

INSTRUCTIONS FOR ADDRESS CHANGE NOTIFICATION AND CERTIFICATE OF MAILING

The purpose of this form is to inform the court of a change to the address and phone number of a ward/minor ward/protected person, a guardian and/or conservator and/or an interested person.

1. HEADING

- a. Choose the county in the drop down box below the first blank.
- b. Enter the case number assigned by the clerk of the court.
- c. Enter the name of the ward/minor ward/protected person.

IN THE COUNTY COURT OF _____ COUNTY, NEBRASKA
Choose the county ▾

IN THE MATTER OF _____

b. Case No. _____

c. _____
Ward/Minor Ward/Protected Person

2. BODY OF FORM

- a. Check the appropriate box:
 - i. If this is a change of address for Ward/Minor Ward/Protected Person.
 - ii. If this is a change of address for the guardian and/or conservator.
 1. Enter the name of the guardian and/or conservator that has the change of address.
 - iii. If this is a change of address for an interested person.
 2. Enter the name of the interested person that has the change of address.
 - iv. Enter the date that this change is effective.

i. Ward/Minor Ward/Protected Person *

ii. Guardian and/or Conservator: _____ 1. _____ (Name)

iii. Interested Person: _____ 2. _____ (Name)

This change is effective as of: _____ iv. _____ (Date)

- b. Enter the address and phone number information.
 - i. Previous information.

i. Street Address/P.O. Box: _____
City/State/ZIP Code: _____
Phone: _____

- ii. New information.

ii. Street Address/P.O. Box: _____
City/State/ZIP Code: _____
Phone: _____

3. SIGNATURE SECTION

a. 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).

i.	Signature of Guardian and/or Conservator	ii.	Date:
iii.	Print or Type Name	iv.	Address
v.	Bar Number and Firm Name (Attorneys Only)	vi.	City, State and Zip Code
vii.	Telephone	viii.	E-mail address

CERTIFICATE OF MAILING

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 name of the ward/minor ward/protected person, the county name, and the case number in the upper left hand corner.

i.	Ward/Minor Ward/Protected Person
	County Court
	Case No. _____

- ii. If you are completing this form electronically, these will automatically fill in from the information you already entered.

- iii. Enter the date you are mailing the Change of Address form and this Certificate of Mailing to the interested person(s).
- iv. List all of the interested persons* and their addresses on the lines provided.

iv.	<u>NAME(S) OF INTERESTED PERSON(S)</u>	<u>ADDRESS(ES)</u>
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- v. **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.

v.	<input type="checkbox"/> See attached (more names and addresses than above)
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b. SIGNATURE SECTION (Signed by either the attorney or guardian/conservator)

- i. Use the same instructions as on page 2.

* 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.