

INSTRUCTIONS FOR CERTIFICATE OF MAILING APPLICATION FOR WITHDRAWAL OF FUNDS

The purpose of this form is to provide verification to the court that you or your attorney mailed the required forms.

HEADING

- i. Enter the county where the action is filed.
- ii. Enter the case number assigned by the clerk of the court.
- iii. Enter the name of the ward/minor ward/protected person.

The screenshot shows the heading section of the form. It includes a line for the county: "IN THE COUNTY OF _____ COUNTY, NEBRASKA", with a blue box labeled 'i.' pointing to the blank space. Below this is a dropdown menu labeled "Choose the county". To the right is a "Case No." field with a blue box labeled 'ii.' pointing to it. On the left is an "IN THE MATTER OF" field with a blue box labeled 'iii.' pointing to it. Below this is a field for "Ward/Minor Ward/Protected Person". The title "CERTIFICATE OF MAILING APPLICATION FOR WITHDRAWAL OF FUNDS" is visible on the right side.

BODY OF FORM

- a. **TO THE GUARDIAN AND/OR CONSERVATOR OR THEIR ATTORNEY:** You need to complete the Certificate of Mailing form and file it with the court showing that you mailed the required documents to all the interested persons you list.

- i. Enter the date you are swearing that you filed the required forms and mailed the copies along with the notice of hearing to the interested persons (including government agencies providing benefits) and bonding company, if any.

The screenshot shows a date field with a blue box labeled 'i.' pointing to it. The text "(including government agencies providing benefits)" is visible below the date field, and "on" is visible to the right of the date field.

- ii. List all of the interested persons* and their addresses on the lines provided.

The screenshot shows a table with two columns: "NAME(S) OF INTERESTED PERSON(S)" and "ADDRESS(ES)". A blue box labeled 'ii.' points to the first column. Below the columns are two rows of blue lines for entering information.

- iii. **IF** there are more names and addresses for interested persons* than the spaces on the form provide room for, check the box next to "See Attached" and attach a sheet with the name and address of each additional person.

The screenshot shows a checkbox with a blue box labeled 'iii.' pointing to it. The text "See attached (more names and addresses than above)" is visible to the right of the checkbox.

a. SIGNATURE SECTION

If this is a co-guardianship and/or co-conservatorship both must sign.

For the second signature block to appear, check the (a.) “yes” box on the question located below the first signature block:

a.

Is this a Co-guardianship and/or Co-conservatorship?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- i. The guardian(s) and/or conservator(s) will sign their name(s)
- ii. Enter the date.
- iii. Print the guardian(s) and/or conservator(s) name(s).
- iv. Enter the guardian(s) and/or conservator(s) street address(es).
- v. If this form is completed by an attorney, there is a space for the bar number and firm name
- vi. Enter the city, state, and zip code of the guardian(s) and/or conservator(s) address(s).
- vii. Enter the guardian(s) and/or conservator(s) telephone number(s) with area code.
- viii. Enter the email address(es).

<p>i. _____ Signature of Guardian and/or Conservator</p> <p>iii. _____ Print or Type Name</p> <p>v. _____ Bar Number and Firm Name (Attorneys Only)</p> <p>vii. _____ Telephone</p>	<p>ii. _____ Date</p> <p>iv. _____ Address</p> <p>vi. _____ City, State and Zip Code</p> <p>viii. _____ E-mail address</p>
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* Pursuant to Neb. Rev. Stat. § 30-2601, interested persons are defined as:

- children and spouses;
- future heirs if the ward/incapacitated person/protected person would die without leaving a valid will (brothers and sisters who are adults, grandparents, etc.);
- a trustee of any trust executed by the ward/incapacitated person/protected person;
- if there are no individuals defined as “interested persons” above, include any person or organization named as a “devisee” in the ward’s/incapacitated person’s/protected person’s most recent will;
- after death of the ward/incapacitated person/protected person, interested person also includes the personal representative of a deceased ward’s/incapacitated person’s/protected person’s estate, the deceased ward’s/incapacitated person’s/protected person’s heirs in an intestate estate, and the deceased ward’s/incapacitated person’s/protected person’s devisees in a testate estate;
- any governmental agency paying benefits on behalf of the ward/incapacitated person/protected person; and
- any person designated by order of the court to be an interested person.

If there are no interested persons identified for a ward/incapacitated person/protected person, the court may appoint a guardian ad litem (Nebraska Supreme Court Rule § 6-1449(B)). The cost of the guardian ad litem may be taken from the assets of the ward/incapacitated person/protected person.