

TEMPORARY GUARDIANSHIP OF MINOR

The Probate Court **STRONGLY RECOMMENDS** that you thoroughly read these instruction pages along with Petition Instructions. If you do not feel confident in filling out this petition, **please consult an attorney**. Court clerks **cannot legally assist you** in this matter.

Please ensure that your Petition is complete, legible, and in proper order prior to submission for filing in this Court. Incomplete Petitions may delay the processing of your filing. Court clerks **cannot** advise you regarding the processing time of your filing.

Please note the following as per O.C.G.A. 29-2-5 (b) The petition shall be filed in the probate court of the county of domicile of the petitioner; however, if the petitioner is not a domiciliary of this state, the petition may be filed in the probate court of the county where the minor is found.

The Filing Fee of \$140.00 (per Minor) **must be paid when the Petition is filed** with the Court. A Court clerk will contact you after your filing has been reviewed to advise you of any deficiencies and additional fees which may be required.

You **will not** be entitled to a refund should your Petition be found deficient or deemed to have been improperly filed in this Court.

Enclosed in this packet:

- Petition for Temporary Letters of Guardianship of Minor
- Lowndes County Probate Court Guardianship/ Conservatorship Division Form
- Non-Criminal Justice Applicants Privacy Rights, Privacy Act Statement, and Applicants Privacy Rights Notification Signature Form
- Proceeding as a Self-Represented Litigant in Probate Court and Affidavit (You will be required to sign the Affidavit if you choose to file this Petition **without** legal counsel.)
- Affidavit Of Diligent Search (To be completed if parent(s)'s address is unknown).

**** Please refer to the following page for further requirements****

TEMPORARY GUARDIANSHIP OF MINOR FEES

- **NICS Fingerprint Based Background Check Fee - \$42.00 per Proposed Guardian.**
 - Fingerprint card(s) will be provided to Proposed Guardian(s) when this fee is paid. Proposed Guardian(s) must submit the card and attached form to the Lowndes County Sheriff's Office (LCSO) for a NICS Fingerprint Based Background check. A processing fee of \$15.00 must be paid to LCSO.
 - Please note all other adults residing in the home over the age of 18 **must** request a background check at the Lowndes County Sheriff's Office which will then be provided to the Court by the filing attorney or Proposed Guardian(s). Please contact the LCSO for fee amount.
- **Legal Citation Fee - \$90.00 **If needed, the Clerk will advise on when to make the payment.***
- **Sheriff Service Fee - \$50.00 **If personal service is needed, the clerk will advise on how to make payment.***
- **Other** – Other fees such as Copies, Certified Copies, and/or Postage, if required, will be assessed and communicated to you when your appointment with the Judge is scheduled. Those fees are **due at the time** of the appointment of the Guardian(s).

TEMPORARY GUARDIANSHIP OF MINOR REQUIRED IDENTIFICATION AND DOCUMENTS

- Proposed Guardian(s) must provide the Court with a current Driver's License or State Issued ID.
 - If you reside in Lowndes County but the address on your current Driver's License or State Issued ID does not reflect Lowndes County, you will be required to provide additional proof of residence (such as a utility bill or rental/lease agreement).
 - Please note: Digital Driver's Licenses, Digital State Issued Identification, or copies of either will not be accepted.
- A Certified Copy of the child's Birth Certificate **must be** included with the Petition. The Court clerk will make a copy of the Birth Certificate and return the original.
 - Please note: Hospital issued Birth Record/ Documentation will not be accepted in place of the Certified Copy of the child's Birth Certificate. If you are unable to obtain a Certified Copy of the child's Birth Certificate, please inform the clerk.
- A Certified Copy of the Mother's or Father's Death Certificate OR an Obituary **must be** included with the Petition if parent(s) is/are deceased. If providing a Certified Copy of the Death Certificate, the Court clerk will make a copy and return the original.
- Current Photo of the Minor Child for the Court's records.

PETITION FOR TEMPORARY LETTERS OF GUARDIANSHIP OF MINOR

INSTRUCTIONS

I. Specific Instructions

1. This form is to be used for filing a Petition for Temporary Letters of Guardianship of a Minor pursuant to O.C.G.A. § 29-2-5.
2. Notice of the Petition must be given to the “parents” of the Minor. If an objection to the establishment of the temporary guardianship is filed by a parent who is also a “natural guardian,” the Court will dismiss the Petition without a hearing. If a parent who is not a natural guardian objects, a hearing on the matter will be scheduled.

A “parent” is defined as the biological or adoptive father or mother whose parental rights have not been surrendered or terminated. However, in the case of a child born out of wedlock, the Father shall be considered a “parent” only if he has legitimated the Minor.

A father of a child born out of wedlock has legitimated the Minor if he married the Mother after the child’s birth or obtained an order of legitimation from a court of competent jurisdiction.

A “natural guardian” is defined as each parent, unless the parents are divorced. If one parent has sole legal custody, that parent is the sole “natural guardian.” If both parents have joint legal custody, then both parents are the “natural guardians.”

3. Although a mother or father may not be a “legal parent,” the Court may require service on such person.
4. A temporary guardianship will be deemed to be a permanent guardianship for the purposes of obtaining medical insurance coverage for the Minor if the guardian assumes in writing the obligation to support the Minor while the guardianship is in effect to the extent that no other sources of support are available.
5. Unless otherwise permitted by the Probate Court in which the Petition is filed, a separate Petition must be filed for each minor. Contact the Probate Court in which the Petition will be filed for its policy. If the filing of one Petition for more than one minor is permitted by the Probate Court, modify the Petition accordingly.
6. According to Uniform Probate Court Rule 5.6 (A), unless the Court specifically assumes the responsibility, it is the responsibility of the moving party to prepare the proper citation and deliver it properly so it can be served according to law. All pages after the Notice regarding Uniform Probate Court Rule 5.6 (A) are to be completed by the moving party, unless otherwise directed by the Court

7. O.C.G.A. § 53-11-2 provides that a party to a probate proceeding who is not sui juris must be represented by a guardian provided that the Court may appoint a guardian ad litem or determine that the natural guardian, guardian, conservator or testamentary guardian has no conflict and may serve. Should a guardian ad litem be necessary because a party is not sui juris, use Supplement 1.
8. Use Supplement 2 if the Court determines it is necessary to appoint a special process server.
9. Use Supplement 3 when an additional certificate of service is necessary.
10. Exhibits should be labeled at the bottom of each exhibit as Exhibit “A,” Exhibit “B,” etc. in consecutive order. The corresponding letter of each said exhibit should be inserted into the appropriate place in the form.
11. An oath must be administered by a Probate Judge or Clerk (the oath cannot be administered by a notary public). Use Georgia Probate Court Supplement 4 for the oath. The oath is not included in this form. Georgia Probate Court Standard Form 53, Commission to Administer Oath, can be used if the oath is to be administered by a court outside the State of Georgia.

II. General Instructions

General instructions applicable to all Georgia Probate Court Standard Forms are available in each Probate Court or at www.gaprobate.gov, labeled GPCSF 1.

4.

The Minor's Mother is:

<i>[Full name of Mother]</i>	<i>First</i>	<i>Middle</i>	<i>Last</i>	
<hr/>				
<i>Street</i>	<i>City</i>	<i>County</i>	<i>State</i>	<i>Zip Code</i>

- a. Is the Mother deceased? *[Select One]* Yes No
If yes, attach death certificate as Exhibit " _____ " and skip b-g
- b. Has the Mother signed a consent for the creation of this temporary guardianship? *[Select One]* Yes No
- c. Is the Mother's address known and listed above? *[Select One]* Yes No
- d. Have the Mother's rights been terminated via Court Order? *[Select One]* Yes No
If yes, attach the Order as Exhibit " _____ ."
- e. Has the Mother lost custody via Court Order? *[Select One]* Yes No
If yes, attach the Order as Exhibit " _____ ."
- f. Does the Mother have joint legal custody via Court Order? *[Select One]* Yes No
If yes, attach the Order as Exhibit " _____ ."
- g. Does the Mother have sole legal custody via Court Order? *[Select One]* Yes No
If yes, attach the Order as Exhibit " _____ ."
- h. Was the Mother married to the Father of the child during or after the conception of the Child? *[Select One]* Yes No
- i. Was the Mother married to another during the conception, gestation or birth of the Child? *[Select One]* Yes No
If yes, list that man's name below:

[Full name of Mother's Husband] First Middle Last

Street City County State Zip Code

5.

The Minor's Father is:

[Full name of Father] First Middle Last

Street City County State Zip Code

- a. Is the Father deceased? [Select One] Yes No
If yes, attach death certificate as Exhibit "_____"
and skip b-g.
- b. Has the Father signed a consent for the creation of this temporary guardianship? [Select One] Yes No
- c. Is the Father's address known and listed above? [Select One] Yes No
- d. Have the Father's rights been terminated via Court Order? [Select One] Yes No
If yes, attach the Order as Exhibit "_____."
- e. Has the Father lost custody via Court Order? [Select One] Yes No
If yes, attach the Order as Exhibit "_____."
- f. Does the Father have joint legal custody via Court Order? [Select One] Yes No
If yes, attach the Order as Exhibit "_____."
- g. Does the Father have sole legal custody via Court Order? [Select One] Yes No
If yes, attach the Order as Exhibit "_____."

6.

Is the Minor fourteen years of age or older? [Select One] Yes No

If you answer "Yes," and the Minor made a selection, attach the Minor's Selection for the Petitioner(s) to act as temporary guardian(s) as Exhibit "_____."

7.

The temporary guardianship is needed because:

8.

Additional Data: *[Where full particulars are lacking, state here the reasons for any such omission. Also, state here all pertinent facts that may govern the method of giving notice to any party and that may determine whether or not a guardian ad litem should be appointed for any party.]*

WHEREFORE, Petitioner(s) pray(s) that:

1. Service be perfected as provided by law; and
2. Petitioner(s) be appointed temporary guardian(s) of the Minor named above.

Signature of First Petitioner

Signature of Second Petitioner, if any

Printed Name

Printed Name

Mailing Address

Mailing Address

Telephone Number

Telephone Number

Signature of Attorney _____

Printed Name of Attorney _____

Address _____

Telephone Number _____ State Bar # _____

VERIFICATION

GEORGIA, _____ COUNTY

Personally appeared before me the undersigned Petitioner(s) who, after being duly sworn, state(s) that the facts set forth in the foregoing Petition for Temporary Letters of Guardianship of Minor (and the attached Exhibit(s)) are true and correct.

Sworn to and subscribed before me this

_____ day of _____, 20_____

Signature of First Petitioner

NOTARY/CLERK OF PROBATE COURT

Printed Name of First Petitioner

My Commission Expires _____

Sworn to and subscribed before me this

_____ day of _____, 20_____

Signature of Second Petitioner, if any

NOTARY/CLERK OF PROBATE COURT

Printed Name of Second Petitioner, if any

My Commission Expires _____

**IN THE PROBATE COURT OF _____ COUNTY
STATE OF GEORGIA**

IN RE: ESTATE OF _____)
)
) **ESTATE NO.** _____
MINOR _____)

CONSENT OF MOTHER

I, _____,
[Full name of Mother] First Middle Last

Street City County State Zip Code

Mother of the above named Minor, do hereby consent to the creation of a temporary guardianship and the appointment of *[list all parties to whom you wish to grant temporary guardianship]*:

[Full name of first Temporary Guardian] First Middle Last

[Full name of second Temporary Guardian] First Middle Last

and also acknowledge service of the Petition for Appointment of a Temporary Guardian for said Minor and waive any and all further service and notice concerning said Petition.

I further understand that, pursuant to O.C.G.A. § 29-2-8 (b), upon a petition for termination by a natural guardian as defined in said statute *[see instructions]*, the Court will remove the Temporary Guardian(s) and dissolve the temporary guardianship unless an objection is timely filed by the appointed Temporary Guardian(s). If an objection is timely filed to such petition for termination, the Juvenile Court or the Probate Court shall determine, after notice and hearing, whether a continuation or dissolution of the temporary guardianship is in the best interest of the Minor. I understand that nothing herein, including any optional Assumption by the Guardian(s) of the obligation to support the Minor to the extent that no other sources of support are available, affects my legal obligation to support and maintain said Minor.

Sworn to and subscribed before me this _____ day of _____, 20_____.

Signature of Mother

NOTARY/CLERK OF PROBATE COURT

Printed Name of Mother

My Commission Expires _____

**IN THE PROBATE COURT OF _____ COUNTY
STATE OF GEORGIA**

IN RE: ESTATE OF _____)
)
) **ESTATE NO.** _____
MINOR _____)

CONSENT OF FATHER

I, _____,
[Full name of Father] First Middle Last

Street City County State Zip Code

Father of the above named Minor, do hereby consent to the creation of a temporary guardianship and the appointment of *[list all parties to whom you wish to grant temporary guardianship]*:

[Full name of first Temporary Guardian] First Middle Last

[Full name of second Temporary Guardian] First Middle Last

and also acknowledge service of the Petition for Appointment of a Temporary Guardian for said Minor and waive any and all further service and notice concerning said Petition.

I further understand that, pursuant to O.C.G.A. § 29-2-8 (b), upon a petition for termination by a natural guardian as defined in said statute *[see instructions]*, the Court will remove the Temporary Guardian(s) and dissolve the temporary guardianship unless an objection is timely filed by the appointed Temporary Guardian(s). If an objection is timely filed to such petition for termination, the Juvenile Court or the Probate Court shall determine, after notice and hearing, whether a continuation or dissolution of the temporary guardianship is in the best interest of the Minor. I understand that nothing herein, including any optional Assumption by the Guardian(s) of the obligation to support the Minor to the extent that no other sources of support are available, affects my legal obligation to support and maintain said Minor.

Sworn to and subscribed before me this
_____ day of _____, 20_____.

Signature of Father

NOTARY/CLERK OF PROBATE COURT

Printed Name of Father

My Commission Expires _____

**Lowndes County Probate Court
Guardianship/Conservatorship Division**

Date: _____

Filing: _____

Petitioner(s): _____

Re: _____, Minor/Adult Ward

Please provide names and date of birth for all adults, 18 years of age or older, who will be living in the home with Adult Ward or Minor Child:

	<u>Name</u>	<u>Date of Birth</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

***All proposed Guardians/Conservators of Adults and Minors shall submit to a NICS Fingerprint based background check. A fee of \$42.00 per adult for background check must be paid to Lowndes County Probate Court at time of filing. Petition will not be scheduled for completion until all background checks are submitted to the Court.**

All persons 18 years of age or older residing in the home with the adult ward or minor child must go to Lowndes County Sheriff's Department, 120 Prison Farm Road Valdosta, GA 31603, to request a background check which will then be provided to the Court by the filing attorney or petitioner(s). If the adult ward lives in a nursing home facility, only the proposed Guardian and/or Conservator will need to have a background check.

NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulation (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared or retained.
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on the information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>. You may find information regarding how to obtain a copy of your Georgia criminal history record on the GBI website: <https://gbi.georgia.gov/services/obtaining-criminal-history-record-information-frequently-asked-questions>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) If the disputed arrest occurred in the State of Georgia, you may send your challenge directly to the GCIC. Contact information for the GCIC can be found at <https://gbi.georgia.gov/services/obtaining-criminal-history-record-information-frequently-askedquestions>.
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for the authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. **Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket

Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 02/04/2021

Applicant Privacy Rights Notification Signature Form

(Applicant Notification and Record Challenge)

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction or updating an FBI identification record is set forth in Title 28 Code of Federal Regulations 16.34.

Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30 – 16.33 or go to the FBI website at <http://fbi.gov/about-us/cjis/background-checks>.

By signing this document below, I hereby state that I have reviewed a copy of the Noncriminal Justice Applicant's Privacy Rights form.

Signature

Printed Name

Date

PROCEEDING
AS A SELF-REPRESENTED
LITIGANT IN
PROBATE COURT

Please read this BEFORE

"Representing Yourself in Probate Court
Without an Attorney"



PRESENTED AS A PUBLIC SERVICE BY

PROBATE COURT OF LOWNDES COUNTY

327 N. Ashley Street

Valdosta, Georgia 31603

229-671-2650

NOTICE: Before proceeding without an attorney, you are required by this court to receive and review this information. Please read the contents carefully before asking the assistance of court staff with filing of forms or pleadings. You also must include the attached affidavit.

GEORGIA PROBATE COURT **STANDARD FORMS**

Many of the usual and ordinary proceedings filed in probate court require the use of standard forms approved in accordance with the Uniform Probate Court Rules established by law. These forms can be found on one of the following websites:
www.georgiacourts.gov/probate/

The Probate Court gladly provides to citizens of this County and to others desiring to file proceedings in this Court copies of the Georgia Probate Court Standard Forms as required by law. These forms are printed or reproduced at taxpayers' expense; therefore, unless a true need is demonstrated, only one set of a requested form will be provided. Georgia Probate Court Standard Forms may be reproduced on copy machines, and exact reproductions are acceptable for filing in any probate court. The forms may also be re-created in computer word processors, but re-printed or re-created forms must contain a certificate that the content is identical in all material aspects to the standard form except for additions and deletions as noted.

The standard forms are primarily for use in the initial filing of new proceedings. There is not a standard form for every possible proceeding or pleading which may be filed in probate courts. In particular, there are no standard forms for the filing of most objections, caveats, answers or responses or for the many motions and discovery pleadings, which may be filed.

REPRESENTATION BY AN **ATTORNEY AT LAW**

While you are not generally required to have an attorney, you are encouraged to seek legal advice on all matters of legal importance. The attorney can assist you in determining which proceeding is the most appropriate for your particular situation and can discuss fully with you the benefits, if any, in considering alternative proceedings. Very often, there are other matters related to probate proceedings (e.g., tax returns, preparation of deeds, title transfers, benefit claims, creditor notices, debtor demands, etc.) which may also make it appropriate or necessary to seek the services of an attorney.

PROCEEDING WITHOUT AN **ATTORNEY "PROCEEDING AS A** **"SELF-REPRESENTED LITIGANT"**

If you proceed without an attorney, i.e., Self-Represented Litigant (a Latin phrase meaning "for one's self"), it will be YOUR responsibility to determine or select the proceeding appropriate to your situation. The staff of the Probate Court CANNOT make the determination or selection for you, since to do so may constitute the unauthorized practice of law, a misdemeanor crime under Georgia law. Neither the Court nor the County can accept responsibility for incorrect decisions

made by the staff, and they have been directed to refrain from giving that kind of advice.

It will also be your responsibility to properly complete all forms, which must either be typed or legibly printed, and to assure the sufficiency and accuracy of all required information. The staff ARE NOT permitted to perform clerical tasks for the public and cannot accept responsibility for determining the legal proceeding or form. The staff will be able to answer any basic questions about the standard proceedings. They will also be able to schedule uncontested hearings and tell you how other matters are scheduled by the Court.

The Probate Judge is required by law to remain impartial to all parties. The Judge must treat every case as though it may become contested. Therefore, the Judge also may not advise you on which proceeding is the most appropriate to your case. The Judge is prohibited from discussing the facts or evidence in any contested case with one party unless all parties are present or represented. You should not ask to discuss your case privately with the Judge, and you should understand if the Judge stops any discussion, which appears to require the presence of others.

Furthermore, if you proceed without an attorney, it will be your responsibility to secure the presence of or interrogatories from any witnesses whose testimony is necessary under law or desired by you for the presentation of your case. If the matter is contested, it will be your further responsibility to prepare yourself and your case for trial, including the pursuit of and response to discovery.

It is the responsibility for all such matters, which would be assumed by an attorney employed to represent you, and you are again encouraged to consult first with an attorney before deciding whether to proceed pro se.

PENALTIES FOR FILING FRIVOLOUS PLEADINGS, ETC.

Caution is particularly given to persons representing themselves in court that there are provisions under Georgia law for the assessment of penalties against anyone who files false, frivolous, vexatious or groundless pleadings. These penalties may include the dismissal of such pleadings, the assessment of costs or court and attorney's fees against the offending party, and other remedies appropriate to the particular case. Additionally, there are similar penalties for the failure or refusal, without just cause, to respond to proper discovery requests.

Generally, one must have "legal grounds" for objecting to or for filing a caveat to a probate proceeding. Because of the penalty provisions briefly discussed above, it is especially recommended that legal advice be sought before filing of an objection or caveat to a pending probate proceeding.

COURT COSTS

There is a cost set by law for the filing of every new probate proceeding, as well as for most pleadings filed after the initial filing, including objections, caveats

and claims. There is a minimum deposit toward costs (Filing Fee) required for every new proceeding which must be paid in advance. Unless otherwise ordered or directed by the court, costs are the responsibility of the person filing the original proceeding, and full payment of any balance due may be required prior to the issuance of a final order. A party filing an objection or caveat to a pending proceeding or a creditor filing a claim must pay the fee for the filing of same before the court is required to accept it for filing.

Court costs are considered an expense of administration under law, having a priority over other debts and claims, and must be paid by the personal representative of the estate prior to the payment of other debts and prior to distribution to heirs or beneficiaries. The failure or refusal to pay court costs may result in the dismissal of proceedings, the removal of the personal representative or other actions by the court to assure and receive payment.

THANK YOU

While we want to be of service to the public, there are restrictions on and limits to what the staff and judge of the Probate Court may properly do. This information is intended to help the public understand these restrictions. It is never our intent to seem unhelpful or uncooperative. Within these restrictions and limitations, it is our desire to be of assistance to all who come into this office. We do hope that you will understand these limitations. With that in mind, please let us know if we may be of further service to you. Thank you.

The Judge and Staff
Of the Probate Court

**IN THE PROBATE COURT OF LOWNDES COUNTY
STATE OF GEORGIA**

RE: _____

I/We do hereby affirm that I/We have received the information titled "Proceeding as a Self-Represented Litigant" in Probate Court". I/We affirm that I/We have reviewed and fully understand the complete contents. I/We am/are prepared to file my proceeding Pro Se and further understand that by filing same I/We am/are not represented by an Attorney and will be representing myself.

It is also my understanding that upon filing said proceedings and completion date, any legal questions or concerns shall be directed to an Attorney.

Petitioner

Sworn to and subscribed before me this

_____ day of _____, _____.

Clerk, Probate Court
Lowndes County, Georgia

Petitioner

Sworn to and subscribed before me this

_____ day of _____, _____.

Clerk, Probate Court
Lowndes County, Georgia

_____ Checking state prison systems, being: _____
_____;

_____ Contacting the known friends and relatives of the person, being:

Name: _____ Relation to person: _____

Name: _____ Relation to person: _____

Name: _____ Relation to person: _____

Name: _____ Relation to person: _____

_____ Hiring professional to conduct or assist in a search for the person, said
professional being: _____
_____.

Despite the above-described efforts, Affiant was unable to locate the person named in paragraph 2 of this Affidavit.

Personally appeared before me the undersigned Affiant who on oath states that the facts set forth in the foregoing petition (and any attachments) are true.

Sworn to and subscribed before me,

this _____ day of _____, 20____. _____
Signature of Affiant

Notary/Clerk of the Probate Court
My Commission Expires: _____

Printed Name of Affiant

Address

Address

Telephone Number