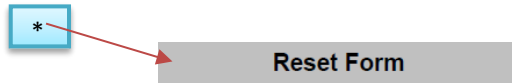


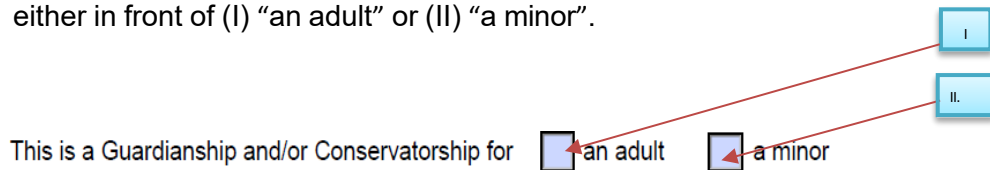
INSTRUCTIONS FOR USE OF THE GLOBAL ACCEPTANCE OF APPOINTMENT FORM

FOLLOW THE INSTRUCTIONS ON THE FIRST PAGE BY:

- Click on the (*) “Reset Form” button to ensure that all previous entries have been removed.



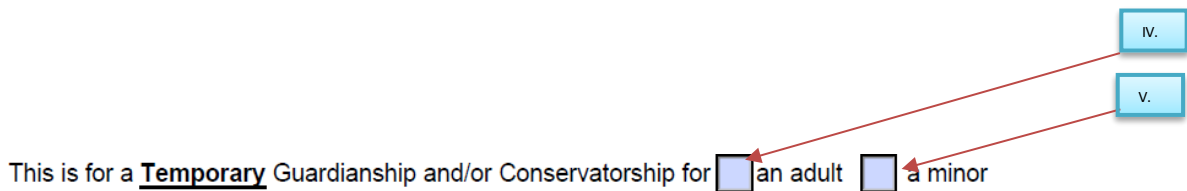
- For a **standard** guardianship and/or conservatorship, use the first set of options:
 - pick the type of ward/minor ward/protected person this is for by clicking the box either in front of (I) “an adult” or (II) “a minor”.



- (III) click the box in front of the type of guardianship and/or conservatorship this case is. (e.g. “guardianship”).



- For a **temporary** guardianship and/or conservatorship, use the second set of options and:
 - pick the type of ward/minor ward/protected person this is for by clicking the box either in front of (IV) “an adult” or (V) “a minor”



- (VI) click the box in front of the type of guardianship and/or conservatorship this case is. (e.g. “guardianship”)

VI.
 Guardianship - Adult
 Conservatorship - Adult
 Guardianship and Conservatorship - Adult

NOTE: If you make an error when choosing an option, clear the form by clicking on the “Reset Form” button at the top of the page and select the correct choices.

- Enter the information in the spaces at the bottom of the page:
 - (VII) Name of the ward/minor ward/protected person
 - (VIII) Name of the guardian and/or conservator (one name)
 - (IX) Answer the question regarding co-guardianship/co-conservatorship by checking the box in front of “yes” or “no”
 - (X) If you answered “yes”, enter the name of the co-guardian and/or co-conservator.
 - (XI) Name of the County in which the case is filed.
 - (XII) Case number.

Name of Ward/Minor Ward/Protected Person: VII.
 Name of Guardian and/or Conservator: VIII.
 Is this a Co-Guardianship and or Co-Conservatorship? Yes No IX.
 Name of Co-Guardian and/or Co-Conservator: X.
 County: XI.
 Case Number: XII.

NOTE: The information that you have provided will populate the document on the following pages.

BODY OF ORDER

The information you provided on the first page will populate the appropriate fields.

SIGNATURE SECTION

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

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

XIII

Is this a Co-guardianship and/or Co-conservatorship? Yes No

- (XIV) The guardian(s) and/or conservator(s) will sign their name and enter (XV) the date.
- (XVI) Print the guardian(s) and/or conservator(s) name(s).
- (XVII) Enter the guardian(s) and/or conservator(s) street address(es).
- (XVIII) If this form is completed by an attorney, there is a space for the bar number and firm name
- (XIX) Enter the city, state, and zip code of the guardian(s) and/or conservator(s) address(s).
- (XX) Enter the guardian(s) and/or conservator(s) telephone number(s) with area code.
- (XXI) Enter the email address(es).

XIV Signature: _____ Date: _____ XV
Printed Name: _____ XVI
(of guardian and/or conservator)
Street Address/P.O. Box: _____ XVII
City/State/ZIP Code: _____ XIX
Telephone Number: _____ XX
Email address: _____ XXI
XVIII If complete by an attorney:
Bar Number: _____

(XXII) Click on the “Print” button in the lower right hand corner of the page.

XXII **PRINT**

After the signature section has been completed, and you have printed the form, you and the co-guardian/co-conservator (if any) will initial the (XXIII) spaces at the left of each statement if they apply. If they do not apply, you will write in “N/A” or “not applicable”.

XXIII {

After Entry of Order of Appointment, I will file with the co

_____ Guardian/Conservator General Information Fo

_____ Address Information Form (Form CC 16:2.5)

_____ Financial Institution Receipt of Order Form (Fo

Showing I presented the Order of Appo