

SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO FILL OUT THE ANNUAL REPORT OF THE GUARDIAN

USE THIS PACKET if you have been appointed as the Guardian for the Ward, and it has been a year since your appointment. You must complete this form every year you are the Guardian for the Ward on or before the anniversary date of your *letters of appointment* as Guardian. Follow these steps to complete this form:

STEP 1 Complete the ANNUAL REPORT OF GUARDIAN. Use **Black Ink Only!!!**

Paragraph 1: Write the following information:

- The Name of the Ward (the person you are the Guardian for),
- The Ward's date of birth, address, and telephone number.

Paragraph 2: Complete the following:

- Describe where the Ward lives (not the address). Things to include would be whether it was a private home, boarding home, or nursing home. How many people live in the Ward's room? Who looks after the Ward, and so forth, **AND**
- The name of the person in charge or the name of the place where the Ward lives, the address, and the telephone number.

Paragraph 3: Write in the Ward's current doctor, the doctor's address and telephone number.

Paragraph 4: **CONFIDENTIAL INFORMATION: SPECIAL HANDLING REQUIRED:**
Give the following information about the Ward's physical and mental health:

- Write in the date the Ward was last seen by a doctor,
- Describe any changes in the Ward's health, **AND**
- Make sure you attach a current copy of the doctor's report about the Ward's current physical and mental health.

Paragraph 5: Information about the Ward's Guardian. This is information about **you**. Give your name, address, and telephone number.

Paragraph 6: Information about the Guardianship.

- Write in the number of times you have seen the Ward in the last 12 months, and the date of your last visit.
- Then tell the Judge/Commissioner whether or not you think the guardianship should continue and the reasons it should or should not continue.

Paragraph 7: Information about the person responsible for the Ward's assets.

- Write in the name, address, and telephone number of the person responsible for the Ward's assets. If the Ward does not have any assets, then write in N/A for not applicable.

Paragraph 8: Information about State, County, Federal Agency Services.

- If the Ward receives any state, county, or federal agency services, write in the name of the agency, and describe the services the Ward receives. If the Ward does not receive any services, write in **no**.

Signature: Make sure you date the document and sign and print your name.

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. Then sign your name to show that you mailed the document.

STEP 2 Read the Self-Service Center packet **Procedures: How to File the Annual Report of the Guardian.**