' Affidavits - two	R. 4:94-2
	Note: must be certified or licensed real estate appraisers	Effective 9/1/04
_____	Order for Hearing - to include appointment by Court of Counsel for AIP	R. 4:86-4
	<b>UPON RECEIPT OF EXECUTED ORDER FOR HEARING and at least 20 days' prior to hearing date</b>	
_____	Personal service of notice of proceedings on AIP	R. 4:86-4(a)
_____	Service on persons in interest including court-appointed counsel for AIP	R. 4:86-4(a)
	<b>FILE AND SERVE PRIOR TO HEARING (at least 5 days prior to) include court-appointed counsel for AIP for service</b>	
_____	Certification of Personal Service on AIP	R. 4:86-5
_____	Certification of Proof of Service on persons in interest & counsel AIP	R. 4:86-5
_____	Proposed form of Judgment Declaring Incapacitation and Appointment of Guardian and other relief pertinent to complaint	R. 4:86-6
_____	Certification of Counsel Fees and Costs	R. 4:42-9(b) RPC 1.5(a)
	<b>ACTIONS UPON ENTRY OF JUDGMENT</b>	
_____	Meet with Guardian to review statutory obligations and those detailed under the judgment, including below filing requirements	
_____	File Guardian's Inventory of Assets - within 60 days of judgment	
_____	Calendar all deadlines under Judgment	
_____	Calendar status reviews with Guardian during first year after appointment 45 days; 90 days; 6 months; one year	