

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

IN THE COUNTY COURT OF _____ COUNTY, NEBRASKA

IN THE MATTER OF

Case No. _____

Ward/Incapacitated Person/Protected Person

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

The Public Guardian accepts the appointment as guardian and conservator of the assets of,
_____ and swears that they will perform, according to law, all
ward/incapacitated person/protected person
duties as guardian and conservator.

The Public Guardian acknowledges the responsibilities as guardian and conservator by **initialing** all of the following:

Acknowledgements before Letters are issued to establish the Public Guardian's authority to serve as guardian and 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 (confidential) 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 they gave copies of the order appointing them conservator, to all financial institutions where the protected person has accounts. They 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. Rule § 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/protected person has accounts. They 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 of Guardianship and Conservatorship with the Register of Deeds in any county where the ward/incapacitated person/protected person has real property or an interest in real property.

_____ One year after the appointment and every year thereafter, the Public Guardian shall file with the court:

1. Annual Report of Guardian on Condition of Ward form (CC 16:2.14).
2. Updated Inventory form (CC 16:2.45).
3. Annual Accounting.
4. Certificate of Proof of Possession form (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."
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 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 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 mailed by first class mail, postage pre-paid.

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

_____The Public Guardian shall not move the ward/incapacitated person/protected 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/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.

Date _____

Signature

Print or Type Name

Bar Number and Firm Name (attorneys only)

Street Address/P.O. Box

City/State/ZIP Code

Phone of

E-mail Address