

**IN THE COURTS OF THE FIRST JUDICIAL CIRCUIT  
IN AND FOR OKALOOSA COUNTY, FLORIDA**

**ADMINISTRATIVE DIRECTIVE OCAD2017-02  
(Amends OCAD2015-05)**

**RE: TIME REQUIREMENTS IN GUARDIANSHIP CASES**

Effective immediately, counsel and guardians shall adhere to the following time requirements in compliance with Florida Guardianship Law and Florida Probate Rules:

**Reporting Periods and Due Dates for Filing Annual Guardianship Reports  
(Plans and Accountings)  
Pursuant to Florida Probate Rule 5.695**

<u>Month Letters Issued</u>	<u>Annual Reporting Period begins</u>	<u>Annual Reporting Period Ends</u>	<u>Annual Report filing due date</u> (The first day of the fourth month after the anniversary month)
JANUARY	<i>February 1</i>	<i>January 31</i>	MAY 1
FEBRUARY	<i>March 1</i>	<i>February 28</i>	JUNE 1
MARCH	<i>April 1</i>	<i>March 31</i>	JULY 1
APRIL	<i>May 1</i>	<i>April 30</i>	AUGUST 1
MAY	<i>June 1</i>	<i>May 31</i>	SEPTEMBER 1
JUNE	<i>July 1</i>	<i>June 30</i>	OCTOBER 1
JULY	<i>August 1</i>	<i>July 31</i>	NOVEMBER 1
AUGUST	<i>September 1</i>	<i>August 31</i>	DECEMBER 1
SEPTEMBER	<i>October 1</i>	<i>September 30</i>	JANUARY 1
OCTOBER	<i>November 1</i>	<i>October 31</i>	FEBRUARY 1
NOVEMBER	<i>December 1</i>	<i>November 30</i>	MARCH 1
DECEMBER	<i>January 1</i>	<i>December 31</i>	APRIL 1

**DONE AND ORDERED** in Fort Walton Beach, Okaloosa County, Florida this 21<sup>st</sup> day of April, 2017.

/S/ MICHAEL A. FLOWERS  
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**MICHAEL A FLOWERS**  
**ADMINISTRATIVE JUDGE**

Copies of OCAD2017-02 furnished to:

Honorable Linda L. Nobles, Chief Judge  
All Judges, Okaloosa County  
Honorable JD Peacock II, Clerk of Court, Okaloosa County  
Robin Wright, Trial Court Administrator