

STEP	CHECKLIST ITEM	DESCRIPTION OF TASK	COMPLETED:
Step 1	Did you download your Maryland guardianship petition?	Download your Maryland guardianship petition Maryland court from CC-GN-002	<input type="checkbox"/>
Step 2	Did you thoroughly complete every section of the petition?	Include detailed information about yourself (<i>the person filing</i>).	<input type="checkbox"/>
Step 2	Did you thoroughly complete the section about the alleged disabled person?	Provide information about the individual you believe needs guardianship.	<input type="checkbox"/>
Step 2	Did you list all relevant parties in your petition?	List other individuals who should be informed about the case.	<input type="checkbox"/>
Step 2	Did you specifically state your need for guardianship?	Explain why guardianship is necessary using detailed stories and examples.	<input type="checkbox"/>
Step 2	Did you include an exhaustive list of alternative solutions you may have attempted before pursuing legal guardianship?	Document efforts for less restrictive solutions (<i>e.g., home care services, advanced healthcare directive</i>).	<input type="checkbox"/>
Step 2	Did [2] Maryland licensed healthcare professionals examine the alleged disabled person?	<p>[2] licensed healthcare professionals must examine or evaluate the alleged disabled person and confirm that they really do need a legal guardian.</p> <p><u>You can obtain these required certificates from either:</u></p> <ul style="list-style-type: none"> - [2] licensed physicians; OR - [1] physician AND - [1] licensed psychologist; OR - [1] licensed clinical social worker; OR - [1] licensed nurse practitioner. 	<input type="checkbox"/>
Step 2	Did at least [1] healthcare clinician examine or evaluate the alleged disabled person within 21 days before submitting your petition ?	At least one healthcare clinician must complete a medical evaluation of the alleged disabled person within 21 days before you submit your guardianship petition.	<input type="checkbox"/>
Step 2	Did you attach the required [2] Certificates of Incapacity with your petition?	You must attach [2] Certificates of Incapacity that are signed and completed by [2] licensed healthcare professionals.	<input type="checkbox"/>
		Physicians Certificate - Maryland court form CC-GN-019	<input type="checkbox"/>
		Psychologist's Certificate - Maryland CC-GN-020	<input type="checkbox"/>
		Social Worker's Certificate - Maryland CC-GN-021	<input type="checkbox"/>
		Nurse Practitioner's Certificate - Maryland CC-GN-050	<input type="checkbox"/>

<p>Step 3</p>	<p>Did you file your guardianship petition with the correct Maryland Circuit Court? <i>(You'll file your petition with the circuit court clerk.)</i></p>	<p>Filing Instructions:</p> <ul style="list-style-type: none"> - If the subject of your petition lives in Maryland, you should file your petition with their county's circuit court clerk; If the subject of your petition lives outside of Maryland, you can file your petition in the circuit court in any county where the alleged disabled person is physically present; - And if you both live in the same Maryland county, file there; - For guardianship of property, file your petition with the circuit court clerk in the county where they have assets, like a house or bank account. <p>Click this link if you need the address to one of the 24 Maryland Circuit Courts.</p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p>Step 3</p>	<p>Did you pay the <u>\$165.00</u> filing fee?</p>	<p>If you cannot afford the filing fee, you can request a fee waiver by filling out Maryland court form CC-DC-089.</p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p>Step 3</p>	<p>What is your assigned case number?</p>	<p>Keep track of your assigned case number. <i>(You can check the Maryland Judiciary Case Search website.)</i></p>	
<p>Step 3</p>	<p>Did you get a copy of the "Show Case Order?"</p>	<p><u>Next, the circuit court issues a "Show Cause Order," which stipulates:</u></p> <ul style="list-style-type: none"> - A deadline to complete service of process. This tells everyone involved to respond to the petition within a specific time, <u>typically 20 days</u>; - A date for all involved parties to explain if they believe guardianship isn't needed. - The order may also list the hearing date; <p>If the alleged disabled person doesn't have an attorney, the court will assign one to them.</p>	

Step 4	Did you SERVE all documents to all parties involved with the guardianship case?	<p>This is called "Service of Process."</p> <p><u>You need to serve copies of these documents to all parties involved with the case:</u></p> <ul style="list-style-type: none"> - Your petition; All accompanying documents (<i>the [2] certificates of incapacity</i>); The court's "Show Cause Order;" - "Advice of Rights" (<i>serve to the alleged disabled person</i>); - "Notice of Interested Persons" (<i>use Maryland court form CC-GN-006</i>) - Use Maryland court form CC-GN-015 for guardianship of person; 	
Step 4	Did you SERVE all parties involved with the guardianship case?	<p><u>You need to serve the following parties:</u></p> <ul style="list-style-type: none"> - The alleged disabled person; - The alleged disabled person's attorney; <p>All involved or interested parties.</p> <ul style="list-style-type: none"> - Use Maryland court form CC-GN-002 to see who qualifies. 	
Step 5	Did you file Proof of Service with the correct Maryland Circuit Court?	<p><u>Finally, you'll need to file proof with the correct circuit court that you've notified all parties involved.</u></p> <ul style="list-style-type: none"> - This is called "Proof of Service." - File Maryland court form CC-DR-058 with the circuit court to confirm Proof of Service. - If you cannot contact someone or find them to serve them, you must fill out an "Affidavit of Attempts to Contact, Locate, and Identify Interested Persons" form and file it with the correct Maryland circuit court. - You'll use Maryland court form CC-GN-010 if you cannot contact someone or locate them for service. 	
Step 6	Attend the hearing	You'll need to attend the hearing and wait for the judge's ruling.	