

Tips – American Legal Net Forms

General:

- Signatures: You will need to print out and sign the form and file the paper copy with the clerk. Place a /s/ in the signature field and physically sign the document next to it.
- Case number must be in format PRCYYNNNNNNN (ex: PRC070001234). **Your filing will be rejected if the case number is entered incorrectly.**
- Date Format: Date should be in format MM-DD-YYYY. The form will convert the date to YYYY-MM-DD format.
- Number Format: Enter numbers in format 40000 or 40,000 or 40000.00. Any format will be converted to 40,000.00. For negative numbers, (i.e. loans, liens) the negative value is embedded in the form, you do not need to include a negative sign.
- Insufficient Space: If space is insufficient, attach a word document with additional entries as an exhibit to the form.
- Use the copy/paste function for repetitive entries like bank accounts. Please do not refer to other sections of the form for an answer.
- Use the Tab key to navigate forward in the forms especially when going from a section with a drop down menu to a free form field.
- Please pay close attention to the reporting forms as some sections have changed as compared with prior forms.

Form Specific:

Form01: Initial Inventory

- Do not enter anything into Summary portion. This will be populated as you fill in the rest of the form.
- This form can take some time to complete since it contains many fields and are calculating each entry in the background. Please give yourself enough time.

Form 04: Annual Guardianship Plan

- Print out Physicians Report page; after physician completes it, scan it in and submit as an exhibit to the Annual Plan.

Form 06: Annual Application for Appointment

- Enter work history, education, etc. in descending order with most recent first.

Form 09: Annual/Initial Guardianship Investigation Checklist

- *Important:* you must mail in or deliver fingerprint cards and checks to FDLE separately. Do not efile them.

Form 10 and Form11: Annual Professional Guardian Investigation Checklist, Professional Guardian Checklist – Additional Instructions During Calendar year

- The only document you will upload as an exhibit to this checklist is item 11, a copy of your Blanket Bond.