

ANNUAL REPORT OF GUARDIAN OF THE PERSON INSTRUCTIONS FOR COMPLETING CCDR 93

Every year from the date of the appointment, the guardian of the person must file an Annual Report of Guardian of the Person. Failure to timely file the annual report can possibly result in the Court removing the Guardian of the Person. There are two ways you can have the annual report filed: (1) obtain the services of an attorney to handle your case; or (2) file the case yourself by using the DOM REL forms.

YOU MAY NEED AN ATTORNEY IF:

- the case is contested and any other interested persons has a lawyer.
- you cannot locate the disabled person or any other interested person to serve them with your papers.
- the disabled person has a house, a pension, or a large amount of property or income.
- you think the Court will need information that you cannot get.
- you think that the disabled person and interested person will object to the appointment of guardian.

>Complete Form DOM REL 93.

Page 1: (Caption) Fill in the name of the disabled. Also, fill in **your** address and **your** telephone number.

- **(1st paragraph)** Fill in the name of the guardian of the person, and enter the dates, which should be one (1) year.

Line 1: List the permanent residence of the disabled person/minor child. Be sure to include the city, state and zip code.

Line 2: Check off the box that applies. If the disabled person/minor child is living with a family member, be sure to list their name and relationship in the blanks provided. If the disabled person/minor child is living in a facility (i.e. center, hospital, nursing home), give the name of the facility. If for any reason, the disabled person/minor child is not currently living at a permanent home, list the name and address of where they are currently located.

Line 3: Give the date that the disabled person/minor child started living in their current home and if the disabled person/minor child has moved within the last year, tell the court why they had to move.

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Line 4: In the space provided, tell the Court about the disabled person's/minor child's current physical and mental condition (e.g. how are they doing).

Line 5: In the space provided, tell the Court how the disabled person's/minor child's physical or mental condition has changed.

Line 6: In the space provided, tell the Court what type of services/care the disabled person/minor child is receiving.

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Line 7: If you have spent any of the *disabled person's/minor child's* money for their care, support or education, you must tell the Court which funds you have spent and why.

Line 8: In the space provided, inform the Court of the plan for the future care of the disabled person/minor child.

Line 9: Check the box that applies and if necessary, provide an explanation.

Line 10: Check the box that applies and if necessary, provide an explanation.

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Line 11: If you feel that your powers as a guardian should be change, tell the Court the reasons why in the space provided.

Line 12: If there is anything that you think the Court should know about, provide the information in the space provided.

Complete the affirmation on the top of Page 5, then date and sign the form and immediately file it with the Clerk's Office or with the Trust Clerk.