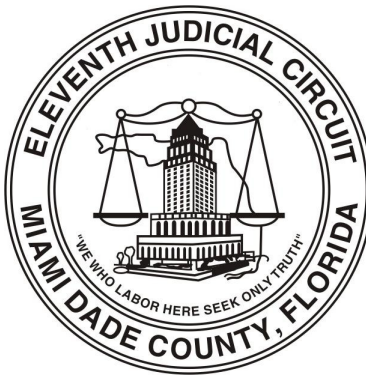




Application to Serve on the 11th Judicial Circuit's Professional Guardian Registry

Please complete all sections of the following application to serve on the professional guardian registry for the Eleventh Judicial Circuit. All sections of the application must be completed legibly to be considered for appointment. Completed applications must be submitted to the Professional Guardian Review Panel via e-mail to **guardianshiprfq@jud11.flcourts.org**. Please attach additional pages as needed. Section 1 of the application must be completed by the Principal Guardian. Section 2 of the application must be completed by every professional guardian covered by the Principal Guardian's bond. A resume for each professional guardian must be included with this application.

SECTION 1

Applicant/Principal Guardian information

Principal Guardian Name (as it would appear in the Registry): _____

Business Name: _____

Business Address: _____

Main Office Telephone No.: _____

Cellphone No.: _____ Fax No.: _____

Email Address: _____

FEI/EIN or Sunbiz Document Number: _____

The Applicant provides professional guardianship services in the following Florida counties:

☐ Miami-Dade ☐ Monroe ☐ Broward ☐ Palm Beach ☐ Collier

☐ Other: _____

The Applicant can provide professional guardianship services in the following languages: ☐ English

☐ Spanish ☐ Creole ☐ Other: _____

Bonding and Insurance:

The Applicant has an active blanket fiduciary bond ☐ Yes ☐ No

Bond issued to: _____

Bonding agency: _____

Amount of bond: _____ Anniversary date of bond: _____

Liability Insurance:

☐ The Applicant maintains a liability insurance policy that covers any losses sustained by the guardianship caused by errors, omissions, or any intentional misconduct committed by the Applicant or the Applicant's officers or agents.

☐ Proof of such policy is attached and has been provided to the Clerk of Courts.

The Applicant currently provides guardianship services for _____ wards.

The Applicant currently receives court appointments in the 11th Judicial Circuit: ☐ Yes ☐ No

Please list all Miami-Dade cases in which the applicant was appointed:

Case Number	Case Type

The Applicant currently ☐ does ☐ does not have any Show Cause or Contempt Orders outstanding in the 11th Circuit. Please provide the case number and case style for any case in which such an order is outstanding:

In the last 10 years, has the Applicant been named as a party in a civil and or criminal case as either a plaintiff, or defendant in their individual capacity or acting on behalf of a ward? This includes matters in and outside of Miami-Dade County (including outside of the State of Florida). Civil Litigation includes but is not limited to the following case types: dependency, domestic violence injunctions, breach of contract, personal injury/negligence, foreclosure, bankruptcy, employment related matters, civil fraud, breach of fiduciary duty/responsibility, and professional malpractice. ☐ Yes ☐ No

If yes, please list the following for each case:

Case Number	Case type	Venue	Currently Pending?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

Staffing:

Total number of employees: _____

Please provide the following information for each professional guardian employed:

Name	OPPG Registration No.	Date of Hire

Please provide the following information for any employees, other than professional guardians listed above, that have a fiduciary responsibility to the applicant's wards. A fiduciary responsibility is defined as having a position of trust.

Name	Scope of duties to Ward	Date of Hire

Section 2

This section (pages 3-6) must be completed by each of the professional guardians covered under the Principal Guardian's bond. You may attach as many copies of this section as necessary.

Guardian Name: _____

OPPG Registration No.: _____

Years of experience as a guardian: _____

Guardian Education and Skills:

The Guardian certifies that they have completed the minimum 40-hours of guardian training and is up to date with their continuing education requirements as required under Fla. Stat. 744.2003. ☐ Yes ☐ No

List the continuing education courses completed by the Guardian in the last 2 years:

Course Title:	Date of Completion
_____	_____
_____	_____
_____	_____
_____	_____

List the names and types of all degrees, certifications, and licenses the Guardian currently holds:

List any specialized skills or training that will assist the Guardian in their duties as a professional guardian:

Guardian Disciplinary History:

1. Has a complaint ever been filed against the Guardian with the Office of Public and Professional Guardians or has their Guardianship registration ever been suspended, surrendered, or revoked?

☐ Yes ☐ No

If yes, please explain:

2. Has a judicial circuit ever removed the Guardian from a case for a reason listed in F.S. 744.474?

☐ Yes ☐ No

If yes, please provide the circuit, case number, date removed, and explain the reason for removal:

3. Has the Guardian ever filed for bankruptcy or been subject to foreclosure or foreclosure actions?

☐ Yes ☐ No

If yes, please explain: _____

4. Has the Guardian ever been arrested for a crime? ☐ Yes ☐ No

If yes, please explain: _____

5. Has the Guardian ever been found guilty or adjudicated guilty of a crime? ☐ Yes ☐ No

If yes, please explain: _____

6. Does the Guardian have criminal charges or warrants pending or is the Applicant currently on probation or parole in this state or in any other state or country? ☐ Yes ☐ No

If yes, please explain: _____

7. Has the Guardian ever had any sort of petition for injunction filed against them in this or any other state or country? ☐ Yes ☐ No

If yes, please explain: _____

8. In the last 10 years, has the Guardian been named as a party in a civil and or criminal case as either a plaintiff, or defendant in their individual capacity or acting on behalf of a ward? This includes matters in and outside of Miami-Dade County (including outside of the State of Florida). Civil Litigation includes but is not limited to the following case types: dependency, domestic violence injunctions, breach of contract, personal injury/negligence, foreclosure, bankruptcy, employment related matters, civil fraud, breach of fiduciary duty/responsibility, and professional malpractice.

☐ Yes ☐ No

If yes, please list the following for each case:

Case number	Case type	Venue	Currently Pending?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

9. The Guardian currently ☐ does ☐ does not have any Show Cause or Contempt Orders outstanding in the Eleventh Circuit. Please provide the case number and case style for any case in which such an order is outstanding:

Required Affirmations

The Guardian must initial each line, certifying the following statements.

___ I am currently registered as a professional guardian with the Office of Public and Professional Guardians and have served as a professional guardian for ___ years. Date of Certification: _____

___ I am currently in good standing with the Office of Public and Professional Guardians.

___ I will notify the Administrative Judge of the Eleventh Judicial Circuit's Probate division if I become non-compliant with Florida's guardianship registration requirements immediately in writing. I will explain the circumstances and describe my effort(s) to restore compliance.

___ I will keep all responses on this Application current and complete (including but not limited to changes of address) by updating them in a timely manner. An update to the Application is considered timely if made as soon as possible but not later than 30 days after any occurrence that

changes or renders incomplete any answer to any question on the Application.

- ___ I have familiarized myself with the Eleventh Judicial Circuits Procedures and Bylaws for Court Appointments of Professional Guardians and all Eleventh Circuit Court Administrative Orders concerning Guardianship and agree to provide services in accordance with those Administrative Orders and Procedures and Bylaws.
- ___ I agree to provide written notice 30 days in advance if I wish to be removed from the registry(s). I agree that once removed, I must file a new application to be reinstated.
- ___ I understand and agree that if I, or any other employee of an organization by which I am employed, am the petitioner in a case to determine an individual's incapacity, I cannot be appointed as the professional guardian of that individual.
- ___ I agree to abide by the following billing and fee procedures: I acknowledge that it is customary in Miami-Dade County for professional guardians to bill an hourly rate up to \$85 an hour for guardian services. I also acknowledge that final discretion on fees will be determined by the Court after reviewing the actual services rendered. I agree that I will not use incremental or block billing, and only bill for actual time spent (i.e. 1=1 minute, 5=5 minutes, 45=45 minutes). I also agree that I will not take a retainer or advancement of fees from a ward.
- ___ I agree that I will open a restricted depository and have a court approved budget for each ward for whom I am appointed professional guardian, including wards I currently serve. I agree that I will submit my petitions for fees no more frequently than monthly and no longer than quarterly. I agree to only bill for actual time spent for the benefit of the ward.

ATTESTATION AND AUTHORIZATION TO INVESTIGATE
AND FOR RELEASE OF INFORMATION

I, _____,
whose address is _____,

authorize the Eleventh Judicial Circuit of Florida or its designee to conduct a criminal history and background investigation on me, the Guardian. I authorize the release of information and/or documents to this Circuit from any city, county, state, and/or federal law enforcement agencies; any school, college or university; and/or any other entity. I release this Circuit and its designee from any and all liability and expense associated with this investigation or release of information and/or documents.

I also swear/affirm that the information supplied on this Application and all documents provided are correct, that to the best of my knowledge that I am qualified to provide services as a Professional Guardian, and that I will notify in writing the Eleventh Judicial Circuit of Florida, or designee(s) for this judicial circuit of the following within thirty (30) days of any such event: (a) address change; (b) legal name change; (c) any criminal conviction; or any change in the status of any requisite professional license or certification which is currently held.

I understand that any omissions, falsifications, misstatements, or misrepresentations of the information provided in this Application, or information required to be subsequently provided, may be grounds for disqualification or dismissal from the Eleventh Judicial Circuit's Professional Guardian Registry.

Printed Name: _____ Date: _____

Signature: _____

FURTHER AFFIANT SAYETH NAUGHT.

State of _____ City of _____ County of _____

Sworn to (or affirmed) and subscribed before me **by means of ☐ physical presence or ☐ online**

notarization, this _____ day of _____, 20____, by _____,

who is personally known to me and/or produced _____ as identification.

My Commission Expires: _____

Notary Public