

Petition for the Appointment of a Guardian and/or Conservator for a Proposed Ward

NOTICE: UNLESS OTHERWISE DIRECTED BY THE COURT, THE FOLLOWING FORMS ARE
FOR PROBATE COURT STAFF TO COMPLETE

PROBATE COURT OF _____ COUNTY

STATE OF GEORGIA

IN RE:)	ESTATE NO. _____
)	
_____ ,)	PETITION FOR APPOINTMENT OF
PROPOSED WARD)	A GUARDIAN AND/OR
)	CONSERVATOR FOR A
)	PROPOSED WARD

ORDER FOR EVALUATION

The above and foregoing petition having been read and considered, and it appearing that there is sufficient evidence to believe that the proposed ward is in need of a guardian and/or conservator within the meaning of O.C.G.A. §29-4-1 and/or 29-5-1, it is hereby ordered that _____, (physician) (psychologist) (licensed clinical social worker), is appointed to evaluate the above-named proposed ward at _____ o'clock __.M., on _____ 20____ at (location) _____, telephone number _____. In compliance with Georgia law and federal law, including HIPAA, healthcare providers shall permit the above evaluator to have access to the proposed ward's medical records.

IT IS FURTHER ORDERED that the above-named proposed ward shall submit to an evaluation at the time and place stated above;

IT IS FURTHER ORDERED that the evaluator shall explain the purpose of the evaluation to the proposed ward;

IT IS FURTHER ORDERED that a Clerk/deputy clerk shall immediately notify the proposed ward of these proceedings by having all pleadings, as well as this order and the notice of proceedings to appoint guardian and/or conservator, personally served on the proposed ward;

IT IS FURTHER ORDERED that a Clerk/deputy clerk shall mail by first-class mail copies of the petition, this order and the notice of evaluation to all interested individuals identified in paragraphs 6, 7, and 8 of the Petition.

SO ORDERED this _____ day of _____, 20_____.

Probate Judge

CERTIFICATE OF MAILING OF ORDER AND NOTICE OF PROCEEDINGS

ESTATE NO. _____

This is to certify that I have this day served the petitioner(s); the proposed ward’s guardian ad litem (if any) and attorney; the spouse, family, and/or friends of the proposed ward as found in paragraphs 6, 7, and 8 of the Petition, who were ordered to be served by first-class mail, with a copy of the petition, order, and notice of proceedings to appoint guardian/conservator, by placing a copy of same in an envelope addressed to each and depositing same in the U.S. Mail, first-class, with adequate postage thereon.

This _____ day of _____, 20_____.

PROBATE CLERK/DEPUTY CLERK

CERTIFICATE OF MAILING OF ORDER FOR DISMISSAL

ESTATE NO. _____

This is to certify that I have this day served the proposed ward with a copy of the (petition and)* order for dismissal by placing a copy of same in an envelope addressed to the proposed ward and depositing same in the U.S. Mail, first-class, with adequate postage thereon. I have also served a copy of the order for dismissal in the same manner upon the persons required in said order to be so served.

This _____ day of _____, 20_____.

PROBATE CLERK /DEPUTY CLERK

* not necessary if dismissal is after evaluation.

CERTIFICATE OF MAILING OF ORDER AND NOTICE OF HEARING

ESTATE NO. _____

This is to certify that I have this day served the persons show above in paragraphs 6, 7, and 8 of the Petition with a copy of the Order and Notice of Hearing and a copy of the evaluation report by placing copies of same in an envelope addressed to each and depositing same in the U.S. Mail, first-class, with adequate postage thereon.

This _____ day of _____, 20_____.

PROBATE CLERK/DEPUTY CLERK

PROBATE COURT OF _____ COUNTY

STATE OF GEORGIA

IN RE:)	ESTATE NO. _____
)	
_____,)	PETITION FOR APPOINTMENT
PROPOSED WARD)	OF A GUARDIAN AND/OR
)	CONSERVATOR FOR A PROPOSED
)	WARD

**NOTICE TO PROPOSED WARD OF PROCEEDINGS
TO APPOINT GUARDIAN AND/OR CONSERVATOR**

TO: _____: this is to notify you of a proceeding initiated
in this court by _____
_____ seeking to appoint (initial one or both)

- a. _____ a guardian for your person
- b. _____ a conservator for your property

and to inform you of your right to independent counsel. If you wish to retain your own attorney, you must notify this court within two days; otherwise, an attorney will be appointed for you by the court.

You are further notified that _____ has been appointed by the Court to evaluate you. You must submit to an evaluation by being present at: (location) _____ at _____ o'clock _____M. on _____, 20_____ which is not sooner than the fifth day after the service of notice on you.

Failure to present yourself for evaluation at the time and place above will authorize the court to order you transported directly to and from a medical facility or the office of the physician, psychologist, or licensed clinical social worker for the court-ordered evaluation.

YOU ARE FURTHER NOTIFIED:

YOU AND YOUR ATTORNEY HAVE THE RIGHT TO ATTEND ANY HEARING HELD ON THIS MATTER.

IF A GUARDIAN IS APPOINTED FOR YOU, YOU MAY LOSE IMPORTANT RIGHTS TO CONTROL AND MANAGE YOUR PERSON.

IF A CONSERVATOR IS APPOINTED FOR YOU, YOU MAY LOSE IMPORTANT RIGHTS TO CONTROL AND MANAGE YOUR PROPERTY.

ALTHOUGH YOU MUST ATTEND THE EVALUATION, YOU DO NOT HAVE TO RESPOND TO QUESTIONS.

Witness my hand and seal this _____ day of _____, 20_____.

PROBATE CLERK/DEPUTY CLERK

PROBATE COURT OF _____ COUNTY

STATE OF GEORGIA

IN RE:)	ESTATE NO. _____
)	
_____,)	PETITION FOR APPOINTMENT OF
PROPOSED WARD)	A GUARDIAN AND/OR
)	CONSERVATOR FOR A
)	PROPOSED WARD

APPOINTMENT OF ATTORNEY AND/OR GUARDIAN AD LITEM

(initial all applicable):

_____ It appearing that this Court has not been notified of the retention of counsel by the proposed ward within the prescribed two-day period, _____ telephone number _____, is hereby appointed as attorney for the proposed ward in this matter.

_____ IT IS FURTHER ORDERED that _____ is appointed as guardian ad litem for the proposed ward, and said individual shall

- _____ a. attend the guardianship hearing and make a recommendation to the Court.
- _____ b. file a written recommendation/report with the Court prior to the hearing and shall (be excused from appearing at) (attend) the hearing.

This _____ day of _____, 20_____.

Probate Judge

**CERTIFICATE OF MAILING OF ORDER APPOINTING ATTORNEY
AND/OR GUARDIAN AD LITEM**

ESTATE NO. _____

This is to certify that I have this day served the petitioner(s); the proposed ward's guardian ad litem (if any) and attorney; the spouse, family, and/or friends of the proposed ward as found in paragraphs 6, 7, and 8 of the Petition, who were ordered to be served by first-class mail, with a copy of the above order, by placing a copy of same in an envelope addressed to each and depositing same in the U.S. Mail, first-class, with adequate postage thereon.

This _____ day of _____, 20 _____.

PROBATE CLERK/DEPUTY CLERK

EVALUATOR'S REPORT

GUARDIANSHIP/CONSERVATORSHIP PROCEEDINGS

ESTATE NO. _____

PETITIONER(S) _____

PROPOSED WARD _____

In compliance with the Order of the Probate Court of _____
County dated _____, 20_____, I performed an evaluation of the above-named
proposed ward on _____, 20_____. This evaluation took place at (location) _____
_____ beginning at
_____ o'clock. The evaluation continued for _____ minutes. I explained the
purpose of the evaluation to the proposed ward.

The following questions, instruments, or tests were utilized in the evaluation:

Below is a list of all persons and other sources of information consulted in evaluating the proposed ward:

The following is a description of the proposed ward's mental and physical state and condition, including all
observed facts considered by me:

The following is a description of the overall social condition of the proposed ward, including support, care,
education, and well-being:

The following are my findings as to the needs of the proposed ward and their foreseeable duration:

(initial all applicable)

_____ a. I find the proposed ward to be incapacitated by reason of: _____

_____ to the extent that said proposed ward:

_____ (i) (for guardianship:) lacks sufficient capacity to make or communicate significant responsible decisions concerning his/her health and safety.

_____ (ii) (for conservatorship:) lacks sufficient capacity to make or communicate significant responsible decisions concerning the management of his/her property.

_____ b. I do not find that the proposed ward meets the standards for guardianship set out in a. (i). above.

_____ c. I do not find that the proposed ward meets the standards for conservatorship set out in a. (ii). above.

Physician licensed under Chapter 34 of Title 43 of the
Official Code of Georgia Annotated
or
Psychologist licensed under Chapter 39 of Title 43 of the
Official Code of Georgia Annotated
or
Licensed Clinical Social Worker

Sworn to and subscribed before me

This _____ day of _____, 20 _____.

Notary Public/Clerk, Probate Court
My Commission Expires _____

NOTE: This report must be filed with the Probate Court no later than (7) days after the date of examination.

PROBATE COURT OF _____ COUNTY

STATE OF GEORGIA

IN RE:)	ESTATE NO. _____
)	
_____,)	PETITION FOR APPOINTMENT OF
PROPOSED WARD)	A GUARDIAN AND/OR
)	CONSERVATOR FOR A
)	PROPOSED WARD

ORDER FOR DISMISSAL

The above and foregoing petition having been read and considered pursuant to O.C.G.A. §29-4-11 and/or O.C.G.A. §29-5-11 of the Official Code of Georgia Annotated, and (initial one):

_____ a. Based on the allegations made in the petition and prior to the court-ordered evaluation, it appears that there is not probable cause to believe that the proposed ward is in need of a guardian or conservator within the meaning of O.C.G.A. §29-4-1 and/or O.C.G.A. §29-5-1, therefore, it is

ORDERED that the petition is dismissed.

IT IS FURTHER ORDERED that a copy of the petition, the affidavit, if any, and this order be served on the proposed ward by first-class mail, and a copy of this order be served in the same manner upon the petitioner(s) or his/her/their attorney, if any.

_____ b. Based on the allegations made in the petition and after review and consideration of the court-ordered evaluation report filed with this court, this court finds that there is not probable cause to support a finding that the proposed ward is in need of a guardian or a conservator within the meaning of O.C.G.A. §29-4-1 and/or O.C.G.A. §29-5-1; therefore, it is

ORDERED that the petition is dismissed.

IT IS FURTHER ORDERED that a copy of this order and the court-ordered evaluation report be served on the proposed ward, his attorney, his guardian ad litem, if any, and to the petitioner(s) or her/her/their attorney, if any, by first class mail.

SO ORDERED this _____ day of _____, 20_____.

Probate Judge

PROBATE COURT OF _____ COUNTY

STATE OF GEORGIA

IN RE:)	ESTATE NO. _____
)	
_____,)	PETITION FOR APPOINTMENT OF
PROPOSED WARD)	A GUARDIAN AND/OR
)	CONSERVATOR FOR A
)	PROPOSED WARD

ORDER AND NOTICE OF HEARING

After review and consideration of the petition and the court-ordered evaluation report filed with this court, the court finds that there is probable cause to support a finding that the proposed ward is in need of a guardian and/or conservator within the meaning of O.C.G.A. §29-4-1 and/or O.C.G.A. §29-5-1,

THEREFORE, it is ordered and adjudged that:

1. A hearing shall be set for _____ o'clock __.M. on _____, 20_____, which is not less than 10 days from the date that this notice is mailed, to determine the need for the appointment of a (guardian) (and/or) (conservator) for the above-named proposed ward, to be held (in the Probate Court of _____ County, courtroom _____, (address) _____, Georgia) (at the following location: _____). The proposed ward shall be represented by _____, attorney, at such hearing.
2. A copy of this order and a copy of the evaluation report shall be sent to the proposed ward, his/her attorney and guardian ad litem, if any, to the interested persons shown in paragraphs 6, 7, and 8 of the petition, and to the petitioner(s) and his/her/their attorney, if any. These copies shall be sent by a Clerk/deputy clerk, first-class mail, as soon as practicable after the signing of this order.

SO ORDERED this _____ day of _____, 20_____.

Probate Judge

STIPULATION AND WAIVER BY PROPOSED WARD'S ATTORNEY

GEORGIA, _____ COUNTY ESTATE NO. _____

TO THE PROBATE COURT OF SAID STATE AND COUNTY

IN RE: PETITION FOR THE APPOINTMENT OF A GUARDIAN AND/OR CONSERVATOR FOR _____, PROPOSED WARD

The undersigned, as the attorney representing the above-named proposed ward in these proceedings, (initial all applicable:)

_____ a. does hereby stipulate into evidence the affidavit prepared by (name of affiant evaluator) _____, being the evaluation report Ordered by the Court in this matter, and hereby waives the appearance of such affiant at any hearing concerning the said petition.

_____ b. does hereby stipulate into evidence the affidavit prepared by (name of affiant evaluator) _____, which is the affidavit referred to in Paragraph 1(b) of the petition), and hereby waives the appearance of such affiant at any hearing concerning the said petition.

_____ c. does further waive the appearance of my client the proposed ward at said hearing.

This _____ day of _____, 20_____.

Attorney

Typed/printed name of Attorney: _____
Address: _____
Telephone: _____ State Bar # _____

PROBATE COURT OF _____ COUNTY

STATE OF GEORGIA

IN RE: _____) ESTATE NO. _____
)
)
 _____,)
PROPOSED WARD) **PETITION FOR APPOINTMENT**
) **OF A GUARDIAN AND/OR**
) **CONSERVATOR FOR A PROPOSED**
) **WARD**

FINAL ORDER

A hearing was held on the above-referenced petition on _____, 20____, and after considering the pleadings, the evaluation report and the evidence taken at the hearing, the Court makes the following:

FINDINGS OF FACT

1.

All procedural requirements of O.C.G.A. §29-4-11 and/or O.C.G.A. §29-5-11 have been met.

2.

The above-named proposed ward is in need of a guardian and/or conservator by reason of _____

Such need appears to be (permanent) (_____).

3.

The approximate current value of the personal property of the proposed ward is \$_____

The proposed ward has an interest in real property in the following locations:

- a. _____ County, (state) _____
- b. _____ County, (state) _____
- c. _____ County, (state) _____

The proposed ward has outstanding debts of \$_____ and average expenditures of \$_____ per month.

4.

Petitioner(s) moved the Court to appoint _____ guardian and _____ conservator for the proposed ward asserting that/those individual(s) should serve because _____

(initial if applicable:)

_____ a. Another individual, being _____ was nominated/designated by the proposed ward to serve as guardian, _____ (i) and no good cause was shown to override such preference. _____ (ii) but good cause was shown not to appoint said individual, being: _____

_____ b. Another individual with higher preference, being _____ was nominated/designated to serve as guardian by someone other than the proposed ward, and/but it (is) (is not) in the best interest of the proposed ward to appoint him/her guardian because _____

_____ c. Another individual, being _____ was nominated/designated by the proposed ward to serve as conservator, _____ (i) and no good cause was shown to override such preference. _____ (ii) but good cause was shown not to appoint said individual, being: _____

_____ d. Another individual with higher preference, being _____ was nominated/designated to serve as conservator by someone other than the proposed ward, and/but it (is) (is not) in the best interest of the proposed ward to appoint him/her conservator because _____

5.

The Petitioner(s) requested that the guardian(s)/conservator(s) be granted the following additional powers pursuant to O.C.G.A. §29-4-23 (b) and/or O.C.G.A. §29-5-23(b) and/or (c): _____

CONCLUSIONS OF LAW

The Court finds, by clear and convincing evidence, that the above-named proposed ward (hereinafter referred to as "the ward") is in need of (initial all applicable):

- _____ a. a guardian because the ward lacks sufficient capacity to make or communicate significant responsible decisions concerning his/her health or safety. The duration of the guardianship is (permanent) (_____).
- _____ b. a conservator because the ward lacks sufficient capacity to make or communicate significant responsible decisions concerning the management of his/her property. The duration of the conservatorship is (permanent) (_____).

Therefore it is

ORDERED that _____ should be, and hereby is, appointed guardian(s) and _____ should be, and hereby is, appointed conservator(s) of the ward because

Letters of guardianship and/or conservatorship shall issue to such guardian(s) and/or conservator(s) upon taking the required oath and upon the conservator(s) posting bond in the amount of \$_____.

The appointed guardian(s)/conservator(s) shall have no authority to act on behalf of the ward until Letters of Guardianship and/or Conservatorship have issued.

IT IS FURTHER ORDERED that due to the appointment of a guardian, this Order REMOVES from the ward the power to (initial all that are applicable):

- _____ a. Contract marriage;
- _____ b. Make, modify, or terminate other contracts;
- _____ c. Consent to medical treatment;
- _____ d. Establish a residence or dwelling place;
- _____ e. Change domicile;
- _____ f. Revoke a revocable trust established by the ward;
- _____ g. Bring or defend any action at law or equity, except an action relating to the guardianship.

IT IS FURTHER ORDERED that due to the appointment of a conservator, this Order REMOVES from the ward the power to (initial all that are applicable):

- _____ a. Make, modify, or terminate contracts, other than the power to contract marriage;
- _____ b. To buy, sell, or otherwise dispose of or encumber property;
- _____ c. Enter into or conduct other business or commercial transactions;
- _____ d. Revoke a revocable trust established by the ward;
- _____ e. Bring or defend any action at law or equity, except an action relating to the conservatorship.

IT IS FURTHER ORDERED that the guardian(s) and/or conservator(s) shall have the following additional powers as set forth in O.C.G.A. §29-4-23(b) and O.C.G.A. §29-5-23(b)(1) and (c): _____

IT IS FURTHER ORDERED that, if only a guardian is appointed for the ward, or if different individuals are appointed guardian and conservator, the following reasonable sums of property shall be provided to the guardian to provide adequately for the ward's support, care, education, health, and welfare, until further Order of the Court: \$ _____ per _____.

IT IS FURTHER ORDERED that the guardian shall file, in addition to the personal status report, the following supplemental reports: _____
(monthly)(annually).

IT IS FURTHER ORDERED that a copy of this Order shall be served by first class mail on the ward, the ward's attorney; the guardian ad litem, if any; the guardian(s) and/or conservator(s); the petitioner(s); his/her/their attorney(s); and the individuals listed in paragraphs 6, 7, and 8 of the Petition.

IT IS FURTHER ORDERED that the ward's legal counsel shall make reasonable efforts to explain to the ward this Order and the ward's rights under this Order.

IT IS FURTHER ORDERED that, within 30 days of the date hereof, the clerk/deputy clerk shall file the certificate of creation of conservatorship in accordance with O.C.G.A. §29-5-13(d) with the Clerk of Superior Court of each county in this state in which the ward owns real property.

SO ORDERED this _____ day of _____, 20_____.

Probate Judge/Hearing Officer exercising the jurisdiction of the Probate Court pursuant to O.C.G.A. §29-4-12(d)(7) and/or 29-5-12(d)(7)

CERTIFICATE OF MAILING OF FINAL ORDER

ESTATE NO. _____

I have this date mailed (or handed) a copy of the above Order to the ward, his/her attorney, (his/her guardian ad litem), (his/her representatives,) the guardian(s), the conservator(s), the interested persons shown in paragraphs 6, 7, and 8 of the petition, the petitioner(s), and (petitioner's attorney).

Date

PROBATE CLERK/DEPUTY CLERK

CERTIFICATE OF FILING CERTIFICATE OF CREATION OF CONSERVATORSHIP

ESTATE NO. _____

I have this date hand-delivered and/or mailed for filing a Certificate of Creation of Conservatorship to the Clerk of the Superior Court of each of the following counties, together with payment of any recording costs: _____

PROBATE CLERK/DEPUTY CLERK

ADDRESS

TELEPHONE

Probate Court Return Mailing Address:

CERTIFICATE OF CREATION OF CONSERVATORSHIP

(Pursuant to O.C.G.A. §29-5-13(d))

GEORGIA, _____ County

PROBATE ESTATE NO. _____

DATE ORDER ISSUED: _____

GRANTOR: (NAME OF WARD) _____

GRANTEE: (NAME OF CONSERVATOR(S) OF ABOVE WARD)

A Conservatorship has been created for the above-named ward.

_____ a. The Conservatorship is permanent.

_____ b. The expiration date set by court order, is _____, 20____.

Original Certificate delivered or mailed to Clerk of Superior Court of _____
_____ County on _____, 20____.

I do hereby certify that the above information is based on the order of the Probate Court issued on the date set out above and that the above information is true and correct.

By: _____
PROBATE CLERK/DEPUTY CLERK

STATE OF GEORGIA

COUNTY OF _____

ESTATE NO. _____

LETTERS OF GUARDIANSHIP OF ADULT WARD

From the Judge of the Probate Court of said County.

Date of Birth: _____

TO: _____, Guardian(s)

RE: _____, Adult Ward

The above-named adult ward has been found by this Court to be in need of a guardian, and this Court has entered an order designating you as such guardian(s). You have assented to this appointment by taking your oath. In general, your duties as guardian are to protect and maintain the person of the ward.

Special Instructions:

1. It is your duty to see that the ward is adequately fed, clothed, sheltered and cared for, and that the ward receives all necessary medical attention.
2. You must keep the Court informed of any change in your name or address and promptly notify the Court of any conflict of interest arising between you and your ward.
3. Within 60 days after appointment and within 60 days after each anniversary date of appointment, you must file with the probate court a personal status report concerning your ward which shall include:
 - (a) A description of the ward's general condition, changes since the last report, and needs;
 - (b) Your recommendations for any alteration in the guardianship order;
 - (c) All addresses of the ward during the reporting period and the living arrangements of the ward for all addresses;
 - (d) A description of the amount of any funds received and expended by the guardian for the support of the ward.
4. Please consult your attorney if you have any questions.
5. Your authority to act pursuant to these Letters is subject to applicable statutes and to any special orders entered in this case.

Given under my hand and official seal, the _____ day of _____, 20_____.

Probate Judge

NOTE: The following must be signed if the judge does not sign the original of this document:

Issued by:

PROBATE CLERK/DEPUTY CLERK (Seal)

STATE OF GEORGIA
COUNTY OF _____

ESTATE NO. _____

LETTERS OF CONSERVATORSHIP OF ADULT WARD

From the Judge of the Probate Court of said County.

Date of Birth: _____

TO: _____, Conservator(s)

RE: _____, Adult Ward

The above-named adult ward has been found by this Court to be in need of a conservator, and this Court has entered an order designating you as such conservator(s). You have assented to this appointment by taking your oath and posting a bond. In general, your duties as conservator are to protect and maintain the property of the ward.

Special Instructions:

1. You must keep your ward's funds separate from your own. You should put your ward's funds in a separate checking or savings account, as appropriate, and make all payments by check.
2. You may not sell, mortgage, give away, or otherwise dispose of any of your ward's property without a court order.
3. You may not spend any of your ward's funds for any purpose except as set forth in the court approved budget without a court order.
4. You must file within two months of your appointment an inventory showing the ward's property and a plan for managing, expending, and distributing the property. Further, you must file, within 60 days of each anniversary date of these Letters an annual return, showing all receipts and disbursements, accompanied by an affidavit certifying that the original vouchers (checks) have been compared with the items listed on the return, and that the return is correct, together with an updated inventory and plan for managing the property. A copy of said return shall be sent by first class mail to the surety, the ward, and the guardian, if any.
5. The regular commissions allowed a conservator are 2.5% on all sums of money received, and 2.5% on all sums paid out, as shown by the annual or final return. There are special rules concerning commissions for property delivered in kind, interest earned, extraordinary services, and market value of property held as of the last day of your reporting period.
6. You must keep the Court informed of any change in your name or address and promptly notify the Court of any conflict of interest arising between you and your ward.
7. You should inform the Court of any change of location of your ward.
8. Please consult your attorney if you have any questions.
9. Your authority to act pursuant to these Letters is subject to applicable statutes and to any special orders entered in this case.

Given under my hand and official seal, the _____ day of _____, 20_____.

Probate Judge

NOTE: The following must be signed if the judge does not sign the original of this document:

Issued by:

PROBATE CLERK/DEPUTY CLERK

(Seal)

STATE OF GEORGIA
COUNTY OF _____

ESTATE NO. _____

LETTERS OF GUARDIANSHIP AND CONSERVATORSHIP OF ADULT WARD

From the Judge of the Probate Court of said County. Date of Birth: _____
TO: _____, Guardian(s) and Conservator(s)
RE: _____, Adult Ward

The above-named adult ward has been found by this Court to be in need of a guardian and conservator, and this Court has entered an order designating you as such guardian(s) and conservator(s). You have assented to this appointment by taking your oath and posting a bond. In general, your powers and duties are to protect and maintain the person and property of the ward.

Special Instructions:

1. It is your duty to see that your ward is adequately fed, clothed, sheltered and cared for, and that your ward receives all necessary medical attention.
2. You must keep your ward's funds separate from your own. You should put your ward's funds in a separate checking or savings account, as appropriate, and make all payments by check.
3. You may not sell, mortgage, give away, or otherwise dispose of any of your ward's property without a court order.
4. You may not spend any of your ward's funds for any purpose, except as set forth in the court approved budget, without a court order.
5. You must file within two months of your appointment an inventory showing the ward's property and a plan for managing, expending, and distributing the property. Further, you must file, within 60 days of each anniversary date of these Letters an annual return, showing all receipts and disbursements, accompanied by an affidavit certifying that the original vouchers (checks) have been compared with the items listed on the return, and that the return is correct, together with an updated inventory and plan for managing the property. A copy of said return shall be sent by first class mail to the surety, the ward, and the guardian, if any.
6. The regular commissions allowed a conservator are 2.5% on all sums of money received, and 2.5% on all sums paid out, as shown by the annual or final return. There are special rules concerning commissions for property delivered in kind, interest earned, extraordinary services, and market value of property held as of the last day of your reporting period.
7. You must keep the Court informed of any change in your name or address and promptly notify the Court of any conflict of interest arising between you and your ward.
8. Within 60 days after appointment and within 60 days after each anniversary date of appointment, you must file with the probate court a personal status report concerning your ward which shall include:
 - (a) A description of your ward's general condition, changes since the last report, and needs;
 - (b) Your recommendations for any alteration in the guardianship/conservatorship order;
 - (c) All addresses of the ward during the reporting period and the living arrangements of the ward for all addresses.
9. Your authority to act pursuant to these Letters is subject to applicable statutes and to any special orders entered in this case.

Given under my hand and official seal, the _____ day of _____, 20_____.

NOTE: The following must be signed if the judge does not sign the original of this document
Issued by: _____ Probate Judge

(Seal)
PROBATE CLERK/DEPUTY CLERK