

IN THE COUNTY COURT OF _____ COUNTY, NEBRASKA

IN THE MATTER OF

Case # _____

Protected Person

**ACCEPTANCE OF APPOINTMENT
OF CONSERVATOR BY THE
PUBLIC GUARDIAN –
RESTRICTED**

The Public Guardian accepts appointment as conservator of the assets of _____, a
Name of protected person
protected person, and swears they will perform, according to law, all duties as conservator. The Public
Guardian acknowledges the responsibilities as conservator by **initialing** all of the following:

**Acknowledgements before Letters are issued to establish the Public Guardian’s authority to
serve as 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 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 Notice of Designation of Deputy
Public Guardian and Associate Public Guardians form (CC 16:2.96) if the designation changes after the
initial filing.

_____ Within ten days of appointment, the Public Guardian shall file with the court a Proof
of Restricted Account form (CC 16:2.11) and an updated 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 the Public Guardian gave copies of
the order appointing the conservator, to all financial institutions where the protected person has accounts.
The Public Guardian 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 protected person has accounts. The Public Guardian 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.

_____ The Public Guardian shall file The Letters of Conservatorship with the Register of Deeds in any county where the protected person has real property or an interest in real property.

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

1. Updated Inventory form (CC16:2.45)
2. Annual Accounting
3. Certificate of Proof of Possession (CC16:2.13). The bank or depository must indicate a restriction to the account on the certificate: "No withdrawals without court order."
4. 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.
5. 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 above 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).

_____ The Public Guardian acknowledges a Certificate of Mailing (CC 16:2.24) shall be filed with the court showing all of the above documents have been mailed to all interested persons by first class mail, postage prepaid.

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

_____The Public Guardian shall not move the protected person to a location outside of the State of Nebraska without court permission.

_____The Public Guardian shall notify the court of the 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

E-mail Address