

**Service upon Minor or Adult Ward by Guardian**

INSTRUCTIONS

I. Specific Instructions

1. This form is to be used when serving a minor or adult ward pursuant to O.C.G.A. §15-9-17. It will be inserted by the court at the appropriate place in the underlying proceedings.
2. With respect to service upon an adult ward, this form should only be used after the person has been adjudicated to be an incapacitated adult.
3. When this form is used, Uniform Probate Court Rule 22(D) applies. It provides, “Unless the court specifically assumes the responsibility otherwise, in connection with any citation which must be served by mail, including without limitation a citation concerning an application for year’s support, a properly stamped envelope, addressed to each interested party, must be provided to the court by the petitioner.” The envelope should show the return address of the court.

II. General Instructions

General instructions applicable to all Georgia probate court standard forms appear in Volume 255 of the Georgia Reports and are available in each probate court.

PROBATE COURT OF \_\_\_\_\_ COUNTY

STATE OF GEORGIA

<b>IN RE:</b>	)	<b>ESTATE NO.</b> _____
	)	
_____ ,	)	<b>(TYPE OF PROCEEDING):</b> _____
<b>DECEASED/MINOR/WARD</b>	)	_____
	)	<b>PETITION OF</b> _____
	)	<b>(TO) (FOR)</b> _____
	)	_____

**CERTIFICATE OF MAILING**

This is to certify that I have this date forwarded by certified mail to \_\_\_\_\_  
 \_\_\_\_\_, minor/ward, a copy of the following document(s) concerning  
 the above proceeding:

(Check one:)

\_\_\_\_\_ the petition, order for citation and citation.

\_\_\_\_\_ [list document(s)] \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
PROBATE CLERK/DEPUTY CLERK

**ACKNOWLEDGMENT AND CERTIFICATE OF SERVICE**

I hereby acknowledge service of a copy of the document(s) listed in the above certificate of mailing and certify that I have delivered a copy of such document(s) to said minor/ward.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Legal Guardian) (Guardian ad Litem)