

Instructions for Filing Commission to Guardian

When appointing order has short form commission attached

1. Go to the certification counter in room (141-B) in the basement and request a copy of the order appointing you guardian. (In the alternative, you can request a copy of the order appointing you guardian at one of the public terminals in room 141-B or in room 103-B).
2. After requesting a copy of the order, you must pay the cashier 25 cents per page and an additional \$8.00 for a certified copy of the order.
3. Then pick up a copy of the order from the certification counter (141-B) or the file room counter (103-B)).
4. Take the order with short form commission, the oath & designation of clerk, and surety bond papers (if necessary) to the judgment counter in 141-B.
5. Optional but advised: have at least 1 copy of the appointing order and commission certified in room 141-B.

When appointing order does not have short form commission attached

1. Conform full commission to the order of appointment.
2. Go to the certification counter in room (141-B) in the basement and request a copy of the order appointing you guardian. (In the alternative, you can request a copy of the order appointing you guardian at one of the public terminals in room 141-B or in room 103-B).
3. After requesting a copy of the order, you must pay the cashier 25 cents per page and an additional \$8.00 for a certified copy of the order.
4. Then pick up a copy of the order from the certification counter (141-B) or the file room counter (103-B)).
5. Take the order with the conformed commission, oath & designation of clerk and surety bond papers (if necessary) to the judgment counter in 141-B.
6. Optional but advised: have at least 1 copy of the appointing order and commission certified in room 141-B.

** Note: If you feel that you would have trouble completing this process, contact the petitioner's attorney for assistance which is pursuant to the order of appointment.*