

**STATE OF FLORIDA
NINTH JUDICIAL CIRCUIT OF FLORIDA**

**COUNTIES OF ORANGE AND OSCEOLA
ORANGE COUNTY COURTHOUSE
425 N. ORANGE AVENUE, SUITE 2045
ORLANDO, FLORIDA 32802
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**LAWRENCE R. KIRKWOOD
ADMINISTRATIVE JUDGE**

**GAIL ROBINETTE
JUDICIAL ASSISTANT
(407) 836-2018**

To All Attorneys Who Handle Guardianship
Cases in Orange County, Florida

Re: Guardian Criminal Background Investigations

Except in cases where good cause is shown, the Court will require criminal background investigations in accordance with section 744.3135, Florida Statutes, for all guardianship cases filed on or after January 5, 2004. The background checks will include nonprofessional, professional, and public guardians except for those entities exempt by statute. Professional guardians and public guardians will be required to undergo such background screenings every two years after the date of appointment. Nonprofessional guardians will be appointed on a temporary basis until receipt of the background investigation. If the investigation reveals no cause for concern, then the appointment will be made permanent. Additionally, already established guardianships will eventually be subject to the same procedure.

All attorney's are asked to issue finger print cards to all clients applying for guardianship. The guardianship application, finger print card, and background check processing fee should be turned in to the Clerk of Court, Probate Division. There is a \$7.50 processing fee charged by the Clerk of Court **for the handling of professional guardian files** which shall be paid when the filing fee is paid. This \$7.50 fee to the Clerk may be paid by cash, check or credit card.

Finger print cards can be obtained from the Clerk of Court, Probate Division. There is an additional fee of \$54.25 for the actual background investigation. This fee may be paid by personal check or money order and should be made payable to the Florida Department of Law Enforcement. Enclosed herewith are detailed instructions as to these new procedures including information concerning the location of finger printing agencies and costs.

Sincerely,

Lawrence R. Kirkwood
Administrative Judge - Probate Division

Enclosures