

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 St., 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 for the Appointment of Guardian(s) of the Person and Property of a Person with an Alleged Disability**

- The petition must be filled out completely.
  - The court clerk cannot complete the petition for you.
  - The petitioner(s) will need to have their signature(s) notarized on the petition, personal information sheet and affidavit of proposed guardian's history. If you appear in the Register's Office with identification and the correct paperwork, your signature(s) can be notarized by a court clerk in the Register's Office.
  - A detailed physician's affidavit must be attached to the petition. The physician's affidavit must be notarized.
  
- The filing fee for the petition is \$135.00 plus \$2.00 per page scanning fee. Payment must be received at the time of filing or the petition will not be accepted by our office. We accept cash, check or money order (made payable to the "Register in Chancery"). If the Register in Chancery's office makes photocopies for you, we will charge a \$1.50 per page fee.
  
- The Court will appoint an attorney to represent the best interests of the person with an alleged disability. The attorney does not represent the petitioner(s). The Court will award the attorney *ad litem* a reasonable fee for his/her work on behalf of the person with an alleged disability. The petitioner is responsible for paying the attorney's fee although the Judicial Officer may order the fee be paid from the funds of the person with an alleged disability. For uncontested matters, the fee can be up to \$750.00. Extraordinary cases such as contested petitions, those that require out of state travel or further investigation may exceed \$750.00.
  
- The petitioner(s) is/are responsible for obtaining consents from the interested parties or sending notice of the petition to the interested parties by certified mail. Please see the instruction sheet within this packet for additional information.
  
- A petition for guardianship should only be filed as a last resort. Information can be found online on the following alternatives:
  - Advance Health Care Directive <https://www.dhss.delaware.gov/dsaapd/advance1.html>
  - Durable Power of Attorney <https://www.dhss.delaware.gov/dhss/dhcq/poa.html>
  - Surrogate Decision Making <https://delcode.delaware.gov/title16/c025/index.shtml>
  - Supported Decision Making [https://www.dhss.delaware.gov/dhss/dsaapd/supported\\_decision\\_making.html](https://www.dhss.delaware.gov/dhss/dsaapd/supported_decision_making.html)

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**Guardianship Volunteer Program**

The Court of Chancery utilizes a volunteer program designed to monitor individuals who have been placed under guardianship and whose care is the responsibility of court-appointed guardians. This important monitoring function is coordinated by the Guardianship Monitoring Program of the Office of the Public Guardian, and enables the Court to receive first-hand information about people for whom the Court has ultimate responsibility. The volunteer, designated by the Office of the Public Guardian, is assigned a case, given necessary information about the case, and makes an appointment to meet with the guardian and person with a disability. After the visit, the volunteer fills out a report indicating the status of the person with a disability and may make recommendations for action. The volunteer's report is filed by the Office of the Public Guardian and subsequently viewed by Court staff to determine if further action is necessary. The volunteer is considered an extension of the Office of the Public Guardian and the Court and should be treated accordingly.

Persons subject to guardianship are very important and they deserve every right and protection available. You should expect to be contacted in the future by a volunteer and your cooperation with scheduling meeting times with the volunteer is greatly appreciated. Thank you in advance for your time and effort.

Sincerely,  
Sherri Hageman, M.S., Guardianship Advocacy Director  
Office of the Public Guardian  
(302) 255-1901 or (302) 358-0782

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

IN THE MATTER OF: \_\_\_\_\_ :  
 :  
 : C.M. # \_\_\_\_\_  
A person with an alleged disability :

**PETITION TO APPOINT GUARDIAN(S) OF THE  
PERSON AND PROPERTY**

1. Information about the person(s) who wish(es) to be appointed guardian(s):
  - a. Name(s): \_\_\_\_\_
  - b. Current address(es): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - c. Telephone Number(s): \_\_\_\_\_
  - d. Relationship(s) to person with an alleged disability: \_\_\_\_\_
2. Information about the person with an alleged disability:
  - a. Age: \_\_\_\_\_
  - b. Date of birth: \_\_\_\_\_
  - c. Current address: \_\_\_\_\_  
\_\_\_\_\_
  - d. Permanent address: \_\_\_\_\_  
\_\_\_\_\_
3. Interested parties
  - a. Has the person with an alleged disability ever appointed an Agent through a Power of Attorney or Advance Health Care Directive?  
 No  
 Yes. If "Yes", name, address and phone number of the Agent: \_\_\_\_\_  
\_\_\_\_\_

b. Has the person with an alleged disability been represented by a Delaware attorney within the last two years?

No

Yes. If “Yes”, include the name of the attorney, explain the reason and include the years of service: \_\_\_\_\_

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c. Is the person with an alleged disability a patient at a hospital, living in an institution or living in a group home?

No

Yes. If “Yes”, answer the following questions:

i. Name of facility: \_\_\_\_\_

ii. Admission date: \_\_\_\_\_

iii. Admitted by: \_\_\_\_\_

iv. Reason(s) for admission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

v. Name and address of administrator, house manager or other appropriate individual to contact at the hospital, facility or group home: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d. Has someone been primarily responsible in the past six (6) months for providing care or handling the finances for the person with an alleged disability?

No

Yes. If “Yes”, provide their name, address and phone number: \_\_\_\_\_

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- e. The names and contact information of the next of kin, including anyone who would be entitled to inherit through the estate of the person with a disability if that person died without a will, a named fiduciary, executor or beneficiary. If an interested party is a minor, please provide the name and contact information for the minor's parent or other guardian as the parent or guardian will require notice.

Name of interested party	Relationship to person with an alleged disability	Address and phone number of interested party	Age

Please attach a separate sheet of paper if additional space is needed

4. Who is paying the expenses of the person with an alleged disability and out of what funds? \_\_\_\_\_

5. The marital status of the person with an alleged disability is: (check one)

- Single       Married       Divorced       Widowed

6. Has the person with an alleged disability ever executed a Will?

No

Yes. If "Yes", the Will is located at the following address: \_\_\_\_\_

\_\_\_\_\_ and is in the custody

of the following person/entity: \_\_\_\_\_.

7. Has the person with an alleged disability ever been a member of the military?  Yes  No

8. Are there areas of decision-making that you think the person with an alleged disability can continue to make?  Yes  No

If "Yes", please explain what areas: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. Explain in detail why the person with an alleged disability is in need of a guardian. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a separate sheet of paper if additional space is needed.

10. Explain in detail why you should be appointed guardian(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a separate sheet of paper if additional space is needed.

11. In your opinion, will notifying the person with an alleged disability that this petition is being filed likely result in harm to them?

No

Yes. If "Yes, please explain why. \_\_\_\_\_

\_\_\_\_\_

12. List **ALL** of the assets of the person with an alleged disability: (attach additional pages if necessary)

<b>Property</b>	<b>Estimated Value</b>	<b>Retail Value</b>	<b>If jointly owned, name and address of co-owner</b>
Cash			
Bank Accounts			
Stocks/Bonds			
Mutual Funds			
Securities/Options			
Annuities			
Home/Residence			
Other real estate			
Motor vehicles			
Business			
Other valuable property (except ordinary household furnishings and clothes)			
Life Insurance Policy			
Other: _____			
Other: _____			

13. List ALL of the current sources of income for the person with an alleged disability (attach additional pages if necessary).

<b>Benefit or source of income</b>	<b>Amount</b>	<b>When received</b> (e.g. monthly/ quarterly)
Business (professional/self-employment)		
Payments received for rental property		
Interest		
Dividends from stocks or bonds		
Pension		
Social Security*		
VA Benefits*		
Disability		
IRA/401K/Annuity payments		
Gifts		
Other: _____		

\*Who is the representative payee for these benefits? \_\_\_\_\_

14. List ALL of the debts and monthly expenses for the person with an alleged disability, including any debts incurred for care of legal dependents: (attach additional pages if necessary)

<b>Description of debts and monthly expenses/bills</b>	<b>Total debt</b>	<b>Monthly payment</b>
Mortgage (including taxes, insurance and escrow)		
Rent		
Water		
Sewer		



Description of debts and monthly expenses/bills	Total debt	Monthly payment
Electric/Gas		
Oil		
Trash		
Television		
Telephone		
Groceries		
Household maintenance and repairs (list) Item: _____ Item: _____		
Clothing		
Health insurance		
Medication		
Dental/Out of pocket medical expenses		
Laundry/dry cleaning		
Cosmetics/toiletries		
Hobbies/Entertainment		
Barber/Hairdresser		
Newspaper/magazine subscription(s)		
Child support		
Charitable and/or religious donations		
Vacation		
Public Transportation		
Automobile: Monthly payment Repairs and maintenance Insurance Gasoline		
Life insurance payment		

15. All of the following statements must be true before the Court of Chancery will consider this petition. Check all of the following statements to acknowledge they are true:

- a.  There is currently no guardian for the person or property of the person with an alleged disability.
- b.  The person with an alleged disability is unable to properly manage and care for his/her person and, as a consequence therefore, is in danger of becoming the victim of a designing person. He/she is in danger of substantially endangering his/her own health or becoming subject to abuse by other persons.
- c.  The person with an alleged disability is unable to properly manage and care for his/her property and, as a consequence therefore, is in danger of dissipating or losing such property by becoming the victim of designing person(s).
- d.  The person with an alleged disability has lived in the State of Delaware for at least the last six (6) months.
- e.  Attached is the notarized physician's affidavit.
- f.  I/We consent to the Register in Chancery of the Court being my/our agent for acceptance of service as to any claim arising out of the guardianship if, by reason of the guardian's(s') absence(s) from this State, I/We cannot be personally served.
- g.  I/We understand the Court may require a guardianship bank account to be opened and for all of the income and assets to be deposited into the guardianship bank account. I/We wish to establish the guardianship bank account at this Delaware bank, \_\_\_\_\_.

**WHEREFORE,** Petitioner(s) respectfully request that:

1. This Court appoint him/her/them as guardian(s) of the person and property of the person with an alleged disability.
2. A preliminary order be entered to appoint an attorney *ad litem*, schedule a hearing and to notify interested parties.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Signature of Co-Petitioner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Phone number

STATE OF \_\_\_\_\_:

COUNTY OF \_\_\_\_\_:

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ [Name of affiant].

\_\_\_\_\_  
Notary Public/Chancery Court Clerk

PHYSICIAN'S AFFIDAVIT

NOTE: This affidavit will be used in a legal proceeding to appoint a guardian for the patient named below. Detailed information is necessary for the court to assess whether the patient has a disability under Delaware law. A person with a disability is defined under Delaware law as someone who “[b]y reason of mental or physical incapacity is unable properly to manage or care for their own person or property, or both, and, in consequence thereof, is in danger of dissipating or losing such property or of becoming the victim of designing persons or, in the case where a guardian of the person is sought, such person is in danger of substantially endangering person’s own health, or of becoming subject to abuse by other persons or of becoming the victim of designing persons[.]” 12 Del. C. § 3901(a)(2). The information in this affidavit must be specific and detailed and based on your personal examination of the patient. Sample forms are available on the court’s website at <https://courts.delaware.gov/forms/>. Thank you for your concern and cooperation.

**IS THIS AN EMERGENCY GUARDIANSHIP PETITION?** If an *emergency* appointment of guardian is needed, please complete page four (4) of this form *in addition* to pages one (1) through three (3).

PATIENT’S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

I, \_\_\_\_\_, (check one)  M.D.,  D.O.,  Ph.D.,  Psy.D., of full age, hereby certify as follows:

I am duly licensed and accredited in the following areas of medical practice:  
\_\_\_\_\_  
\_\_\_\_\_

The history of my involvement with this patient is the following: (check the appropriate box(es) and add further clarification on the blank lines)

10+ years     5-10 years     1-5 years     Less than 1 year     First visit

\_\_\_\_\_  
\_\_\_\_\_

The patient’s diagnoses/conditions related to their incapacity include:

- 1. \_\_\_\_\_  Mild     Moderate     Severe     N/A
- 2. \_\_\_\_\_  Mild     Moderate     Severe     N/A
- 3. \_\_\_\_\_  Mild     Moderate     Severe     N/A

Patient Name: \_\_\_\_\_

I personally examined this patient on \_\_\_\_\_, 20\_\_\_\_\_.

The examination lasted approximately \_\_\_\_\_  
(Time)

Relevant tests and results related to their incapacity:

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---

---

Does the patient have difficulty communicating? If so, describe the difficulty in detail, and provide the cause of the patient's difficulty with communication:

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Based on tests and my examination of this patient, it is my professional opinion that she/he:

**does not have**

**does have**

a disability that significantly interferes with the ability to make responsible decisions regarding health care, food, clothing, shelter, or finances.

(Optional) The following documents are attached as supporting information regarding the particulars of the disability:

---

---

Describe the patient's disability:

---

---

---

The disability impairs the patient's ability to perform the following functions and activities:

---

---

In my opinion, the patient

**does have**

**does not have**

sufficient mental capacity to understand the nature of guardianship in order to consent to the appointment of a guardian.

Patient Name: \_\_\_\_\_

The patient is or is not able to perform the following functions independently:

Activities of daily living	<input type="checkbox"/> Is able	<input type="checkbox"/> Is not able
Pay his/her own bills	<input type="checkbox"/> Is able	<input type="checkbox"/> Is not able
Live alone	<input type="checkbox"/> Is able	<input type="checkbox"/> Is not able
Take medication appropriately	<input type="checkbox"/> Is able	<input type="checkbox"/> Is not able
Give informed consent for medical procedures	<input type="checkbox"/> Is able	<input type="checkbox"/> Is not able
Resist scams	<input type="checkbox"/> Is able	<input type="checkbox"/> Is not able

**I solemnly swear and affirm under the penalties of perjury and upon personal knowledge that the contents of this affidavit are true.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Printed Name

Physician's Address: \_\_\_\_\_

Physician's Phone Number: \_\_\_\_\_

STATE OF \_\_\_\_\_:

COUNTY OF \_\_\_\_\_:

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by  
\_\_\_\_\_ [Name of affiant].

\_\_\_\_\_  
Notary Public

Patient Name: \_\_\_\_\_

**TO BE COMPLETED WHEN REQUESTING AN EMERGENCY GUARDIANSHIP**

Nature of the emergency, such as medical, abuse, neglect, exploitation, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this is a medical emergency, provide the diagnosis:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the testing or treatment related to the diagnosis that is urgently needed and cannot be accomplished without imposition of a guardianship and why it is urgently needed within the next 72 hours:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Printed Name

STATE OF \_\_\_\_\_:

COUNTY OF \_\_\_\_\_:

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by  
\_\_\_\_\_ [Name of affiant].

\_\_\_\_\_  
Notary Public

**COURT OF CHANCERY  
PERSONAL INFORMATION SHEET**

Please Note: If there is more than one proposed guardian, each person will need to complete a separate form and use separate contacts on page two of this form.

In the matter of: \_\_\_\_\_, a person with an alleged disability/minor

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date this form is completed: \_\_\_\_\_

In connection with the above matter, I have applied to the Court of Chancery to be appointed as guardian of the person with an alleged disability/minor named above. I understand that I must complete this form in full or my guardianship petition may be denied. In order to provide the Court with sufficient information to determine my qualification to serve as guardian and to assist the Court in assuring that the Court's staff will always be able to locate and make contact with me, the following information and consent is given:

Proposed Guardian's current full name: \_\_\_\_\_

Proposed Guardian's physical address: \_\_\_\_\_

\_\_\_\_\_

Proposed Guardian's mailing address (if different): \_\_\_\_\_

\_\_\_\_\_

Home phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security number: \_\_\_\_\_

Driver's License number and State: \_\_\_\_\_

Place of employment and address: \_\_\_\_\_

\_\_\_\_\_

Name of supervisor and telephone number: \_\_\_\_\_

\_\_\_\_\_

Name/Address/Telephone number of spouse (if not a co-petitioner/co-guardian):

\_\_\_\_\_



**Contacts:** List the information for two people who should always be able to locate or contact you and do not live at the same address as each other or the petitioner(s). If there is more than one proposed guardian, separate contacts must be listed.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

I fully understand that it is my duty to keep the Court informed of my whereabouts and to provide the Court with any change in my name, physical address or mailing address. I hereby authorize the staff of this Court to contact any of the persons named above and authorize and direct any of the persons named above and my attorney(s) to provide to the Court any information which might assist the Court in locating or contacting me in the future. I also authorize the court staff to search government or public databases to locate me. I further agree that any federal, state, public, or private agency with information about my whereabouts, or the whereabouts of the person with an alleged disability or minor named above, may release that information to the Court and its staff, and I authorize and direct such persons to release that information. I release the Court and the Court's staff from all liability associated with efforts to determine my whereabouts or the whereabouts of the person with an alleged disability or minor over whom guardianship has been established.

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

STATE OF \_\_\_\_\_ :

COUNTY OF \_\_\_\_\_ :

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ [Name of affiant].

\_\_\_\_\_  
Notary Public/Chancery Court Clerk

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

A person with an alleged disability/Minor: \_\_\_\_\_

**AFFIDAVIT OF PROPOSED GUARDIAN’S HISTORY**

Please Note: If there is more than one proposed guardian, each person will need to complete a separate form.

Proposed Guardian’s Name: \_\_\_\_\_

1. Have you ever declared bankruptcy?  Yes  No

If so, when? \_\_\_\_\_

If so, what type? \_\_\_\_\_

2. Have you ever been convicted of a misdemeanor?  Yes  No

If so, describe which misdemeanor, when and in what jurisdiction you were convicted (e.g. State, County and Police Department). \_\_\_\_\_

\_\_\_\_\_

3. Have you ever been convicted of a felony?  Yes  No

If so, describe which felony, when and in what jurisdiction you were convicted (e.g. State, County and Police Department). \_\_\_\_\_

\_\_\_\_\_

4. I give the State of Delaware permission to conduct a criminal background check on me at any time during the consideration of my petition for guardianship and, if granted, at any time during the period I am guardian. I solemnly swear and affirm under penalty of law that the statements and answers above are true to the best of my knowledge.

STATE OF \_\_\_\_\_ :

COUNTY OF \_\_\_\_\_:

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ [Name of affiant].

\_\_\_\_\_  
Notary Public/Chancery Court Clerk

\_\_\_\_\_  
Proposed guardian’s signature

**INSTRUCTIONS FOR NOTIFYING INTERESTED PARTY(IES) OF  
PETITION FOR GUARDIANSHIP**

It is the petitioner's(s') responsibility to notify the interested party(ies) when a petition for guardianship is filed with the Court. This includes notifying all of the parties you listed on number three (3) of the guardianship petition.

Each interested party may sign and have notarized a copy of the attached "Waiver of Notice and Consent." The petitioner(s) will be required to send notice to anyone who does not sign a consent. Additional information will be provided to the petitioner(s) after the order is signed appointing the attorney for the person with an alleged disability and scheduling the hearing.

If you do not know the address for an interested party, you must make every attempt to locate the address and file the enclosed affidavit of efforts to locate address of interested party with your petition.

IN THE COURT OF CHANCERY OF THE STATE OF DELAWARE

In the matter of: \_\_\_\_\_ :  
 :  
 : C.M. #: \_\_\_\_\_  
A person with an alleged disability :

**WAIVER OF NOTICE AND CONSENT**

I, \_\_\_\_\_, whose relationship to the person with an alleged disability is that of \_\_\_\_\_ (e.g. mother, brother), hereby waive my right to notice of the hearing and hereby consent to the appointment of \_\_\_\_\_ as guardian(s) of the (check all that apply)  person (to make his/her medical decision) and/or  property (to make his/her financial decisions) without further notice.

\_\_\_\_\_  
Interested Party's signature

Address: \_\_\_\_\_

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

STATE OF \_\_\_\_\_ :

COUNTY OF \_\_\_\_\_:

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ [Name of affiant].

\_\_\_\_\_  
Notary Public/Chancery Court Clerk

IN THE COURT OF CHANCERY OF THE STATE OF DELAWARE

IN THE MATTER OF:

:  
:  
:  
:

\_\_\_\_\_, C.M. # \_\_\_\_\_  
A person with an alleged disability :

**AFFIDAVIT OF EFFORTS TO LOCATE  
ADDRESS OF INTERESTED PARTY**

I/We, \_\_\_\_\_, petitioner(s) in the above matter, hereby confirm that I/We have been unable, after exercising reasonable diligence, to locate an address for interested party,

\_\_\_\_\_ [Name of interested party or missing person], in order to provide that interested party with notice of the filing of the guardianship petition and the hearing to be held in this matter.

My/Our last contact with \_\_\_\_\_ [Name of interested party or missing person] was on or around \_\_\_\_\_ [month/year] and to the best of my/our knowledge, the last contact he/she had with the person with an alleged disability was on or around \_\_\_\_\_ [month/year].

My/Our efforts have included the following [please check all that apply]:

- performing an internet search for the address of the interested party;
- asking other interested parties if they know of the missing person's

current whereabouts;

messaging the missing person through electronic means;

Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If I/We subsequently locate the missing interested party, I/We will notify the Court of his/her address.

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Co-Petitioner

STATE OF \_\_\_\_\_ :

COUNTY OF \_\_\_\_\_:

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ [Name of affiant].

\_\_\_\_\_  
Notary Public/Chancery Court Clerk