

IN THE CIRCUIT COURT OF THE  
EIGHTEENTH JUDICIAL CIRCUIT  
OF FLORIDA

**ADMINISTRATIVE ORDER NO.:**  
**15-40**  
**SUPERSEDES 92-28 & 98-8**

**IN RE: PROBATE AND GUARDIANSHIP - FILING ANNUAL GUARDIANSHIP REPORTS**

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WHEREIN, pursuant to Florida Statute 744.367(2), the Court may require the filing of annual accountings on a fiscal year basis, and

WHEREIN, the filing of annual accountings on a fiscal year basis will allow the Clerk to maintain a more balanced workload and will spread the judicial labor required to review and take action on these reports more evenly.

**IT IS THEREFORE ADJUDGED:**

1. Annual accountings shall be filed by guardians of property on a fiscal year basis.
2. A fiscal year is deemed to end on the last day of the anniversary month in which the letters of guardianship were signed.
3. The annual accounting shall cover the fiscal year including the anniversary month in which the letters of guardianship were signed.
4. Each annual accounting shall be filed on or before the first day of the fourth month after the anniversary date of the letters of guardianship. (For example, if the anniversary date is January 17, the annual accounting shall be filed no later than May 1.)
5. Annual plans shall be filed by guardians of the person pursuant to Florida Statute 744.367(1).
6. This Order shall take effect immediately. The Clerk is directed to provide notice of the contents of this order to guardians in all future cases and in all pending cases.

DONE and ORDERED this 15th day of September, 2015.

JOHN D. GALLUZZO  
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CHIEF JUDGE

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