

The following instructions are provided as a general guideline to help persons who have been appointed guardian of the estate of an adult incompetent or a minor. These instructions are not comprehensive and may not apply in every case.

The employees of the Court are not allowed to give legal advice. This means that they cannot give you advice that is specific to your case and cannot help you fill out forms.

If you need case-specific advice or help filling out forms, you are strongly encouraged to speak with an attorney who is experienced in guardianship matters.

INSTRUCTIONS

- Write the ward's name on the "**GUARDIANSHIP OF**" blank at the top of each form. Write the case number on the "**CASE NO.**" blank at the top of each of form. Complete the rest of the form as instructed below or as instructed on the form.
- The Court will fill in blanks for hearing dates and times and for signatures of the Judge, Magistrate, or other Court Employees.

Guardian's Inventory	Form 15.5	You must file this form within 90 days of your appointment as guardian. Provide the requested information and sign on the Guardian's Signature blank.
Application to Release Funds to Guardian	Form 15.6	You must file this form and receive an Order Authorizing Release of Funds before you access the ward's funds. Provide the requested information and sign on the Guardian's Signature blank.
Application for Authority to Expend Funds	Form 15.7	You must file this form and receive an Entry Authorizing Expenditure of Funds before you spend the wards' funds. Check the appropriate boxes and provide the requested information. Sign on the Guardian's Signature blank.
Guardian's Account	Form 15.8	You must file this form within 1 year of your appointment as guardian and every year thereafter. Provide the requested information and sign on the Guardian's Signature blank. Attach receipts, bank statements, and Bank Certificates.
Bank Certificates	Form 15.81	You must file this form with the Guardian's Account every year. An employee of each bank at which the ward's funds are held must provide the requested information and sign on the Cashier blank.
Entry Approving and Settling Account	Form 13.3M	You must file this form with the Guardian's Account every year. Provide the case name and number. Leave the rest of the form blank.