

ACCOUNT FILING CHECKLIST • GUARDIAN OF INCAPACITATED PERSON

ESTATE OF _____, INCAP.	PREPARER: ATTORNEY/ACCOUNTANT	TELEPHONE NUMBER
O. C. NUMBER _____ OF _____	ADDRESS	

**INSTRUCTIONS:** Persons wishing to file an account must first complete this form, indicating in “preparer” column **(YES or N/A)** whether the items listed are included in the audit papers and/or the account. Items that are required in all cases are printed in **BOLD**. Upon review by the staff of the Clerk's Office, the account and related audit papers may be accepted for filing if complete or rejected if incomplete.

PREPARER	ITEM	O. C. CLERK
	1a) <b>ACCOUNT COVERSHEET and SUMMARY PAGE</b> [O.C. Rule 6.1]	
	1b) <b>ACCOUNT SIGNED by ALL ACCOUNTANTS/VERIFIED by at LEAST ONE ACCOUNTANT</b> [O.C. Rule 6.1.A.]	
	2a) <b>PETITION for ADJUDICATION &amp; STATEMENT of PROPOSED DISTRIBUTION filed</b> [O.C. Rule 6.9.A.]	
	2b) <b>PETITION for ADJUDICATION &amp; STATEMENT of PROPOSED DISTRIBUTION SIGNED by EACH ACCOUNTANT</b> [O.C. Rule 6.9.B.]	
	2c) <b>PETITION for ADJUDICATION &amp; STATEMENT of PROPOSED DISTRIBUTION VERIFIED by at LEAST ONE ACCOUNTANT</b> [O.C. Rule 6.9.B.]	
	3) <b>COPY of DECREE or INSTRUMENT APPOINTING GUARDIAN</b> [O.C. Rule 6.9.D.(5)(a)]	
	4) STATEMENT of APPOINTMENT OF PERSONAL REPRESENTATIVE [O.C. Rule 6.9.D.(5)(b)]	
	5) <b>STATEMENT of METHOD of NOTICE</b> [O.C. Rule 6.9.D.(1)(f)]	
	6) AGREEMENT of COMPROMISE and SETTLEMENT [O.C. Rule 6.9.D.(1)(b)]	
	7) AGREEMENT REGARDING ACCOUNTANT'S COMPENSATION [O.C. Rule 6.9.D.(1)(c)]	
	8a) CERTIFICATE of APPOINTMENT OF FOREIGN FIDUCIARY [O.C. Rule 6.9.D.(6)(a)]	
	8b) AFFIDAVIT by FOREIGN FIDUCIARY [O.C. Rule 6.9.D.(6)(b)]	
	9) CERTIFICATION REGARDING PRIOR FILED ORIGINALS [O.C. Rule 6.9.D.(7)]	

ACCEPTED

REJECTED

REVIEWED BY

DATE