



**IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL  
CIRCUIT OF THE STATE OF FLORIDA**

**ADMINISTRATIVE ORDER #2011-00-07**

**(Rescinding Administrative Order 94-06)**

**Effective October 1, 2011**

**RE: GUARDIANSHIP ANNUAL REPORTING TIME PERIODS**

**WHEREAS**, Florida Rule of Judicial Administration 2.215(b) (2) provides that the Chief Judge shall exercise administrative supervision over all courts within the judicial circuit.

**WHEREAS**, Florida Statutes 744.367(2) and Florida Probate Rule 5.695 provide that unless the court requires or authorizes filing on a fiscal-year basis, each guardian of the property shall file with the court an annual accounting on or before April 1 of each year. The annual accounting must cover the preceding calendar year. If the court authorizes or directs filing on a fiscal-year basis, the annual accounting must be filed on or before the first day of the fourth month after the end of the fiscal year, and


**IN ORDER** to provide for the effective and efficient review of annual guardian reports, and to promote timely compliance with the annual reporting requirements, IT IS

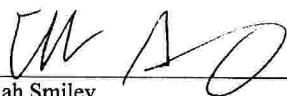
**ORDERED:**

1. That the guardian of the person and/or property in any guardianship filed within the Circuit Court shall file the annual guardianship report on or before the first day of the fourth month after the last day of the anniversary month the letters of guardianship were signed.

2. That the clerk's review of the guardianship report shall be forwarded to the Court contemporaneously with the clerk's audit of the annual accounting in all guardianship cases.

**DONE AND ORDERED** in Panama City, Bay County, Florida, this 4<sup>th</sup> day of October 2011.

  
\_\_\_\_\_  
Hentz McClellan,  
Chief Judge

  
\_\_\_\_\_  
Elijah Smiley,  
Administrative Probate Judge



A CERTIFIED TRUE COPY  
BILL KINSAUL CLERK  
OF THE CIRCUIT COURT

By Gabriela Barber  
Deputy Clerk