

INSTRUCTIONS: HOW TO FILL OUT THE ANNUAL REPORT OF GUARDIAN FOR AN ADULT

USE THIS PACKET if you have been appointed as the Guardian for a Ward, and it has been a year since your appointment. You must complete this form every year you are the Guardian for the Ward on or before the anniversary date of your appointment as Guardian.

TOP OF PAGE: Fill in the information requested about you, the Guardian, at the top, left corner of the form, and then the case caption information (name of the Ward and the case number). Write in the beginning and ending dates of the time period for which you are filing this report, which would generally be from the day after the previous year's anniversary date to the due date (this year's anniversary date). Next, write in the date this report is due, which should be the anniversary date of when you were first appointed. Match the numbered instruction to the numbered line on the form.

1. Write in the information requested about the Ward. Describe the residential situation where the Ward lives.
2. Write in the information about the person in charge of home or facility. Things to include would be:
 - Name of person in charge of home or facility;
 - Name of facility;
 - Address;
 - Telephone number.
3. Write in the information requested about the Ward's current doctor.
4. **CONFIDENTIAL INFORMATION:** Provide the information requested about the Ward's physical and mental health. Make sure you attach a current copy of the doctor's report about the Ward's current physical and mental health.
5. Information about the Ward's Guardian. This is information about you. Give your name, address, and telephone number.
6. Information about the Guardianship.
 - Write in the number of times you have seen the Ward in the last 12 months, and the date of your last visit.
 - Then tell the Judge/Commissioner whether or not you think the guardianship should continue and the reasons it should or should not continue.
7. Information about the person responsible for the Ward's assets.
 - Write in the name, address, and telephone number of the person responsible for the Ward's assets. If the Ward does not have any assets, then write in N/A for not applicable.
8. If the Ward receives any state, county, or federal agency services, write in the name of the agency contact and describe the services the Ward receives. If the Ward does not receive any services, write in N/A for "not applicable".

Signature: Make sure you date the document, print and sign your name.
9. **MAILING AFFIDAVIT.** Write the names and addresses of the people to whom you mailed a copy of the ANNUAL REPORT and the date you mailed them.
10. Then sign your name (again) to show that you mailed the document.