

**ACCEPTANCE OF  
APPOINTMENT OF GUARDIAN  
BY THE PUBLIC GUARDIAN**

IN THE COUNTY COURT OF \_\_\_\_\_ COUNTY, NEBRASKA

IN THE MATTER OF

Case No. \_\_\_\_\_

\_\_\_\_\_  
Ward/Incapacitated Person

**ACCEPTANCE OF  
APPOINTMENT OF GUARDIAN  
BY THE PUBLIC GUARDIAN**

The Public Guardian accepts appointment as guardian of \_\_\_\_\_  
Name of ward/incapacitated person  
and swears they will perform, according to law, all duties as guardian. The Public Guardian acknowledges the responsibilities as guardian by **initialing** all of the following:

**Acknowledgements before Letters are issued to establish the Public Guardian’s authority to serve as guardian:**

\_\_\_\_\_ The Public Guardian shall file with the court an Address Information for Guardianships/ Conservatorships form (CC 16:2.5).

\_\_\_\_\_ The General Information Form, unless waived by the court for good cause shown.

\_\_\_\_\_ The Public Guardian shall file with the court the Notice of Designation of Deputy Public Guardian and Associate Public Guardians form (CC 16:2.96).

\_\_\_\_\_ The Public Guardian shall file with the court an updated Notice of Designation of Deputy Public Guardian and Associate Public Guardians form (CC 16:2.96) if the designation changes after the initial filing.

\_\_\_\_\_ Within 30 days of appointment, the Public Guardian shall file with the court an Acknowledgement of Financial Institution form (CC 16:2.6) showing they gave copies of the order appointing the guardian to all financial institutions where the ward/incapacitated person has accounts. The Public Guardian shall also file a (confidential) Personal and Financial Information for Guardianships and Conservatorships form (CC 16:2.23) with full account numbers and printouts of all assets and account numbers.

\_\_\_\_\_ Within 30 days of appointment, the Public Guardian shall file with the court a Budget that pursuant to Neb. Ct. R. § 6-1433.02(D) is for informational purposes only, and the Inventory, Affidavit of Due Diligence, and Certificate of Mailing form (CC 16:2.9) of the ward’s/incapacitated person’s assets.

**Acknowledgements after Letters are issued:**

\_\_\_\_\_ The Public Guardian shall file with the court an Acknowledgement of Financial Institution form (CC 16:2.6) showing that a copy of the Letters was given to all financial institutions where the ward/incapacitated person has accounts. The Public Guardian shall also file with the court a (confidential) Personal and Financial Information for Guardianships and Conservatorships form (CC 16:2.23) with full account numbers and printouts of all assets and account numbers.

\_\_\_\_\_The Public Guardian shall file the Letters Appointing the Public Guardian as Guardian with the Register of Deeds in any county where the ward/incapacitated person has real property or an interest in real property.

\_\_\_\_\_One year after appointment and every year thereafter, the Public Guardian shall file with the court:

1. Annual Report of Guardian on Condition of Ward (CC 16:2.14).
2. Updated Inventory (CC 16:2.45).

And, if the Public Guardian has possession of the ward's/incapacitated person's assets:

3. Annual Accounting
4. Certificate of Proof of Possession (CC 16:2.13 ). If any funds are restricted, the bank or depository must indicate a restriction to the account on the certificate showing "No withdrawals without court order."
5. Copies of all individual ledger statements and/or brokerage statements for the dates covered by the accounting. If full account numbers, social security numbers, dates of birth or other personal information appear on the accounting statements and/or brokerage statements, all but the last four digits shall be blacked out before sending them to the interested persons.
6. Personal and Financial Information for Guardianships and Conservatorships form (CC 16:2.23) showing complete account numbers, etc. listed on the Inventory and Certificate of Proof of Possession (CC 16:2.13). This form contains confidential information and is not shared with the parties except by court order.

\_\_\_\_\_The Public Guardian acknowledges all of the documents, except the Personal and Financial Information for Guardianships and Conservatorships form, shall be sent to all interested persons along with Notice of Right to Object Form (CC 16:2.16).

\_\_\_\_\_The Public Guardian acknowledges that a Certificate of Mailing (CC 16:2.24) shall be filed with the court showing all of the documents to all interested persons have been sent by first class mail, postage pre-paid.

\_\_\_\_\_The Public Guardian shall notify the court of the change of address of the ward/incapacitated person within three days of the change.

\_\_\_\_\_The Public Guardian shall not move the ward/incapacitated person to a location outside of the State of Nebraska without court permission.

\_\_\_\_\_The Public Guardian shall notify the court of the ward's/incapacitated person's death within three days.

\_\_\_\_\_The Public Guardian shall file with the court a Notice of Newly Discovered Asset form (CC 16:2.18) within 30 days after becoming aware of any additional assets, gifts, awards, settlements or inheritances over \$500.00 not disclosed in the most current inventory.

\_\_\_\_\_The Office of Public Guardian is prohibited from making ATM withdrawals or receiving cash back on debit transactions.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Bar Number and Firm Name (attorneys only)

\_\_\_\_\_  
Street Address/P.O. Box

\_\_\_\_\_  
City/State/ZIP Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail Address