

IN THE COUNTY COURT OF \_\_\_\_\_ COUNTY, NEBRASKA

IN THE MATTER OF

Case # \_\_\_\_\_

\_\_\_\_\_ Ward

**ACCEPTANCE OF APPOINTMENT OF  
GUARDIAN FOR A MINOR**

I, \_\_\_\_\_ accept appointment as guardian of \_\_\_\_\_

Name of guardian(s)

Name of ward

a minor, and I swear that I will perform, according to law, all duties as guardian. I acknowledge my responsibilities as guardian by **initialing** all of the following:

**Acknowledgements before Letters are issued to establish my authority to serve as guardian:**

\_\_\_\_\_ I shall file with the court the Guardian/Conservator General Information form (CC 16:2.4) and an Address Information for Guardianships/Conservatorships form (CC 16:2.5).

\_\_\_\_\_ If I am handling the money of the ward, within 30 days of appointment I shall file with the court an Acknowledgement of Financial Institution form(s) (CC 16:2.6) showing that I gave copies of the order appointing me conservator to all financial institutions where the protected person has accounts. I 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 my appointment I shall file with the court an Inventory, Affidavit of Due Diligence, and Certificate of Mailing of the ward's assets (CC 16:2.9).

\_\_\_\_\_ If the court requires a bond, I shall file proof of that bond with the court.

**Acknowledgements after Letters are issued:**

\_\_\_\_\_ I shall file with the court an Acknowledgement of Financial Institution form (CC 16:2.6) showing that I gave a copy of my Letters to all financial institutions where the ward has accounts.

I 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 90 days of my appointment I shall complete a guardianship/conservatorship training class and file proof of completion with the court.

\_\_\_\_\_ I shall file my letters of Guardianship and/or Conservatorship with the Register of Deeds in any county where the ward has real property or an interest in real property.

\_\_\_\_\_ One year after my appointment and every year thereafter, I shall file with the court:

1. Annual Report of Guardian on Condition of Ward (CC 16:2.14).
2. Updated Inventory (CC 16:2.45).
3. Annual Accounting (CC 16:2.44).

And, if I have possession of the ward's assets:

4. 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."
5. Copies of all bank 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 bank statements and/or brokerage statements, I shall black out all but the last four digits 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 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.

\_\_\_\_\_ I acknowledge all of the documents (except the confidential 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).

\_\_\_\_\_ I acknowledge that I shall file with the court a Certificate of Mailing (CC 16:2.24) showing I mailed all of the documents to all interested persons by first class mail, postage pre-paid.

\_\_\_\_\_ I shall notify the court of the change of address of the ward within 3 days of the change.

\_\_\_\_\_ I shall not change a ward's place of abode to a location outside of the State of Nebraska without court permission.

\_\_\_\_\_ I shall notify the court of the ward's death within 3 days.

\_\_\_\_\_ I shall file with the court a Notice of Newly Discovered Assets form (CC 16:2.18) within 30 days after I become aware of any additional assets, gifts, awards, settlements or inheritances over \$500.00 not disclosed in the most current inventory.

\_\_\_\_\_ I shall not make any ATM withdrawals and/or get cash back from a debit transaction without a court order.

\_\_\_\_\_ I have reviewed these requirements with my attorney (if I have one) and have received all forms necessary to comply with my duties. I have no further questions of my attorney at this time. (If you do not have an attorney, please indicate “not applicable” and go to next acknowledgement.)

\_\_\_\_\_ I have received the forms needed to comply with the above requirements. *(If you do not have an attorney, you may get the forms from the clerk’s office or on the Nebraska Supreme Court website, <http://supremecourt.ne.gov/forms/county/guardian-conservators.shtml>.)*

\_\_\_\_\_  
Signature(s) of Guardian(s)

Date \_\_\_\_\_

\_\_\_\_\_  
Print or Type Name of Guardian(s)

\_\_\_\_\_  
Bar Number and Firm Name (attorneys only)

\_\_\_\_\_  
Street Address/P.O. Box of Guardian(s)

\_\_\_\_\_  
City/State/ZIP Code of Guardian(s)

\_\_\_\_\_  
Phone of Guardian(s)

\_\_\_\_\_  
E-mail Address of Guardian(s)