



In The Circuit Court  
For The Seventh Judicial Circuit of Illinois  
Sangamon County, Springfield, Illinois

IN THE MATTER OF

Case No. \_\_\_\_\_

\_\_\_\_\_  
Respondent

**SCHEDULING ORDER-ESTATE OR PLENARY GUARDIAN-MINOR CHILD**

The Guardian of a Ward shall undertake and perform the following on or before the date set forth. Failure to file required documents within 30 days from the due date shall cause the Circuit Clerk to send a Notice that a Rule to Show Cause shall be issued by the Court if the document is not filed within 30 days from the date of the Notice. Note that sureties are "interested parties" as defined in the Probate Act, and all required filings shall be sent to them and to the parties originally notified at the time the Petition was filed.

1. Prepare and file with the Circuit Clerk a verified Inventory of real estate and personal property that has come to the Guardian's knowledge (755 ILCS 5/14-1(a)) within 60 days after issuance of Letters of Office, (\_\_\_\_\_, 20\_\_).

2. Thereafter, prepare and file a supplemental verified Inventory within 60 days after new real or personal property is discovered.

3. Prepare and file a verified Current Account of all receipts of money or property and all distributions and expenditures of assets, and appear in person or by counsel, before the Judge then sitting in Probate, unless excused by the Judge for cause, within 30 days after the first anniversary of the issuance of Letters of Office (\_\_\_\_\_, 20\_\_) (755 ILCS 5/24-11(a)).

4. Prepare and file a verified Current Account, showing all receipts of money or property and all distributions and expenditures of assets since the date of the prior Current Account, and appear in person or by counsel, before the Judge then sitting in Probate, unless excused by the Judge for cause, within 30 days after the expiration of three years from the date of issuance of Letters of Office, or the date of the last Current Account (\_\_\_\_\_, 20\_\_) and every three years thereafter.

5. File a verified Final Account showing all receipts and expenditures since the date of the last Current Account, within 30 days after the happening of the first of the following to occur:

- a. The Ward's 18th birthday (Minor's birth date: \_\_\_\_\_);
- b. Death of the Ward;
- c. Exhaustion of the Ward's estate.

Entered: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
JUDGE

I hereby acknowledge receipt of a copy of this Scheduling Order and that I have read and understand the duties of the Guardian.

Entered: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Guardian