

## IN THE COURT OF CHANCERY OF THE STATE OF DELAWARE

Register in Chancery  
Kent County  
38 The Green, Ste. 208  
Dover, DE 19901  
302-735-1930

Register in Chancery  
New Castle County  
500 N. King Street, Ste. 11600  
Wilmington, DE 19801  
302-255-0544

Register in Chancery  
Sussex County  
34 The Circle  
Georgetown, DE 19947  
302-856-5775

### **Procedures for filing a Petition to Increase Monthly Allotment**

- The following is what will be needed to process the petition to increase monthly allotment:
  - The petition must be completed as the court clerk cannot complete the petition for you. The guardians(s) will need to have their signature(s) notarized. (If the guardian(s) appear(s) in the Register's office with identification and the correct paperwork, their signature(s) can be notarized by a court clerk in the Register's office.)
  - A copy of the bank statement(s) dated within the thirty days prior to filing the petition.
  - Supporting documentation for the request for increasing the monthly allotment must be provided (i.e., any receipts, bills, invoices or other documentation that detail why the increase is needed).
  - Thirty-five dollars (\$35.00) filing fee in the form of a check or money order payable to "Register in Chancery," cash is acceptable if appearing in person.
- It is the petitioner's responsibility to provide the Court with **photocopies** of all supporting documentation. If the Register in Chancery's office makes photocopies for you, we will charge a \$1.50 per page fee. When submitting your supporting documentation, it must be filed on regular 11 x 8.5 paper that can be easily scanned onto the computer.
- You may mail the completed petition to the Register in Chancery in the county where your guardianship case was established and the completed order will be mailed back to you.
- Please Note: There is additional information and forms available on the Court's website at <http://courts.delaware.gov/Chancery/guardianship/index.stm>

**IN THE COURT OF CHANCERY OF THE STATE OF DELAWARE**

In the Matter of: \_\_\_\_\_ :  
 :  
 :  
 \_\_\_\_\_, : C.M. #: \_\_\_\_\_  
A disabled person :  
 :

**Petition to Increase Monthly Allotment**

The petition of \_\_\_\_\_  
[Name of Guardian(s)], Guardian(s) of \_\_\_\_\_, [Name  
of Disabled Person] respectfully represents:

1. Petitioner(s) was/were appointed guardian(s) of the disabled person by court  
order dated \_\_\_\_\_.

2. The net assets of the estate consist of cash on deposit in the sum of  
\$ \_\_\_\_\_ in \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_[List all banks where guardianship accounts are located].

3. Petitioner(s) was/were granted permission to withdraw \$ \_\_\_\_\_  
[current monthly allotment amount] per month from the guardianship account at  
\_\_\_\_\_ Bank on \_\_\_\_\_ [date of order].

4. The monthly expenses of the disabled person have increased beyond the amount  
previously authorized due to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

5. Petitioner(s) respectfully request(s) the Court to authorize the monthly allotment be increased to \$ \_\_\_\_\_ without further order of the Court.

\_\_\_\_\_  
Guardian's signature

\_\_\_\_\_  
Co-Guardian's signature

\_\_\_\_\_  
Complete address

\_\_\_\_\_  
Complete address

\_\_\_\_\_  
Complete address

\_\_\_\_\_  
Complete address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

The above named guardian(s), having been duly sworn, deposes and says that the facts above recited are true and correct. Sworn to and subscribed before me the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Register in Chancery/Notary Public

**IN THE COURT OF CHANCERY OF THE STATE OF DELAWARE**

IN THE MATTER OF: \_\_\_\_\_ :  
 :  
 :  
 \_\_\_\_\_, C.M. # \_\_\_\_\_ :  
 a disabled person :  
 :

**ORDER TO INCREASE MONTHLY ALLOTMENT**

WHEREAS, the petition to increase monthly allotment having been presented and duly considered by this Court;

IT IS HEREBY ORDERED, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as follows:

1. \_\_\_\_\_, guardian(s) of the person and property of \_\_\_\_\_, is/are hereby authorized to increase the monthly withdrawal from the guardianship account at \_\_\_\_\_ Bank, account number ending in \_\_\_\_\_, to \$\_\_\_\_\_ without further Order of this Court.
2. The withdrawal amount shall be in effect until further Order of this Court.
3. All other aspects of the final order to appoint the guardian(s) remain in full force and effect.

\_\_\_\_\_  
Chancellor/Vice Chancellor/Master