

# Instructions for Conservator's Beginning Inventory Report

**Court employees can't help you fill out this form.**

**Don't include these instructions when you file the completed forms.**

## **Purpose of Beginning Inventory Report**

The Beginning Inventory report gives the Court a summary of the protected individual's financial wellbeing. It also assists the conservator(s) in planning and preserving the assets for the individual's future benefit.

Fillable forms are available on the North Dakota State Court's website at [ndcourts.gov/legal-self-help/conservatorship](https://ndcourts.gov/legal-self-help/conservatorship). Attach additional pages as necessary to provide a complete inventory with any appropriate explanations.

If new assets are discovered after filing the Beginning Inventory, use your judgment to determine if an updated beginning inventory report is required. Otherwise, report these to the court in the annual report along with any new assets acquired.

**If you're a new conservator, review "Managing Financials" in the Guidelines for New Guardians Packet at [ndcourts.gov/legal-self-help/adult-guardianship](https://ndcourts.gov/legal-self-help/adult-guardianship).** This guide will assist you in locating and marshaling the assets and managing the estate, and preparing for the annual reports.

Cash is extremely difficult to account for and any significant amounts of cash should be deposited into a bank immediately.

Save your receipts and bank statements so that you're able to account for the expenditures made on behalf of the protected individual in the annual report to the court.

## **Confidentiality of the Protected Individual**

**Don't include personal identification numbers** such as birthdates, social security numbers, or financial account numbers in this beginning inventory report. [Rule 3.4 of the North Dakota Rules of Court](#) requires that reports **can't contain** the following identification information:

- Social security numbers (use the last 4 digits only)
- Taxpayer identification numbers
- Full birthdates (use the year of birth only)
- Financial account numbers (use the last 4 digits only)

If financial documents are attached, please completely cross out the full account numbers so the account numbers are unreadable.

# Beginning Inventory Report Form

## Top of Beginning Inventory Report Form

- If the court has not completed the top of the form for you, use the Letters of Conservatorship to complete the following:
  - Enter the county and district court names.
  - Fill in legal name of the protected Individual.
  - Enter the case number.

## Protected Individual and Conservator Information

- Fill in the current address, age, and phone number of the protected individual.
- Fill in the information for the conservator(s). Complete the contact information including address, phone numbers, and emails.

**Don't leave any blanks.** If a space doesn't apply to the protected individual, type or write \$0.00 if the space asks for a dollar amount. If the space doesn't ask for a dollar amount, type or write "N/A."

## Paragraph 1

- Read carefully.

## Paragraphs 2-6: Protected Individual's Assets

- Complete the asset information in Paragraphs 2-6. Include all assets that the protected individual owns or has an interest in, such as joint ownership and rights to future income.
- Cash, checking accounts: only include accounts that you or another authorized person will use to pay the individual's expenses. Examples:

Checking account	\$ 635	First National Bank
Cash	\$ 212	will be deposited into checking

**NOTE: the total of "Cash, checking accounts" will be the beginning balance on your first annual report to the court.**

- Savings accounts, other bank accounts, and investments: include savings, CDs, money market accounts, stocks and bonds, pensions, trusts etc. Examples:

Special Needs Trust	\$9,500	Guardian and Protective Services
Burial Savings Acct	\$1,323	First National Bank

- Real estate and physical assets: include homes, land, equipment, vehicles, mineral rights, buildings, etc. Examples:

Family home	\$138,000	123 Main Street, Linton
Farmland	\$285,000	300 acres NE of Linton
Mineral rights	unknown	shared owner with siblings

- Personal property: combine all general personal property such as clothing, appliances, furniture, and housewares and estimate a total for this group of assets. Items of high value, such as jewelry, art, or antiques should be listed separately.
- Other assets: use this section to list anything that doesn't belong in the other groups; items like insurance policies, business ownership, time shares, etc.

### Total Assets

- Fill in the total dollar amount of all assets listed in Paragraphs 2-6.
- You may also fill in the total in Line/Paragraph 9 on Page 3 of the Beginning Inventory Report.

### Paragraphs 7-8: Protected Individual's Debts

- List all of the debt for which the protected individual is responsible.
- Mortgages, loans, and liens: list each loan separately. Include the institution that holds the loan, and the property that is mortgaged. Examples:

Home equity loan	\$25,364	First National Bank
Tractor loan	\$32,555	Farm Credit Bureau

- Other creditors, debt, and unpaid bills: include all other debt, even if payments aren't currently being made on accounts. Don't include monthly utility bills unless they have a past-due balance. Some examples may include:

Healthcare costs	\$3,246	Jamestown Altru Hospital
Credit card	\$1,211	First National Bank Visa
Ambulance service	\$ 842	FM Ambulance

### Total Debts

- Fill in the total dollar amount of all debts listed in Paragraphs 7-8.
- You may also fill in the total in Line/Paragraph 10 on Page 3 of the Beginning Inventory Report.

### **Lines/Paragraphs 9-11: Totals of All Assets & Liabilities**

- Line 9 = Total of all assets listed in Paragraphs 2-6.
- Line 10 = Total of all debts listed in Paragraphs 7-8.
- Line 11 = Subtract total debt from total assets and enter the figure here.
  - This amount is the total estate value, otherwise known as net worth. This amount may be negative.

### **Paragraph 12: Comments & Explanations**

- Use this section to explain any of the assets or debts that aren't self-explanatory.
- Relating to the examples listed above, you might mention that the protected person's spouse is living in the family home so it can't be sold to pay off the loans. Or to explain that the farmland is co-owned with siblings.
- Describe any rights to future income such as annuities and trusts and any extraordinary circumstances such as pending lawsuits or insurance claims.

### **Beginning Inventory Report Date and Signature**

Each conservator that helped to complete this report must sign at the bottom. You're stating to the Court, under penalty of perjury, that you've identified and recorded all of the protected individual's assets and debt.

## **Confidential Information Form**

**You must fill out and sign the confidential information form.**

- Complete the top of the form exactly as you completed the top of the Beginning Inventory Report.
- Completely fill out the Protected Individual and Conservator information.
  - If a co-conservator was appointed for the protected individual, fill out the "Co-Conservator" information.
- For each financial account you included in the Beginning Inventory Report, make sure only the last 4 digits of the account appear on the Report. Then, provide the full financial account information on the Confidential Information Form.

## Declaration of Service Forms

### Serve Copies of the Completed, Dated & Signed Beginning Inventory Report

- The protected individual and any parent or guardian with whom the protected individual lives must receive a copy of the completed, dated and signed Beginning Inventory Report and any supporting documents that will be filed with the report.
- Copies may be mailed by first class, postage prepaid, or hand-delivered.
- A declaration of service gives the court proof that copies were provided.
- Two declaration of service forms are included with this form packet.
  - Declaration of Service by Mail; and
  - Declaration of Service by Hand Delivery.
- If the Conservator arranges to have the copies served by mail, the individual who takes the envelopes to the United States Post Office and pays the first-class postage completes the Declaration of Service by Mail.
- If the Conservator arranges to have the copies served by hand-delivery, the individual who hand-delivers the copies completes the Declaration of Service by Hand Delivery.

## File Forms After Service is Complete

### After Service is Completed, File the Following with the Clerk of District Court:

- The original Beginning Inventory Report;
- The original Confidential Information Form (**don't** serve this form); and
- The originals of **all** declarations of service showing copies of the Beginning Inventory Report were served on protected individual and any parent or guardian with whom the protected individual lives.

**If you're unable to file your report within 90 days, please contact the district court. An Order to Show Cause hearing may be scheduled for the protection of the individual if the Beginning Inventory Report is not received promptly.**

**Don't include these instructions when you serve or file the completed Beginning Inventory Report.**