

INSTRUCTIONS FOR GUARDIAN/CONSERVATOR GENERAL INFORMATION

The purpose of this form is to provide the guardian/conservator's personal information for the court records.

You must immediately notify the court, in writing, of any change in the information.

THIS IS A **CONFIDENTIAL** DOCUMENT. **NEVER** SEND THIS TO THE INTERESTED PARTIES IN THE CASE.

If there are co-guardians and/or co-conservators, file one form for each guardian or conservator.

1. HEADING

- a. Choose the county in the drop down box below the first blank.
- b. Enter the case number assigned by the clerk of the court.
- c. Enter the name of the ward/minor ward/protected person.

a. IN THE COUNTY COURT OF _____ COUNTY, NEBRASKA
Choose the county ▾

c. IN THE MATTER OF _____, Case No. _____
Ward, Minor Ward, Protected Person

b.

2. BODY OF FORM

- a. Mark the box that indicates if you are the guardian or conservator.
 - i. If you are both guardian and conservator mark both boxes.

a. Guardianship: Conservatorship:

- b. Enter your relationship to the ward/minor ward/protected person
- c. The next several lines are for information about **you**. These include your full name, home and business addresses, telephone numbers, employer, occupation, date and place of birth, social security number and driver's license number. If there is no information for a space, enter "N/A".
- d. Enter the name of the ward/minor ward/protected person, the county name, and the case number in the upper left hand corner. If you are completing this form electronically, this information will automatically populate.

d. {
Ward _____
Choose the county ▾ County Court
Case No. _____

- e. The next section is for information about **your spouse and other people who will always know how to contact you**. If there is no information for a space, enter "N/A".

3. SIGNATURE SECTION

- i. The guardian and/or conservator will sign their name.
- ii. Enter the date.
- iii. Print the guardian and/or conservator name.
- iv. Enter the guardian and/or conservator street address.
- v. If this form is completed by an attorney, there is a space for the bar number and firm name.
- vi. Enter the city, state, and zip code of the guardian and/or conservator address.
- vii. Enter the guardian and/or conservator telephone number with area code.
- viii. Enter the email address.

The diagram illustrates the signature section of a form with the following fields and callouts:

- i.** Points to the "Signature:" field.
- ii.** Points to the "Date:" field.
- iii.** Points to the "Printed Name:" field.
- iv.** Points to the "Street Address/P.O. Box:" field.
- vi.** Points to the "City/State/ZIP Code:" field.
- vii.** Points to the "Telephone Number:" field.
- viii.** Points to the "Email address:" field.
- v.** Points to the "If complete by an attorney:" section, which includes a "Bar Number:" field.