

SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO FILL OUT THE ANNUAL REPORT OF GUARDIAN

YOU MAY USE THIS PACKET if you have been appointed as the Guardian for a minor, and it has been a year since your appointment. You must complete this form every year you are the Guardian for the Minor on or before the anniversary date of your appointment as Guardian.

TOP OF PAGE: Fill in the information requested about you, the Guardian, at the top, left corner of the form, and then the case caption information (name of the Minor and the case number). Next, write in the date this report is due, which should be the anniversary date of when you were first appointed, and finally, write in the beginning and ending dates of the time period for which you are filing this report, which would generally be from the day after the previous year's anniversary date to the due date (this year's anniversary date). Next, match the numbered instruction to the numbered line on the form.

1. Write in the information requested about the Minor.
2. Describe where the Minor lives (not the address). Things to include would be:
 - Whether a private home, a boarding home or school;
 - How many people live in the Minor's room;
 - Who looks after the Minor; **AND**
 - The name of the person in charge; or
 - The name of the place where the Minor lives;
 - The address, and the telephone number.
3. Write in the information requested about the Minor's current doctor.
4. Provide the information requested about the Minor's physical and mental health. Make sure you attach a current copy of the doctor's report about the Minor's current physical and mental health,
5. Provide the Information requested about the Minor's Education: name of school, etc.
6. Answer the questions regarding how many times you saw the Minor over the past year and when you last saw him or her. If the Minor lives with you, you may simply state "Lives with me" and "Every day" or "Nearly every day" or whatever is true for your situation.

Then tell the Judge/Commissioner whether or not you think the guardianship should continue and the reasons it should or should not continue.
7. Write in the name, address, and telephone number of the person responsible for the Minor's assets. If the Minor does not have any assets, then write in N/A for "not applicable".
8. **IF the** Minor receives any state, county, or federal agency services, write in the name of the agency contact and describe the services received by the Minor. If the Minor does not receive any services, write in N/A for "not applicable".
9. **Signature:** Make sure you date the document, print **and sign** your name.
10. **MAILING AFFIDAVIT.** Write the names and addresses of the people to whom you mailed a **copy** of the ANNUAL REPORT and the date you mailed them.
11. Then **sign your name** (again) to show that you mailed the document.

NEXT: Follow the instructions in the document titled: **Procedures: How to File the Annual Report of Guardian.**