

# Instructions for Guardianship of Adult Beginning Inventory Form

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

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

## **Purpose of Beginning Inventory Report**

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

Fillable forms are available on the North Dakota State Court's website at [ndcourts.gov](http://ndcourts.gov) by clicking on the "Legal Self Help & Forms" link. Attach additional pages as necessary to provide a complete inventory with any appropriate explanations.

If new assets are discovered after completing 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.

**Review "Managing Financials" in the Guidelines for New Guardians packet at [ndcourts.gov/legal-self-help/adult-guardianship](http://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. As guardian, you'll need to account for all of the ward's assets, including the deposits and spending from the ward's estate.

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 ward in the annual report to the court.

## **Confidentiality of the Ward**

**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 to your Beginning Inventory Report, 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 hasn't completed the top of the form for you, use the Letters of Guardianship to complete the following:
  - Enter the county and district court names.
  - Fill in legal name of the ward.
  - Enter the case number.

## Ward and Guardian Information

- Fill in the current address of the ward, the ward's age, and the ward's phone number.
- Fill in the information for guardians, co-guardians, and conservator(s). Complete the contact information including address, phone numbers, and emails for each guardian and conservator.

**Don't leave any blanks.** If a space doesn't apply to the ward, 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: Ward's Assets

If you include account numbers in Paragraphs 2-6, only include the last 4 digits of the account number. You fill out the separate Confidential Information Form with the full account numbers after you finish filling out the Beginning Inventory Report form.

- Complete the asset information in Paragraphs 2-6. Include all assets that the ward 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 your ward'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 provide an estimated total for this group of assets. If the Ward has items of high value such as jewelry, art, or antiques, list each high value item separately in the “Other (describe)” rows.
- 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 of all assets for Paragraphs 2-6**

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

**Paragraphs 7-8: Ward’s Debts**

If you include account numbers in Paragraphs 7-8, only include the last 4 digits of the account number. You fill out the separate Confidential Information Form with the full account numbers after you finish filling out the Beginning Inventory Report form.

- List all of the debt for which the ward 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 that the ward is responsible for, 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.
- Fill in the total on Line/Paragraph 10 on Page 3 of the Beginning Inventory Report.

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

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

### **Paragraph 12: Comments and Explanations**

- Use this section to explain any of the assets or debt that are not self-explanatory. Relating to the examples listed above, you might mention that the ward'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 the ward's children. Describe any rights to future income such as annuities and trusts.

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

Each guardian and conservator that helped to complete this report must date and sign at the bottom. You're stating to the Court, under penalty of perjury, that you've identified and recorded all of the ward'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 Ward and Guardian(s) information.
  - If a co-guardian or a conservator was appointed for the ward, fill out their 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.

**Don't serve the Confidential Information Form.**

## Contact Information Form

**The guardian is required to mail copies of the annual report to the conservator, if any, the Ward, and all interested persons listed in the court order appointing the guardian.**

This form ensures that the guardian mails copies of the annual report to the current address of each person. This form also allows the court to update the guardianship case file with updated contact information for each person.

- Complete the top of the form exactly as you completed the top of the Beginning Inventory Report.
- Completely fill out the information for the Ward, you (the guardian/co-guardian), the conservator (if any) and all persons listed in the court order appointing the guardian.

## Declaration of Service by Mail Form

**Serve Copies of Completed, Dated and Signed Beginning Inventory Report and Contact Information Form**

- The conservator, if any, the ward and all interested persons designated in the order appointing the Guardian must each receive a copy of the completed, dated and signed Beginning Inventory Report, Contact Information Form, and any supporting documents that will be filed with the Beginning Inventory Report.

- **Don't** serve copies of the Confidential Information Form.
- Copies may be served by first class mail or certified mail.
- The Declaration of Service by Mail form gives the court proof that copies were provided.
- The individual who mails the envelopes must be at least 18 years old. The individual who mails the envelopes completes the Declaration of Service by Mail.

## **File Forms After Service is Completed**

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

- The original Beginning Inventory Report;
- The original Contact Information Form;
- 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 the ward, the conservator, if any, and all interested persons designated in the order appointing the guardian.

**If you're unable to file your report within 90 days, contact the district court. An Order to Show Cause hearing may be scheduled for the protection of the ward if the beginning inventory report isn't received promptly.**