

INSTRUCTIONS FOR CERTIFICATE OF MAILING

The purpose of this form is to provide verification to the court that you or your attorney mailed listed forms or documents and a notice of right to object (if required).

If you are printing the Certificate of Mailing and handwriting the answers, you will check the first box. If you are typing in your answers, you will check the second box.

- Printing the form and handwriting the answers.
- Completing the form electronically.

HEADING

- i. Choose the county where the action is filed.
- ii. Enter the case number assigned by the clerk of the court.
- iii. Enter the name of the ward/minor ward/protected person.

i. IN THE ~~COUNTY~~ COURT OF _____ COUNTY, NEBRASKA **ii.**
Choose the county

iii. IN THE MATTER OF _____ Case No. _____
Ward/Minor Ward/Protected Person.

CERTIFICATE OF MAILING

BODY OF FORM

a. **TO THE GUARDIAN AND/OR CONSERVATOR OR THEIR ATTORNEY:** You need to complete the Certificate of Mailing form and file it with the court showing that you mailed the required documents to all the interested persons you list.

- i. Enter the date you are swearing that you mailed the copies along with the Notice of Right to Object, and this Certificate of Mailing to the interested persons.

I swear or affirm, under the penalties of perjury, that on _____, **i.**

- ii. Enter a description of the items you mailed.

ii. I mailed copies of : _____

- iii. List all of the interested persons* and their addresses on the lines provided.

iii. NAME(S) OF INTERESTED PERSON(S)	ADDRESS(ES)
_____	_____

- iv. **IF** there are more names and addresses for interested persons* than the spaces on the form provide room for, check the box next to "See Attached" and attach a sheet with the name and address of each additional person.

iv. See attached (more names and addresses than above)

a. SIGNATURE SECTION

If this is a co-guardianship and/or co-conservatorship both must sign.

For the second signature block to appear, check the (a.) “yes” box on the question located below the first signature block:

Is there more than one guardian and/or conservator? yes no a.

- i. The guardian(s) and/or conservator(s) will sign their name(s)
- ii. Enter the date.
- iii. Print the guardian(s) and/or conservator(s) name(s).
- iv. Enter the guardian(s) and/or conservator(s) street address(es).
- 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(s) and/or conservator(s) address(s).
- vii. Enter the guardian(s) and/or conservator(s) telephone number(s) with area code.
- viii. Enter the email address(es).

The diagram shows 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 **Bar Number:** field.

Additional text on the form includes: "(of guardian and/or conservator or their attorney)" and "If complete by an attorney:".

* Pursuant to Neb. Rev. Stat. § 30-2601, interested persons are defined as:

- children and spouses;
- future heirs if the ward/incapacitated person/protected person would die without leaving a valid will (brothers and sisters who are adults, grandparents, etc.);
- a trustee of any trust executed by the ward/incapacitated person/protected person;
- if there are no individuals defined as “interested persons” above, include any person or organization named as a “devisee” in the ward’s/incapacitated person’s/protected person’s most recent will;
- after death of the ward/incapacitated person/protected person, interested person also includes the personal representative of a deceased ward’s/incapacitated person’s/protected person’s estate, the deceased ward’s/incapacitated person’s/protected person’s heirs in an intestate estate, and the deceased ward’s/incapacitated person’s/protected person’s devisees in a testate estate;
- any governmental agency paying benefits on behalf of the ward/incapacitated person/protected person; and
- any person designated by order of the court to be an interested person.

If there are no interested persons identified for a ward/incapacitated person/protected person, the court may appoint a guardian ad litem (Nebraska Supreme Court Rule § 6-1449(B)). The cost of the guardian ad litem may be taken from the assets of the ward/incapacitated person/protected person.