

Description of Group of Elements for Guardianship		
Data Element	Description	
Name (all)	Includes first, middle, last name	
Address Details	Includes Address 1, Address 2, City, State, Zip+4, telephone number, email, fax	
Attorney Signature Block	Attorney Signature Block to include separate data fields for: signature line, name, Florida Bar Number, Address, State, Zip+4, email address and Telephone number	
Notary Signature Block	Notary Signature Block to include separate data fields for: County, Date, Personal Representative Name, Decedent Name, PR known to me (Y/N), PR Identification Type, Seal, Signature	
Signature (all)	Includes Name, Signature, and date	
Case Number	local case # (or UCN if used)	
Lineal Descendent	Includes fields for Name, address, relationship to decedent, and date of birth	
Distribution Request	Multiple entries, and fields for Name, Address, and Asset/Share/Amount	
Description of Disbursements	Multiple entries, Need field for Date, Description, Income and Principal	
Description of Capital Transactions and Adjustments	Multiple entries, Need field for Date, Description, Income and Principal	
Description of Distributions	Multiple entries, Need field for Date, Description, Income and Principal	
Description of Assets on Hand at Close of Accounting Period	Multiple entries, Need field for Date, Description, Income and Principal	
Period (all of them)	To included Begin Date and End Date	
Court Appointed Attorney Address	Includes telephone number and email address	R-5.550/FS 744.106, 744.339
Petitioner Signature Block	Petitioner Signature Block to include separate data fields for: signature line, name, address, state, zip+4, email address and telephone number	R-5.040 FS 744.475

Real Estate	Fields for Description, Location, Fair Market Value, Description of Encumbrances/Liens/Security Interest and Amount of any Encumbrances/Liens/Security Interests	R-5.020(e), 5.555, 5.610(b), 5.620, 5.690
Personal Property	Fields for Description, Location, Fair Market Value, Description of Encumbrances/Liens/Security Interest and Amount of any Encumbrances/Liens/Security Interests	R-5.020(e), 5.555, 5.610(b), 5.620, 5.690
Claims	Fields for Name and Address of Claimant, Basis for Claim and Estimated Amount of Claim	R-5.020(e), 5.555, 5.610(b), 5.620, 5.690
Income	Fields for Description of Income, Name and Address of Payor, Frequency of Payment and Amount of Payment	R-5.020(e), 5.555, 5.610(b), 5.620, 5.690
The costs of the proceeding being assessed to the petitioner.	May require data element formatting. Types of costs could be listed with the ability to enter the amount. Standard costs could be Filing Fees, Attorney Fees and Examining Committee Fees.	R-5.041(g) FS 744.331(7)(c)
Stocks/Bonds/Securities	Fields for Name, Description, Number of Each	R-5.620(d)
Copies Furnished to	Drop down including: all persons identified in case; only the following persons (check boxes); other (name, address, email address, telephone number)	