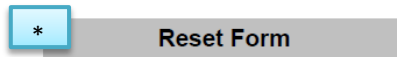


INSTRUCTIONS FOR USE OF THE GLOBAL ACCEPTANCE OF APPOINTMENT FORM

FOLLOW THE INSTRUCTIONS ON THE FIRST PAGE BY:

- Click on the (*) "Reset Form" button to ensure that all previous entries have been removed.



- For a **standard** guardianship and/or conservatorship, use the first set of options:
 - pick the type of ward/minor ward/protected person this is for by clicking the box either in front of (I) "an adult" or (II) "a minor".

This is a Guardianship and/or Conservatorship for I. an adult II. a minor

- (III) click the box in front of the type of guardianship and/or conservatorship this case is. (e.g. "guardianship").

III. Guardianship - Adult
 Conservatorship - Adult
 Guardianship and Conservatorship - Adult

- For a **temporary** guardianship and/or conservatorship, use the second set of options and:
 - pick the type of ward/minor ward/protected person this is for by clicking the box either in front of (IV) "an adult" or (V) "a minor"

This is for a **Temporary** Guardianship and/or Conservatorship IV. or an adult a minor V.

- (VI) click the box in front of the type of guardianship and/or conservatorship this case is. (e.g. "guardianship")

VI. Temporary Guardianship - Adult
 Temporary Conservatorship - Adult
 Temporary Guardianship and Temporary Conservatorship - Adult

NOTE: If you make an error when choosing an option, clear the form by clicking on the "Reset Form" button at the top of the page and select the correct choices.

- Enter the information in the spaces at the bottom of the page:
 - (VII) Name of the ward/minor ward/protected person
 - (VIII) Name of the guardian and/or conservator (one name)
 - (IX) Answer the question regarding co-guardianship/co-conservatorship by checking the box in front of "yes" or "no"
 - (X) If you answered "yes", enter the name of the co-guardian and/or co-conservator.
 - (XI) Name of the County in which the case is filed.
 - (XII) Case number.

VII. Name of Ward/Minor Ward/Protected Person: John Q. Public

VIII. Name of Guardian and/or Conservator: Amy Ann Anyone

IX. Is this a Co-Guardianship and or Co-Conservatorship? Yes No

X. Name of Co-Guardian and/or Co-Conservator: Andrew A. Anyone

XI. County: Lancaster

XII. Case Number: 19-12345

NOTE: The information that you have provided will populate the document on the following pages.

BODY OF ORDER

The information you provided on the first page will populate the appropriate fields.

SIGNATURE SECTION

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

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

XIII

Is this a Co-guardianship and/or Co-conservatorship? Yes No

- (XIV) The guardian(s) and/or conservator(s) will sign their name and enter (XV) the date.
- (XVI) Print the guardian(s) and/or conservator(s) name(s).
- (XVII) Enter the guardian(s) and/or conservator(s) street address(es).
- (XVIII) If this form is completed by an attorney, there is a space for the bar number and firm name
- (XIX) Enter the city, state, and zip code of the guardian(s) and/or conservator(s) address(s).
- (XX) Enter the guardian(s) and/or conservator(s) telephone number(s) with area code.
- (XXI) Enter the email address(es).

XIV _____ Signature of Guardian and/or Conservator	XV _____ Date:
XVI _____ Print or Type Name	XVII _____ Address
XVIII _____ Bar Number and Firm Name (Attorneys Only)	XIX _____ City, State and Zip Code
XX _____ Telephone	XXI _____ E-mail address

(XXII) Click on the “Print” button in the lower right hand corner of the page.

XXII

PRINT

After the signature section has been completed, and you have printed the form, you and the co-guardian/co-conservator (if any) will initial the (XXIII) spaces at the left of each statement if they apply. If they do not apply, you will write in “N/A” or “not applicable”.

After Entry of Order of Appointment, I will file with the co

XXIII	_____ Guardian/Conservator General Information Fo
	_____ Address Information Form (Form CC 16:2.5)
	_____ Financial Institution Receipt of Order Form (Fo
	_____ Showing I presented the Order of Appo