

**IN THE CIRCUIT COURT OF THE THIRTEENTH JUDICIAL CIRCUIT  
IN AND FOR HILLSBOROUGH COUNTY, STATE OF FLORIDA  
GENERAL CIVIL DIVISION**

\_\_\_\_\_  
**Plaintiff,**

CASE NO.: \_\_\_\_\_

vs.

DIVISION: "D"

\_\_\_\_\_  
**Defendants.**

\_\_\_\_\_ /

**ORDER APPOINTING (ATTORNEY AD LITEM)  
(ADMINISTRATOR AD LITEM)  
(GUARDIAN AD LITEM)**

This matter came before the Court upon the motion of the Plaintiff to appoint (Attorney Ad Litem) (Administrator Ad Litem) (Guardian Ad Litem). The Court having reviewed the file and the motion and being duly advised in the premises, thereupon:

**ORDERS and ADJUDGES that:**

1. Plaintiff's Motion is granted and

\_\_\_\_\_ (name & Florida Bar number)  
\_\_\_\_\_ (street address)  
\_\_\_\_\_ (city, state, zip)  
\_\_\_\_\_ (phone number)  
\_\_\_\_\_ (email address)

is hereby appointed (Attorney Ad Litem) (Administrator Ad Litem) (Guardian Ad Litem) for the decedent named in the style above, the decedent's unknown spouse, heirs, devisees, grantees, creditors and all other parties claiming by, through, or against the decedent named above, whether said unknown parties claim as heirs, devisees, grantees, assignees, lienors, creditors, trustees, or as other claimants.

2. The said (Attorney Ad Litem) (Administrator Ad Litem) (Guardian Ad Litem) shall file an answer within 20 days and shall protect the interest of the decedent's unknown spouse, heirs, devisees, grantees, creditors and all other parties claiming by, through, or against the decedent named above.
3. The (Attorney Ad Litem) (Administrator Ad Litem) (Guardian Ad Litem) shall state in his or her answer whether he or she made a diligent search and inquiry to discover

the name and current residence of the decedent's unknown spouse, heirs, devisees, grantees, creditors and all other parties claiming by, through, or against the decedent and whether the decedent's estate has been probated or otherwise administered. See: *Rodriguez v. Levin*, 524 So. 2d 1107, (Fla. 3d D.C.A. 1988).

4. The (Attorney Ad Litem) (Administrator Ad Litem) (Guardian Ad Litem) shall state the specific actions taken in connection with the diligent search and inquiry, and may use the following checklist to describe the actions taken to identify, locate and notify decedent's unknown spouse, heirs, devisees, grantees, creditors and all other parties claiming by, through, or against the decedent. **Refer to checklist below and identify in your Answer which of the following actions were taken.**

**5. CHECKLIST AND MATTERS TO BE INCLUDED IN ANSWER:**

**A. Advise** the court whether any of the following actions were taken or the following sources checked:

- United States Post Office inquiry through Freedom of Information Act for current address or any relocation.
- 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.
- Unions through which Decedent/Defendant(s) may have worked or that governed particular trade or craft.
- Regulatory agencies, including professional or occupational licensing.
- 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.
- Information about the Decedent/Defendant(s)'s possible death and, if dead, the date and location of the death.
- Telephone listings in the last known locations of Decedent/Defendant(s)'s residence.
- Internet at <http://www.switchboard.com>, Google.com, or other Internet people finder.
- Law enforcement arrest and/or criminal records in the last known residential area of Decedent/Defendant(s).
- Highway Patrol records in the state of Decedent/Defendant(s)'s last known address.
- Department of Motor Vehicle records in the state of Decedent/Defendant(s)'s last known address.
- Department of Corrections records in the state of Decedent/Defendant(s)'s last known address.
- Title IV-D (child support enforcement) agency records in the state of Decedent/Defendant(s)'s last known address.
- Hospitals in the last known area of Decedent/Defendant(s)'s residence.

- Utility companies, which include water, sewer, cable TV, and electric, in the last known area of Decedent/Defendant(s)'s residence.
  - 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, \_D Florida Supreme Court Approved Family Law Form 12.912(a).)
  - Tax Assessor's and Tax Collector's Office in the area where Decedent/Defendant(s) last resided.
  - Other: *{explain}* \_\_\_\_\_
- 

**B.** Include in your answer the following: **The age of Defendant(s) is**  
 **one** only] ( ) known *{enter age}* \_\_\_\_\_ or ( ) unknown.

**C.** Include in your answer the following: **Defendant(s)'s current residence**  
 **one** only]

- ( ) Defendant(s)'s current residence is unknown to me.
- ( ) Defendant(s)'s current residence is in some state or country other than Florida, and Defendant(s)'s last known address is:  
 \_\_\_\_\_  
 \_\_\_\_\_

c. ( ) The 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** in Chambers at Tampa, Hillsborough County, Florida this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Circuit Judge

Copies to:  
 Plaintiff's Attorney of record  
 Defendant(s)' Attorney of record  
 All Pro Se Defendants  
 Attorney Ad Litem