

INSTRUCTIONS FOR GUARDIANSHIP REPORT DUE DATE CALCULATOR

1. Starting on the first TAB of the Excel worksheet (*labeled "Calculator"*), enter the type of guardianship appointment using the drop down arrow. (*emergency temporary or permanent guardian*)
2. Enter the Date Letters of Guardianship were issued by the Court. (Use drop down choices for month, day and year. **Note:** accepts dates between 1/1/2001 – 12/31/19)
3. Did the Court Order a calendar year reporting period? Default answer is "No"
4. The first TAB ("*Calculator*") will show the initial report due dates, and continuing annual report due dates using Florida statutes as of 7/1/17.
5. The second TAB (*labeled "PLENARY SCHEDULE"*) shows due dates for the guardian of person and property for a 10 year period from the date Letters were issued.
6. The third TAB (*labeled "GDN PERSON SCHEDULE"*) shows a schedule of due dates for the guardian of person only for a period of 20 years from the date Letters were issued.
7. The fourth TAB (*labeled "GDN PROPERTY SCHEDULE"*) shows a schedule of due dates for the guardian of property only for a period of 20 years from the date Letters were issued.
8. TAB two ("*PLENARY SCHEDULE*"), TAB three ("*GDN PERSON SCHEDULE*") and TAB four ("*GDN PROPERTY SCHEDULE*") allow input for the Ward's name, case number, and Guardian name so the form can be printed for future record keeping purposes.

For illustration only based on Florida Statutes 744.3031, 744.362 and 744.367 and Brevard County Administrative Order 15-40 in effect 7/1/17. Please contact your attorney for specific requirements.