

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

IN THE COUNTY COURT OF _____ COUNTY, NEBRASKA

IN THE MATTER OF

Case No. _____

Protected Person

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

The Public Guardian accepts appointment as conservator of the assets of
_____, a protected person, and swears they will perform,

Name of protected person

according to law, all duties as conservator. The Public Guardian acknowledges the responsibilities as conservator by **initialing** all of the following:

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

_____ 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 Public Guardian 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 Public Guardian Notice of Designation of Deputy Public Guardian and Associate Public Guardians form (CC 16:2.96) if the designation changes after the initial filing.

_____ If funds are restricted by court order, within ten days of appointment the Public Guardian shall file with the court a Proof of Restricted Account form (CC 16:2.11) and an updated Personal and Financial Information for Guardianships and Conservatorships form (CC 16:2.23) with full account numbers.

_____ Within 30 days of appointment the Public Guardian shall file with the court an Acknowledgement of Financial Institution form (CC 16:2.6) showing the Public Guardian gave copies of the order appointing the conservator to all financial institutions where the protected person has accounts. The Public Guardian shall also file an updated 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 protected 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 a copy of the Letters Appointing the Public Guardian as Conservator were given to all financial institutions where the protected person has accounts. The Public Guardian shall also file with the court an updated 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 Conservator with the Register of Deeds in any county where the protected 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. Updated Inventory (CC 16:2.45).
2. Annual Accounting
3. 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: "No withdrawals without court order."
4. 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.
5. Personal and Financial Information for Guardianships and Conservatorships form (CC 16:2.23) showing complete account numbers of accounts, etc. listed on inventory and certificate of proof of possession. This form contains confidential information and is not shared with the parties except by court order.

_____The Public Guardian shall notify the court of the change of address of the protected person within three days of the change.

_____The Public Guardian shall not move the protected person to a location outside of the State of Nebraska without court permission.

_____The Public Guardian shall notify the court of the protected person's death within three days.

_____The Public Guardian shall file with the court a Notice of Newly Discovered Assets 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(s)

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