

Instructions: How to fill out the Annual Report of Guardian

You may use this packet if you have been appointed as the Guardian for a Minor (Child), and it has been a year since your appointment. You must complete this form every year you are the Guardian for the Child on or before the anniversary date of your appointment as Guardian.

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 Child and the case number). Next, write in the date this report is due, which should be the anniversary date of when you were first appointed. Finally, 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). Now match the numbered instruction (below) to the numbered line on the form.

1. Write in the information requested about the Child.
2. Describe where the Child lives (not the address). Things to include would be:
 - Whether a private home, a boarding home or school;
 - How many people live in the Child's room;
 - Who looks after the Child; AND
 - The name of the person in charge; or
 - The name of the place where the Child lives;
 - The address and the telephone number.
3. Write in the information requested about the Child's current doctor.
4. Provide the information requested about the Child's physical and mental health. You must also file a current copy of the doctor's or nurse's report about the Child's current physical and mental health. Since a medical report is considered confidential under the Court Rules, you must follow the process for filing confidential records. See the procedure: Special Handling for Confidential Documents.
5. Provide the Information requested about the Child's Education: name of school, etc.
6. Answer the questions regarding how many times you saw the Child over the past year and when you last saw him or her. If the Child lives with you, you may simply state "Lives with me" and "Every day" or "Nearly every day" or whatever is true for your situation.

Then tell the Judge/Commissioner whether you think the guardianship should continue and the reasons it should or should not continue.

7. Write in the name, address, and telephone number of the person responsible for the Child's assets. If the Child does not have any assets, then write in N/A for "not applicable".
8. IF the Child receives any state, county, or federal agency services, write in the name of the agency contact and describe the services received by the Child. If the Child does not receive any services, write in N/A for "not applicable".

9. Answer the question about the age of the Child. If you answered “Yes” to this question, then Answer the next question about whether you believe the Child will need a guardian after the age of eighteen.
10. Mailing affidavit. Write the names and addresses of the people to whom you mail a copy of the Annual Report and the date you mail them. This includes both parents, and any children who are age 14 or older (even if they live with you).
11. Sign and print your name to show that you mailed the document.
12. File the original Annual Report and doctor’ reports. Mail filed copies to the parties you stated you mailed to.

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