IN THE CIRCUIT COURT OF THE THIRTEENTH JUDICIAL CIRCUIT

HILLSBOROUGH COUNTY, FLORIDA

CIVIL DIVISION

,

Plaintiff,

v. Case No.: \_\_\_-CA-\_\_\_\_\_\_\_\_\_

Division: C

,

Defendants.

/

**ORDER APPOINTING ATTORNEY/GUARDIAN AD LITEM**

THIS CASE came before the Court for hearing/without hearing on \_\_ 20\_\_, on the Motion to Appoint Attorney/ Guardian Ad Litem \_\_ filed on \_\_, 20\_\_ (“Motion”), by the plaintiff, [INSERT NAME OF PLAINTIFF] (“Plaintiff”), against the defendant(s), [INSERT NAME OF DEFENDANT(S)] (“Defendant”). The Court has considered the Motion, together with the relevant portions of the court file; and has considered the applicable statutory and case law and rules of procedure. Based on the foregoing, it is ORDERED as follows:

1. The Motion is GRANTED.
2. **Attorney/Guardian Ad Litem**. [Name] is appointed Attorney/Guardian Ad Litem for (insert names of parties for whom appointment is made i.e,. the Estate of \_\_\_ (the "Estate") and All Unknown Heirs, Beneficiaries, Legatees, Devisees, Grantees, Assignees, Lienors, Creditors, Trustees or other Claimants Claiming by, through or under or against \_\_, deceased (the "Unknown Heirs"), etc.).
3. **Attorney/Guardian Ad Litem Report**. [Name], Esq. shall file a report no later than 30 days after the date of this order and shall protect the interest of … [insert names of each defendant, i.e., the Estate and the Unknown Heirs] named above.
4. **Diligent Search Efforts Disclosure**. [Name], Esq. shall state the specific actions taken in connection with the diligent search and inquiry, and shall use, at a minimum, the following checklist to describe the actions taken to identify, locate and notify decedent’s unknown heirs, devisees, grantees, creditors and all other parties claiming by, through, or against the decedent. [Refer to checklist below and identify in your report which of the following actions were taken.]
5. **Diligent Search Checklist And Matters To Be Included In Report**.
   1. Advise the Court whether each of the following actions were taken or the following sources checked:
      1. United States Post Office inquiry through Freedom of Information Act for current address or any relocation.
      2. Last known employment of Decedent/Defendant(s), including name and address of employer. You should also ask for any addresses to which W- 2 Forms were mailed, and, if a pension or profit-sharing plan exists, then for any addresses to which any pension or plan payment is and/or has been mailed.
      3. Unions through which Decedent/Defendant(s) may have worked or that governed particular trade or craft.
      4. Regulatory agencies, including professional or occupational licensing.
      5. Names and addresses of relatives and contacts with those relatives, and inquiry as to Decedent/Defendant(s)'s last known address. You are to follow up any leads of any addresses where Decedent/Defendant(s) may have moved. Relatives include, but are not limited to: parents, brothers, sisters, aunts, uncles, cousins, nieces, nephews, grandparents, great- grandparents, former in-laws, stepparents, stepchildren.
      6. Information about the Decedent/Defendant(s)'s possible death and, if dead, the date and location of the death.
      7. Telephone listings in the last known locations of Decedent/Defendant(s)'s residence.
      8. Internet at http://www.switchboard.com, Google.com, or other Internet people finder such as Accurint.
      9. Law enforcement arrest and/or criminal records in the last known residential area of Decedent/Defendant(s).
      10. Highway Patrol records in the state of Decedent/Defendant(s)'s last known address.
      11. Department of Motor Vehicle records in the state of Decedent/Defendant(s)'s last known address.
      12. Department of Corrections records in the state of Decedent/Defendant(s)'s last known address.
      13. Title IV-D (child support enforcement) agency records in the state of Decedent/Defendant(s)'s last known address.
      14. Hospitals in the last known area of Decedent/Defendant(s)'s residence.
      15. Utility companies, which include water, sewer, cable TV, and electric, in the last known area of Decedent/Defendant(s)'s residence.
      16. Letters to the Armed Forces of the U.S. and their response as to whether or not there is any information about Decedent/Defendant(s). (See Memorandum for Certificate of Military Service, Florida Supreme Court Approved Family Law Form 12.912(a).).
      17. Tax Assessor's and Tax Collector's Office in the area where Decedent/Defendant(s) last resided.
      18. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   2. Include in your report the following: The age of Defendant(s) is [check one only] ( ) known {enter age} \_\_\_\_\_\_\_ or ( ) unknown.
   3. Include in your report the following: Defendant(s)'s current residence [check one only]
      1. [ ] Defendant(s)'s current residence is unknown to me.
      2. [ ] Defendant(s)'s current residence is in some state or country other than Florida, and Defendant(s)'s last known address is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
      3. [ ] Defendant(s), having residence in Florida, has been absent from Florida for more than 60 days prior to the date of this affidavit, or conceals him(her)self so that process cannot be served personally upon him or her, and I believe there is no person in the state upon whom service of process would bind this absent or concealed Defendant(s).

**DONE AND ORDERED**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ELIZABETH G. RICE

Circuit Court Judge

*Conformed copies furnished to:*

-[insert names of all counsel/self-represented parties and manner in which service achieved]